CALL TO ORDER

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

Non-Agendized Matters: Members of the public are invited to address the Board on matters which are not on the Agenda. Each speaker is limited to three (3) minutes. The Board will set aside thirty (30) minutes for public comments.

Agendized Matters: Members of the public may comment on Agenda items before action is taken, or after the Board has discussed the item. Each speaker is limited to five (5) minutes.

PRESENTATION AND DISCUSSION ITEMS:

1. Committee Meeting Dates and Appointments
2. FY 2015 Capital Program Update

ACTION ITEMS:

3. New Well Site Evaluation
4. Mesa Water Reliability Facility Parking Design
5. Independent Special Districts of Orange County Elections
6. Meter Reading/Billing Process Review & Documentation

REPORTS:

7. Developer Project Status Report
8. Mesa Water and Other Agency Projects Status Report
9. Water Quality Call Report
10. Committee Policy & Resolution Review or Development
11. Operations Department Status Report
12. Municipal Water District of Orange County Activities Update
13. Orange County Water District Activities Update
14. Ocean Desalination Projects (no enclosure)
15. Report of the General Manager
16. Directors’ Reports and Comments

INFORMATION ITEMS:
17. Pipeline Infrastructure Testing
18. Reservoir Pump Inspection and Efficiency Testing
19. Response to Recovered Damages Question
20. CMMS Annual Plan Update & Management Training

In compliance with California law and the Americans with Disabilities Act, if you need disability-related modifications or accommodations, including auxiliary aids or services in order to participate in the meeting, or if you need the agenda provided in an alternative format, please contact the District Secretary at (949) 631-1206. Notification 48 hours prior to the meeting will enable Mesa Water District (Mesa Water) to make reasonable arrangements to accommodate your requests.

Agenda materials that are public records, which have been distributed to a majority of the Mesa Water Board of Directors (Board), will be available for public inspection at the District Boardroom, 1965 Placentia Avenue, Costa Mesa, CA and on Mesa Water’s website at www.MesaWater.org. If materials are distributed to the Board less than 72 hours prior or during the meeting, the materials will be available at the time of the meeting.

ADJOURNMENT
MEMORANDUM

TO: Engineering and Operations Committee
FROM: Phil Lauri, P.E., Engineering and Operations Manager
DATE: January 20, 2015
SUBJECT: Committee Meeting Dates and Chair Appointment

RECOMMENDATION

Review calendars to set meeting schedule for the third Tuesday of each month at 3:30 pm and appoint the Chair of the Committee.

DISCUSSION

Annually the Engineering and Operations Committee members review calendars and set the date and time for meetings to be held that year.

Additionally, the Committee members will need to appoint the Chair of the Committee.

FINANCIAL IMPACT

There is no financial impact.

ATTACHMENTS

None.
MEMORANDUM

TO: Engineering & Operations Committee
FROM: Phil Lauri, P.E., Engineering and Operations Manager
DATE: January 20, 2015
SUBJECT: FY 2015 Capital Program Update

RECOMMENDATION

Recommend that the Board of Directors authorize an additional allocation of $100,000 to the On-call Design Contracts Budget for FY 2015 for a not-to-exceed amount of $200,000.

STRATEGIC PLAN

Goal #1: Provide a safe, abundant, and reliable water supply.
Goal #3: Be financially responsible and transparent.

PRIOR BOARD ACTION/DISCUSSION

None.

BACKGROUND

In alignment with the Board’s Strategic Goals, Mesa Water’s Departments have been successful at initiating the planning, design, implementation, and construction of several key projects and expending 108% of the year-to-date capital budget. The Board adopted a fiscal year 2015 capital budget of $5,955,300. The FY2015 Capital Budget is comprised of the following programs and expenditures:

<table>
<thead>
<tr>
<th>Capital Program</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Engineering</td>
<td>$3,005,300</td>
</tr>
<tr>
<td>2. Operations</td>
<td>$1,460,000</td>
</tr>
<tr>
<td>3. Information Technology</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>4. Administration/Accounting/PG&amp;A</td>
<td>$490,000</td>
</tr>
<tr>
<td>Total</td>
<td>$5,955,300</td>
</tr>
</tbody>
</table>

Other capital work that was not budgeted but has arisen since the budgeting process is comprised of the following programs and expenditures:

<table>
<thead>
<tr>
<th>Other Capital Program</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Non-Budgeted Projects</td>
<td>$1,182,000</td>
</tr>
<tr>
<td>2. Other Agency Projects</td>
<td>$212,000</td>
</tr>
<tr>
<td>3. Customer Development</td>
<td>$235,000</td>
</tr>
<tr>
<td>Total</td>
<td>$1,629,000</td>
</tr>
</tbody>
</table>

DISCUSSION

Capital Program Summary
As a result of key employee retirements and resignations which resulted in an impact on the capital spending schedule, the FY2015 capital budget was reduced to a total of $4,359,000. Mesa Water is in process of rehiring of the positions and expect to be fully staffed by May 2015. As of December 31, 2014, the following is a summary status of the FY2015 Capital Program expenditures:

<table>
<thead>
<tr>
<th>Capital Program</th>
<th>Revised Targeted Budget</th>
<th>Budget YTD</th>
<th>Actual YTD</th>
<th>No. Planned Projects¹</th>
<th>No. Active/Planned Projects²</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Engineering</td>
<td>$2,974,000</td>
<td>$1,011,000</td>
<td>$447,000</td>
<td>16</td>
<td>9/10</td>
</tr>
<tr>
<td>2. Operations</td>
<td>$940,000</td>
<td>$470,000</td>
<td>$407,000</td>
<td>14</td>
<td>10/12</td>
</tr>
<tr>
<td>3. Information Tech.</td>
<td>$200,000</td>
<td>$0</td>
<td>$69,000</td>
<td>1</td>
<td>1/0</td>
</tr>
<tr>
<td>4. Administration/Accounting/PG&amp;A</td>
<td>$245,000</td>
<td>$15,000</td>
<td>$0</td>
<td>6</td>
<td>1/1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$4,359,000</strong></td>
<td><strong>$1,496,000</strong></td>
<td><strong>$923,000</strong></td>
<td><strong>37</strong></td>
<td><strong>21/23</strong></td>
</tr>
</tbody>
</table>

Notes:  
1. Number of budgeted projects for FY2015  
2. Number of active to planned projects from July 1, 2014 to December 31, 2014

<table>
<thead>
<tr>
<th>Other Program</th>
<th>Budget</th>
<th>Actual YTD</th>
<th>No. of Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Non-Budgeted Projects</td>
<td>$1,182,000</td>
<td>$551,000</td>
<td>11</td>
</tr>
<tr>
<td>2. Other Agency Projects</td>
<td>$212,000</td>
<td>$137,000</td>
<td>10</td>
</tr>
<tr>
<td>3. Customer Development</td>
<td>$235,000</td>
<td>$0</td>
<td>27</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1,629,000</strong></td>
<td><strong>$688,000</strong></td>
<td><strong>48</strong></td>
</tr>
</tbody>
</table>

Evaluation of Mesa Water’s Budgeted and Other FY2015 Capital Program reveals the following findings:
1. 91% of the planned capital projects are ongoing and being effectively implemented;

2. 62% of the year-to-date budgeted capital has been expended;

3. An additional 48 projects (Other Program Capital) totaling $1,629,000 was integrated into the FY2015 Capital Program of which $688,000 has been expended year to date.

4. Total capital expenditures ($1,611,000) are approximately 108% of budgeted capital ($1,496,000) year to date.

5. Routine Operations Capital Replacement work has expended 114% of the revised budgeted capital year to date;

6. 11 additional non-budgeted capital projects are ongoing and being prioritized and integrated within the budgeted capital program;
7. 10 Other Agency Projects have been submitted to Mesa Water® for review, design coordination, and asset relocation;

8. 4 of the 27 plan check submittals year to date are large multi-unit developments ranging in size from 15 to 37 units;

9. A total of $483,190 in Capacity Fees and $21,000 in plan check fees have been received year to date;

A total of 5 budgeted capital projects will be deferred until the next fiscal year to allow prioritization and integration of the other critical non-budgeted projects, coordination of Other Agency Projects, review of Customer Development plan checks, allow for hiring of Mesa Water personnel and allow for timely sequencing with Mesa Water’s Business Improvement Process Implementation Project.

Thus, it is estimated that Mesa Water® will expend approximately $2,340,000 (54%) of its planned capital budget and an additional $1,512,000 for Other Program Capital projects for a total Capital Program expenditure of $3,852,000 (88% of budgeted capital) for FY2015. Please note that capital expenditure reporting statistics are up to date and as accurate as possible. However, Mesa Water Vendors and Consultants are routinely two to three months in the rears of providing timely invoicing which skews the planned to actual reporting metrics.

The following is a summary of each of the various Capital Programs Projects’ scopes of work, project status, current expenditures, planned schedule, and forecasted project status:

**Budgeted Engineering Projects**

1. **Well Rehabilitation and Automation**: This project provides operational control automation functionality, construction of larger and permanent chemical handling facilities, well rehabilitation, and replacement of well pumps at each of Mesa Water’s five clear water wells. This project is in the design phase with the 30% design submittal review scheduled for January 2015. Approximately $15,000 (2%) of the $750,000 design budget has been invoiced. It is expected that $476,000 will be expended during FY2015. Construction is expected to start in fall 2015 and span approximately 18 months. Estimated construction cost is approximately $7 million. A Request for Proposals for professional construction management services has been released and will be brought to a future Engineering & Operations Committee meeting.

2. **OC-44 Pipeline Rehabilitation at San Diego Creek**: This project provides rehabilitation of approximately 1,850 feet to the existing 42” cement mortar lined and coated steel pipeline where the pipeline crosses the San Diego Creek. The rehabilitation project will use a slip-lining technology that inserts a 30” ductile iron pipe within the 42” pipeline between three strategically placed receiving/insertion pits. This project is in the design phase with the 90% design submittal review scheduled for February 5, 2015. A California Environmental Quality Act Initial Study and a draft Mitigated Negative Declaration (MND) have been completed. The draft MND will be brought to the Board for consideration and approval at a future Board
meeting. Regulatory permit applications (i.e., California Coastal Commission, Santa Ana Regional Water Quality Control Board, Orange County Flood Control, US Army Corps of Engineers – Los Angeles District, California Department of Fish and Game, etc.) are scheduled for submission to the regulatory agencies in January 2015. Approximately $130,000 (24%) of the $541,976 design budget has been invoiced. It is expected that a total of $268,590 will be expended during FY2015 to complete the design process. The Remaining portion of the budget ($273,386) will be used for providing bid and construction phase services and will be included in FY16 budget. Construction is expected to start in fall 2015 and span approximately 5 months pending any unforeseen permitting issues. Estimated construction cost is approximately $2,650,000.

3. OC-44 Turnouts Meter Replacements: This project provides for replacement of 3 large diameter import station flow meters. Meter replacements will use a magnetic flow meter that will be standardized throughout Mesa Water’s production facilities and provide minimal maintenance with a high degree of reporting accuracy. This project is in the design phase with the 90% design submittal review scheduled for January 20, 2015. Approximately $800 (2%) of the $39,546 design budget has been invoiced. It is expected that $39,546 will be expended during FY2015. Design activities are being facilitated using Mesa Water’s on-call design contract. Construction is expected to start in fall 2015 and span approximately 6 months. No funds have been expended of the budgeted construction cost of $385,000. Construction management will be facilitated using Mesa Water’s on-call construction management contracts.

4. Reservoir 1 Booster Pump Station Repairs: This project provides for the replacement of the Reservoir 1 exhaust silencers and roofing membrane replacement. Both systems have potentially reached the end of their useful lives. Procurement of professional design services is scheduled for February 2015 with the start of design scheduled for April 2015 and lasting approximately six months. No funds have been expended of the $250,000 budgeted construction costs. It is expected that $35,000 will be expended during FY2015 for design with construction occurring during FY2016. Remaining design and construction funds will be budgeted in FY16.

5. Water System Master Plan: The Water System Master Plan provides for an updated demand use and diurnal flow pattern evaluation and forecasting and development of a short and long-term capital improvement program. The Water System Master Plan was completed in November 2014 and approximately $26 million of capital improvements have been identified for the next five years. 100% of the $964,992 budgeted funds have been invoiced including $157,800 budgeted in FY 2015.

6. Fall Protection: This project provides for installation of safety rails around skylights, improvements to access hatches, roof parapets, improvements to ladders, and addition of harness anchoring points on operations equipment to be in compliance with Cal-OSHA standards. There are approximately 20 locations throughout Mesa Water’s administration, production and storage facilities that will have improvements made to ensure up to date fall-
protection is in place. This project will use a design-build approach to expeditiously and cost effectively implement these changes. No funds have been expended of the $100,000 budgeted design and construction costs. It is expected that $30,000 will be expended during FY2015. Design is expected to be complete by the end of the fiscal year with a construction contract awarded to occur with the start of FY2016.

7. Reservoir 1 Seismic Study: This project will evaluate Reservoir 1 seismic conditions and provide recommendations on upgrades to the roof/wall interface connections. This project was recommended as part of the Master Plan condition assessment. No funds have been expended of the $100,000 budgeted costs. This project will be deferred until a subsequent fiscal year given the prioritization and integration of Other Capital Projects.

8. On-Call Construction: This project allows the use on 3 competitively selected contractors to assist Mesa Water® in emergency and non-emergency pipeline construction activities. Mesa Water® currently has contracts with Doty Bros, Paulus Engineering, and JA Salazar Construction and Supply Company. Contracts for non-emergency work is competitively bid to each contractor to ensure competitive bidding is maintained. Emergency work is assigned to the contractor based on availability, experience, and cost. $20,807 of the budgeted $150,000 has been expended and invoiced to date to support two emergency repairs. It is expected that a total of $50,000 will be expended during FY2015. The On-call contracts are two-years in duration and are scheduled for completion in March 2015.

9. Pipeline Infrastructure System Testing: This project will provide a standardized method to support Mesa Water’s recently adopted Asset Replacement and Refurbishment Policy. 1% of Mesa Water’s pipeline infrastructure will be non-destructively tested each year with failing segments destructively tested to determine a specific remaining useful life and prioritization for replacement. Mesa Water® is in process of developing a Request for Proposals to assist in developing the standardized destructive test protocols, identifying testing laboratories, perform test results analysis, and development of a standard operating procedure (SOP) that can be used by staff each year to manage the program. Consultant selection and Board approval is scheduled to occur from December 2014 through April 2015. Program SOP development is expected to take approximately 6-months with pipeline testing and evaluation concurrently occurring. No funds have been expended of the $80,000 budgeted costs. It is expected that $30,000 of the $80,000 will be expended during FY2015. The remaining work will be budgeted in FY16.

10. Mesa Water Reliability Facility (MWRF) Parking: This project will provide for the design and construction of public parking spaces at the MWRF. Mesa Water® has issued a Request for Proposals for professional design services and received three qualified proposals. Consultant selection is scheduled for January 2015 with Board approval in February 2015. Design and permitting is expected to start in late February 2015 and take approximately 5-months. No funds have been expended of the $75,000 budgeted costs. It is expected that $65,000 will be expended during FY2015.
11. **Soil Corrosivity Study**: This project will evaluate and map the soil corrosivity within Mesa Water’s service area to determine which ferrous pipeline infrastructure assets may need cathodic protection to potentially extend a pipeline’s useful life. This project was recommended as part of the Master Plan condition assessment. No funds have been expended of the $65,000 budgeted costs. This project will be deferred until a subsequent fiscal year given the prioritization and integration of the Other Capital Projects.

12. **New Well Site Development Investigation**: This project will evaluate potential sites for the development of 2 new Mesa Water® clear water production wells. This project was recommended as part of the Master Plan water supply analysis to achieve the Board’s goal of maintaining 115% of local supply production. Mesa Water® is in the process of developing a Request for Proposal for professional real estate services to assist in identifying, negotiating, and procuring real property for these projects. A change order to the Well Automation Project Design Contract for professional services (i.e., Hydrogeology investigation, planning, zoning, etc.) will be brought to a future Engineering and Operations Committee for consideration. No funds have been expended of the $50,000 budgeted costs. It is expected that all $50,000 will be expended during FY2015 for the technical evaluation and an additional $25,000 for professional real estate services.

13. **Reservoir 1 Vent Repairs**: This project will provide for the design and replacement of the Reservoir 1 vent screens. These screens have corroded due to excessive weather. Replacement of these screens is critical to ensure adequate barrier protection from external elements. This project will use Mesa Water’s On-call design contracts to expedite the design process. Design of this work will be combined with the Reservoir 1 Booster Pump Station Repairs Project to minimize the design cost and project management effort. No funds have been expended of the $50,000 budgeted construction costs. It is expected that $25,000 will be expended during FY2015 for design with construction occurring in FY2016.

14. **MWRF Backup Power**: This project will provide back-up power connectivity of the MWRF SCADA computers, servers and Administration building power to ensure proper shut-down of the MWRF should a power failure occur. Currently the MWRF back-up generator only powers the air-compressor systems that actuate the nano-membrane flush valves. This project is in the design phase and is scheduled to be complete by March 2015. Construction is expected to take approximately 1-month and occur during May 2015. Approximately $20,000 has been expended for design. It is expected that a total of $10,000 will be expended during FY2015 for construction.

15. **As-Needed Construction Management Services**: This project allows the use on 3 competitively selected consultants to assist Mesa Water® in overseeing the construction of small to medium size construction projects. Mesa Water® currently has contracts with Butier, MWH Constructors, and Leidos. Specific projects are competitively bid to each Consultant to ensure competitive bidding is maintained unless a project necessitates specific experience. Projects during this fiscal year that have used the as-needed construction management services includes the Reservoir 2 Silencer Replacements and the 17th and Tustin Intersection
Widening Project. $13,124 of the budgeted $100,000 has been expended to date. It is expected that a total of $25,000 will be expended during FY2015 for the MWRF Backup Power Project. The as-needed construction management contracts are two-years in duration and are scheduled for completion and re-selection in September of 2015.

16. As-Needed Design Services: This project allows the use on three competitively selected consultants to assist Mesa Water® with the professional design services of small to medium size design projects. Mesa Water® currently has on-call design contracts with RBF, Brady & Associates, and Leodis that were established through a competitive selection process. Specific projects are competitively bid to each Consultant to ensure competitive pricing is maintained. Projects requiring specialty design experience may be directly contracted with one of the three Consultants possessing the requisite experience. Projects during this fiscal year that have used the as-needed design services include the Administration Facility Improvements, New Hampshire Water Mainline Relocation, OC-44 Turnouts Meter Replacement Project, and Development of Standard Operating Procedures. $89,390 of the budgeted $100,000 has been expended to date. It is expected that the total budget will be expended during FY2015 including an additional $75,000 for a total of $175,000. The as-needed design contracts are two-years in duration and are scheduled for completion and re-selection in September of 2015.

Because the As-needed Design Services contracts are effective and efficient at quickly delivering small to medium size projects, it is recommended that the Board considering allocating an additional $100,000 to be used for the remaining portion of FY2015.

**Budgeted Operations Capital Projects**

1. Routine Capital Replacements: The largest Operations Capital Replacement Programs consists of Mainline Valve Replacements, Hydrant Upgrades, Hydrant Valve Replacements, Small & Large Meter Replacements, and Service Line Replacements. These programs are used to replace assets that have reached the end of their useful life. Asset replacements are determined from routine annual maintenance. Asset replacements are tracked in Mesa Water’s robust Computer Maintenance Management System (CMMS) and Geographical Information System (GIS) to ensure accurate asset management information is updated and costs are tracked. The following is a year-to-date summary of the Operations Capital Replacement Programs:

<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Mainline Valve</td>
<td>50</td>
<td>25</td>
<td>16</td>
<td>$155,923</td>
<td>$83,108</td>
<td>15</td>
<td>$92,889</td>
</tr>
<tr>
<td>2. Hydrant Upgr.</td>
<td>40</td>
<td>20</td>
<td>15</td>
<td>$176,084</td>
<td>$111,659</td>
<td>10</td>
<td>$88,901</td>
</tr>
<tr>
<td>3. Hydrant Valve</td>
<td>20</td>
<td>10</td>
<td>1</td>
<td>$13,625</td>
<td>$4,649</td>
<td>20</td>
<td>$27,250</td>
</tr>
<tr>
<td>4. Small Meter</td>
<td>1394</td>
<td>697</td>
<td>474</td>
<td>$81,539</td>
<td>$74,247</td>
<td>1394</td>
<td>$163,078</td>
</tr>
</tbody>
</table>
Overall, the Routine Operational Capital Program Replacements are approximately 36% lower than the planned replacements due to maintenance worker retirements and the time necessary to recruit new maintenance workers. An evaluation of available resources and recruitment schedules for the remaining portion of FY2015 indicates a revision to the annual plan and budget are merited. The table above reflects an adjustment to the Routine Capital Replacement Program of 48% from the original annual plan budget of $1,004,000.

2. **Standard Operating Procedures**: This project will develop standard operating procedures (SOPs) for each of Mesa Water’s Production, Distribution, and Water Quality sections. These SOPs will be used to optimize routine maintenance, production operations, and water quality sampling and compliance activities. Development of these standards will support the Mesa Water perpetual agency philosophy. No funds have been expended of the $130,000 budgeted costs. This project will be deferred until a subsequent fiscal year given the prioritization and integration of the Other Capital Projects.

3. **SCADA Implementation**: This project provides for the routine SCADA system maintenance, customization of SCADA software, on-call trouble-shooting, and special projects integration. It also provides for required support of the planned Well Automation project. Mesa Water currently uses an outside consulting support contract to facilitate the aforementioned activities. This work is competitively selected every two years. Projects completed during this fiscal year include the replacement of outdated equipment, staff training on SCADA software use, and the development of new SCADA system features used to track engine usage for maintenance and environmental compliance. $30,328 of the budgeted $130,000 has been expended to date. It is expected that a total of $130,000 will be expended during FY2015.

4. **Safety Projects Design**: This project provides for the design and implementation of any special safety projects identified by Mesa Water’s safety team. Currently no special projects have been identified for this fiscal year. Thus, no funds of the budgeted $50,000 have been expended to date. It is expected that no funds will be expended during FY2015.

5. **Reservoir 1 and 2 Pump Efficiency Testing**: This project provides for pump efficiency testing and potential pump replacements, as well as the investigation of the Reservoir 2 intake manifold. Pump maintenance work in 2012 revealed concrete debris in the intake manifold from an unknown source. The pumps in Reservoirs 1 and 2 have been in service for over 20 plus years and have potentially reached the end of their useful lives. A Request for Proposal is being developed for professional engineering services to oversee the offsite pump efficiency testing, provide analysis and recommendations, and design of any replacement pumping systems. Professional Consultant selection and Board approval is scheduled from January through April 2015. Offsite pump testing will be phased so as not to take any one reservoir out of service.

| 5. Large Meters | 217 | 108 | 66   | $53,627 | $34,067 | 217 | $107,254 |
| 6. Service Lines | 10  | 5   | 1    | $14,325 | $5,221  | 10  | $28,650  |
| 7. Sample Station| 10  | 5   | 5    | $5,574  | $5,397  | 10  | $11,148  |
| **Total**       |     |     |      | $500,697| $318,348|     | $519,170 |
of service during peak summer demands. This project will also provide a robotic investigation of the Reservoir 2 intake manifold to be performed during a long-term maintenance event in which the reservoir can be taken out service. This project is scheduled to take approximately 9 to 12 months depending on the results of the pump test results and new equipment fabrication and installation. No funds of the budgeted $94,000 have been expended to date. It is expected that a total of $20,000 will be expended during FY2015. Funds will be budgeted in the next fiscal year to complete the project.

6. Fleet Replacements: This project provides for the replacement of 2 fleet trucks. Fleet replacements are based on Mesa Water Policy WO-0010. Each year Mesa Water’s fleet is evaluated based on age of vehicle, service history, miles driven, valuation, and other miscellaneous factors. These parameters are based on the American Public Works Association standards and used to determine vehicle replacement schedules. Mesa Water® ordered and recently received 2 fleet trucks in December 2015. The total cost of fleet replacement was $45,610 plus an additional estimated $7,151 to equip and brand both vehicles as compared to the budgeted $52,000.

7. Santa Ana Vault Landscaping: This project will provide landscaping around the Santa Ana Vault infrastructure. The Santa Ana vault is located adjacent to several businesses along Santa Ana Avenue and would benefit from minimal project beautification to better support the local landscape. This project will be addressed as part of the new Landscaping Maintenance Services contract being led by Customer Service Department. Work is scheduled to occur in late May 2015. No funds of the budgeted $10,000 have been expended to date. It is expected that $10,000 will be expended during FY2015.

Budgeted Information Technology Projects
1. Information Technology (IT) Plan: Originally the IT Plan was approved by the Board in May 2014 in the amount of $1,275,000. The schedule was to start in July 2014 and be completed in March 2015. With the resignation of the Customer Services Manager in July 2014, the IT Plan was put on hold until the new Customer Services Manager was hired. With the revised scheduling of the IT Plan, it is anticipated to be completed in April 2016. One of the projects within the IT Plan, the Operational Metrics project, was started in November 2014 and will be completed in approximately April 2015. $68,978 has been expended to date. The Operational Metrics project budget is $275,000 and it is expected that a total of $120,000 will be expended in FY 2015.

Budgeted Administration/Accounting/PG&A Projects
1. MWRF Outreach Center: This project provides for enhancements to the MWRF with an educational outreach center to be designed/built within -- or in place of -- the existing building at the MWRF that currently houses offices, restrooms, a SCADA room, water quality lab, storage, and a large empty room that has been used for District events and meetings. A project design scope and request for proposal (RFP) timeline are being developed. The FY2015 capital budget contains $150,000 for this project with no funds expended to
date. Work with a project design consultant is expected to begin by late April 2015. It is anticipated that a total of approximately $50,000 will be expended during FY2015.

2. **Administration Facility Improvements**: This project provides for enhancements to Mesa Water’s customer service and lobby area as well as other miscellaneous facility improvements necessary throughout the year. The Customer Service and Lobby Improvement Project was completed in November 2014. $72,897 of the budgeted $110,000 has been expended to date. Other facilities improvements will include installation of a new window in the 2nd floor Administration building along with the installation and relocation of doors in the Records room and upstairs conference room. Work is expected to be completed by late June 2015. It is expected that a total of $110,000 will be expended during FY2015.

3. **Human Resource Information System (HRIS)**: The project is anticipated to be completed in the fourth quarter of the fiscal year.

4. **Billing & Accounting Integration**: This capital project is comprised of software enhancements that will provide better integration between Mesa Water’s billing software (COGSDALE) and accounting software (Great Plains). This project was budgeted for $50,000 as part of the Business Improvement Process Implementation (BIPI) and is now anticipated to be completed in FY2016. It is expected that no more than $10,000 will be incurred in FY2015.

5. **Project Accounting Integration**: This capital project is also comprised of software enhancements that will significantly improve the project accounting function within Great Plains. This project was budgeted for $50,000 and is not yet underway. It is scheduled to be completed within the Business Improvement Process Implementation (BIPI) in FY2016. It is expected that no amounts will be incurred in FY2015.

6. **Reporting Services Integration**: This capital project, budgeted for $50,000, is also comprised of software enhancements that will increase the functionality of accounting reporting currently performed within Great Plains. This project is currently underway and is a component of the Accounting Close Project that the Board recently approved. This project is expected to be completed in FY2015 and is not expected to exceed $30,000.

**Non-Budgeted Projects**

1. **Well 9 Rehabilitation & Pump Replacement**: This project provides well rehabilitation and replacement of the production pump at Mesa Water’s clear water Well 9. This work is a result of a pump failure that occurred in September 2014. Well rehabilitation and pump replacement design and implementation work efforts are estimated to cost approximately $650,000. Mesa Water® issued a change order to its competitively selected Well Automation Project design Consultant to facilitate the well rehabilitation contract package, pump procurement contract package, and to oversee equipment installation and perform construction management work efforts. Well 9 work is scheduled to be completed by the end of July 2015 pending any unforeseen equipment fabrication and procurement issues. $39,181 has been expended to date. A total of approximately $575,000 is expected to be expended during FY2015.
2. **MWRF Irrigation Water Demineralization**: This project provides for the design and installation of a demineralized water system to enhance the water quality of the water used to irrigate the MWRF’s redwood trees. This project was not budgeted for FY2015. Competitive bids have been solicited and evaluated and it is estimated to cost approximately $12,000 per year for the lease of a mixed bed media ion exchange system and Mesa Water staff time to facilitate the contract. Design of the plumbing interface is ongoing and construction work is scheduled to be complete by late February 2015. Construction cost for the plumbing work is estimated to be $15,000. All funds are expected to be expended in FY2015.

3. **MWRF Improvements**: This project provided for the replacement of a malfunctioning production magnetic flow meter on the downstream side of the high lift pump station including repair of malfunctioning light and sump pump inside the meter vault. Other projects included the installation of an air diffuser system on the degasifier scrubber system to assist with the diffusion of the vapor exhaust stream and the installation of safety railing outside of the nanomembrane building. These projects were not budgeted for FY2015. This project was completed in August 2014 and $195,056 was expended and invoiced for the design, construction, and construction management activities.

4. **Project Management Guidelines**: This project will provide standardized project management guidelines for the design and construction of Mesa Water’s Capital Program. These guidelines will provide project management standards for both engineering based capital design/construction work efforts and a standard procurement of goods and services based work approach. The engineering project management guidelines were completed in November 2014. An overview of this work effort will be brought to an upcoming Engineering and Operations Committee meeting. The procurement based project management guidelines will be derived from an abridged engineering based guidelines and is scheduled to be completed by June 2015. This project was originally scheduled to be completed as part of the FY2014 budget but was deferred due to implementation of other critical non-budgeted capital projects. $59,345 of the budgeted $107,600 has been expended to date.

5. **MWRF Finished Water Quality Polishing Project Design**: This project provides finished water quality polishing of the MWRF product water stream to remove small amounts of polysulfide material. Mesa Water® was successful in piloting this treatment approach at a full-scale level during FY2014. Final testing was completed in the first part of FY2015 with a recommendation to implement this on a full-scale level given the large-scale aesthetic benefits and low cost impact. Staff has obtained tentative approval from the Division of Drinking Water (DDW) to implement this on a full-scale level. DDW has agreed to allow Mesa Water® to continue operating the full-scale pilot equipment through December 2015 at which time a permanent treatment system must be designed and constructed. This project was not originally budgeted for FY2015 as testing and project recommendations were still being finalized. Staff is working on developing a Request for Proposals for professional design services for the permanent treatment system. Consultant selection and Board approval is scheduled to occur from January 2015 through April 2015. Design and permitting activities are
scheduled to take approximately nine months with construction taking approximately 6 months.
$94,050 has been expended and invoiced to date. It is expected that $55,000 will be
expended for the remaining portion of FY2015.

6. East Orange County Water District Services (EOCWD): Mesa Water® continues to support
through shared services the capital planning and design activities of EOCWD. Mesa Water®
was instrumental in developing, procuring, and initiating EOCWD’s Master Plan Update Project
for both their retail and wholesale systems as well as the feasibility study for the new Peter’s
Canyon Water Treatment Plant. Shared services performed for EOCWD are recovered based
on Mesa Water’s burdened rates. Mesa Water® will continue to support EOCWD during the
remaining portion of FY2015.

7. Standard Plans Update: This project provides an update to Mesa Water’s Standard Plans
and Specifications. Mesa Water’s Standards were last updated in 2002. This update
integrated industry changes by implementing a Construction Specifications Institute (CSI)
standard that brought specification and construction standards uniformity with other regional
water agencies. This project used Mesa Water’s on-call design services contract. This project
was completed in July 2014. $43,250 was expended for this project.

8. Rules & Regulations for Water Service Update: This project updated the Rules and
Regulations for Water Service. These regulations establish the rights, responsibilities, and
requirements for water service between Mesa Water® and its customers. Major changes to
this update include the adoption of a 1” meter standard, requirement for metering of all
dedicated fire lines, addition of conversation and irrigation requirements, and updating of the
implementation requirements for recycled water systems. This updated Rules and Regulations
for Water Service was adopted by the Board in November 2014. $31,000 was expended for
this project.

9. Capacity Charge Analysis & Update: This project provided for the evaluation of Mesa
Water’s current capacity charges. Capacity charges are assessed for new development
projects to ensure capacity buy-in to Mesa Water’s system is equitably shared. Mesa Water®
updates its capacity charges approximately every 5 years to ensure that charges are in
alignment with its costs. This project was completed in July 2014 and adopted by the Board in
August 2014. $36,000 was expended for this project.

10. Reservoirs 1 & 2 Gas Meter Replacements & SCADA Integration: This project provides for
the installation of gas meters capable of integrating with Mesa Water’s SCADA system.
Reservoirs 1 and 2 are primarily driven by natural gas powered engines that require frequent
AQMD compliance monitoring and reporting. Mesa Water® has historically monitored the
natural gas consumption using daily manual reads. Implementation of integrated gas meters
will remove the daily labor required to monitor these compliance points. A request for
proposals for design services is being developed that will allow for the design, construction,
and integration of the required gas metering technology. Design is scheduled for completion in
June 2015. Implementation and SCADA integration will occur during FY2016 and take
approximately one month. No funds have been expended to date. It is expected that $10,000 will be expended in FY2015.

11. **Well 5 Booster Pump Repairs**: This project provided repair of the booster pump at Mesa Water’s clear water Well 5. The pump was inspected in response to repeated engine failures due to excess vibration. Repairs included rebuilt pump bowls, resurfaced wellhead, and a mechanical realignment of the pump shaft. This project was completed in October 2014. $39,088 was expended for this project.

**Other Agency Projects (MP)**

1. **New Hampshire Ave Water Main Relocation**: This project will relocate approximately 110 feet of 12” water main over the channel crossing at New Hampshire Blvd. The Orange County Public Works Flood Control Department (OCPWFCD) will be constructing a new box culvert to increase the drainage channel capacity. This will result in Mesa Water® relocating its water main to accommodate the new culvert design and construction. Design was completed using Mesa Water’s On-call Engineering Design contract. Construction is scheduled to start in April 2015 with construction lasting approximately 6 months. OCPWFCD will be bidding, constructing, and performing construction management as part of their construction contract with Mesa Water® approval of construction submittals and inspection of water main construction. $2,122 of the estimated $111,706 cost has been invoiced to date. It is expected that $66,706 will be expended in total during FY2015. Remaining construction funds will be budgeted in FY2016.

2. **Wilson Widening Project (Columbia to Newport Blvd.):** This project will widen Wilson Avenue from Columbia to Newport Blvd. and will require Mesa Water® to relocate three fire hydrants and 22 water service lines. Mesa Water® has reviewed the draft plans and provided comments to the City of Costa Mesa for incorporation. Due to lack of funding the construction is tentatively scheduled for 2017. Work will either be performed by Mesa Water crews, the City of Costa Mesa contractor, or Mesa Water’s On-call construction contract. Estimated water related construction cost is $95,000.

3. **Anaheim Project (Plummer St. to 18th St.):** This project required relocation of Mesa Water’s mainline along Anaheim Avenue to accommodate the City of Costa Mesa’s Industrial Way Water Quality & Storm Drain Improvement Project. Mesa Water® had to relocate its waterline at 4 locations using a siphon design approach to accommodate the new storm drain alignment. Construction was completed by the City of Costa Mesa’s contractor in December 2014 and inspected by Mesa Water’s inspector. Total cost for design and construction services was $91,990.

4. **17th & Tustin Ave. Intersection Widening Project**: This project involved the relocation of Mesa Water’s pressure monitoring station in support of the City of Costa Mesa’s intersection widening project. Work involved the construction of a new SCADA cabinet and electrical service, relocation of 2 waterline services, replacement of old plastic service line with copper tubing, and one hydrant relocations. Construction started in August 2014 and was completed
in late October 2014. Mesa Water’s Construction Inspector performed inspection services and Mesa Water’s On-call Pipeline Contractor performed work. Total cost of construction services was $43,182.

5. **Placentia Median Construction Project (Wilson to Adams):** This project provides for the construction of a highway median along Placentia Avenue from Wilson Avenue to Adams Blvd. that would function as a traffic barrier. Median construction would result in large diameter trees being placed over or adjacent to Mesa Water’s 16” and 24” diameter CCP water main. Mesa Water® is working closely with the City of Costa Mesa and its design Consultant to find alternative landscaping options and locations along this median. Construction is scheduled to start in fall of 2015. Mesa Water® will continue to work with the City of Costa Mesa Engineering Department to ensure that a viable long-term solution is reached in regards to acceptable placement and type of landscaping along this median construction.

6. **19th Street Rehabilitation (Fullerton Ave. to Irvine Ave.):** This project provides installation by the City of Costa Mesa of added landscaping and irrigated chokers along 19th Street. Mesa Water® is working with the City’s design team to assist in identifying water service and meter locations. Construction is scheduled to start in fall of 2015. Mesa Water® will provide inspection of all water related facilities construction.

7. **Fire Hydrant Relocation Projects:** These projects provide for relocation of the fire hydrants to accommodate the City of Costa Mesa’s street construction work on Raleigh Avenue and at Charlie Street and Alley 67. Work on Raleigh Avenue was performed by Mesa Water® staff in October 2014. The relocation of the fire hydrant on Charlie St. was cancelled after the field survey demonstrated that the location of the fire hydrant was in compliance with ADA requirements. Mesa Water crews performed this work and costs are included in the Routine Capital Replacement costs.

8. **Harbor Blvd. Widening Project (Sunflower to Law Court):** This project consists of widening northbound Harbor Boulevard between South Coast Drive and Sunflower Avenue. It also includes traffic signal upgrades at Harbor Boulevard and Law Court and Harbor Boulevard and Sunflower Avenue, and other work required per the contract documents. This project will require Mesa Water® to relocate two existing service lines with four meters and one fire hydrant. Construction is scheduled to start in January 2015. City of Costa Mesa included the water utility relocations as part of their construction bid. This relocation work will be performed by the City contractor and inspected by Mesa Water’s Construction Inspector. Construction cost is estimated to be $9,250 and will be reimbursed by Mesa Water®.

9. **I-405 Widening Project (Alleys 5, 51, 119, 124, & 125):** This project consists of widening of the I-405 Freeway from Fairview Road to the Northerly City limits. The project may affect water utilities located in five alleys adjacent to the Freeway. Mesa Water® is in process of working with the City of Costa Mesa to determine the extent of water relocation improvements. Construction is expected to begin in June 2016 and extend through 2021.
10. **Segerstrom Performing Arts Center Improvements**: This project provides for improvements at the Segerstrom Performing Arts Center. The project may involve relocation of approximately 350’ of existing 12” ACP water main due to proposed landscaping improvements. The project is currently on hold. New plans are being developed and no construction is anticipated in FY 2015.

**Customer Development Projects**
Mesa Water® has seen an increase of the number of plan check submittals during the first half of FY2015. Mesa Water® actively attends the City of Costa Mesa’s bi-weekly Development Review Committee meeting to have input on the permitting conditions for various projects being submitted to the City for approval. Attendance at this meeting also allows Mesa Water® with the ability to ensure that project submittals are concurrently submitted to Mesa Water® for review and issuance of an appropriate water construction permit. From July 1, 2014 through December 31, 2014, Mesa Water® has received plan check submittals in each of the following categories:
- Commercial – 9
- Residential – 17
- Multifamily – 0
- Industrial – 1

Mesa Water® has several projects in multiple stages of completion (i.e., Plan check, construction, closeout, etc.) from both FY2014 and FY 2015. There are currently 23 projects in review, 33 projects in construction, and 1 project completed during FY 2015. Of the 17 residential projects, 4 projects have more than 15 units each and require considerable staff review and project coordination.

It is anticipated the 18 projects in total will be completed by the end of FY2015 that will result in approximately $235,000 in added capital asset valuation. Mesa Water® has received $483,190 to date in capacity fees in FY2015 and expects to receive $746,000 in total for FY2015. Plan check fees collected to date for FY2015 is $21,000.

**FINANCIAL IMPACT**
Mesa Water® will expend approximately $2,340,000 (54%) of its planned capital budget and an additional $1,512,000 for Other Program Capital projects for a total Capital Program expenditure of $3,852,000 (88% of budgeted capital) for FY2015.

**ATTACHMENTS**

None.
MEMORANDUM

TO: Engineering and Operations Committee
FROM: Phil Lauri, P.E., Engineering and Operations Manager
DATE: January 20, 2015
SUBJECT: New Well Site Evaluation

RECOMMENDATION

Award a Change Order to Carollo Engineers, Inc. (Carollo) to the Well Automation and Rehabilitation Design contract in the amount of $150,447, for a hydrogeological study and site planning for two new well sites.

STRATEGIC PLAN

Goal #1: Provide a safe, abundant, and reliable water supply.
Goal #2: Practice perpetual infrastructure renewal and improvement.

PRIOR BOARD ACTION/DISCUSSION

The Committee voted on August 19, 2014, to authorize a contract in the amount of $749,999, with a contingency of 10%, for a not-to-exceed amount of $824,995, to Carollo for Design of the Well Automation and Rehabilitation Project. Carollo was competitively selected for the project. The Committee directed staff on November 17, 2014, to issue a change order to the contract to expedite design of Well 9 repairs. Change orders of $192,053 have been issued for Well 9.

On November 25, 2014, the Committee voted on recommendations from the 2014 Water Systems Master Plan Updated to direct staff to plan water supply to meet 115% of projected demands, and explore the development of two new well sites while abandoning Well 8.

DISCUSSION

On an average day, the current and future water demands can be met by Mesa Water’s five active clear wells (Wells 1, 3, 5, 7 and 9) and the Mesa Water Reliability Facility (MWRF) that treats the deep aquifer amber-tinted water from Wells 6 and 11; thus making Mesa Water® independent of imported water on an average basis. The total daily production from local sources is 22.7 mgd, which exceeds predicated 2040 average day demand of 17.7 mgd, but falls short of current and predicted maximum day demand (26.1-26.5 mgd). Mesa Water® also has two storage reservoirs that provides approximately 28 MG of storage. The reservoirs provide storage to supplement and/or replace production facilities during an emergency, but are not designed for multiple emergencies on consecutive or multiple days. Mesa Water® has access to 42.1 mgd of imported water that can be used to meet demand if necessary, however, local groundwater supplies are a more cost efficient water source. To meet the predicted peak and maximum day demands of 26.5 mgd with local supply, and also provide 15% buffer, additional water will be required. The most cost effective supply increase is to rehabilitate the existing clear wells. In addition, drilling two new clear wells with an expected capacity of 2,000 gpm each (5.76 mgd combined) is also needed to meet the 15% buffer of water supply capacity. Mesa Water’s Board has directed staff to explore new sites for two new wells.

Two key factors must be assessed for new well site development. First, the hydrogeology and
groundwater quality must be evaluated from existing studies to predict locations where a new well could be drilled that would produce an acceptable flow rate (i.e., 2000 gallons per minute) while meeting all primary and secondary water quality standards. Second, the real estate for the well site must be in a land use zone that is compatible with groundwater pumping, geometrically compatible with the standard well site configuration being developed as part of the Well Automation and Rehabilitation Project, and must be available to be acquired by Mesa Water®. Staff intends to retain professional real estate services for locating and acquiring property under the General Manager’s approval authority of less than $25,000, and has asked Orange County Water District for recommendations for real estate firms. Other critical work consists of physical hydrogeological evaluation through borehole development, oversight, and testing.

Carollo and its subconsultant, Geotechnical Consultants Inc. (GTC) are highly qualified to support Mesa Water® in this New Well Sites Planning evaluation. GTC has been involved with many well projects in the Orange County Groundwater Basin, and is very familiar with the aquifer hydrogeology, amber-tinted water influence, salinity, and other water quality challenges in the area. Carollo recently submitted the 30% design of the Well Automation and Rehabilitation Project, including developing standard well site layouts with robust storage facilities for disinfection chemicals. Working with Carollo and GTC provides Mesa Water® with design consistency between the New Well Site Evaluation Project and the Well Automation & Rehabilitation Project, maximizes project management efficiencies, and minimizes procurement selection cost of services. Professional design services of the New Well Site Project will be advertised for competitive selection. The following is a summary of the scope of work:

- Task 1 - Develops a dimensioned well site layout to aid a commercial Real Estate professional in finding available property
- Task 2 – Performs a desktop hydrogeological study based on existing information to be acquired from OCWD.
- Task 3 - Prepares a summary memo with recommendations for where to acquire property to drill a pilot hole.
- Task 4 – Provides general support to the Real Estate professional as needed.
- Task 5 – Provides field hydrogeological services for drilling of two pilot holes, including geophysical logging, review of logs, and recommend four aquifer zones for isolation testing, development of a water quality sampling program, and review of water quality test results.
- Task 6- Provides for project management.

Therefore, it is recommended that the Board consider authorizing the General Manager to execute a change order in the amount of $150,447 for the aforementioned professional engineering and hydrogeological services.

FINANCIAL IMPACT

$50,000 was budgeted in FY2015 for the new well site study. $50,000 will come from the capital budget and the additional $100,447 from cash on hand.

ATTACHMENTS

None.
MEMORANDUM

TO: Engineering and Operations Committee
FROM: Phil Lauri, P.E., Engineering and Operations Manager
DATE: January 20, 2015
SUBJECT: Mesa Water Reliability Facility Parking Design

RECOMMENDATION

Recommend that the Board of Directors award a contract to CivilSource, Inc., for the MWRF Parking Design for the not to exceed amount of $65,830 and authorize the General Manager to execute the contract.

STRATEGIC PLAN

Goal #2: Practice perpetual infrastructure renewal and improvement.
Goal #4: Increase public awareness about Mesa Water® and about water.
Goal #6: Provide outstanding customer service.

PRIOR BOARD ACTION/DISCUSSION

The Board has previously discussed the MWRF Parking Design concept at the March 15, 2014 Board Workshop. Board adopted Option 3 (Gisler Parking Concept).

BACKGROUND

Parking at the MWRF is currently limited to approximately 20 unofficial spaces that are accommodated using the gravel landscaping that surrounds Mesa Water’s treatment and storage facilities onsite at the MWRF (i.e., High lift reservoir, carbon dioxide storage vessel, chemical handling facilities, electric switchgear, etc.). Spaces are unmarked and require a staff person onsite dedicated to directing traffic flow and ensuring visitors find their way to the tour start. As a result, Mesa Water evaluated several options to address parking issues at the MWRF and to propose alternative options for onsite parking.

During the March 15, 2014, Board Meeting, the Board reviewed a parking study for the MWRF prepared by Onward Engineering. Three parking alternatives were presented to the Board for consideration. The three options consisted of:
1) Onsite Parking;
2) CarMax Property; and
3) Gisler Frontage Parking

Ultimately, the Board directed staff to proceed with the development of Option 3 (Parking along the Gisler frontage) with an estimated construction cost of $150,000.

DISCUSSION

A Request for Proposals (RFP) to provide professional engineering services was developed to prepare final plans, specifications, permitting, bid package preparation, cost estimates, and provide bid and construction support services for implementation of the MWRF Parking Project. The RFP detailed the Scope of Services and schedule requirements for the completion of the
design. While the scope of the actual engineering design is not complex, the nature of the project coordination and required permitting for the overall scope of services to complete the project includes several detailed coordination meetings with Southern California Edison and the City of Costa Mesa, preparation of CEQA documents, surveying, potholing and providing bid and construction phase services.

A RFP for professional engineering services for the MWRF Parking Design Project was released on November 25, 2014. The scope of work is comprehensive and includes the following major tasks:

- **Task 1 - Project Management and Administration:** – The consultant will provide coordination of all work efforts of the project team, facilitate regular project progress meetings, and provide regular updates on the Project status and budget;

- **Task 2 - Data Acquisition & Research:** This task will provide the foundation for developing a useful basis for the MWRF Parking Design. The work effort includes conducting site surveying, collecting and researching title reports, gathering information from the City of Costa Mesa, Edison, Caltrans (if necessary), and gathering other miscellaneous data about existing facilities located within the limits of the proposed project.

- **Task 3 - Preliminary Design:** – In this Task the consultant will provide the conceptual design, permitting requirements, preliminary cost estimate, preliminary schedule and phasing requirements, CEQA assessment and environmental documentation, potholing, and conduct other agency coordination as necessary.

- **Task 4 - Final Design:** – The consultant will prepare construction drawings, technical specifications, cost estimate, revised schedule, and permits.

- **Task 5 - Bid Phase Assistance:** The consultant will assist Mesa Water® in the Bid Phase by responding to questions from potential bidders, preparing addenda as necessary and by reviewing bids from construction contractors to confirm they are both responsible and responsive.

- **Task 6 - Construction Support Services:** The consultant will provide engineering support services during the construction of the Parking.

The project duration is expected to span approximately 365 calendar days from the date of project award. The design tasks are anticipated to mostly take place during FY 2015. Construction is anticipated to start in October 2015 and be completed in February 2016 pending approval of necessary regulatory approvals.

**Selection Process**

Proposals were solicited from 6 firms to provide the required scope of work. The firms included: Civil Source, Inc., RBF Consulting, Fuscoe Engineering, Civil Works Engineers, Inc., Kabbara Engineering, and Tom Banks Design. Proposals were received from Civil Source, Inc., Civil Works Engineers, Inc., Kabbara Engineering.
Proposals were reviewed and evaluated by a selection panel comprised of Mesa Water staff and staff from City of Costa Mesa. Each proposal was scored based on qualifications, experience, staff availability, project understanding, and proposal quality. On January 7, 2015, the Selection Committee interviewed the three proposing firms to evaluate each firm’s qualifications and proposed project approach. The following table summarizes the selection process evaluation scores:

<table>
<thead>
<tr>
<th>Rank</th>
<th>Proposer</th>
<th>Score</th>
<th>Cost</th>
<th>Hours</th>
<th>Average Cost/hr</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CivilSource, Inc.</td>
<td>4.56</td>
<td>$64,830</td>
<td>466</td>
<td>$139.12</td>
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<td>2</td>
<td>Kabbara Engineering</td>
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<td>$161,847</td>
<td>943</td>
<td>$171.63</td>
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<tr>
<td>3</td>
<td>Civil Works Engineers, Inc.</td>
<td>4.23</td>
<td>$99,827</td>
<td>524</td>
<td>$190.51</td>
</tr>
</tbody>
</table>

Each of the interviewing teams had excellent technical expertise and a solid design approach. However, after conducting the interview with all three consulting companies the Selection Committee found that the most qualified firm to be Civil Source, Inc. Civil Source provided a well-rounded technical approach and a superior approach to obtaining the necessary regulatory permits, facilitating stakeholder outreach, and managing project coordination challenges. Comparing to other proposing teams the cost of conducting all necessary neighborhood meetings was included in the CivilSource’ s proposal. In the project cost estimate attached to the proposal the consultant also included $15,000 for additional engineering related tasks that may be requested by Mesa Water during the design and/or construction. For the landscape design portion of the project the consultant will use their own landscape architect instead of teaming with an outside subconsultant.

CivilSource’ s Proposal is included as Attachment A. Evaluation of the cost proposal component of the selection process revealed that CivilSource had the lowest cost for the scope of work. Mesa Water’s review of the submitted cost proposals indicates that a wide margin in proposal costs was due to the Consultants’ assumptions in the amount of time necessary to facilitate permits with the various regulators and resources to complete design activities. Also, Civil Source has performed many projects directly for the City of Costa Mesa and in connection with SCE and understands the coordination efforts and associated cost necessary to perform the scope of work with minimal costs. Mesa Water staff did confirm with Civil Source that all required scope of work elements have been included in their design fee. CivilSource fee proposal is included as Attachment B. Therefore, it is recommended that the Board consider authorizing the General Manager to execute a contract with CivilSource for a not-to-exceed amount of $65,830.

**FINANCIAL IMPACT**

$75,000 is budgeted in the FY2015 Capital Budget.

**ATTACHMENTS**
Mesa Water Reliability Facility

Parking Design: 1350 Gisler Avenue

December 19, 2014 at 2 p.m.

Mark Pelka, Senior Civil Engineer
Mesa Water District
1965 Placentia Avenue
Costa Mesa, CA 92627-3420
December 19, 2014

Mr. Mark Pelka, Senior Civil Engineer
Mesa Water District
1965 Placentia Avenue
Costa Mesa, CA 92627-3420

RE: MESA WATER RELIABILITY FACILITY (MWRF) PARKING DESIGN, 1350 GISLER AVENUE

Dear Mr. Pelka:

In response to the Mesa Water District’s (District) request, CivilSource, Inc. (CivilSource) is pleased to present this proposal to provide parking design, for the Gisler parking lot design project.

CivilSource is a professional consulting firm offering comprehensive civil engineering and program management services. We offer the District a highly competent team with an unparalleled reputation and proven capability and expertise.

- The proposed Project Manager Mr. Steve Schapel has several years of experience in the design of various parking lot and street rehabilitation projects for several municipalities throughout southern California.

- Our team’s extensive experience in preparing plans, specifications and cost estimates, multiple agency coordination and construction support minimizes training time and results in cost savings for the District.

- The CivilSource team has the technical and administrative resources and well qualified and committed subconsultants to support your projects and meet project milestones. Our trusted partners, On Point Land Surveying, Inc. will be providing survey services, and Boudreau Pipeline Company will be providing potholing services.
The following information is requested from the RFP:

| Name of Business/Company: CivilSource, Inc. | Business/Company Address: 9890 Irvine Center Drive Irvine, CA 92618 | Telephone Number: (949) 585-0477 |
| E-Mail Address: amy@civil-source.com | Website Address: www.civil-source.com | Federal Tax ID Number: 20-5729456 |
| Type of Business: S Corporation | Name, Title, Telephone Number and, if different, Address of Person(s) Authorized to Represent Business Entity: Amy Amirani, Principal (949) 585-0477 | Name, Title, Telephone Number and, if different, Address of Person(s) Authorized to Sign Contracts for the Business Entity: Amy Amirani, Principal (949) 585-0477 |
| Number of Years in Business: 8 (since 2006) | |

We thank you for the opportunity to submit our proposal and look forward to further discussions with you regarding City projects. Should you have any questions or need additional information, please contact me at (949) 585-0477 or by email at amy@civil-source.com.

Respectfully submitted,

CivilSource, Inc.

Amy Amirani, P.E.
Principal
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1. STATEMENT OF EXPERIENCE

A certified DBE/WBE/SBE, CivilSource was established as a California Corporation in 2006 specializing in the providing construction management, inspection, and engineering design of capital improvement projects including water and wastewater systems; streets; traffic systems; drainage and flood control; parks and recreational facilities; vertical construction; and landscaping and grading. Offering a large network of professionals with expertise in a variety of engineering fields, our team includes licensed civil and geotechnical engineers, construction managers, certified inspectors, and experienced public works professionals. All team members are extensively experienced working within the structure of municipal government and public construction policy and will seamlessly integrate into the District.

1.1 Similar Work

CITY OF COSTA MESA:
STREET REHABILITATION OF SEVERAL STREETS AND PARKING lots

Start: 2011, Various Locations
Completed: 2013, Various Locations

CivilSource has completed PS&Es for several capital improvement projects in the City of Costa Mesa consisting of the following types of improvements/ modifications: roadway rehabilitation, traffic signal, parkway, landscaping and irrigation, and storm drain improvements. Projects include Cassia Street, Valencia Street, Magnolia Avenue/Alley/Parking Lot, Alley 72, Hamilton Street, Plumer Street, Bear Street and Orange Avenue, Paularino Avenue, Santa Ana Avenue, Shalimar Avenue, Tustin Avenue, Alley No. 109, Vanguard Street, Wilson Avenue, Mendoza Avenue, Center Avenue, Anaheim Avenue, Knox Place Alley and Broadway Avenue. All access ramps were reconstructed to current City, Caltrans and ADA standards. All projects required utility coordination and potholing to verify locations of existing utilities and preparation of signing and striping plans. The CivilSource effort included project managing the design efforts, utility coordination, and all necessary public outreach tasks.
CITY OF COSTA MESA:
INDUSTRIAL WAY WATER QUALITY & STORM DRAIN IMPROVEMENTS,
PROJECT NO. 1000-313
Start: July 2013
Complete: Current

Design of the Industrial Way Water Quality and Storm Drain Improvements with the objective to eliminate the flooding and current water quality problems caused by the deficiencies within the existing storm drain system. The project consists of installing an underground detention/infiltration facility within an open grass field located south of the Anaheim Avenue and 19th Street Intersection. The detention/infiltration area measures 190 ft. wide by 160 ft. long with a depth of 3 ft. A 2’X10’ RCB inflow and an 18-inch diameter outlet pipe will connect to the existing storm drain system located within Anaheim Avenue. The proposed basin will accommodate 1.5 acre-ft. to 2.0 acre-ft. Next to the existing 30-inch pipeline located in Anaheim Avenue from Plumer to 18th Street, a parallel storm drain facility within Anaheim Avenue will be constructed. The storm drain system will consist of 1,000 lineal ft. of 10ft. by 3 ft. RCB.

CITY OF LA HABRA | LA BONITA PARK FACILITIES INCLUDING PARKING LOT DESIGN
Start: August 2011
Completed: July 2012
Design-build of a water facility that also included the demolition and reconstruction of a roller hockey rink, restroom/storage facility and parking areas. Professional services included the design and construction management of a new pre-stressed concrete reservoir, a new 11.5MGD pump station including new electrical and control facilities, intake and discharge piping, flow control facility, discharge metering vault, 2 miles of 24” cement mortar lined and coated pipe, and associated site improvements; construction oversight of traffic control, excavation and shoring, dewatering, relocation of existing sewer main, street improvements and pavement repairs, protection of all existing utilities and facilities; and facility start up and testing. 2013 DBIA Design-Build Distinction Award Winner.
UTILITY OPERATION BUILDING INCLUDING PARKING LOT

Completion: Current Project
Contact: Eric Charlonne, Construction Manager, (714) 536-5430
2000 Main Street, Huntington Beach, CA 92648

Description: 3 Year Contract (FY09/10 to FY11/12) to provide on-call Construction Management and Inspection Services for the City of Huntington Beach.

Utility Operations Facility Upgrades
Project Description: Construction of a new 6,714 square foot Operations Building, 11,096 square foot Distribution and Meter Building, 1,029 square foot expansion to the existing production building; construction of covered parking for approximately 15 stalls; new parking layout and landscaping; and relocation of the bulk material storage area and fluoride tanks.

BIKE TRANSIT CENTER (FEDERALLY FUNDED), NO. 1008-200, CITY OF SANTA MONICA

Start: March 2011
Completed: June 2012
This project consists of a $2 million improvement to two existing parking structures in downtown Santa Monica to accommodate a bike transit center allowing for attended and self-parking for bicyclists and other clean mobility vehicles. This $2 million improvement project consists of construction in two existing parking structures in downtown Santa Monica to accommodate a bike transit center allowing for attended and self-parking for bicyclists and other clean mobility vehicles. Provided Project Management, Construction Inspection, Contract Administration, Federal Funding Administration and Public Outreach services for the project.

FY2011-2012 SLURRY SEAL PROGRAM, CITY OF TORRANCE

Start: Aug 2013
End: July 2014
An estimated 5.3 million square feet of residential streets as well as several City-owned parking lots were treated with a cape or slurry seal.
1.2 Strength and Stability of Business/Company
CivilSource was incorporated in 2006, and is financially viable. Please see the financial records for the past 2 years in Section 3 of this proposal. There are no conditions that may impede our ability to complete this contract. Currently, we have 63 clients; and have successfully been awarded over 350 contracts to date.

1.3 Staffing Capability
From the Scope of Work outlined in the RFP and discussions with the City, we understand you seek a consultant with extensive expertise in the design of public works projects, the staffing capability to meet project milestones, and an in-depth familiarity with the City’s needs and requirements. CivilSource meets each of the City’s needs:

1.4 Work Load
The key personnel identified in table below will be available to the extent proposed for the duration of the District’s project. No person identified shall be removed or replaced without prior written concurrence of the City. A Task/Hour Breakdown has been included in the “Scope of Work” Section.

<table>
<thead>
<tr>
<th>PROJECT TEAM</th>
<th>PROPOSED ASSIGNMENT</th>
<th>DISTRICT AVAILABILITY %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amy Amirani, PE, QSP/QSD</td>
<td>Project Director/Principal-in-Charge</td>
<td>100</td>
</tr>
<tr>
<td>Souri Amirani, PE</td>
<td>QA/QC</td>
<td>80</td>
</tr>
<tr>
<td>Steve Schapel</td>
<td>Project Manager</td>
<td>100</td>
</tr>
<tr>
<td>Safa Kamangar, PE, QSP/QSD</td>
<td>Project Engineer</td>
<td>50</td>
</tr>
<tr>
<td>Derek Karimoto, PE</td>
<td>Project Engineer</td>
<td>50</td>
</tr>
<tr>
<td>Art Biscocho</td>
<td>CAD Designer</td>
<td>100</td>
</tr>
<tr>
<td><strong>CONSULTANTS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>On Point Land Surveying, Inc.</td>
<td>Survey</td>
<td>100</td>
</tr>
<tr>
<td>Boudreau Pipeline Company</td>
<td>Potholing</td>
<td>100</td>
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</tbody>
</table>

1.5 Track Record
CivilSource has a proven track record managing projects of various sizes. CivilSource will coordinate the activities for timely delivery of intermediate and final work products, perform quality control, and perform all other tasks necessary to manage project development. Many of our clients have been pleased with our work to hire us repeatedly. Please contact our references in Section 2 as they will collaborate on our record.
1.6 Best Choice for Mesa Water District

Our experience working with various local agencies is extensive. Over the course of completing numerous public works capital improvement projects the CivilSource team has demonstrated our ability to work well with local agency staff, project stakeholders, engineers and contractors. We have successfully delivered projects in a timely and cost-efficient manner and we have acquired a keen understanding of local agency requirements which is critical to facilitating and resolving project issues. We are committed to establishing and maintaining effective working relationships with District staff, and we are excited about the opportunity to serve the District.

The CivilSource team will work closely with other governmental agencies and project stakeholders involved in the projects. With demonstrated ability to address public concerns, we are experts in a broad range of governmental interface, public outreach and community involvement, and are genuinely committed to public participation as a way of planning and completing projects. We routinely perform these services as part of our delivery of public works projects and regard them as a vital component to project success.
2. REFERENCES

1. Contact Info
CITY OF COSTA MESA
Fariba Fazeli, City Engineer
77 Fair Drive
Costa Mesa, CA 92626
(714) 754-5378
Work Performed: Street Rehabilitation of Several Streets and Parking Lots; Industrial Way Water Quality & Storm Drain Improvements, Project No. 1000-313; and many others

2. Contact Info
City of La Habra
Brian Jones, Water & Sewer Manager
621 Lambert Road
La Habra, CA 90661-7655
(562) 905-9789
Work Performed: La Bonita Park Facilities Including Parking Lot Design

3. Contact Info
City of Laguna Beach
Steve May, Dir. of Public Works
505 Forest Avenue
Laguna Beach, CA 92651
(949) 497-0351
Work Performed: North Laguna Alley Rehabilitation

4. Contact Info
City of Santa Monica
Greg DeVink, Civil Engineer
1437 4th St., Ste 300
Santa Monica, CA 90401
(310) 458-8733, Greg.deVinck@SMGOV.NET
Work Performed: Bike Transit Center (Federally Funded), No. 1008-200

5. Contact Info
City of Huntington Beach
Eric Charlonne, Construction Manager (former)
2000 Main Street, Huntington Beach, CA 92648
(714) 536-5430
Work Performed: Utility Operation Building Including Parking Lot
3. COMPANY’S FINANCIAL CAPABILITY

Per the requirements stated in the Request for Proposal, CivilSource’s financials for the last 2 years, proving that we are a financially viable company capable of sustaining a contract with the District are provided in a separate, sealed envelope labeled “Financial Statements.”

The enclosed financial information is confidential, and intended only for the purpose of establishing viability in conjunction with this proposal.
4. PROPOSED STAFFING AND PROJECT ORGANIZATION

The CivilSource team has the requisite technical knowledge and experience to meet the District’s design and project management services that our team has provided on projects of similar scope and size. These may include the following:

- Constructability and Value Engineering Reviews
- Bid/Advertise/Award Support
- Cost Estimating/Project Budget Preparation and Maintenance
- Change Order Evaluation and Negotiation
- Change Order Tracking vs Project Contingency
- Schedule Analysis and Evaluation
  - Monitor Critical Construction Milestones
  - Review and Evaluation of Time Impact Analyses
- Quality Assurance and Quality Control
  - Resident Inspection
  - Ensure compliance with the design intent by verifying with the District Staff
  - Coordinate Code Compliance and Public Works Right-of-Way Inspection
- Labor Compliance/Federal Funding Documentation
- Construction Closeout and Project Acceptance

Our team has successfully provided these services on projects of similar scope and size and is ready to provide the same high quality service on this project.

The next page shows the organization chart with each staff member’s responsibilities and reporting relationships defined for the proposed team.
4.1 Organization Chart

PROJECT DIRECTOR/PRINCIPAL-IN-CHARGE
Amy Amirani, PE, QSD/QSP

QA/QC MANAGER
Souri Amirani, PE

PROJECT MANAGER
Steve Schapel

PROJECT ENGINEERS
Safa Kamangar, PE, QSD/QSP
Derek Karimoto, PE

CAD DESIGNER
Art Biscocho

SUBCONSULTANTS
SURVEY
On Point Land Surveying, Inc.
POTHOLING
Boudreau Pipeline Company
## 4.2 Project Team Summary

<table>
<thead>
<tr>
<th>PROJECT TEAM</th>
<th>RESPONSIBILITY</th>
<th>EXPERIENCE/EDUCATION/CREDS</th>
</tr>
</thead>
</table>
| Amy Amirani, PE, QSD/QSP | Project Director/Principal-In-Charge | - 30 years of civil engineering experience  
- B.S., Civil Engineering  
- Registered Civil Engineer CA 34283  
- QSD/QSP |
| Souri Amirani, PE | QA/QC Manager | - 30 years of high-level agency experience and a proven track record of long-term strategic planning and program management  
- M.S., Civil Engineering, Water Resources  
- B.S., Chemistry  
- Civil Engineer, California No. 36060 |
| Steve Schapel | Project Manager | - Over 25 years of civil engineering experience in southern California  
- Engineering Courses |
| Safa Kamangar, PE, QSD/QSP | Project Engineer | - 17 years of experience in construction, construction management and engineering in both the private and public sectors  
- M.S., Civil Engineering  
- B.S., Civil Engineering  
- Civil Engineer, California #70118 |
| Derek Karimoto, PE | Project Engineer | - 30 years of civil engineering and construction experience spanning back to 1983 with both public and private sector projects  
- B.S., Civil Engineering  
- Civil Engineer, California #42356 |
| Art Biscocho | CAD Designer | - 20 years of experience preparing construction plans, specifications, and cost estimates  
- A.A., Mechanical Drawing |

### SUBCONSULTANTS

<table>
<thead>
<tr>
<th>SUBCONSULTANTS</th>
<th>RESPONSIBILITY</th>
<th>EXPERIENCE/EDUCATION/CREDS</th>
</tr>
</thead>
</table>
| Anthony Smith, PE, PLS | SURVEY: On Point Land Surveying, Inc. | - Over 18 years of broad-spectrum experience in all phases of land surveying and civil engineering; including project management, fundamental engineering, and construction services for projects valued over $100 million  
- BS, Civil (Geospatial) Engineering  
- Professional Engineer, Civil – CA Cert. No. 80387  
- Professional Land Surveyor – CA Cert. No. 8133 |
| Jim Mihld | POTHOLING: Boudreau Pipeline Company | - 26 years of experience in underground utility location  
- National Association of Corrosion Engineers (NACE) International, 2003  
- Trained to comply with OSHA’s 19CFR 1910.146 permit required confined space |
4.3 Project Team Summary

Please find the full resumes of the project team in the Appendix: Resumes section.

**PROJECT DIRECTOR/PRINCIPAL-IN-CHARGE**

Ms. Amy Amirani, PE, QSP/QSD will carry the overall responsibility to ensure an open and efficient line of communication between the District staff and the CivilSource team. As a former Public Works Director for the Cities of Hermosa Beach and San Juan Capistrano, her background includes an expertise in municipal services. Ms. Amirani will ultimately be responsible for overall management of our resources. She depends on a carefully structured hierarchy to ensure quality control and will monitor projects continuously to verify that all team personnel are performing within the guidelines of our established procedures.

**QA/QC MANAGER**

Souri Amirani, PE is an experienced public works manager with over 30 years of high-level agency experience and a proven track record of long-term strategic planning and program management with a citywide focus. She possesses refined negotiation skills and a demonstrated ability to reach consensus among internal departments as well as outside agencies, including Federal, State, City and other local organizations. She has experience in directing and managing the Engineering Division of with a combined operating and Capital Improvement budget of $150 million and has provided project management and technical support on a number of projects and programs. During her professional career at the City of Santa Ana as a City Engineer and Principal Civil Engineer, Ms. Amirani managed the design and construction of several park projects that entailed playgrounds, park facilities, and civil site improvements. Her experience also includes the design and construction management of several projects that entailed parkway improvements such as landscaping, irrigation, sidewalk and curb and gutter.

**PROJECT MANAGER**

Mr. Steve Schapel offers over 25 years of civil engineering experience in southern California. He is an experienced manager, responsible for the successful design engineering of environmentally and politically sensitive capital improvement projects. Mr. Schapel's experience includes acting as the Project Manager and Engineer responsible for preparing project studies and recommendations, plans and specifications, and support during construction. His broad background has included the preparation of design plans and technical specifications for sewer, storm drain, street, and parks improvements. His responsibilities have included overall oversight of pavement evaluations, potholing and traffic control, right-of-way mapping, topographic survey mapping, utility agency research and coordination, preliminary design, final plans, traffic control plans, project specifications, construction cost estimates, bidding support, RFI clarification, construction observations, and record drawings.
PROJECT ENGINEER
Mr. Safa Kamangar, PE, QSP/QSD is a California Registered Civil Engineer as well as a Construction Manager/Resident Engineer with 17 years of experience in both the private and public sectors. He has actively managed large infrastructure projects for CivilSource and participates directly in the planning, preliminary design, final design, and construction of several small- and large-scale capital improvement projects including streets, water and wastewater, storm drain, and vertical construction. His roles have included project management, design engineering, construction management, resident engineering, and field inspection. As a Design Engineer, Mr. Kamangar has performed hydraulic studies, detailed design drawings, development of specifications, site work, and field calculations. As a Construction Manager, he has been responsible for construction oversight, schedule management, budget tracking, and Contractor negotiations.

PROJECT ENGINEER
Derek Karimoto, PE has over 30 years of civil engineering and construction experience spanning back to 1983 with both public and private sector projects. Derek has been in charge of water resources, master plan of drainage studies, flood-control retention basin routing, subdivision/public-work infrastructure improvements, utility relocation/coordination, site grading, highway design, and golf course development. His expertise includes hydraulic and hydrology analysis, computer modeling, grading and infrastructure plans, budgetary land sale and cost estimating.

SURVEYOR: On Point
On Point Land Surveying offers their clients highly experienced staff that can manage any level of project. On Point handles projects from small residential lots to multi-million dollar construction projects. It is their goal to consistently exceed client expectations by offering the highest degree of coordination, communication, and client contact while maintaining very competitive pricing. President Gary A. Lewis and Vice President Anthony D. Smith are both members of the California Land Surveyors Association – State Chapter and Riverside/San Bernardino Chapter On Point Land Surveying, Inc. is a Certified Small Business Enterprise (SBE). The firm is also registered with the State of Arizona, Board of Technical Registration and State of California, Board for Professional Engineers and Land Surveyors.

POTHOLING: Boudreau Pipeline Corporation
Boudreau Pipeline was founded by Alan Boudreau in 1996 and has grown to more than 80 employees. As a subsurface utility engineering (SUE) company specializing in wet utility contracting, Boudreau Pipeline truly understands the value of gathering good underground utility data prior to construction. Their goal as an SUE provider is to eliminate delays and extra costs associated with existing underground substructures. Boudreau Pipeline specializes in utility designating, locating (vacuum excavation) and mapping.
5. SCOPE OF WORK UNDERSTANDING

After a review of the Request for Proposal and a site visit, CivilSource has a thorough understanding of the project requirements and demands. The project consists of providing perpendicular guest parking along the northerly side of Gisler Avenue in front of the Mesa Water District Reliability Facility.

It is anticipated that the scope of improvements include but not limited to roadway pavement, v-gutters, curb, sidewalk and landscape repairs. ADA path of travel improvements, curb ramps and striping.

5.1 Key Challenges

Design solutions come from solving problems in a direct manner. Proper analysis of site constraints based upon physical elements, program factors, economic issues, jurisdictional guidelines, and political aspects will set a practical approach towards satisfying proposed goals.

Based on our knowledge and experience with similar projects, CivilSource has identified the following specific considerations and key issues for this project:

- **Pedestrian Safety.** Creating a pedestrian friendly parkway environment is a priority. Addressing current ADA requirements within the parkway and construction of sidewalk around any existing obstructions such as mailboxes, driveways, utility poles and other private encroachments will be part of the design objectives.

- **Entitlements/Permits.** We understand that the City of Costa Mesa may have concerns with the current design concept of allowing parking that backs out onto the public street right of way. We will work closely with the key individuals at the City who are responsible for the review of the specific elements of the project. This will give us a clear understanding of how to proceed with the project design.

- **Existing Improvements.** Based on a review of the site, to avoid as much as possible the removal and replacement of capital improvements that have been constructed, we will give recommendations for the final design to fit seamlessly with future and previously constructed improvements. Existing improvements will be protected-in-place as feasible.

- **Meetings.** Meetings between the Consultant and the Water District staff will be crucial during all phases of the project. An initial kickoff meeting will be held in order to establish communications, set protocols, and build the procedural framework for the project. Additional meetings will be conducted between the Project Design team, District staff, City of Costa Mesa, utility companies, and other essential parties, to the resolution of design issues as needed.
5.2 Approach to Work and Benefits to the District

TASK 1 – PROJECT MANAGEMENT AND ADMINISTRATION

1.1 Kickoff Meeting: At the commencement of the Project, CivilSource will attend a “kickoff” meeting with Mesa Water District staff to discuss the scope, parameters, and schedule for the project. Specific goals and milestones required to accomplish the project shall be reviewed and refined.

1.2 Project Schedule: CivilSource will provide a project schedule in Microsoft Project showing all project activities, duration, start and finish dates, milestones, and activity logic ties based upon the schedule milestones identified in this document.

1.3 Project Meetings: CivilSource will conduct project meetings with the Mesa Water District staff and other agencies as required. These project meetings shall be used to coordinate and guide the MWRF Parking Design effort. CivilSource will prepare all meeting agendas and minutes. Meeting minutes shall be distributed no later than 2 working days after the meeting. Meeting agendas shall be distributed at least 3 days prior to the scheduled meeting.

1.4 Status Reports: CivilSource will provide a monthly status report of the on-going work, pending action items and responsible individual/organization with an updated schedule and budget with baseline comparison.

1.5 Quality Control: CivilSource will be responsible for quality review of all deliverables, including technical accuracy, consistency, style, grammar, and spelling.

TASK 2 – DATA ACQUISITION & RESEARCH

This task will provide the foundation for developing a useful basis for the MWRF Parking Design. The work effort includes conducting site surveying, collecting and researching title reports, gathering information from the City of Costa Mesa, Edison, Caltrans (if necessary), and gathering other miscellaneous data about existing facilities located within the limits of the proposed project.

2.1 Existing Utilities: CivilSource will review and gather necessary information and records of existing utilities located within the limits and in the vicinity of the project.

2.2 Title Report and Easements: Our sub-consultant Fidelity National Title Company will

TASK BENEFITS

CivilSource has a proven and effective relationship with the City of Cost Mesa. We know how to work with the District and City staff to accomplish projects within budget and schedule. Some of the successful projects are as follows:

- Street Rehabilitation of Several Streets and Parking Lots
- Industrial Way Water Quality & Storm Drain Improvements
- Water Line Relocation on Anaheim Avenue
- Broadway Rehabilitation
- West 19th Street Corridor Pedestrian Improvement
provide all necessary title reports and easement information for the area selected for the proposed parking.

2.3 **Zoning Requirements:** CivilSource will verify with the City of Costa Mesa Planning Division the zoning requirements and apply for conditional use permits or variances, if necessary.

2.4 **City Standards and Restrictions:** CivilSource will coordinate with the City of Costa Mesa Engineering and Transportation Services and review their standards and restrictions.

2.5 **Survey:** Our sub-consultant, On Point Land Surveying will conduct a field topographic survey for the project area as required for development of construction drawings. Topographic mapping will be at a minimum scale of 1’=20’ and it will conform to the FGDC Geospatial Positioning Accuracy Standards, PART 4: Standards for A/E/C and Facility Management, and references the ASPRS Accuracy Standards for Large-Scale Maps. The basis of horizontal control will be California Coordinate System of 1983 (CCS 83). Coordinates will be expressed as grid values in terms of the U.S. survey foot. Coordinates will be based on the published values from the National Geodetic Survey (NGS). Vertical control will be in terms of the North American Vertical Datum of 1988 (NAVD 88), based locally upon County of Orange bench marks.

Topography shall include obtaining locations, elevations and descriptions of:
- Contours at one-foot intervals
- Spot elevations on hardscape features
- Existing building footprints
- Curb and gutters, sidewalks and driveways, and fences
- Pavement areas including the roadway surface and flow line of gutter
- Storm drain and sewer manholes and inverts, and pipe sizes where visible
- Power poles, streetlights and traffic signals, and major signs
- Trees and major specimen plants, with trunk diameters greater than 6 inches
- Above ground utilities, such as valves, pull-boxes, meters, and vaults
- All major surface features that define the shape of the terrain, such as tops and toes of slopes, grade breaks and natural ground
- Other visible surface features

2.6 **Task 2 Deliverables:** CivilSource will summarize our findings and survey data from Task 2 in a Technical Memorandum No. 1 (TM-1). TM-1 shall include a finished plot of the final survey on D size sheets along with the electronic file in the latest version of AutoCAD.

**TASK 3 – PRELIMINARY DESIGN**
In this Task CivilSource will provide the following activities:

3.1 **Conceptual Design:** Based on the above items CivilSource will provide a 30% conceptual design. The conceptual design shall include the following:
- Concept drawings (parking arrangement and travel flow patterns)
- Utility relocations
- Required Setbacks
- Required improvements
- Materials of construction
- Traffic plan
- Site drainage
- New landscape concept
- Renderings
  - 3 Plan Views
  - 2 X-Sections
  - 4-3D Renderings

3.2 Permitting Requirements: CivilSource will detail the requirements of all permits, timing to obtain permits, and permit costs. The permitting approach will also detail the sequencing of permit acquisition relative to the various stages of project deliverables (i.e., design, project bidding, start of construction, etc.) and other pertinent information.

3.3 Preliminary Cost Estimate: CivilSource will provide a preliminary construction cost estimate. The cost estimate shall include all elements of construction and permitting. The proposed estimate shall also include the professional services for construction management efforts along with the required level of professional support staff for each phase of work.

3.4 Preliminary Schedule and Phasing Requirements: (construction) CivilSource will provide a preliminary CPM schedule including phasing requirements using Microsoft Project. The schedule shall show at a minimum, permitting milestones and construction, phasing requirements, tasks, and subtasks sufficient to adequately gauge the expected duration of the project. The CPM schedule shall include, at a minimum, the following components:
1. Activities
2. Milestones
3. Early Start and Finish Dates
4. Late Start and Finish Dates
5. Durations
6. Logic Tie Relationships (i.e., Finish to starting, starting to start, start to finish, finish to finish, etc.)

The schedule shall allow the Project Manager to understand the scheduling challenges and potential conflicts related to the various phases of work and tasks.

3.5 CEQA Assessment and Environmental Documentation: CivilSource will perform the required CEQA evaluation and associated environmental assessments (i.e. Cat. Exemptions, Negative Declaration, etc.). CivilSource will identify and develop all required environmental documentation to obtain the required permits. We have included an
allowance of $10,000 to perform the aforementioned work. All work shall be approved by the Mesa Water District Project Manager prior to the start of work. If necessary, CivilSource will consult with responsible agencies to discuss the potential environmental impacts and mitigation measures for the project. Responsible agencies are expected to include but not necessarily be limited to the City of Costa Mesa, the State Department of Transportation (Caltrans), and any other agencies that may be identified as responsible agencies during the CEQA process.

3.6 **Potholing:** If necessary, our subconsultant, Boudreau Pipeline Corp. will conduct potholing to precisely locate existing utilities. We have included a $1,000.00 allowance for potholing. Prior to any potholing, approval will be obtained from the Mesa Water District Project Manager.

3.7 **Other Agency Coordination:** CivilSource will coordinate with the City of Costa Mesa, SCE, and other agencies to obtain all required permits. If necessary, the Consultant shall also coordinate with the agencies in order to obtain any revised easements.

3.8 **Task 3 Deliverables:** CivilSource will provide the following Task 3 deliverables no later than 30 days from NTP:
- Conceptual design package.
- Technical Memorandum 2 (TM-2) summarizing permitting requirements,
- Preliminary project Class 4 cost estimate in accordance with the AACE,
- Schedule
- CEQA Assessment and supporting environmental documentation assessment (i.e., Negative Declaration, Cat. Exemptions, etc.)
- Presentation at E & O Meeting

**TASK 4 – FINAL DESIGN SERVICES**
Upon completion of the above items, CivilSource will proceed with preparing final design construction documents. The following design services will be provided:

4.1 **Construction Drawings:** CivilSource will prepare construction bid documents. The plans will be prepared in latest version of AutoCAD format (and saved down to earlier versions as needed to meet Mesa Water CADD requirements onto 24” x 36” size sheets, and shall meet the standards of Mesa Water District. Submittals of construction drawings shall be made to Mesa Water for review at the 60%, 90%, and 100% complete milestones prior to a Final Bid Set submittal.

CivilSource will develop a list of necessary Construction Drawings upon which the proposed fee and schedule will be based. A typical drawing set shall include, but not be limited to, the following:
1. Title Sheet
2. General Notes
3. Site Lay-down
4. Grading Plan
5. Utility Plans (electrical, storm drain, water, sewer, street lighting, telecom, etc.)
6. Pavement Plan & Cross Sections
7. Details
8. Landscape Plan
9. Construction Sequencing
10. Traffic Plan

4.2 Technical Specifications: CivilSource will prepare the Technical Specifications and Bid Schedule based upon the CSI format. Mesa Water shall provide the “Front End” documents in WORD format and CivilSource will modify to specifically suit the project requirements. Specifications shall be included at the 60%, 90%, 100% submittal phases.

4.3 Permitting Coordination: CivilSource will be responsible for meeting with other agencies (City of Costa Mesa, Edison, Caltrans, etc.) to coordinate all necessary permit conditions for the project.

4.4 Cost Estimate: CivilSource will prepare a detailed estimate of construction costs, which will be submitted along with the construction drawings and specifications for the 60%, 90%, 100% and Final submittal packages. Estimates shall include labor, materials, equipment labor costs, and overhead and profit. The 60% submittal shall include a Class 3 per AACE and the 90% submittal shall include a Class 2 per AACE. The Engineer’s Cost estimate will be a Class 1 per AACE.

4.5 Revised Schedule: CivilSource will provide an updated Schedule for the Project effort along with the construction drawings and specifications for 60%, 90%, 100% submittal packages.

4.6 Permit: CivilSource will apply for and obtain all required permits from the City of Costa Mesa and other required agencies. We will also be responsible for obtaining all revised easements from SCE, the City of Costa Mesa and other entities as necessary. The permitting process shall be completed in accordance with the schedule laid out in the 30% submittal.

4.7 Deliverables: CivilSource will provide the following Final Design Deliverables in the timing as follows:
A. 60% Submittal: Documents as outlined herein shall be submitted 65 days from NTP.
B. 90% Submittal: Documents as outlined herein shall be submitted 100 days from NTP.
C. 100% Submittal: Documents as outlined herein shall be submitted 128 days from NTP.
D. Construction Drawings
   1) 60% Submittal: Four (4) Reduced Size on Bond and PDF file
   2) 90% Submittal: Four (4) Reduced Size on Bond and PDF file
   3) 100% Submittal: Four (4) Reduced Size on Bond and PDF file
   4) Final Submittal: One (1) Full-Scale Set on 24” x 36” Mylar (Stamped with “Wet” Signature), Four (4) Reduced Size on Bond, and Electronic Files in AutoCAD and PDF formats
E. Specifications
   1) 60%, 90%, and 100% Submittals: Four (4) Bound Sets and PDF file
2) Final Submittal: One (1) Unbound Original (Stamped with "Wet" Signature); One (1) Bound Copy; and Electronic Files in PDF Format (Indexed)

F. Cost Estimate
1) 60%, 90%, and 100% Submittals: Four (4) Bound Sets and PDF file (Indexed)
2) Final Submittal: One (1) Original; and Electronic File in PDF Format (Indexed)

G. Schedule
1) 60%, 90%, and 100% Submittals: Four (4) Bound Sets and PDF file (Indexed)
2) Final Submittal: One (1) Original; and Electronic File in PDF Format (Indexed)

TASK 5 – BID PHASE SERVICES

5.1 Pre-Bid Meeting Attendance: Work under this task shall include attendance at the pre-bid meeting, preparation of the pre-bid meeting PowerPoint and preparation and distribution of pre-bid meeting notes and attendees list.

5.2 Bidding Assistance: CivilSource will provide assistance to Mesa Water during the Bid Phase. It is anticipated that work under this task will include reviewing and responding to bidders questions, and preparation of bid addenda, if required. The cost of advertising for bids, maintenance of plan holders list, and the reproduction and distribution of contract documents for bidders will be the responsibility of Mesa Water.

TASK 6 – CONSTRUCTION PHASE ENGINEERING SERVICES: CivilSource will provide engineering support services as follows:

6.1 Review Contractor Submittals: CivilSource will review all shop drawings and material submittals transmitted by the construction contractor. Shop drawing reviews shall be reviewed and responded to in conformance with the Contractor's contract requirements and time frames. We assume 30 (90 hrs) shop drawings as first submittals, 15 (22.5 hrs) shop drawings as second submittals, and 8 (4 hrs) shop drawings as third submittals.

6.2 Review and Respond to Contractor Requests for Information (RFI) and Request for Clarification (RFC): CivilSource will review and respond to all RFIs and RFCs submitted by the construction contractor within 5 working days. We assume that we will receive and respond to a minimum of 20 RFIs/RFCs, and budget one (1) hour per RFI/RFC. CivilSource will include RFI/RFC tracking to budget in all monthly reports and inform the Mesa Water Project Manager when percent of budget used is ahead of percent complete of the planned RFIs. We will notify Mesa Water's Project Manager a minimum of 60 calendar days in advance if the projected number of RFI reviews is going to be exceeded.

6.3 Construction Meeting Attendance: CivilSource will attend construction meetings on an as-needed basis at the request of Mesa Water. We included an allowance of 15 hours for attendance at construction meetings.

6.4 Change Order Coordination and Assistance: CivilSource will provide construction engineering services and review of drawings, specifications, cost estimates, and other documents in connection with change orders as requested by Mesa Water. We included
an allowance of **10 hours** for change order coordination and assistance.

6.5 **Record Drawing Preparation:** Upon project completion, CivilSource will prepare record drawings to depict the work as constructed based upon one (1) set of consolidated redline mark-ups provided by Mesa Water's Construction Manager. We will submit final record drawings to Mesa Water on 24” x 36” mylars, and in AutoCAD and PDF electronic formats.

### 5.3 Process for Quality Deliverables and Monthly Work Status

Quality Assurance and Quality Control (QA/QC) during design is a top priority for CivilSource. To ensure the highest quality of design, we will implement a comprehensive QA/QC program. As part of the CivilSource team, **Souri Amirani, P.E.** will monitor the QA/QC program. She has extensive experience in providing and overseeing the implementation of several QA/QC programs.

The QA/QC program will emphasize the need to clearly define requirements and design standards for the design efforts, and the need to independently check all work before it is issued to the District or other reviewing agencies. The quality control program will ensure that the project documents:

- Conform with the contract documents;
- Are neat, well organized, clear, concise, and complete;
- Are technically and grammatically correct;
- Comply with generally accepted standards of engineering and applicable laws;
- Are signed, dated, and stamped as required; and
- Are consistent with other related plans and are constructible.

The QA/QC Manager will review the design drawings, estimates, specifications, reports and any other document being delivered to the District for accuracy and completeness. She will assure constructability, claim avoidance and compliance with the District and other agency requirements. In addition, she will provide daily supervision and guidance to the design team and will maintain continuous involvement with the day-to-day activities of the plan preparation team including all project subconsultants.

Progress review meetings will be held internally by CivilSource on a regular basis to update the project design team on project development and critical tasks. Prior to releasing any document to the District and/or other agencies, an extensive review will be performed by both the Project Manager and the QA/QC Manager.

CivilSource will provide all pre-construction services during the bidding period to assist in the preparing bid addenda as required for any clarification to drawings and response to Requests
We will assist the District in evaluating the bids received and in preparing the Bid summary document.

Our proposal includes the task of providing shop drawing review of manufacturer’s submittals, provide change order review and meet with District and its Construction Manager to discuss change orders and construction issues.

During the construction phase of project execution, CivilSource will use a team of specialists to ensure all engineering, operational requirements, and design criteria are achieved.

**Communication**

Our approach to communications will keep District staff informed and involved but not encumbered. We believe that responsiveness and communication are the keys to success. We are committed to taking on challenging situations quickly and working with our clients to find beneficial solutions and prepare design documents in a timely manner.

We use a collaborative approach to project implementation that ensures that important ideas, information and concepts from the District’s engineering and operations efforts find their way into our completed work products. We know that District staff understand your systems best, bring valuable knowledge and ideas to the table, and will ultimately be responsible for owning, operating, and maintaining the project facilities for years to come.

We use a “show, not tell” approach to work through difficult decisions, presenting alternatives and using collective knowledge to develop the solutions that work best for the District. We include numerous check points and encourage reviews and input from a wide audience early in the design development process, when projects have the greatest flexibility.

Action Item and Decision Logs. To maintain project momentum and assure that all important details are captured, an Action Item Log will be used to monitor the status of critical assignments that affect the work progress. A Decision Log will be maintained to record the source of key decisions including who is responsible for the decision, the date it is needed, and the cost, schedule, or other impacts of the decision.
Cost Control
We continually evaluate a project’s program/cost coordination through all project phases to enable informed and timely decision-making by our clients and the entire project team. Cost control techniques include program budget analysis, value engineering, life-cycle cost analysis and quantity-based estimating. We rely on an open-book, inclusive process that demonstrates the costs and benefits of varying design options. This budget confirmation process starts in the earliest stages of the project, when design and engineering alternatives have the greatest potential impact on costs. Our design teams analyze client goals, technical requirements, alternative building concepts, construction costs and long-term operational costs to define the optimum scope within the budget, ensuring long-term flexibility and value.

Schedule Control
We continually review and evaluate the project cost through all project phases to allow for informed and timely decision-making. Cost control techniques include program budget analysis, value engineering, life-cycle cost analysis and quantity-based estimating. We rely on an open-book, inclusive process that demonstrates the costs and benefits of varying design options. This budget confirmation process starts in the earliest stages of the project, when design and engineering alternatives have the greatest potential impact on costs. Our design teams analyze client goals, technical requirements, alternative building concepts, construction costs and long-term operational costs to define the optimum scope within the budget, ensuring long-term flexibility and value.

Following our project internal review and evaluation, we shall conduct a monthly progress meeting with the District’s Project Manager and provide agendas and minutes of each meeting. The meeting minutes and distribute for comments will be provided before finalizing. A monthly project status report on the project’s progress and financial condition will be provided. Additionally, we will submit an accurate accountability invoice, which will include all costs of printing, plotting, binding and reproducing all required documents and submittals associated to each corresponding sub-tasks.
## 5.4 Summary of Hours by Task and Labor Class

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<th>LABOR CLASS</th>
<th>Task 1</th>
<th>Task 2</th>
<th>Task 3</th>
<th>Task 4</th>
<th>Task 5</th>
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5.5 Proposed Schedule
6. COST SHEET

Please see CivilSource’s cost sheet that is submitted in a separate, sealed envelope marked “Fee Proposal.”
AMY AMIRANI, PE, QSP/QSD  
PRINCIPAL-IN-CHARGE

EDUCATION
B.S., Civil Engineering

REGISTRATION
Civil Engineer, California # 34283

ASSOCIATIONS & HONORS
Capistrano Bay Women of Distinction Award  
Member of Groundwater Committee of ACWA  
President of APWA  
Member, Environmental Quality Policy Committee for the League of CA Cities  
Member, Laguna Beach Public Works Committee  
President of the City and County Engineers Association for Los Angeles County  

Ms. Amirani has over 30 years of civil engineering experience in both the private and public sectors. As a former Public Works Director for the cities of Hermosa Beach and San Juan Capistrano, her expertise in public works projects includes vertical construction, streets, water, wastewater and storm drain systems. She founded CivilSource in 2006 to specialize in program and construction management services for municipalities in southern California. Her experience, combined with in-depth knowledge of municipal regulations and procedures, has resulted in the successful completion of many capital improvement projects for clients throughout the region. A former president of the American Public Works Association, Ms. Amirani continues to strive for the promotion of public works, as well as providing mentorship to up-and-coming public works professionals. She volunteered her time with the League of California Cities as a member of their Environmental Quality Policy Committee in 2004 and 2005 and she was awarded the Capistrano Bay Women of Distinction Award in 2005. Her experience includes overseeing Project/Construction Management teams of several public works projects including:

PROJECT EXPERIENCE

La Bonita Park Water Facilities, City of La Habra: Design-build of a water facility that also included the demolition and reconstruction of a roller hockey rink, restroom/storage facility and parking areas. 2013 DBIA Design-Build Distinction Award.
250 Car Parking Garage, City of Hermosa Beach: Project Director for the construction of a parking structure within a confined area being accessed by several tourists on a daily basis.

Broadway Improvements, City of Costa Mesa: $1.5M SRTS improvement project to narrow roadways with the installation of medians and chokers. Services also included preparation of PES and E76 documents.

East 19th Street Design Improvements, City of Costa Mesa: SRTS traffic calming project. Project consisted of chokers and median improvements and design of three (3) monument signs

Hamilton Street and Plumer Street Roadway and Storm Drain Improvements, City of Costa Mesa: 3000 LF of street and storm drain improvements.

Industrial Way Water Quality and Storm Drain Improvements, City of Costa Mesa: Installation of an underground detention/infiltration facility and construction of a storm drain facility consisting of 1,000 lineal ft. of 10ft. by 3 ft. RCB.

Paularino, Santa Ana, Shalimar and Orange Roadway and Storm Drain Improvements, City of Costa Mesa: 10,000 LF of street and storm drain improvements.
SOURI AMIRANI, PE
ENGINEER, PLAN CHECKER

EDUCATION
M.S., Civil Engineering, Water Resources
B.S., Chemistry

REGISTRATION/AFFILIATIONS
Civil Engineer, California No. 36060
2011 APWA Public Sector Leader award
2005 Exceptional Quality Service Award by the City Manager, City of Santa Ana
American Public Works Association, Southern CA Chapter – Chair of Public Relations Committee
Nominee of the 2007 Orange County Business Journal Woman of the Year
Institute of Transportation Engineers – Member
American Society of Civil Engineers – Member
International Right-of-Way Association – Member
International Appraisal Institute – Member
American Public Works Association – Lifetime Member

Ms. Amirani is an experienced public works manager with over 30 years of high-level agency experience and a proven track record of long-term strategic planning and program management with a citywide focus. She possesses refined negotiation skills and a demonstrated ability to reach consensus among internal departments as well as outside agencies, including Federal, State, City and other local organizations. She has experience in directing and managing the Engineering Division of with a combined operating and Capital Improvement budget of $150 million and has provided project management and technical support on a number of projects and programs.

PROJECT EXPERIENCE

Interim City Engineer, City of Santa Ana: Management of Engineering Division consisting of 4 sections; Traffic & Transportation, Construction, Design and Development (Subdivision). Supervised staff of 52 engineers, technicians and administrative staff. Responsible for operating budget of $8.0 million and the Capital Improvement Program of over $100 million. Instituted organizational changes to be more effective and efficient to respond to budget crises and staff reductions.

Deputy City Engineer: Management of 15 professionals, performing engineering and architectural services for all projects within the public rights-of-way; including streets, storm drains, parks and public buildings. Major capital projects in process or recently completed under
our auspices represent an investment of roughly $170 million. Develop the Division’s goals and objectives, the annual operating budget and monitor its effectiveness to ensure compliance with the City philosophy of Total Quality Service through Continuous Improvement. Prepare the City’s Capital Improvement Program (CIP) for both the annual budget and the 7-year CIP; which includes annual design projects advertised for bid ranging in magnitude from $20 to $80 million.

**Principal Civil Engineer, City of Santa Ana:** Management of the design, right-of-way and NPDES operations. Manage the acquisition and inventory of properties required for public works projects. Coordinated the development and monitoring of the City’s permit requirements for Best Management Practices (BMP) with City departments for compliance; including street sweeping practices, hazardous material spills with the Fire Department and grading and drainage plan check with the Building Department. Created a funding strategy for the City’s $3 million Storm Water Enterprise.

**Arterial and Residential Parkway projects:** Planned, designed and constructed hundreds of miles of parkways in conjunction with street projects. Residential parkways included wide landscape areas to separate traffic from pedestrians. Landscaping included trees, ground covers, and grass in some areas. Arterial streets included trees with deep roots and low water requirements.

**Senior Civil Engineer, City of Santa Ana:** Management of the Design Engineering Section for delivery of the design projects for all City Departments within City R/W. Developed the City’s first Pavement Management Program in 1987 and pioneered the use of computer systems in managing the City’s sidewalk network for repair and replacement to reduce the potential liability against trip & fall claims. This program was later combined with the City’s Pavement Management Program and has been used to maintain the inventories, which is an important tool in preparation of the CIP projects. Developed the City’s first comprehensive Drainage Master Plan in 1992 and revised the drainage assessment fees accordingly. The initial Master Plan had not been updated since 1969. Integrated the Master Plan with the City’s GIS system. Developed the City’s ADA transition plan to comply with the Federal mandate imposed in 1990. Facilitated the implementation of the plan with other departments for inclusion in the Capital Improvement Program.

**Associate Engineer, City of Santa Ana:** Supervised a design group that prepared civil engineering and architectural drawings for public works construction improvement projects. Prepared requests for proposals selected and managed outside consultants required to augment the staff. Initiated the automation of the Design Division’s project design and drafting functions. Major projects included the construction of a design-build parking structure, drainage facilities and local street pavement rehabilitation projects.
Children’s Zoo at Prentice Park and playground, City of Santa Ana: Project Manager for the zoo expansion in the City of Santa Ana. The project also included a learning center, trails, picnic area and playground. A total budget of $4.0 million; Centennial Regional Park: cost of $360,000; Bomo Koral & Lillie King Park: Cost of $400,000.

Playground Equipment renovations and new, City of Santa Ana: Project manager for a number of Playground Equipment projects including renovations, replacement and new installations. Parks such as: Delhi Park, Adams Park, Carl Thornton (Kiwanis barrier free) Park, Logan neighborhood Park, French Park, Morrison and Sandpoint to name a few. Projects span over a 20 year period and included various equipment to fit the needs the community such as slides, climbers, swings, educational panels and most importantly the rubber surfacing to ensure that the children are safe while at the playground. Received grants from state agencies for the recycled rubber to have at least 25% recycled material.

Parks & Recreational Facilities, City of Santa Ana: Planned, designed and constructed numerous parks & recreational facilities for the Parks Department. Facilities included: El Salvador Community Center in 2006, Jerome Community Center (APWA award winner) in 2008, McFadden & 3rd street senior centers. Projects included community outreach and public meetings, space planning and design and value engineering and partnering.

Bristol Street Parkway Landscaping: Project Manager for programming design and construction of several segments of Bristol street widening project including median and parkway landscaping. Total budget in excess of several million dollars. Parkway design to include drought tolerant landscaping, trees with root barriers to protect adjacent sidewalk, drip irrigation systems. Recent project to include swales to control the storm water and to comply with recent NPDES regulations.
STEVE SCHAPEL
PROJECT MANAGER, PLAN CHECKER

EDUCATION
Engineering Courses, Drexel University, Philadelphia, PA

Steve Schapel offers over 25 years of civil engineering experience in southern California. He is an experienced manager, responsible for the successful completion of environmentally and politically sensitive design improvement projects. Steve’s experience includes acting as the Project Manager and Engineer responsible for preparing project studies and recommendations, plans and specifications, and support during construction. His broad background has included the preparation of design plans for sewer, storm drain and street improvements and new facility construction.

PROJECT EXPERIENCE

Industrial Way Water Quality and Storm Drain Improvements, City of Costa Mesa: Project Designer responsible for the preparation of plans, specifications, and estimates for the design of the Industrial Way Water Quality and Storm Drain Improvements with the objective to eliminate the flooding and current water quality problems caused by the deficiencies within the existing storm drain system. The project consists of installing an underground detention/infiltration facility within an open grass field located south of the Anaheim Avenue and 19th Street Intersection. The detention/infiltration area measures 190 ft. wide by 160 ft. long with a depth of 3 ft. A 2’X10’ RCB inflow and an 18-inch diameter outlet pipe will connect to the existing storm drain system located within Anaheim Avenue. The proposed basin will accommodate 1.5 acre-ft. to 2.0 acre-ft. Next to the existing 30-inch pipeline located in Anaheim Avenue from Plumer to 18th Street, a parallel storm drain facility within Anaheim Avenue will be constructed. The storm drain system will consist of 1,000 lineal ft. of 10ft. by 3 ft. RCB. The RCB would connect to the existing storm drain system with 24-inch diameter pipe constriction to make the RCB function as inline storage. This would create a .7 acre-ft. of storage. The project will include a hydraulic analysis of the entire storm drain system.

Design of Several Alleys, City of Costa Mesa: Project Manager responsible for the preparation of plans, specifications and estimates for the total reconstruction or pavement rehabilitation of 11 alleys. Work included soil testing; structural section design; field surveying; replacement of alley entrance, damaged curb and gutters, cross gutters and spandrels, sidewalks, driveway and approaches, turf and irrigation; wheel chair ramp (WCR) designs meeting ADA requirements; planting and trimming trees; determining right-of-way; and, providing traffic control and striping plans.
**Holder Street Improvements, City of Cypress:** Construction Support for Holder Street to improve the crosswalks and ramps at the intersection to comply with ADA standards and stripe a southbound bike lane along Holder Street.

**Cerritos Avenue (East) Widening Project, City of Cypress:** Project Manager providing construction support for the widening of the roadway to full width for additional through capacity thereby relieving congestion at the intersection. The proposed improvements consist of removal and replacement of curb, gutter, sidewalk, curb ramps, and driveways; relocation of traffic signals, power poles, light poles, fire hydrants, and utility boxes; and asphalt paving, traffic striping, retaining wall construction, and other appurtenant site improvements on the east side of Walker Street and along the south side of Cerritos Avenue.

**Katella Avenue Improvements, City of Cypress:** Project Manager providing construction support services for the Katella Avenue and Meridian Drive Intersection. The project consists of the access ramps and parkway improvements to comply with ADA Standards; construction of raised medians to ensure no interference with proposed crosswalks; installation of crosswalks across Katella Avenue; drainage improvements; and the addition of pedestrian push button and pedestrian indicator head.

**Pacific Coast Highway at Palos Verdes Boulevard, City of Redondo Beach:** Project Manager responsible for preparing plans, specifications and estimates for the Pacific Coast Highway (PCH) and Palos Verdes Boulevard Intersection Improvements. The proposed improvements consist of the installation of a right turn lane along Palos Verdes Boulevard at the northeast corner with PCH. The existing sidewalk will be reduced, the street widened, and a right turn lane installed. Consideration for bicycle improvements is also necessary.

**Parking Pavement Engineering, Pacific Island Village HOA:** Project Manager for the design of driveway and parking pavement repair within the Pacific Island Village I community. The scope of services in general consist of field inspection and assessment of the driveway and parking pavement within Pacific Island Village I to determine pavement rehabilitation methods; preparation of construction exhibits, specifications and estimates; bid phase and contract award assistance; and assistance with construction management, inspection and administration.

**Mermaid Street Retaining Wall, City of Laguna Beach:** Project Manager preparing the plans and specifications for a failed retaining wall on Mermaid Street. The work consisted of reconstruction of the wall and lowering a sidewalk to street level.

**E. Chapman Ave Improvements, City of Orange:** Project Designer responsible for preparation of plans, specifications and estimates for the N. Broadmore Trail improvements from Broadmore to 1550 feet West. Improvements included removal and replacement of existing curb and gutter and median, cold milling and construction of ARHM overlay.
Baker Street Rehabilitation, City of Costa Mesa: Project Designer responsible for preparation of plans, specifications and estimates for the Baker Street Rehabilitation from Badds Street to Bear Street. The project consisted of approximately 1400 l.f. of pavement rehabilitation; reconstruction of damaged curb and gutter, sidewalk, and driveway; construction of ADA compliant curb ramps; and all appurtenant work.

Central Avenue Street Reconstruction, City of Chino: Project Designer responsible for preparation of plans, specifications and estimates for 1800 l.f. of pavement reconstruction (Highway 71 to 600 l.f. east of Fairfield Rancho Road). Improvements included total pavement reconstruction, redesign of existing cross sections as needed to improve drainage and drivability, and repair of damaged sections of the asphalt.

Temescal Canyon Road Rehabilitation, County of Riverside: Project Designer responsible for preparation of plans, specifications and estimates for 2000 l.f. of pavement rehabilitation. Improvements included grind and asphalt overlay, redesign of existing cross sections as needed to improve drainage and drivability, repair of damaged sections of the asphalt, and reconstruction of concrete improvements (sidewalk, curb and gutter).

Lemon Drive Improvements from Imperial Highway to Eureka Avenue, City of Yorba Linda: Project Designer. The project consisted of pavement rehabilitation; replacement of damaged curb, gutter and sidewalk; and construction of ADA compliant curb ramps. Services consist of preliminary engineering, final engineering and bid phase construction support.

Sierra Avenue Improvements, City of Fontana: Project Designer responsible for preparation of plans, specifications and estimates for 2600 l.f. of pavement rehabilitation. The project consisted of pavement rehabilitation; replacement of damaged curb, gutter and sidewalk; and construction of ADA compliant curb ramps. Services consist of preliminary engineering, final engineering and bid phase construction support.
SAFA KAMANGAR, P.E., QSP/QSD
PROJECT MANAGER, CIVIL ENGINEERING DESIGN

EDUCATION
M.S., Civil Engineering
B.S., Civil Engineering

REGISTRATION
Civil Engineer, California #70118

Mr. Kamangar is a California Registered Civil Engineer and a Project Manager/Resident Engineer at CivilSource, Inc. with 17 years of experience in construction, construction management and engineering in both the private and public sectors. His experience includes the management of over $70 million in construction related activities. His roles included construction management, resident engineering, field inspection, and design engineering. As a design engineer Mr. Kamangar has performed hydraulic studies, detailed design drawings, development of specifications, site work, and field calculations. As a Construction Manager, he has been responsible for construction oversight, schedule management, budget tracking, and contractor negotiations. He has gained considerable knowledge while providing extensive coordination between various engineering disciplines and public agencies.

PROJECT EXPERIENCE

**Alley, Parking Lot, and Magnolia Street Rehabilitation:** Design Engineer responsible for the development of plans, specifications and estimates for pavement rehabilitation in one of the City’s busiest commercial/retail areas. The project entailed the preparation of a hydrology study for the project area, total pavement reconstruction, redesign of existing cross sections as needed to improve drainage and drivability, repair and agreements for conformance to the City’s conditions of approval and engineering standards.

**Broadway Improvements, City of Costa Mesa:** Design Engineer responsible for the preparation of plans, specifications and estimates for this federally-funded Safe Route to School project to implement traffic calming measures on Broadway to address resident concerns for speeding and to improve pedestrian and bicyclist safety. The project included the design of bulb-outs and medians, roadway rehabilitation, traffic signal, parkway, landscaping and irrigation, and storm drain improvements.

**Culver Drive and Walnut Avenue Widening and Improvements, City of Irvine:** Project Manager responsible for the development of plans, specifications and estimates for this $2.5M roadway widening and improvements project. Improvements included widening the roadway for
additional lanes; median modifications; traffic signal and interconnect facility modifications; landscaping and irrigation modifications; storm drain improvements; ADA compliant sidewalks, bus stops and access ramps construction; and removal and replacement of damaged concrete curb, gutter and sidewalk.

**University Drive Improvements, City of Irvine:** Project Manager responsible for the development of plans, specifications and estimates for this $1.7M roadway improvements project which required coordination of work with the Irvine Companies, Caltrans and multiple utility agencies; an arboricultural evaluation; and construction engineering support. Improvements included removal and replacement of existing curb and gutter and median, cold milling and construction of ARHM overlay, and installation of tree root barriers.

**Sawtelle Boulevard Rehabilitation, City of Culver City:** Design Engineer responsible for development of plans, specifications, and estimates for a $1M street rehabilitation and oversight of construction inspection services. Improvements included total pavement reconstruction, redesign of existing cross-sections as needed to improve drainage and drivability, and repair of damaged sections of the asphalt.

**Yorba Linda Boulevard Rehabilitation, City of Yorba Linda:** Project Manager for the development of plans, specifications and estimates for a 2 mile primary arterial highway rehabilitation project. Services also required coordination with Caltrans. Improvements included asphalt overlay and reconstruction, curbs and gutters, cross gutters and spandrels, sidewalks, driveways and driveway approaches, wheel chair ramp designs meeting ADA requirements striping, traffic signal loops, and traffic control.

**Puente Avenue Rehabilitation, City of Brea:** Project Manager responsible for preparation of the plans, specifications and estimates (PS&E) for the Puente Avenue Rehabilitation project. The project consisted of pavement rehabilitation; replacement of damaged curb, gutter and sidewalk; and construction of ADA compliant curb ramps. Services consist of preliminary engineering, final engineering and bid phase construction support.
DEREK KARIMOTO, PE
PROJECT ENGINEER, DESIGN (STREETS, STORM DRAIN, SEWER, WASTEWATER)

EDUCATION
B.S., Civil Engineering

REGISTRATION
Civil Engineer, California #42356

Mr. Karimoto has over 30 years of civil engineering and construction experience spanning back to 1983 with both public and private sector projects. Derek has been in charge of water resources, master plan of drainage studies, flood-control retention basin routing, subdivision / public-work infrastructure improvements, utility relocation / coordination, site grading, highway design, and golf course development. His expertise includes hydraulic and hydrology analysis, computer modeling, grading and infrastructure plans, budgetary land sale and cost estimating.

PROJECT EXPERIENCE

Arlington Drive Bio-Swell and Pedestrian and Bicycle Path, City of Costa Mesa: As Project Manager, reviewed concept plans and drainage improvements for project that involved street improvement, multi-purpose path (golf carts, bikes, pedestrians), landscaping, and irrigation.

Mountain Avenue Improvements, City of Ontario: Senior Project Manager responsible for the preparation of improvement plans, specifications, estimates, and construction engineering support for this $2M roadway widening and improvements project. Improvements included widening the roadway by 10 feet; cold milling and construction of ARHM overlay; commercial driveway approaches; catch basins; storm drain improvements; raised median with landscaping and irrigation; traffic signals and interconnect facility modifications; street lights; ADA compliant sidewalks with landscaping and irrigation; potable water and recycled water improvements, and traffic control.

3rd Avenue Street Widening Improvements, City of Chula Vista: Senior Project Manager responsible for the preparation and coordination of plans and specifications for this improvements project. Improvements included adding an additional lane, curb and gutter, ADA sidewalks and driveway approaches, street lights, traffic signal modifications and drainage improvements.

Castaic Regional Sports Complex Street Widening Project, Los Angeles County: Senior Project Manager responsible for the preparation of plans and specifications which required coordination of work with Los Angeles County Public Works, Bureau of Street Lighting, and
multiple utility agencies; and construction engineering support. Improvements included the widening of Castaic Road ranging from 5 to 20 feet in width; cold milling and construction of AC overlay; commercial ADA compliant driveway approaches and sidewalks; fire hydrants; landscaping and irrigation; street lights; potable water; natural gas and electrical power supply; and sanitary sewer connection.

**J Street Widening Improvements, City of Chula Vista:** Senior Project Manager responsible for the preparation and coordination of plans and specifications for this improvements project. Improvements included providing a transition from one lane to two lanes, curb and gutter, ADA sidewalks and driveway approaches, street lights, traffic signal modifications and modifying an existing catch basin and storm drain facility to accommodate the addition of a right turn only street improvement.

**Cajalco Road Realignment, Riverside County:** Project Manager responsible for the preparation of plans and specifications which required coordination of work with Riverside County Public Works, Metropolitan Water District (MWD), and multiple utility agencies. Improvements included preparing roadway alignment for approximately one (1) mile of roadway utilizing Riverside County Transportation Department (RCTC) design criteria; including super elevation and minimum curve radii. In addition, supervised the preparation of right-of-way calculation, preparation of written legal descriptions, and construction cost estimates.
ART BISCOCHO
CAD DESIGNER (STREETS, STORM DRAIN, SEWER, WASTEWATER)

EDUCATION
A.A., Mechanical Drawing

Mr. Biscocho has over 20 years of experience preparing construction plans, specifications, and cost estimates.

PROJECT EXPERIENCE

**Cerritos Avenue Widening, City of Cypress** – Designer for the Cerritos Avenue Widening Project. The project will widen the street to relieve an existing bottleneck. CivilSource was able to design the widening improvements without any right-of-way acquisition. Improvements include street widening to provide additional through capacity; removal and replacement of curb, gutter, sidewalk, curb ramps, and driveways; relocation of traffic signals, power poles, light poles, fire hydrants, and utility boxes; and asphalt paving, traffic striping, retaining wall construction, and other appurtenant site improvements.

**Walkway Accessibility Improvements at Two Parks, City of Moreno Valley** – Designer for the design of sidewalk improvements. The scope of work generally consists of removal and replacement of concrete walkway to conform to Americans with Disabilities Act (ADA)/California Code of Regulations Title 24 – Accessibility relations, including crossings, irrigation modifications, replacement plant material, and drainage improvements. Both park projects are receiving CDBG-R federal funds.

**Annual Slurry Seal and Street Rehabilitation (Zone 4 & 5), City of La Habra Heights** – CAD Designer assisting with the design of the City’s annual maintenance and slurry seal program, drainage improvements, and slope repair and stabilization in three specific areas that were damaged in recent rain storms.

**SR2S Hermosa View Improvements, City of Hermosa Beach** – Designer for the design engineering of the Hermosa View School Safe Route to School Project. The existing routes to Hermosa View School are characterized with lack of continuous sidewalk, limited sight distance, outdated signage, high commuter traffic, crossing deficiencies, incomplete crosswalks and other features that contribute to hazardous conditions for students walking or biking to school. The improvements will include installation of continuous sidewalk and ADA curb access ramps; installation of crosswalks and pedestrian countdown signals; upgrading of school zone signs; and the addition of stand back lines with barriers in front of the school.
Yorba Linda Boulevard Rehabilitation, City of Yorba Linda – Designer assisting with the development of plans, specifications and estimates for a 2 mile primary arterial highway rehabilitation project. Services also required coordination with Caltrans. Improvements included asphalt overlay and reconstruction, curbs and gutters, cross gutters and spandrels, sidewalks, driveways and driveway approaches, wheel chair ramp designs meeting ADA requirements striping, traffic signal loops, and traffic control.

Western Avenue Sewer Improvements, City of Stanton – CAD Designer assisting with the preparation of construction plans, specifications, and cost estimates for the Western Avenue Sewer and Street Improvement Project. The project included the replacement of approximately 1,400 linear feet of existing 12-inch diameter VCP gravity sewer with hydraulic deficiencies and structural defects. The sewer was replaced with a 15-inch diameter VCP gravity pipe. Street improvements included pavement rehabilitation (grind and overlay), traffic striping plan, and adjustment of utilities to new pavement grade. Construction bid documents were prepared including bid proposal, bid form, contract requirements, general provisions, and technical specifications for sewer and street improvements.
ANTHONY D. SMITH, PE, PLS
ADMINISTRATIVE SURVEY MANAGER, ON POINT PRINCIPAL

EDUCATION
BS, Civil (Geospatial) Engineering, California State Polytechnic University, Pomona, CA

REGISTRATION
Professional Engineer, Civil – CA Cert. No. 80387
Professional Land Surveyor – CA Cert. No. 8133
Professional Land Surveyor – AZ Cert. No. 48359

Mr. Smith is an accomplished Survey Manager and Principal with over 18 years of broad-spectrum experience in all phases of land surveying and civil engineering; including project management, fundamental engineering, and construction services for projects valued over $100 million. Extensive work experience with civil, architectural, and geotechnical industries developing skills in multiple facets. Accomplished problem solver and consensus builder; able to relate to diverse populations from general public, colleagues, and staff. Technology proficient; uses computer skills to improve operational efficiency and productivity. Expertise includes the following:

- Drafting/Mapping Supervision
- Estimates/Bids/Proposals
- Regulatory Compliance
- Field Design Engineering
- Topographical Mapping
- Equipment Procurement
- GPS and GIS Project Overview
- Construction Project Troubleshooting
- Productivity Improvements
- Resource Management
- Public Relations
- Crew & Subcontractor Oversight

PROFESSIONAL EXPERIENCE

On Point Land Surveying, Inc., Redlands, CA, 2010–Present: Corporation specializing in land surveying services; design topographic surveys, establishment of horizontal and vertical control networks, aerial mapping, construction staking, and boundary retracement surveys. As Administrative Survey Manager/VP/Principal, responsible for the direction and coordination of firm’s technical and administrative activities, including review of contracts all the way through
the delivery of final products. Active in seeking out new clients, new company opportunities, and developing professional relationships. Responsible for management of survey projects involving: Boundary, GIS, Control Networks (GPS & Conventional), and Aerial Mapping. Final review of all parcel maps, tract maps, records of survey and corner records. Projects include the following:

**Santa Maria Reach 3 Levy Project by the Army Corp of Engineers for Wood Bros., Inc.:** Performed construction staking and volumes for the upgrade of over 3 miles of an existing levy.

**Lincoln Burris Basin – Orange County Water District for Wood Bros., Inc.:** Performed construction staking and topographic survey along with volumetric calculations for building water diversion basin.

**Puente Hills Intermodal Facility and Railroad Improvements – Sanitation Districts of Los Angeles County for USS Cal Builders, Inc.:** Provide professional land surveying services for the construction of a railroad facility, offsite improvements, and rail improvements within Union Pacific Railroad right-of-way of three tracks approximately 3.5 miles in length.
CERTIFICATIONS
National Association of Corrosion Engineers (NACE) International, 2003
Trained to comply with OSHA's 19CFR 1910.146 permit required confined space

Mr. Jim Mihld has 26 years of experience in underground utility location. Mr. Mihld provides project management and estimates for subsurface utility engineering projects for Bordereau Pipeline Company. During his career, he has served as gas technician, vac rig foreman, general foreman, and field superintendent. He holds an active registration with the National Association of Corrosion Engineers (NACE) International and he is trained to comply with OSHA's 19CFR 1910.146 permit required confined space. His relevant experience includes:

PROJECT EXPERIENCE


Iowa Avenue Grade Separation, Riverside, CA: Supervisor of crews working for private Engineering firm on the Iowa Avenue Grade Separation Project. Work involved the positive location of over forty pipelines and substructures utilizing vacuum excavation.

Magnolia Street Grade Separation, Riverside County, CA: Supervisor of crews working for private engineering firm on the Magnolia Street Grade Separation Project. Work involved the positive location of over Thirty pipelines and substructures utilizing vacuum excavation.

Auto Center Drive Grade Separation, Corona, CA: Supervisor of crews working for private Engineering firm on the Auto Center Drive Grade Separation Project. Work involved the positive location of over forty pipelines and substructures utilizing vacuum excavation.

Alameda Corridor, Los Angeles County, CA: Supervisor of crews working for two private consulting firms on the Alameda Corridor project. Work involved the positive location of more than 1,100 pipelines and substructures using vacuum excavation.

Various Infrastructure Projects, City of Anaheim, CA: Supervisor of crews for work that involved the positive location of over 350 pipelines and substructures on Sanitary Sewer Storm Drain, and Water Pipeline projects including Model 99 Phase I & II, III, Model 159, and Model 159A.
East Orange Major Infrastructure Improvements Project, Irvine Community Development Company, CA: Supervisor of crews for work involved the positive locating of approximately 100 pipelines and substructures utilizing vacuum excavation.

Irvine Desalter Project, IRWD, CA: Supervisor of vacuum excavation crews working for IRWD and the civil consultant.

On-Call Subsurface Utility Location, Los Angeles Department of Water and Power, CA: Project manager for the on-call contract.

On-Call Subsurface Utilities, Caltrans, CA: Project manager on three single provider on-call service contracts.

Superintendent of operations in Southern California: Responsible for the supervision of crews performing utility location and excavation work utilizing vacuum excavation, and electronic location methods.

Broadway Sewer Improvements, Citywide Sanitary Sewer Improvement Program/Projects, Group 4, City of Anaheim, CA: Supervisor of vacuum excavation crews for the sewer improvement project.

Portola Hills Lift Station Gravity Sewer Project, Irvine Ranch Water District (IRWD), CA: Project manager/supervisor of vacuum excavation crews.

Zone 3-4 Booster Pump Station, IRWD: Supervisor of vacuum excavation crews working for Irvine Ranch Water District and a private consulting firm.

West Basin Water Reclamation Program, City of Carson, CA: Supervisor of crews working with two consulting teams on the reclamation program. Work involved electronic location and vacuum excavation services.

City of San Diego Water Department Cathodic Protection Compliance Program, San Diego CA: Supervisor of crews providing electronic location and vacuum excavation services.

Shell, Chevron, ExxonMobil, Cathodic Protection Compliance Programs, including Various Bases, CA: Project foreman for the project that involved installation of more than 2,300 test stations on oil pipelines including stations installed on pipelines at Camp Pendleton, Edwards Air Force Base, Vandenberg Air Force Base, and the Los Angeles International Airport (LAX).
December 19, 2014

Mesa Water District
Attn: Mark Pelka
1965 Placentia Avenue
Costa Mesa, CA 92627-3420

Subject: Mesa Water Reliability Facility (MWFR), Parking Design, 1350 Gisler Avenue

Civil Works Engineers, Inc. is pleased to present our proposal for Mesa Water District’s Parking Design project. We specialize in the planning and design of street improvement projects and offer senior-level expertise on every project. We are committed to providing the District with high quality work, personalized service, and timely delivery of the project. We look forward to the opportunity to work with the District.

We have previous experience on a wide variety of street and site improvement projects, from conceptual analysis through final design and construction assistance. Many of our previous projects have included sidewalk and roadway engineering, private property modifications, utility coordination and modifications, plus construction staging and traffic handling. We are confident the Civil Works Engineers can effectively perform the District’s services.

We believe the Civil Works Engineers’ team is the best qualified to perform this project and offer the following reasons:

- Our project understanding and approach is based on our previous similar successful projects. Our success rests with our attention to detail, successful working relationships with the project team and communication with stakeholders, which is applied to all our projects.
- Mr. David Grantham has demonstrated competence as an experienced project manager on municipal projects. He has over 17 years of experience in similar design projects, including successfully completing projects for the City of Costa Mesa.
- We offer team personnel that are highly skilled and have familiarity and prior experience with providing similar services on numerous projects related to this project.
- Our team meets and exceeds the professional qualifications necessary for satisfactory performance of the services required for this project.
- Our consultant team has a proven track record of project delivery and has the ability to meet the desired schedule of the District.

Please call me at (714) 966-9060 if you have any questions and thank you in advance for your consideration.

Sincerely,

Marie Marston, P.E., President
mmarston@civilworksengineers.com

Federal Tax ID Number: 71-0979082
Type of Business: Corporation
Number of Years in Business: 9+
Authorized to Represent Business Entity: David Grantham, P.E. Senior Engineer, 714-966-9060
Authorized to Sign Contracts for Business Entity: Marie Marston, P.E., President, 714-966-9060
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APPENDIX A – RESUMES

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Section 1 – Statement of Experience

Founded in 2005, Civil Works Engineers, Inc. (CWE) is a professional civil engineering consulting firm based in Costa Mesa providing design services for transportation, drainage, and site civil public infrastructure improvement projects. We provide civil engineering services for public agencies at all levels of project development including initial planning, preliminary and final design, and construction. We focus on exceeding our clients’ expectations by maintaining close personal contact, keeping the client informed of the project status, responding immediately to questions and concerns, to ultimately delivering a timely completion to the project within the client’s budget. We are a small firm of seven employees (four registered engineers) and provide senior engineer involvement on every project. We are also certified UDBE/WBE/SBE in the State of California.

We have completed numerous capital improvement projects for local agencies throughout Southern California. Projects have been completed and approved by the following cities/agencies:

- City of Costa Mesa
- City of Yorba Linda
- City of Irvine
- City of Beverly Hills
- City of Glendale
- City of Newport Beach
- City of Buena Park
- City of Azusa
- City of Corona
- City of Loma Linda
- City of Laguna Beach
- City of Fullerton
- City of Lawndale
- City of Riverside
- City of Hesperia

Our staff has maintained long-term clients over numerous years, even prior to the formation of CWE, demonstrating their satisfaction with Civil Works Engineers’ services have and/or currently maintain on-call engineering contracts with the City of Irvine, City of Yorba Linda, City of Lawndale, County of Orange, California State University, Los Angeles, and Loyola Marymount University. Considering our firm size and age, we have completed an extensive and impressive list of public works projects and clients.

Although CWE has been in operation for more than nine years, our key personnel, Marie Marston, David Grantham and Francois Zugmeyer, have 17 continuous years of working history together preparing preliminary engineering and final engineering improvements plans, specifications and estimates having worked together prior to the formation of CWE. We strive to provide our clients with quality service and the best possible solutions, on time and within budget.

Civil Works Engineers has a demonstrated track record of successfully completing similar projects and is the best qualified to perform this project. We offer the following reasons.

- **We are a small firm that provides senior engineer and principal involvement on every project.**
- **Our project manager, David Grantham provides exceptional service and brings extensive roadway experience.**
- **CWE has extensive municipal experience on street and site improvement projects. This assures the District we have the technical expertise necessary for successful completion of this project. We encourage you to call our references regarding our past performance.**
- **Our team’s key personnel have a history of working together on local municipal street and site improvement projects.**
- **We have spent some time considering the potential project difficulties and outline those along with our approach within the Proposal.**
Our workload is presently such that we can accept new assignments and confidently assure you of our commitment in providing our available staff for the project.

We are familiar with the City of Costa Mesa standards, requirements, manuals, and procedures as we have successfully completed multiple street improvement and rehabilitation projects for the City’s Engineering Department.

**Similar Work**

**Campus Street Widening, Loma Linda, CA**  
**Owner/Client:** Loma Linda University  
**Contact:** Robert Cole  
**Address:** 24951 Stewart Street, Loma Linda, CA 92354  
**Phone:** 909-558-4555  
**Completion Date:** August 2014

Project involved widening the roadway to ultimate width as part of construction of a seven story parking structure. The widening was required to facilitate a smooth flow of traffic entering and exiting the new parking structure. Demolition of existing buildings and modification of adjacent site improvements (driveways, parking lots, walkways, etc.) was required to construct the widening. Coordination was required with Southern California Edison relocation and undergrounding of facilities as well as the City of Loma Linda Water Department to modify existing services and fire hydrants.

**Parking Lot G Improvements, Loma Linda, CA**  
**Owner/Client:** Loma Linda University  
**Contact:** Robert Cole  
**Address:** 24951 Stewart Street, Loma Linda, CA 92354  
**Phone:** 909-558-4555  
**Completion Date:** December 2014

Project involved reconfiguration of the existing parking lot to accommodate a new pedestrian bridge within the limit of the parking lot. Improvements included modification of the driveway entrance and exits, relocation of accessible parking stalls, construction of accessible path of travel walkways, utility modifications, and pavement and striping improvements. Project also required relocation of an existing delivery lift and associated utilities. Project was processed through the City of Loma Linda.

**Cell Phone Parking Lot, Costa Mesa, CA**  
**Owner/Client:** John Wayne Airport  
**Contact:** Arbella Arsenous  
**Address:** 3160 Airway Avenue, Costa Mesa, CA 92626  
**Phone:** 949-252-5128  
**Completion Date:** Out to Bid

Project involved reconfiguring a portion of an existing taxi staging lot to a public cell phone waiting parking lot. Improvements included new access driveway and road from the airport circulation roadway, drainage improvements, new landscaping and irrigation, lighting and traffic signal modifications. Project was processed through the County of Orange and John Wayne Airport.
**Von der Ahe Parking Lot Improvements**

**Owner/Client:** Loyola Marymount University  
**Contact:** Al Tipon  
**Address:** 1 LMU Drive, Los Angeles, CA 90045  
**Phone:** 310-338-3031  
**Completion Date:** February 2011

Project involved converting and improving an existing parking lot to an accessible only parking lot. Improvements included drainage facilities to address poor drainage, infiltration basin to address runoff treatment, site lighting, accessible walkways, new landscaping and methane venting. Project was processed through the City of Los Angeles.

**Bristol Street / Baker Street Intersection Improvements, Costa Mesa, CA**

**Owner/Client:** City of Costa Mesa  
**Contact:** David Cho  
**Address:** 77 Fair Drive, 4th Floor  
Costa Mesa, CA 92628  
**Phone:** 714-754-5029  
**Completion Date:** 2013

The project involves preparing preliminary and final engineering for widening improvements to the Bristol Street and Baker Street intersection. After a traffic study, we determined several alternatives for widening improvements on Baker Street to provide an additional through lane and a dedicated right turn lane. Widening will impact adjacent properties and require right-of-way acquisition. The improvements are required to avoid impact to the existing building located at the northeast corner of the intersection as any impact to this property would result in a full property acquisition.

**River Avenue, City of Newport Beach, CA**

**Client:** City of Newport Beach  
**Contact:** Steve Badum  
**Address:** 100 Civic Center Drive,  
Newport Beach, CA 92660  
**Phone:** 949-644-3000  
**Completion Date:** 2010  
*Project won the 2010 APWA Transportation of the Year Project Award.*

Civil Works Engineers prepared the preliminary and final PS&E documents for this street calming and beautification improvement project. Improvements included narrowing the roadway to provide a meandering sidewalk, landscaping and parking turnouts. The roadway was narrowed to remove parallel parking on the south side of the street and to provide a sidewalk that would not be blocked by parked vehicles in driveways. Improvements to five side streets intersecting with River Avenue were also included. The side streets were narrowed to provide an accessible ADA-compliant sidewalk, converted to one-way streets, and revised to limit parking one side of the street only. New ADA-compliant curb ramps were installed at each intersection. New trees and shrubs were planted and utilities modified to accommodate the new landscaping.
Marine Way Widening Improvements

**Owner/Client:** City of Irvine

**Contact:** Kirk Streets
kstreets@cityofirvine.org

**Address:** One Civic Center Plaza
Irvine, CA 92602

**Phone:** 949-724-7554

**Completion Date:** 2012

Civil Works Engineers provided preliminary design and final construction documents for this street widening and landscape beautification project. The project included street widening to provide an on-street bike lane in both directions to the Great Park, new landscaping and irrigation, new irrigation service, new street lights, pavement repair, and drainage swales. The intent of the project was to provide a safe and aesthetically pleasing route for bicycles to enter and exit The Great Park. In conjunction with this project, The Great Park also upgraded their entrance and bike paths. The improvements also included new irrigation service and new bicycle detector loops at a Caltrans traffic signal. Coordination was required with Southern California Edison for design and installation of new LED street lights. Preparation of a WQMP and coordination and plan approval from Southern California Edison, Caltrans and Irvine Ranch Water District was required. Forkert Engineering and David Volz Design were members of the project team.

Superior Avenue Pavement Rehabilitation, Costa Mesa, CA

**Owner/Client:** City of Costa Mesa

**Contact:** Fariba Fazeli

**Address:** 77 Fair Drive
Costa Mesa, CA 92626

**Phone:** 714-754-5378

**Completion Date:** 2008

Civil Works prepared construction documents for the pavement rehabilitation of Superior Avenue from the southerly City limits to Anaheim Avenue, approximately 2,600 feet. Superior Avenue is a two-lane arterial street with a center turning lane located in a busy commercial area. The project involved both pavement overlay and complete reconstruction. We prepared a field survey, geotechnical investigation, pavement reconstruction plans, curb ramp reconstruction details, specifications and estimates, and traffic engineering. Due to numerous access driveways and side streets, traffic handling during construction was a major issue. Portions of the work were completed at night and weekend to minimize traffic impacts.

As the project was federally funded, we also prepared the paperwork required by the Caltrans Local Assistance Procedures Manual. This included the Preliminary Environmental Study, the Request for Authorization for Construction, the Roadway Data Form, the PS&E Certification Form, the R/W Certification Form, the Finance Letter, and the Construction Form.
Section 2 – References

References from local agencies who can attest to Civil Works Engineers’ ability to perform work for similar contracts (past 5 years) are provided as follows (each reference listed has worked with Civil Works Engineers on multiple projects):

**City of Costa Mesa**
Contact: Fariba Fazeli, City Engineer
ffazeli@ci.cost mesa.ca.us
Phone: 714-754-5378
Address: 77 Fair Drive
Costa Mesa, CA 92626

**City of Newport Beach**
Contact: Dave Webb, Public Works Director
dawebb@city.newport-beach.ca.us
Phone: 949-644-3328
Address: 100 Civic Center Drive
Newport Beach, CA 92660

**Loma Linda University**
Contact: Robert Cole, Project Manager
RCole@llu.edu
Phone: 909-558-4555
Address: 24951 Stewart Street
Loma Linda, CA 92354

**City of Irvine**
Contact: Kirk Streets, Senior Project Manager
kstreets@ci.irvine.ca.us
Phone: 949-724-7554
Address: 6427 Oak Canyon
Irvine, CA 92618

**City of Yorba Linda**
Contact: Fredy Castillo, Assistant Engineer
fcastillo@yorba-linda.org
Phone: 714-961-7170
Address: 4845 Casa Loma Avenue
Yorba Linda, CA 92885

Section 3 – Company's Financial Capability

As a privately held corporation, Civil Works Engineers does not prepare financial Annual Reports. CWE was founded in 2005 and has remained financially stable since inception. If selected, we will provide all necessary documentation (through our accountant) that accurately reflects Civil Works’ current financial status.

Section 4 – Proposed Staffing and Project Organization

**Project Team Organization**

Civil Works staff and our project team has tremendous experience preparing preliminary and final engineering for public works improvements. We have also assisted many of our clients with construction engineering to ensure the project is constructed per our design.

The ability of a consultant to provide successful professional engineering services is a direct result of organization and the quality of the key staff assigned to the project. CWE has teamed with subconsultants that have ample staff capability, the ability to perform the required tasks, a good track record of communication and responsiveness, and a solid history of public works project delivery. We have successfully worked previously with each of our proposed subconsultants. We have also verified that each team member currently has the resources available to complete the project. Our project team includes:
The Sanberg Group, Inc. (Sanberg) is a certified diversity environmental firm founded in 1995. They are dedicated to providing high quality professional environmental compliance and restoration services. Their core values define who they are and what is expected of each team member. The President and CEO of the company, a retired service disabled veteran of over 22 years of active and reserve duty, believes strongly in the core values of integrity, honor, respect, dedication, passion, adaptability, accountability, work ethic, diligence, team work, trustworthiness, family, faith, and hope. These values are defining characteristics of Sanberg’s corporate culture, and are promoted in all aspects of the business.

Harrington Geotechnical Engineering, Inc. (HGEI) is staffed with professional geotechnical engineers, engineering geologists, environmental assessors, and certified technicians providing an integrated, efficient, and cost-effective service to clients in the public and private sectors. With expert professional skills and diverse experience, HGEI offers reliable services, including Geotechnical Engineering, Geotechnical Engineering Laboratory for soils testing and materials testing, Engineering Geology, and Environmental Engineering.

David Volz Design (DVD) was founded in 1997 and develops landscapes, parks, sports fields and streetscapes to meet the specific needs of their communities. DVD designs special environments for those who seek recreation in a beautiful setting. Parks and greenspaces designed by DVD have received awards and accolades from community groups, civic organizations, the American Public Works Association, the California Parks and Recreation Society and the National Recreation and Park’s Society.

Forkert Engineering and Surveying, Inc. (FES) is a Professional Civil Engineering and Land Surveying Company providing a wide range of services, including mapping, construction management, surveying, and right-of-way work.
Key Personnel Organization

David Grantham, P.E. is assigned as our project manager / project engineer. The project manager is critical to the success of a project. He has led multi-disciplinary engineering teams to successful completion on numerous projects. David is a “hands-on” project manager, and has been a key team member on numerous public works improvement projects. These projects were locally sponsored and involved multi-agency coordination, along with multi-consultant management for delivery of the documents. This experience can assure the District that Civil Works Engineers knows how to prepare construction documents and has long since completed the technical learning curve. David will be the primary point of contact. A project contact list of the team members will be developed. David will be available by phone, email and cell phone throughout the duration of the project. Marie Marston, P.E. will be the Principal in Charge/ QA/QC Manager for the project and will commit to the District that the key personnel identified within will be used in the project performance.

Key Personnel

David Grantham, P.E. – Design Manager (PM) /Project Engineer
- 17 years of experience in civil design and construction administration.
- Significant experience working with local agencies including municipalities, counties, and transportation agencies.
• Routinely handles agency processing and approvals.
• Extensive experience in public works projects – preliminary and final engineering documents.
• Effective project management, sub-consultant coordination, and communication with clients.
• Thorough approach at the project onset makes for a complete and correct bid package at the design conclusion, addressing all details, including constructability.
• Significant experience with roadway widening and parking design projects.
• Regularly prepares project cost estimates from concept alternatives to final designs and keeps abreast of industry costs based on recent contractor bids and materials prices.
• Successfully completed numerous public agency design projects for local agencies throughout Orange County, Los Angeles County, and Riverside County, including:
  o Campus Street Widening, Loma Linda University, Loma Linda, CA
  o River Avenue Pedestrian Coastal Access Improvements, Newport Beach, CA
  o Cell Phone Parking Lot, John Wayne Airport, Costa Mesa, CA

Marie Marston, P.E. – Principal-In-Charge (PIC) / QA/QC Manager
• 30+ year career of public works planning, design, and construction.
• Significant experience in transportation projects including planning and design on local streets and major highways.
• Established relationship with numerous municipalities and their staffs gives her a great understanding of the needs of municipal projects.
• Experience working with both the public and private sector including cities, counties, state agencies, federal agencies, school districts, universities, and developers.
• Accustomed to multi-agency coordination and approvals.
• Founder, Principal and President of Civil Works Engineers, Inc.

Francois Zugmeyer, P.E. – Design Engineer / Civil Support
• 40+ years of experience in civil engineering design, including extensive work with roadway improvements, sidewalks, and ADA related work.
• Experienced in planning and design of public works improvements.
• Expert at drainage and storm water studies, reports, and solutions.
• Successful completion of numerous drainage projects including hydrology, hydraulics, storm drain design, runoff treatment, and water resources planning.

Detailed resumes of CWE personnel are provided in Appendix A.

Sub-Consultants

The team has the experience and available resources and manpower to respond to any potential work assignment. Our key personnel have been carefully selected to assemble an exceptional team with whom we have had successful past project relationships, considering their technical credentials and office proximity, and their availability to complete the assignment. Below are highlights of our key personnel.
Gene Anderson, Environmental Documentation
The Sandberg Group, Inc.

Education:
B.A. Environmental Studies
California State University, Sacramento

Experience:
- 35 years of environmental consulting experience.
- Managed and processed over 500 environmental documents for a wide range of projects, including, but not limited to: master plans, general plans, transportation, downtown redevelopment projects, retail complexes, business parks, regional shopping centers, industrial parks, and multi-family and single-family residential projects.
- Specialties include land use, bus and rail transportation, infrastructure, aesthetics, solid waste, energy, natural resources, school sites, and community facilities planning.
- CWE has worked with Gene most recently on the Jamboree/Main intersection widening project in Irvine, CA.

David Volz, ASLA – Landscape Architect
David Volz Design

Education:
B.S. Landscape Engineering, 1981.
California State Polytechnic University, Pomona

Professional Memberships & Registrations:
ASLA CA 2375, NV 499
LEED Certified, 2008

Experience:
- 27 years of experience with public works and private sector projects as a certified landscape architect.
- Managed over $200M of public works design projects, including the master planning, design, and construction development of numerous municipal projects for over 100 public agencies in CA.
- Has worked with Civil Works on numerous projects that require landscape architecture expertise.

Michael A. Forkert, P.L.S. – Survey Manager
Forkert Engineering & Surveying, Inc.

Education:
B.S. Civil Engineering, 1974
California State Polytechnic University, Pomona

Professional Memberships & Registrations:
P.L.S. 5662
California Land Surveyors Association

Experience:
- 38 years of surveying and right-of-way engineering experience.
- Good reputation among clients for providing exceptional professional and technical expertise, as well as creativity and responsiveness.
- Currently working with Civil Works on several street improvement projects.
Section 5 – Scope of Work Understanding

Mesa Water District is proposing to construct public parking stalls on the north side of Gisler Avenue adjacent to the District’s Reliability Facility. The purpose of the stalls is to facilitate tours of the Reliability Facility. The area of proposed stalls is currently improved with street curb and gutter, sidewalk and extensive landscaping. Overhead high voltage Southern California Edison lines are located within the project area in addition to other underground utilities such as water, sewer, storm drain, electric and telephone.

This portion of Gisler Avenue has one travel lane in each direction and provides access to Gisler Park, the Southern California Edison substation and the Reliability Facility. Several residential properties bordering the south side of Gisler Avenue have installed gates to allow vehicle access from Gisler Avenue to the rear of their residential properties. As such, this portion of Gisler Avenue typically has a low traffic volume. Currently, there is no parking allowed on the street.

Based on our review of the Request for Proposal, our field review of the site, and experience with similar projects, we have developed the following project scope and understanding:

- Based on record Parcel Maps and APN maps, the existing street right of way adjacent to the Reliability Facility is 60-feet wide. As such, it is expected the parking stalls will be constructed within existing City street right of way and therefore will require processing and approval from the City of Costa Mesa Planning and Engineering Departments.
- Construction will involve demolition of existing curb and gutter, sidewalk, driveway and landscape improvements.
- As Gisler Avenue is a dead end street to the east of the Reliability Facility, angled parking stalls will not provide the most convenient use for the public. As such, parking stalls are expected to be aligned perpendicular to Gisler Avenue requiring vehicles to back out into the west bound travel lane.
  - Since Gisler Avenue has a low traffic volume, the backing out movement should have minimal impact to traffic flow.
- Parking stall layout must maximize stall count while also minimize impact to existing utilities such as power poles and storm drain catch basins.
  - Parking stalls must also include new accessible parking stalls and path of travel to the entrance to the Reliability Facility.
- Landscaping will be replaced to match the existing as closely as possible.
  - Existing trees will be removed, boxed and stored as economically and practically feasible.
  - Irrigation design will meet all current requirements and standards.

Key Issues

The following items are considered key issues to be addressed for the successful design and construction of the project:

Key Issue #1 – Street Right of Way and Utility Easements
Verifying the existing property lines and easements is key to understanding the project constraints, requirements and approval requirements. Existing maps and recorded documents obtained from
Orange County indicate Gisler Avenue has a 60-foot right of way and, therefore, all proposed improvements will be located within a City street. We will obtain preliminary title reports to confirm the existing property boundaries and any existing easements that could impact the proposed improvements. It is expected existing utilities have prior rights under the franchise agreement to use public right of way, but no additional right of way requirements.

**Key Issue #2 – Water Quality Management Plan (WQMP)**
The project improvements are expected to involve more than 5,000 square feet of paved surfaces, therefore the project will be subject to the requirements of a WQMP. Projects within street right of way typically incorporate the runoff treatment requirements of the United States Environmental Protection Agency (USEPA) ‘Managing Wet Weather with Green Infrastructure: Green Streets’ guidance manual. As such, we expect to incorporate use of new planters and vegetated swales to treat the runoff from the paved surfaces. The WQMP will be processed through and approved by the City of Costa Mesa Engineering Department.

**Key Issue #3 – Lighting**
Currently, the street has minimal lighting. It is expected the District will want to increase the lighting in the area of the new parking. As such, we propose to include additional Southern California Edison street lights within and adjacent to the improvements. The new street lights will require approval the City of Costa Mesa as Southern California Edison charges the City monthly fees for each street light.

Additional site lighting owned by the District could also be installed; however, this will require a separate encroachment permit from the City for private facilities within the street right of way. We do not currently have private lighting improvements in our scope of work.

**Key Issue #4 – Drought Tolerant Planting**
Impacted and new landscaping will match existing plantings as much as possible, however, all new planting will be considered drought tolerant and meet the requirements of the latest irrigation standards and requirements. Currently, there are areas of turf that will be removed and replaced with more appropriate plantings.

**Key Issue #5 – Agency Processing**
Civil Works has experience processing plans and reports through the City of Costa Mesa and similar agencies; however, we have no control over their plan check schedules and time lines. Outside agencies can significantly impact a project schedule. In order to reduce plan check corrections and resubmittals, we meet with the appropriate agency personnel early in the project design to determine and mitigate agency concerns, constraints, requirements and procedures.

**Scope of Work**

The phases and work tasks outlined below summarize the scope of work.

**TASK 1 – PROJECT MANAGEMENT**

We will complete the scope of work outlined in the RFP that includes the following items.
Task 1.1 – Kick-off Meeting
Upon the notice to proceed, a kickoff meeting would be held with the appropriate team members to establish the key contacts for the project, design directives protocol, discuss project issues, confirm project objectives and schedule of deliverables.

Task 1.2 – Project Meetings
Regular design meetings with the District and City are important to maintain schedule and direction of the project. Meetings also allow all stakeholders to be part of the ‘team’ and be an integral part of the design process, decision making and coordination. We are happy to participate in meetings as required to facilitate progress either face to face, video conferences, or conference phone calls. We will lead Project Design meetings and prepare all meeting minutes.

Communication plays a large role in efficient project coordination. Our project manager, David Grantham, P.E., is a “hands-on” project manager, and has been a key team member on numerous roadway and site improvement projects. These projects were locally sponsored and involved multi-agency coordination, along with multi-consultant management for delivery of the documents. This experience can assure the City that Civil Works Engineers knows how to prepare construction documents and has long since completed the technical learning curve. Our team’s pro-active service will benefit the City by providing timely project submittals and a successful construction project.

Task 1.3 – Quality Control and Value Engineering
Civil Works will be responsible for overall project management, team coordination, agency liaisons and maintenance of project files. Our project manager, David Grantham, will be the primary point of contact. David will be available by phone, email and cell phone throughout the duration of the project.

Value Engineering
Value engineering is a significant part of a project and important to the District and customers. We approach the cost estimates with fresh eyes for each project and consider whether the design is cost effective, if it is meeting the project objectives, and if there are other potential construction alternatives that could feasibly achieve the needed improvement. We want to ensure the appropriate cost based on meeting the project objectives while achieving performance through the design year with limited maintenance.

Quality Assurance / Quality Control
A key component in our project delivery is the strict adherence to our Quality Assurance/Quality Control (QA/QC) program. Every project deliverable prepared must undergo a quality control review to assure that the product was prepared in accordance with accepted standards of our professional practice.

The key to our QA/QC procedure is that it is implemented throughout the life of a project, not simply before a final submittal. Civil Works Engineers will accept responsibility for the integrity and accuracy and completeness of all documents prepared. Our QC plan will include checking the documents for agency requirements. When preparing civil engineering plans, reports and documents, we typically perform a comprehensive in-house review prior to submittal. The QC plan will include methods to review initial documents including concept plans, calculations, cost estimates, and reports. Before submittal, the project manager will approve the documents and ensure the QC has been performed.

The produced documents will be of a quality acceptable for approval by District. The QC Program will be in effect throughout the entire contract to ensure the documents conform to engineering industry standards.
standards. Our quality control plan includes measures to independently check and back-check documents, distributes correspondence to those involved on the particular projects and then places them in an archive file. All comments we receive from the agencies review of the draft documents will be addressed and incorporated into the final documents as appropriate. The submitted documents will be checked and initialed by the original designer and the checker. Our review includes:

- **Inter-Discipline Review** – Managers of each applicable discipline will review the plans, design and/or reports.
- **Coordination Review** – The project manager and discipline managers review the plans, specifications and reports for proper coordination, accuracy, and submittal standards.
- **Submittal Review** – An independent review of the plans, specifications and reports will be completed by the QA/QC manager prior to submittal to the District.

Our Quality Assurance / Quality Control program also includes preparation of written responses to comments, design issues and questions. Written responses will help acknowledge all stakeholders concerns and questions, verify all concerns and questions are addressed and reduce multiple reviews of the same issue. The QA/QC program shall in effect throughout the contract duration.

**Project Construction Cost Monitoring**

It is important throughout the project development to keep an eye on the project cost, primarily to ensure that it is within the District’s budget and expectations. The overall project cost will be developed using an in-house template cost estimating form, including the latest available unit price information. We base our cost estimating upon our knowledge of the construction industry, which includes keeping abreast of current bid prices, reviewing cost data books, monitoring construction techniques, conversations with cities, counties, Caltrans, relationships with contractors, and other recognized cost estimating publications.

**Task 1 Deliverables**
- Meeting Minutes
- Status Reports

**TASK 2 – DATA ACQUISITION & RESEARCH**

We will complete the scope of work outlined in the RFP that includes the following items.

**Task 2.1 – Data Collection & Review**

Civil Works will obtain from the District and through research, relevant project information, including as-builts, survey control records and mapping, utility locations through contacts with utility companies, right-of-way maps, and other information as available and necessary.

**Task 2.2 – Topographic Survey**

Field survey is needed to obtain precise elevation and location of existing facilities within and adjacent to the project site which may be impacted by the construction. This will be completed using design ground topographic survey. Horizontal and vertical control will be established using County of Orange monumentation and record data. Existing survey monuments will also be located within the project area to ensure they are not destroyed during construction activities.

The limits of topographic survey will include Gisler Avenue extending beyond College Avenue to the west and Southern California Edison property to the east.
Task 2.3 – Utility Research
We will contact the utility companies such as Southern California Edison, Southern California Gas, etc. to obtain their most current as-built location information. Utilities within the sphere of the project limits will be located from as-builts to the extent of available records and the size and type of facility determined. From the as-builts, we will determine any conflicts/impacts the improvements may have with the existing utilities. We will forward the affected utility owners copies of our in-progress plans to review and comment. We will coordinate and perform related follow-up with the affected utility companies regarding the specific impact locations throughout the project to identify design controls and considerations necessary for final design. We will provide a copy of our ongoing contact log with the utility companies as the District requests.

Task 2.4 – Geotechnical Investigation and Report
As the project will involve construction of new asphalt concrete paving, we will be completing a geotechnical investigation of the existing soil properties within the area of proposed improvements. The results of the investigation will allow us to determine the appropriate pavement section for the parking stalls and sidewalk, plus any required subgrade overexcavation and recompaction procedures.

Task 2.5 – Project Requirements
Determining the needs, standards and requirements of the City and any impacted utility companies will be critical for successful design and construction of the project. We will coordinate and verify all current standard and requirements prior to commencing with design.

Task 2.6 – Site Visit
The project will be walked and inspected for specific project design constraints and join conditions. The entire site will be photographed as a guide for design, discussion purposes during meetings, and as a record of the existing improvements.

Task 2 Deliverables
- Technical Memorandum 1
- Topographic Survey
- Geotechnical Report

TASK 3 – PRELIMINARY DESIGN

We will complete the scope of work outlined in the RFP that includes the following items.

Task 3.1 – Conceptual Design
Based on information obtained from the stakeholders, we will prepare an preliminary design showing the alignment for the curb and gutter and sidewalk, plus curb ramps, utility impacts, private property impacts, etc. Any accessibility issues will also be highlighted and discussed with the District.

The plan will also highlight proposed runoff treatment facilities, proposed landscape concepts and any specific permitting requirements.

Plan view and cross sections at specific locations will be provided plus a three-dimensional sketch up of the proposed improvements.
Task 3.2 – Conceptual Estimate
A construction quantity and cost estimate will be prepared. The estimate will show quantities and unit prices for each item along with appropriate mobilization and contingency costs. Our unit prices will be based on a combination of prices obtained from recent construction bids for similar projects, discussions with District staff, and discussions with others in the construction industry.

Task 3.3 – CEQA Assessment and Environmental Documentation
As the project basically involves widening of a public street and reduction of landscaping, we anticipate the project will qualify as Categorically Exempt. An issue could be raised if the adjacent residential neighbors have concerns. Even, then the project would qualify as a Mitigated Negative Declaration.

Task 3 Deliverables
- Conceptual Design Plans and Package
- Technical Memorandum 2
- Presentation at E & O Meeting

TASK 4 – FINAL DESIGN
We will complete the scope of work outlined in the RFP that includes the following items.

Task 4.1 – Final Construction Plans
In this task, we will prepare the final construction plans. Plans will be prepared using the City’s and District’s standards as appropriate. It is expected the plan set will include:

- Project Title Sheet
- Street Typical Sections
- Street Improvement and Grading Plans
- Utility Adjustment and Improvement Plans (if required)
- Construction Details – Street and Private Property
- Detailed Street Cross Sections
- Signing and Striping Plan
- Landscape and Irrigation Plans
- Construction Traffic Handling Plan

We will make a submittal of the 60% CD package to the District and three submittals of 90%, 100%, and final plans to the City and District for approval and permits. After incorporating all the comments, final mylar prints will be prepared.

Task 4.2 – Technical Specifications
Technical specifications will prepared in a format acceptable to the District and compatible with the overall project specifications format, which we anticipate would be the “greenbook” format. We will prepare the “technical” specifications and the bid schedule. The District will attach their contract requirements and any other special or general provisions. The various items of work and their specific payment clauses including payment method will also accompany the technical specifications.
Task 4.3 – Cost Estimate
A construction quantity and cost estimate will be prepared for each submittal. The estimate will show quantities and unit prices for each item along with appropriate mobilization and contingency costs. Our unit prices will be based on a combination of prices obtained from recent construction bids for similar projects, discussions with District staff, and discussions with others in the construction industry. The items listed in the cost estimate will be the basis for the preparation of the bid list. We will work with the District to ensure the bid schedule is in accordance with District preference for the item list, method of measurement, etc.

Task 4 Deliverables
- Final Construction Plans, Specifications and Estimates (60%, 90%, 100% and Final)
- Revised project schedule
- Applicable agency permits
- Board presentation

PHASE 5 – BID PHASE ASSISTANCE

We will complete the scope of work outlined in the RFP that includes the following items.

Task 5.1 – Pre-Bid Meeting
We will prepare a pre-bid meeting presentation in conjunction with the District and attend the pre-bid meeting. We will prepare meeting minutes and prepare the attendee list.

Task 5.2 – Bidding Assistance
We will respond to questions and RFIs during the bidding process. It is assumed the District will administer the bid process.

PHASE 6 – CONSTRUCTION ASSISTANCE

We will complete the scope of work outlined in the RFP that includes the following items.

Task 6.1 – Construction Meetings
We will attend a pre-construction meeting with the District and Contractor. It is assumed the District will coordinate this meeting.

We will attend construction meetings on-site as requested by the District.

Task 6.2 – Construction Support
We will review and respond to written RFIs to provide clarifications or resolve discrepancies in the contract documents. We will also review and approve all submittals and shop plan drawings required to support the construction document.

As-built plans will be prepared at the conclusion of the project based on red-lined plans provided by the Contractor and/or District.
Proposed Schedule

Our proposed schedule is shown on the following page. The schedule includes expected review times for the City of Costa Mesa; however, we do not have control over their actual review times.

Schedule control is a priority for the City and the project team. We implement the following tools to maintain the schedule:

- Civil Works Engineers understands that it is important to have sufficient staff available with the appropriate backgrounds and capabilities to complete our projects. As a small business, we assess our workload carefully in order to commit our assigned staff to projects.

- Maintaining regular and open communication with the project team and City. Regular meetings, conference calls and emails between the key personnel will keep the project moving forward. Discussions with the City staff will help ensure the project is meeting objectives and direction.

- Our goal is for the City to be an integral part of the design process. We expect the City will assist with project development by providing timely direction (as required), coordination with other City Departments (as required) and willingness to participate in design strategies and value engineering alternatives.
# Project Schedule

**Project Management & Admin**

- **Act ID**: 150
  - **Description**: Notice to Proceed
  - **Start Date**: 12FEB15
  - **Finish Date**: 12FEB15

**Data Acquistion & Research**

- **Act ID**: 110
  - **Description**: Existing Utility Research
  - **Start Date**: 12FEB15
  - **Finish Date**: 11MAR15
- **Act ID**: 115
  - **Description**: Preliminary Title Reports
  - **Start Date**: 12FEB15
  - **Finish Date**: 25FEB15
- **Act ID**: 120
  - **Description**: City Standards & Requirements
  - **Start Date**: 12FEB15
  - **Finish Date**: 25FEB15
- **Act ID**: 130
  - **Description**: Design Survey, Base Map
  - **Start Date**: 12FEB15
  - **Finish Date**: 20FEB15
- **Act ID**: 140
  - **Description**: Technical Memorandum 1
  - **Start Date**: 12FEB15
  - **Finish Date**: 25FEB15

**Preliminary Design**

- **Act ID**: 250
  - **Description**: Conceptual Design
  - **Start Date**: 12FEB15
  - **Finish Date**: 08MAR15
- **Act ID**: 210
  - **Description**: Preliminary Cost Estimate
  - **Start Date**: 05MAR15
  - **Finish Date**: 06MAR15
- **Act ID**: 220
  - **Description**: Preliminary Schedule
  - **Start Date**: 06MAR15
  - **Finish Date**: 06MAR15
- **Act ID**: 230
  - **Description**: CEQA Assessment & Environmental Doc
  - **Start Date**: 16FEB15
  - **Finish Date**: 06MAR15
- **Act ID**: 240
  - **Description**: Agency Coordination
  - **Start Date**: 16FEB15
  - **Finish Date**: 06MAR15
- **Act ID**: 245
  - **Description**: Potholing (if Needed)
  - **Start Date**: 09MAR15
  - **Finish Date**: 03APR15
- **Act ID**: 250
  - **Description**: Technical Memorandum 2
  - **Start Date**: 09MAR15
  - **Finish Date**: 13MAR15
- **Act ID**: 260
  - **Description**: E&O Meeting Presentation
  - **Start Date**: 09MAR15
  - **Finish Date**: 16MAR15

**Final Design**

- **Act ID**: 350
  - **Description**: Prepare 60% PS&E
  - **Start Date**: 09MAR15
  - **Finish Date**: 23APR15
- **Act ID**: 310
  - **Description**: Mesa Water Review 60% PS&E
  - **Start Date**: 20APR15
  - **Finish Date**: 01MAY15
- **Act ID**: 320
  - **Description**: Prepare 90% PS&E
  - **Start Date**: 04MAY15
  - **Finish Date**: 22MAY15
- **Act ID**: 330
  - **Description**: Mesa Water Review 90% PS&E
  - **Start Date**: 25MAY15
  - **Finish Date**: 05JUN15
- **Act ID**: 335
  - **Description**: City Review 90% PS&E
  - **Start Date**: 25MAY15
  - **Finish Date**: 05JUN15
- **Act ID**: 340
  - **Description**: Prepare Final PS&E
  - **Start Date**: 08JUN15
  - **Finish Date**: 19JUN15
- **Act ID**: 350
  - **Description**: Mesa Water Approves PS&E
  - **Start Date**: 22JUN15
  - **Finish Date**: 22JUN15
- **Act ID**: 355
  - **Description**: City Review & Approve Final PS&E
  - **Start Date**: 22JUN15
  - **Finish Date**: 03JUL15

**Bid Phase**

- **Act ID**: 440
  - **Description**: Bidding Assistance
  - **Start Date**: 23JUN15
  - **Finish Date**: 28AUG15

**Construction Phase**

- **Act ID**: 550
  - **Description**: Kick Off Meeting
  - **Start Date**: 10SEP15
  - **Finish Date**: 10SEP15
- **Act ID**: 510
  - **Description**: Construction Assistance
  - **Start Date**: 10SEP15
  - **Finish Date**: 31DEC15
- **Act ID**: 520
  - **Description**: Record Drawings
  - **Start Date**: 04JAN16
  - **Finish Date**: 15JAN16

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**Start date**: 12FEB15  
**Finish date**: 15JAN16  
**Data date**: 12FEB15  
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Section 6 – Cost Sheet/Bid

Civil Works Engineers’ cost sheet/bid is provided in a separately sealed envelope.

Section 7 – Other

Our signed Acceptance Letter is included as Appendix B.
Appendix A

RESUMES
EDUCATION
B.S., 1996, Civil Engineering, California State Polytechnic University, Pomona, CA

PROFESSIONAL DATA
Registered Professional Engineer in California (#59999, 2000)
Land Surveyor-In-Training (#6401, 2002)
Qualified SWPPP Developer & Practitioner (#20546, 2012)

EXPERIENCE OVERVIEW
Mr. Grantham has 17 years of experience in the civil engineering planning, design and construction of public works and site improvement projects. This includes projects such as street widenings / narrowings, pedestrian and bicycle facilities, public parks and sports complexes, libraries, fire stations, civic centers, and schools. He is adept in schematic design, design development, construction documents, and engineering assistance during construction. His experience includes preparation of site grading, retaining wall coordination, drainage, and utility services and modifications (water and sewer), and coordination with project team. He has also completed construction staging plans, water quality management reports, drainage reports, survey control and routinely handles agency processing and approvals local agency coordination.

REPRESENTATIVE PROJECTS

Bristol Street / Baker Street Intersection Improvements, City of Costa Mesa. Project Manager. Project involves preparing preliminary and final engineering for widening improvements to the Bristol Street and Baker Street intersection. Improvements will include widening Baker Street to provide an additional through lane and a dedicated right turn lane. Widening will impact adjacent properties and require right of way acquisition. The improvements are required to avoid impact to the existing building located at the northeast corner of the intersection as any impact to this property would result in a full property acquisition.

Residential Street Pavement and Parkway Rehabilitation, City of Costa Mesa. Project Manager. Responsible for the preparation of final design plans for pavement rehabilitation of existing residential streets and repair of damaged curb and gutter, sidewalk, cross gutters, driveways and curb ramps. Project involved field inspection of existing conditions, preparing condition report with recommendations for repair and rehabilitation. Prepared detailed report of final parkway repairs and atlas maps for pavement rehabilitation to be included in the project specifications. Field marked parkway repairs prior to construction.

Rose Drive Narrowing, City of Yorba Linda. Project Manager. Roadway was narrowed due to re-classification to a primary highway. Project involved narrowing the roadway by reconstructing the curb and gutter, providing a larger parkway consisting of sidewalk and landscaping. Improvements also required design of retaining walls on adjacent residential properties to provide acceptable driveway connections to the new roadway. Responsible for the preparation of final construction documents for the street narrowing and beautification. Traffic signal and pedestrian crosswalk signals required modification and poor drainage conditions were also addressed.

Campus Street Improvements, Loma Linda University, City of Loma Linda. Project Manager. Project involves widening the roadway to ultimate width as part of construction of a seven story parking structure. The widening was required to facilitate a smooth flow of traffic entering and exiting the new parking structure. Demolition of existing buildings and modification of adjacent site improvements was required to construct the widening. Coordination was required with Southern California Edison relocation and undergrounding of facilities as well as the City of Loma Linda Water Department to modify existing services and fire hydrants.

Von der Ahe Library Parking Lot, Loyola Marymount University. Project Manager. Project involved modifying the existing surface parking lot to provide additional capacity. Project was processed through the City of Los Angeles and required meeting storm water runoff treatment requirements. Runoff was treated by incorporating
an infiltration basin into the parking lot layout and landscaping. Scope included preparing parking layout alternatives, preliminary construction estimates, final construction plans, specifications and estimate.

**Balboa Boulevard Streetscape**, David Volz Design, City of Newport Beach. **Project Manager.** Project involves constructing landscaping and streetscape features along Balboa Boulevard between Coast Highway and 24th Street. Project involves construction of new landscaped center medians, tree wells in the existing sidewalk, decorative concrete and hardscape features. Responsible for all street improvements, utility coordination, relocations, modifications and adjustments. Improvements at Coast Highway required review and approval from Caltrans District 12.

**Marine Way Improvements**, City of Irvine. **Project Manager.** Project involves widening the roadway to provide width for an on-street bicycle lane in both directions, new parkway landscaping, new street lighting and pavement repair. The intent of the project is to provide a safe and aesthetically pleasing route for bicycles to enter and exit The Great Park. In conjunction with this project, The Great Park is also upgrading their entrance and bike paths. The improvements also included new irrigation service and new bicycle detector loops at a Caltrans traffic signal. Coordination was required with Southern California Edison for design and installation of new LED street lights.

**River Avenue Pedestrian Coastal Access Improvements**, City of Newport Beach. **Project Manager.** Project involved preparing preliminary and final civil engineering plans for this street calming / improvement / beautification project. Improvements extended 2,000 feet along River Avenue and also included 48th Street, 49th Street, 50th Street, 52nd Street, and 53rd Street. The project narrows the street on the south side of the street to provide a meandering sidewalk and new landscaping areas. Two parking bays were installed to provide dedicated parking areas. The numbered streets were also narrowed to provide accessible compliant sidewalk. The numbered streets were then converted to one-way only streets, with parking limited to one-side of the street only. Curb ramps are added to the intersections along River Avenue and the numbered streets. Coordinated with City’s landscape design consultant. Held public meetings for input.

**Foothill Boulevard/Citrus Avenue**, Azusa Pacific University, City of Azusa. **Project Manager.** Project involved street narrowing on Foothill Boulevard to provide a class 1 bike lane for Azusa Pacific University students, installation of a right turn pocket on Citrus Avenue into Citrus College, drainage modifications, signal modifications, and striping modifications. Project was also coordinated through Citrus College and City of Glendora.

**McFadden Place Parking Lot and 21st Street Improvements**, City of Newport Beach. **Project Engineer** responsible for the preparation of plans, specifications, and estimates for widening 21st Street between Balboa Boulevard and Court Street to provide two-way traffic, traffic signal modification, and landscaping. Due to the widening of 21st Street, modification of the McFadden Place parking lot was required. Modifications included reconfiguration of the parking stalls, relocation of the entrance and exit, and drainage. Although the size of the parking lot decreased due to the street widening, the project was required to maintain the same number of parking stalls. Project site is under the jurisdiction of both the City of Newport Beach and the California Coastal Commission. A permit was required from the Coastal Commission prior to starting construction.

**Superior Avenue Pavement Rehabilitation**, City of Costa Mesa. **Project Engineer.** Preparation of final design and construction documents for pavement rehabilitation from the City limits to Anaheim Avenue. This two-lane street with a center turning lane is located in a busy commercial area. The project involved both pavement overlay and complete reconstruction. We prepared a field survey, geotechnical investigation, pavement reconstruction plans, specifications and estimates, and traffic engineering. We also prepared the paperwork required by the Caltrans Local Assistance Procedures Manual for federal funding. This included the Preliminary Environmental Study, the Request for Authorization for Construction, the Roadway Data Form, the PS&E Certification Form, the R/W Certification Form, the Finance Letter, and the Construction Form.

**Loma Linda West Hall Parking Structure.** International Parking Design, Loma Linda University. **Project Manager.** Prepared the civil design for a design/build contract involving construction a new multi-level parking structure on existing residential and school sites. The project involved demolition of an existing City street, construction a new, replacement City road, widening of adjacent City roadway, new traffic signal, and relocation of conflicting sewer, storm drain, water lines and gas lines. Extensive grading and shoring was required to protect utilities, adjacent properties and adjacent existing parking structure to provide a basement level for the new structure. Also prepared a Water Quality Management Plan (WQMP) and Storm Water Pollution Prevention Plan (SWPPP).
EDUCATION
B.S., 1980, Civil Engineering, Oregon State University
M.B.A., 1988, University of California, Irvine

PROFESSIONAL DATA
Registered Professional Engineer in California (#38798, 1984)
Qualified SWPPP Developer & Practitioner (#23572, 2012)

PROFESSIONAL AFFILIATIONS
American Society of Civil Engineers – Fellow - achieved 2009, 1998 Chair of OC Transportation Tech Group
American Public Works Association – Member, Newsletter Committee

COMMUNITY SERVICE AFFILIATIONS
General Plan Advisory Committee - City of Newport Beach Council Appointed Member, 2003-06
Newport Beach Arts Foundation – President 2007-13, Treasurer 2005-2006

EXPERIENCE OVERVIEW
Marie Marston, P.E., principal and president of Civil Works Engineers, Inc., has over 30 years of professional civil engineering experience. Her background includes general infrastructure and public works improvement projects such as transportation including streets and freeways, bicycle and pedestrian improvements, site improvements for commercial and public facilities, hydrology and storm drains, right-of-way engineering, utility modifications, grading, and retaining walls. Her experience covers projects from inception to completion including project and program management, planning, design, and construction. She has experience in working with both the public and private sector including cities, counties, state agencies, federal agencies, school districts, universities, developers, and architects/engineers. She is accustomed to working on projects involving several jurisdictions and/or authorities and therefore, requiring extensive coordination among the project team with multiple agencies, reviewing entities, utility companies, and other project stakeholders.

REPRESENTATIVE PROJECTS

Residential Street Pavement and Parkway Rehabilitation, City of Costa Mesa. **Principal in Charge.** Responsible for the preparation of final design plans for pavement rehabilitation of existing residential streets and repair of damaged curb and gutter, sidewalk, cross gutters, driveways and curb ramps. Project involved field inspection of existing conditions, preparing condition report with recommendations for repair and rehabilitation. Prepared detailed report of final parkway repairs and atlas maps for pavement rehabilitation to be included in the project specifications. Field marked parkway repairs prior to construction.

Bristol Street / Baker Street Intersection Improvements, City of Costa Mesa. **Principal in Charge.** Project involves preparing preliminary and final engineering for widening improvements to the Bristol Street and Baker Street intersection. Improvements will include widening Baker Street to provide an additional through lane and a dedicated right turn lane. Widening will impact adjacent properties and require right of way acquisition. The improvements are required to avoid impact to the existing building located at the northeast corner of the intersection as any impact to this property would result in a full property acquisition.

Mesa Drive / Irvine Avenue Intersection Widening, City of Newport Beach, County of Orange. **Project Manager.** Prepared alignment study including conceptual alternatives, final design improvement plans, and a drainage report for the widening of Mesa Drive at the intersection with Irvine Avenue. The purpose of the widening was to provide a second westbound to southbound left turn lane on Mesa Drive. Alignment of the lanes through the intersection resulted in the need for widening. The street widening required retaining walls on both sides, the acquisition of right-of-way, reconstruction of sidewalk and drainage facilities, and relocation of power poles. Drainage analyses were performed to ensure the catch basins on the 12% slope of Mesa Drive could capture the rainfall without flowing Irvine Avenue.
Superior Avenue Pavement Rehabilitation, City of Costa Mesa. Project Manager. Preparation of final design and construction documents for pavement rehabilitation from the City limits to Anaheim Avenue. This two-lane street with a center turning lane is located in a busy commercial area. The project involved both pavement overlay and complete reconstruction. We prepared a field survey, geotechnical investigation, pavement reconstruction plans, specifications and estimates, and traffic engineering. We also prepared the paperwork required by the Caltrans Local Assistance Procedures Manual for federal funding. This included the Preliminary Environmental Study, the Request for Authorization for Construction, the Roadway Data Form, the PS&E Certification Form, the R/W Certification Form, the Finance Letter, and the Construction Form.

21st Street Widening Improvements, City of Newport Beach. Project Manager responsible for the preparation of plans, specifications, and estimates for the widening of 21st Street between Balboa Boulevard and Court Street. The purpose of the project was to provide two-way traffic (to an existing one-way street). The project also involved traffic signal modification, landscaping, and reconfiguration to the McFadden Place parking lot. Modifications included reconfiguration of the parking stalls, relocation of the entrance and exit, and drainage. Although the size of the parking lot decreased due to the street widening, the project was required to maintain the same number of parking stalls. Project site is under the jurisdiction of both the City of Newport Beach and the California Coastal Commission. A permit was required from the Coastal Commission prior to starting construction.

River Avenue Pedestrian Coastal Access Improvements, City of Newport Beach. Principal In Charge. Prepared preliminary and final civil engineering plans for this street calming/ improvement/sidewalk betterment/beautification project. Improvements extended from Balboa Boulevard to Joanne Way and along 48th Street, 49th Street, 50th Street, 52nd Street, and 53rd Street. Within this 60’ right of way existing sidewalk and landscaping was minimal. In-driveway parking blocked sidewalk accessibility. The project narrowed the street, thus widening the parkway and sidewalk on the south side from 10’ to 17’. The new 17’ parkway width consists of 5’ and 6’ landscaped parkways with a 6’ sidewalk in the center. Additionally, at the existing stop sign at 49th Street, the curb on the north side of the street was relocated 8’ toward the street center, thus further narrowing the street cross section at this location. The curb-to-curb width at this location is 25’, intended for traffic calming. Two parking bays 8’ in depth are provided on the south side of the street. Additionally, the sidewalk on the numbered streets was increased from 3’ to 5’ on one side and the streets were converted to alternate one-way directions due to the sidewalk widening / street narrowing. Curb ramps were added to the intersections along River Avenue and the numbered streets. Coordinated with City’s landscape design consultant. Public meetings were held for input.

Campus Street Improvements, Loma Linda University, City of Loma Linda. Principal in Charge. Project involves widening the roadway to ultimate width as part of construction of a seven story parking structure. The widening was required to facilitate a smooth flow of traffic entering and exiting the new parking structure. Demolition of existing buildings and modification of adjacent site improvements was required to construct the widening. Coordination was required with Southern California Edison relocation and undergrounding of facilities as well as the City of Loma Linda Water Department to modify existing services and fire hydrants.

Von der Ahe Library Parking Lot, Loyola Marymount University. Principal in Charge. Project involved modifying the existing surface parking lot to provide additional capacity. Project was processed through the City of Los Angeles and required meeting storm water runoff treatment requirements. Runoff was treated by incorporating an infiltration basin into the parking lot layout and landscaping. Scope included preparing parking layout alternatives, preliminary construction estimates, final construction plans, specifications and estimate.

Loma Linda West Hall Parking Structure. International Parking Design, Loma Linda University. Principal in Charge. Prepared the civil design for a design/build contract involving construction a new multi-level parking structure on existing residential and school sites. The project involved demolition of an existing City street, construction a new, replacement City road, widening of adjacent City roadway, new traffic signal, and relocation of conflicting sewer, storm drain, water lines and gas lines. Extensive grading and shoring was required to protect utilities, adjacent properties and adjacent existing parking structure to provide a basement level for the new structure. Also prepared a Water Quality Management Plan (WQMP) and Storm Water Pollution Prevention Plan (SWPPP). Coordination and approval from the City of Loma Linda was also required. Construction engineering services were also provided. 2012

Marie Marston, P.E.
Page 2
EDUCATION
Civil Engineering Degree from E.N.S.A.I. Strasbourg, France. 1972

PROFESSIONAL DATA
Professional Engineer Registered in California (#31046, 1979)

PROFESSIONAL AFFILIATIONS
American Society of Civil Engineers – Member, Past Chair of Hydrology & Hydraulics Tech. Group

EXPERIENCE OVERVIEW
Mr. Zugmeyer has over 40 years of experience in public works projects and site development including transportation, hydrology, hydraulics, storm water, and grading. The city street projects have included roadway widening, pavement rehabilitation, and intersection improvements. His site development experience includes creating controlled mapping and designs, utility design and coordination, rough and precise grading, drainage and storm water quality mitigation, and preparation of construction plans. His experience in surface water and drainage projects includes hydrology, hydraulics, flood plain analyses, flood control, reservoir operation, storm drain design, runoff treatment, and water resources planning.

REPRESENTATIVE PROJECTS

Mesa Drive / Irvine Avenue Intersection Widening, City of Newport Beach, County of Orange. Project Engineer. Prepared alignment study including conceptual alternatives, final design improvement plans, and a drainage report for the widening of Mesa Drive at the intersection with Irvine Avenue. The purpose of the widening was to provide a second westbound to southbound left turn lane on Mesa Drive. Alignment of the lanes through the intersection resulted in the need for widening. The street widening required retaining walls on both sides, the acquisition of right-of-way, reconstruction of sidewalk and drainage facilities, and relocation of power poles. Drainage analyses were performed to ensure the catch basins on the 12% slope of Mesa Drive could capture the rainfall without flowing Irvine Avenue. Project was included with the larger County of Orange Irvine Avenue Widening Project. Construction cost for the intersection improvements only was estimated at $700,000, not including right of way acquisition.

Cerritos Towne Center. City of Cerritos, SCE Cerritos LLC, through TDC (Transpacific Development Co.) Project Manager. Preparation of constructions documents, including basemapping and ground survey, parking lot design, grading, drainage, storm water quality mitigation (LA County SUSMP) and utility coordination for a commercial site in the Cerritos Towne Center. The project includes a 300-space parking lot and a 5-story office building.

Atlantic Boulevard Roadway and Bridge Widening, PBS&J, City of Vernon. Project Engineer. Provided preliminary and 35% final design engineering services for this HBRR funded project. Roadway widening was proposed from south of District Boulevard northeasterly to the Caltrans interchange with I-710, an approximate distance of 1400 feet. After examining several alternatives, widening was proposed on both sides of the street up to 20 feet in width. The existing six-lane roadway has lanes as narrow as 9.5’, 3’ sidewalks, and no shoulders. The proposed widening includes the addition of 5’ sidewalks on the bridge, 8’ sidewalks on the roadway, 11-12’ lanes, and 4’ shoulders. The project also included an evaluation of conversion of the eastbound Atlantic Boulevard to southbound I-710 on-ramp widening from one to two lanes. Also prepared a Location Hydraulic Study required by Caltrans to evaluate the potential impact to the floodplain, a Storm Water Data Report to review potential impacts to water quality, and a HEC-RAS hydraulic analysis of the Los Angeles River to evaluate the impact of pier modification due to the structure widening. Project was processed through Caltrans Local Assistance Procedures to comply with HBRR program requirements.
Appendix B

ACCEPTANCE LETTER
ACCEPTANCE

CONSULTANT’s Name: Civil Works Engineers, Inc.
Address: 3151 Airway Avenue, Suite T-1
           Costa Mesa, CA 92626
Telephone: (714) 966-9060
Fax: (714) 966-9085

Subject: Request for Proposal for Mesa Water Reliability Facility (MWRF) Parking Design – 1350 Gisler

By my signature below, I, on behalf of the CONSULTANT named above, acknowledge that I have read and understand the subject Request for Proposal (RFP) and all its attachments. I further acknowledge that, by submission of a proposal in response to the subject RFP, the CONSULTANT named above accepts all the terms and conditions set forth in the subject RFP and its attachments, including, but not limited to, the Sample Contract, its insurance and indemnification clauses, and all other terms and conditions set forth therein.

ACCEPTED:

CONSULTANT

[Signature]

Marie Marston
Name (please print)

President
Title

December 19, 2014
Date
MESA WATER RELIABILITY FACILITY (MWRF) Parking Design
1350 Gisler Avenue
December 19, 2014

Mesa Water District
1965 Placentia Avenue
Costa Mesa, CA 92627-3420

Attention:  Mr. Mark Pelka, P.E., Senior Civil Engineer

Subject:  Proposal for Mesa Water Reliability Facility (MWRF) Parking Design, 1350 Gisler Avenue

Dear Mr. Pelka:

Kabbara Engineering is pleased to present our Proposal for the subject project to the Mesa Water District.

The Kabbara Engineering team is committed to meeting the District’s needs as outlined in the RFP and offers the following:

- Knowledge of Local Environment - Kabbara Engineering has dedicated its services strictly to public agencies since 1990, and has successfully completed the design and management of over 400 local, state and federally funded street, streetscape, park, pavement rehabilitation, traffic, transportation, transit/multi-modal, lighting, water, sewer, storm drain, and other design and rehabilitation projects for the City of Costa Mesa and local public agencies in Los Angeles and Orange Counties. This combination of past local experience coupled with our dedication to municipal service, produces a project team that is thoroughly acquainted with the local environment and the needs of the Mesa Water District.

- Project Team - Ms. Leah Kabbara, P.E., will be assigned as Project Manager for this project and has over 30 years of municipal engineering design and management experience in Los Angeles and Orange Counties. Our team also includes access to a highly qualified group of subconsultants, in the specialized fields of landscape architecture, aerial photogrammetry, environmental documentation, as required for any project. The proposed Kabbara Engineering team members have long term relationships and have worked together successfully on similar projects for more than 15 years.

- Principal Involvement - Kabbara Engineering is run by Principals who have over 60 years of combined municipal engineering experience, and a stake and personal involvement in every project undertaken. That involvement ensures that resources are prioritized for your project, and that we produce a quality product that proceeds on a predictable schedule, is designed within budget, and experiences minimum construction change orders.
Relevant Experience - Kabbara Engineering is currently providing similar On-Call Civil Engineering design services to the City of Irvine, City of Burbank, City of Mission Viejo, City of Pico Rivera, City of Yorba Linda, City of Downey, City of Cudahy, and City of Orange. Additionally, we currently serve as District Engineer to the Pico Water District and provide professional traffic engineering staffing services to the City of Costa Mesa. Kabbara Engineering is also very familiar with federal and state funding compliance requirements, and has successfully completed preparation and processing numerous federal funding and grant applications, preliminary environmental studies (PES), E-76 packages, agency invoicing, and coordination for numerous projects over the last 24 years, including those funded by ISTEA, SR2S, HSIP, ARRA, STPL, Prop 42, Prop C, AHRP, ATP, CDBG, Tier 2, Measure M, M2, special tax, and local funding programs. Kabbara Engineering is also very familiar with the latest ADA compliance requirements, since we serve on the APWA Technical Committee for Standards and Specifications. We have reviewed and fully understand the scope of services outlined in the RFQ, and are prepared to provide the District with the high quality, Professional Design and Consulting services requested therewith.

Past Performance Record - Kabbara Engineering has a proven, 24-year track record of successfully providing professional engineering design, management, survey and consulting services to local agencies throughout Southern California, most of which are repeat clients. We encourage the District to contact our references to confirm our outstanding track record.

Competitive Rates - Kabbara Engineering understands the budget constraints that local agencies are often faced with. To that end, our proposed fees for projects are negotiable and our references will attest to our willingness to work within any budget.

We believe that these strengths make Kabbara Engineering uniquely qualified to provide the Mesa Water District with the requested Professional Parking Design services. Thank you for this opportunity to be of service. We look forward to working with you and District staff on this contract. Should you have any questions or need additional information, please contact me at the address below, telephone: (714) 744-9400, extension 22, or email at leah@kabbara.net.

Sincerely,

KABBARA ENGINEERING

Leah Kabbara, PE
PRINCIPAL ENGINEER
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**Kabbara Engineering**

“Proposal for Mesa Water Reliability Facility (MWRF) Parking Design, 1350 Gisler Avenue”

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1. **STATEMENT OF EXPERIENCE**

**Executive Summary**

Kabbara Engineering is a full service Civil Engineering and Land Surveying company with extensive experience with the design of federal, state and locally funded street, pavement, traffic, transportation, parking lot, sewer, water, recycled water, storm drain, lighting, and institutional projects, such as libraries, courthouses, senior housing, sports park, gymnasium, civic centers and other municipal projects. We are a local firm with offices located in Old Towne Orange at 121 North Harwood Street, Orange, California, 92866-1626, phone (714) 744-9400, and fax (714) 744-9771. For more information please see our web site at www.kabbara.net.

Kabbara Engineering is very familiar with City of Costa Mesa design standards, and has worked in and for the City of Costa Mesa on their capital improvement projects, including municipal street, alley, and parking lot projects since 1995, and is currently designing similar parking lot improvements for the City on the Fairview Park site. Kabbara Engineering also currently provides professional traffic engineering staffing services to the City of Costa Mesa, and our traffic engineers are very familiar with City traffic and parking lot planning and engineering design standards and specifications. This working knowledge and on-going relationship with the City will ensure that the District’s project is seamlessly processed through the City of Costa Mesa for any required approvals.

Kabbara Engineering is also currently qualified to provide On-Call Professional Civil Engineering design and management services to the Pico Water District, Anaheim Public Utilities Department, City of Irvine, City of Burbank, City of Yorba Linda, City of Orange, City of Mission Viejo, City of Cudahy, City of Pomona, City of La Mirada, and the City of Pico Rivera.

**Years in Business**

Kabbara Engineering is pleased to be celebrating our 24th year anniversary in business this year, and has been dedicated to serving the public works community in Southern California since its founding in 1990.

**Corporate Documentation**

Kabbara Engineering is a sole proprietorship, dedicated to technical excellence and high quality services in the design and construction of public works projects.

**Project Management**

At Kabbara Engineering, the key to an effective management approach is the organization of a highly qualified team of professional engineers, land surveyors and technical support staff. A
A team approach is applied to every project undertaken, with a Principal Engineer in responsible charge of the project, directing, managing, and acting as the central design figure in the work. Ms. Leah Kabbara will be the Project Manager and Principal-in-charge of your projects and will be directly responsible for all aspects of the project. Ms. Kabbara has over 30 years of experience in the design and management of public works projects and has completed numerous municipal street, sewer, water, storm drain, streetscape and other improvement project plans, specifications, estimates within the Southern California area. Mr. Bill Kabbara, P.E., P.L.S., will be the Principal Project Engineer in charge of your projects and has over 30 years of experience in the design and management of various municipal projects within the Southern California basin. Ms. Leah Kabbara, P.E., Principal Engineer is the contact for this project and can be reached directly at phone (714) 744-9400, Extension 22, fax (714) 744-9771, or email: leah@kabbara.net. Mr. Bill Kabbara, P.E., P.L.S., Principal Engineer can be reached directly at phone (714) 744-9400, Extension 23, fax (714) 744-9771, or email: bill@kabbara.net.

**Quality Assurance**

As evidenced in our Experience Profile, and by the quality or our references, Kabbara Engineering has worked exclusively for public agencies, and therefore understands the importance of producing a quality product that proceeds on a predictable schedule, is designed within budget, and experiences minimum construction change orders. Our Quality Assurance Plan always includes formal reviews for value engineering and constructibility by a Principal Engineer of our firm and by an external designated construction manager. Also included is a review of all Opinions of Probable Construction Costs by an external designated construction estimator, and comparison of actual recent bid costs on similar projects in the area. Consequently, our project management procedures include safeguards to ensure that the Mesa Water District will benefit from a project that responds to all design issues, is completed on time, and receives construction bids that are close to the Engineer’s Estimate.

**Team Processes, Resources & Workload**

The Kabbara Engineering Team, including all of its subconsultants have committed to their availability and their personal involvement for the duration of this project. Additional staff will be available to support our core team as required for the successful completion of this project, as workload dictates. The continuity of our team members will expedite project delivery and implementation.

**Specialized Knowledge & Equipment**

The Kabbara Engineering Team has the experience in all aspects of this Professional Street and Park Landscape design, engineering and construction contract. Our knowledge of local conditions, regulations and excellent working relationships with local agencies and communities will enhance the implementation and successful completion of this project.
Kabbara Engineering is currently assisting the City of Costa Mesa, with federal grant applications for the Active Transportation Program grants which are a combination of the old SRTS, Bike and TEA programs, and successfully ranked #1 in obtaining Measure M2 Environmental Cleanup Program Tier 2 Grant funding for one of the City’s bioswale and dry weather diversion projects.

Kabbara Engineering is also very familiar with federal and state funding compliance requirements, and has successfully completed preparation and processing numerous federal funding and grant applications, preliminary environmental studies (PES), E-76 packages, agency invoicing, and coordination for numerous projects over the last 24 years, including those funded by ISTEAS, SR2S, HSIP, ARRA 1, ARRA 2, STPL, Prop 42, Prop C, AHRP, Tier 2, Measure M, M2, CDBG, ATP, special tax, and other federal, state and local funding programs.

Each project is designed using AutoCAD workstations. All field survey crews are outfitted with electronic equipment, including G.P.S. equipment and data collectors for direct interface with the office CADD systems. Infrastructure Premium including Civil3d 2014 and Pavement Sections programs CALAC, are used for typical street and pavement rehabilitation projects' design and drafting. These two tasks are accomplished concurrently, which greatly improves the speed and accuracy of drawing production, resulting in a lower production costs which are passed on to our clients. CADD offers many advantages which include modifications to designs that can be accomplished with greater ease. Uniform presentation and ease of as-constructed plans are some additional advantages.

Kabbara Engineering utilizes the latest in hydrology software and computational methods in watershed modeling. We are very familiar with all of the Advanced Engineering Software (A.E.S.) programs, the Los Angeles Watershed, Rational Method Program (for less than 100 acres), the Modified Rational Method F0601 Program (for areas above 100 acres), and the Unit Hydrograph HEC 1 Flood Hydrograph Package developed by the U.S. Army Corps of Engineers. In hydraulic analysis and design, we use the Water Pressure Gradient Program (WSPG) developed by the Los Angeles County and the HEC 2 (Water Surface Profiles), HEC 6 (Scour and Deposition in Rivers and Reservoirs) programs, Visual Urban (FHWA Catch Basin Sizing, Detention, Routing) and HY 8-7.0 (FHWA Culvert Design).

Communication between the client and team members is enhanced by digital communication, via the internet, of all related project criteria, schedules, status reports, work products and deliverables.

**Insurance Coverage**

Kabbara Engineering maintains professional liability, comprehensive general liability, vehicular, and workers compensation insurance in accordance with the latest requirements of the Mesa Water District and the Labor code. A sample certificate of insurance is included herewith, for your information.
2. REFERENCES

The following experience profiles showcase recent federal, state and locally funded projects successfully completed by Kabbara Engineering and the proposed Project Team for the Mesa Water District, specifically including the same Kabbara Engineering Team members, and our subconsultants as applicable.

STREET, PARKING LOT AND LANDSCAPE DESIGN

PROJECT: LA BREA AVENUE STREETSCAPE PROJECT (2014 ASCE COMMUNITY IMPROVEMENT PROJECT OF THE YEAR AWARD)

<table>
<thead>
<tr>
<th>Length: 2,000 l.f.</th>
<th>Construction Cost: $768,612</th>
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<tbody>
<tr>
<td>Completion Date: 2014</td>
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Client: CITY OF WEST HOLLYWOOD

Contact: Mr. Donn Uyeno, P.E., Senior Civil Engineer
(323) 848-6457 Duveno@weho.org

Key Project Elements: Kabbara Engineering was selected by the City to prepare construction plans, specifications and estimates for the implementation of the City of West Hollywood Master Streetscape Plan for three City blocks of La Brea Avenue, from Fountain Avenue to Romaine Street. Project design elements included planted medians, new decorative parkway paving, street and median trees, infiltration planters and tree wells. Project also included paving of this existing concrete roadway section, new irrigation improvements for the medians and parkway, and new pedestrian street lights and electrical system, reconstruction of damaged curb and gutter, and driveways, and installation of parking meters. Project also included traffic signing and striping, traffic control, traffic counts, and preparation of a traffic study, as required to support the proposed median alignments and to provide adequate stacking distances at intersections and major driveway access points.
PROJECT: FAIRVIEW PARK BIKE PATH, PARKING LOT & PLAY AREA IMPROVEMENTS

Construction Cost: $ TBD       Completion Date: 2015

Client: CITY OF COSTA MESA

Contact: Ms. Fariba Fazeli, P.E. City Engineer
         (714) 754-5378       fariba.fazeli@costamesaca.gov

Key Project Elements: The Kabbara Engineering was selected by the City of Costa Mesa to prepare preliminary design, and final construction documents for improvements to Fairview Regional Park, located at 2525 Placentia Avenue, in the City of Costa Mesa. The proposed project improvements include the reconstruction of existing asphalt concrete trails, the construction of a Class 1, ADA compliant bike trail extension between Pacific Avenue and Canyon Drive, the construction of one new drop-off /turn-around and one new parking lot, the design of new entry monuments and parking lot lighting, and design for a new playground/tot lot area. Kobata Associates Inc. (Subconsultants) prepared preliminary alternative landscape designs, including color renderings for public presentation, and provided alternatives for enhanced Park entry monument sign and entry landscape at each trail head location at Pacific Avenue, Canyon Drive and Placentia Avenue. Project is currently in design.
PROJECT: MAGNOLIA NORTH MAPLE PARKING LOT IMPROVEMENTS

Construction Cost: $245,000     Completion Date: 2014

Client: CITY OF BURBANK

Contact: Mr. Omar Moheize, P.E., Principal Civil Engineer
          (818) 238-3943  omoheize@ci.burbank.ca.us

Key Project Elements: The City of Burbank selected Kabbara Engineering to be the lead design consultant for preliminary and final design development and the preparation of final construction documents for two new parking lots to serve the downtown Magnolia Park business district. Project included extensive coordination with LADWP to provide right-of-way agreements, and easements for the new parking lots. Project included “Green” design techniques including infiltration planters and installation of drought tolerant landscaping and LED lighting. Kabbara Engineering provided the field survey, grading and paving plans, parking lot striping plans, photometric analysis, electrical design for new parking lot lighting and irrigation service, landscape planting, and irrigation. Project also included alley improvements and parkway improvements within the adjacent public street rights-of-way. This project also included a geotechnical investigation and pavement recommendations, and coordination with Burbank Water & Power, for new reclaimed water service and parking lot lighting design and construction. Kabbara Engineering also provided construction engineering support to the City’s inspector throughout the duration of the project construction. Project was completed within budget and on-schedule, with no construction change orders.

OTHER TYPICAL PARKING LOT, STREET WIDENING & IMPROVEMENT, STREET LIGHTING, STREETSCAPE & SURVEY BASE MAP PROJECTS:

Kabbara Engineering, since 2003, successfully completed the following street, intersection widening, and streetscape/specific plan roadway and parking lot improvement projects for the City of Burbank:

●  Magnolia Park South, Alley & Church Parking Lot Improvements
●  Burbank Boulevard Streetscape Project (2010)
●  Olive Avenue & Alameda Avenue Intersection Widening Improvements
●  Buena Vista St. & Alameda Avenue Intersection Widening & Rehabilitation
●  Magnolia Park Specific Plan Phase 5 Improvements
●  Victory Place Driveway & Parking Lot Improvements
●  Olive Avenue Streetscape Project (2 miles)
●  On-Call Plan Check Services Contract
PROJECT: GRIJALVA PARK EXTENSION PROJECT

Site Size: 9 Acres  
Construction Cost: $9,500,000  
Completion Date: 2010

Client: CITY OF ORANGE  
Contact: Mr. Majid Farhat, P.E., Principal Engineer  
(714) 744-5562 mfarhat@cityoforange.org

Key Project Elements: Kabbara Engineering performed the preliminary and final design and prepared construction documents for the civil engineering component of this “Green” LEED Project, as subconsultants to the lead architect, Rengel + Co., for the City of Orange. The project included a new concrete lift tilt up gymnasium, extension of the main access road and sidewalks through the park, new 8-inch VCP sewer main and service laterals from existing public street, storm drain, domestic water, street lighting, and fire services, a new 138 space parking lot, D.G. trail system, bio-swale design, water quality management plan preparation, grading, erosion control, aerial and field surveys, and construction support. All runoff from the proposed project was captured and treated in landscaped bio-swales surrounding the building and in parking lot medians which were incorporated into the overall project design. Existing catch basins were retrofitted with filters to achieve WQMP compliance decomposed granite, grasscrete, rubberized asphalt pavements, and native plant materials were all used to help achieve LEED certification.
PROJECT: 20th STREET & CLOVERFIELD BOULEVARD IMPROVEMENTS

Length: 3,300 l.f. (0.63 miles)  Construction Cost: $5,200,000

Completion Date: 2012

Client: CITY OF SANTA MONICA

Contact: Mr. Spiros Lazaris, Senior Civil Engineer
(310) 458-2283  spiros.lazaris@smgov.net

Key Project Elements: Kabbara Engineering prepared preliminary and final design plans, specifications and estimates for this pedestrian improvement project serving the Pico neighborhood and Virginia Park. This project included Cloverfield Boulevard and 20th Street, from Pico Boulevard to the I-10 Santa Monica Freeway overcrossing. The project included a traffic study, 2 major traffic signal modifications, including one Caltrans signal at the eastbound I-10 off-ramp at 20th Street, and one at the intersection of Cloverfield and Virginia. Project also included installation of rapid flashing beacons at uncontrolled crosswalks (2), new pedestrian lighting, traffic striping including sharrows for shared bike path uses on 20th Street and extensive Caltrans traffic control and construction phasing plans. Project also included new landscape medians, curb extensions, enhanced sidewalk and crosswalk pavement, new street trees with Silva Cells, landscape planting and irrigation, ARHM roadway pavements, ADA path of travel and curb ramp upgrades, storm drain catch basin relocations, and other miscellaneous improvements. Project also included “Green” design analysis and details, preparation of a geotechnical report and pavement recommendations, aerial photogrammetry, upgrade of all existing street lighting conduit and replacement of damaged poles within the project limits. Extensive Caltrans permit coordination was also required for the project work within their sphere of influence at the I-10 Freeway ramps.

OTHER TYPICAL STREETSAGE PROJECTS:

Kabbara Engineering, since 2001, successfully completed the following streetscape and median projects for the City of Santa Monica:

- 4th Street Traffic Calming Project
- Colorado Avenue Medians Project
3. **FINANCIAL CAPABILITY**

Kabbara Engineering hereby certifies that it is in excellent financial health, and has never been the subject of any litigation, bankruptcies, mergers, or closures, and is not subject to any known conditions that may impact our ability to do business in or with the Mesa Water District.

Kabbara Engineering’s credit references are included herewith below as needed to confirm our current financial stability and status. A copy of our confidential Schedule C is available for review upon request, if necessary.

Signature: ____________________________

*Print Name & Title:* Leah Kabbara, P.E., Principal Engineer

*Date:* December 19, 2014

**Credit References**

Kabbara Engineering credit references are as follows:

**Bank of America**
Ms. Judy Chamberline  
Senior Vice President  
Wealth Management Banking  
500 N. State College Boulevard, Suite 950  
Tel: (714) 978-7643

**Risk Strategies Company**
Ms. Sandi Moreno  
Assistant Vice President  
2040 Main Street, Suite 580  
Irvine, CA 92614  
Tel: (949) 242-9241
4. **PROPOSED STAFFING AND PROJECT ORGANIZATION**

Our project team has been selected to match all the service areas requested by the Mesa Water District for this MWRF Parking Design project.

Our core team of design professionals has over 170 years of combined municipal civil engineering and project management experience, specifically in Southern California. Kabbara Engineering also enjoys a 25-year record of success in preparing the design of federally funded PS&E construction bid packages for a wide variety of Civil Engineering and infrastructure projects for local agencies, many of which have been successfully audited by the FHWA. The Kabbara Engineering Team has a full range of federal and state funding experience, including preparation and processing of grant applications, preliminary environmental studies and documentation, state and federal permit requirements, requests for authorizations to proceed with design and/or construction, PS&E design, bidding and construction compliance, local agency invoicing/reimbursement procedures, and project closeout.

Ms. Leah Kabbara will be the Project Manager and Principal-in-charge of your projects and will be directly responsible for all aspects of the project. Ms. Kabbara has over 30 years of experience in the design and management of public works projects and has completed numerous municipal street, parking lot, streetscape, park, lighting, sewer, water, storm drain, traffic, and other improvement project plans, specifications, estimates within the Southern California area. Mr. Bill Kabbara, P.E., P.L.S., will be the Principal Project Engineer in charge of your projects and has over 30 years of experience in the design and management of various municipal projects within the Southern California basin. The Kabbara Engineering Team for the Mesa Water District includes:

- Leah Kabbara, P.E., Principal Engineer/Project Manager
- Bill Kabbara, P.E., L.S., Principal Engineer/Project Engineer
- Grant Anderson, P.E., T.E., Senior Engineer/Traffic
- James Anderson, P.E., T.E., Senior Traffic Engineer/Traffic
- Mark Salhab, P.E., Senior Engineer/Civil
- Ithiel Carter, Ph.d., L.S., Land Surveyor
- Robert Harvick, BSCE, E.I.T., Civil Engineer/Designer
- Ryan Salhab, BSCE, E.I.T., Civil Engineer/CADD
- Dennis Countryman, L.S.I.T., Survey Party Chief
- Steve Peterson, Survey Chainman

Our senior level team of professionals also includes the specialized expertise of our subconsultants: Kobata Associates Inc. (Landscape Architecture), First Carbon Solutions Inc. (Environmental) and Boudreau Pipeline Corporation (Potholing). The proposed team members for this project have worked together successfully on past similar municipal projects for over 15 years, and are included herewith on the Organization Chart.
The proposed project team, selected for the Mesa Water District for the MWRF Parking Design Project is shown in the following Organization Chart:
5. **SCOPE OF SERVICES APPROACH**

**OUR PROVEN APPROACH**

Kabbara Engineering’s approach to successfully executing the proposed services is based on a pro-active management approach that allows our team to serve as a direct extension of the District staff. Our strong commitment to total quality assurance follows a proven path of work elements and tasks which are anchored in our knowledge and experience with capital improvement design, construction principles, state and federal funding compliance, and jurisdictional agency requirements.

This project includes professional street, parking lot, and landscape design and management services for the preparation of final construction plans, specifications and estimates as required for the implementation of the Mesa Water District’s MWRF Parking Design Project. We understand that the project objective is to complete all design and secure all City and other required agency permits and approvals of all plans, specifications (including bid schedules), and cost estimates in order to advertise, bid and award a public works construction contract in conformance with all local District, City, State and Federal funding requirements. A detailed work plan and methodology for this project is included herewith.

Kabbara Engineering is committed to meeting our client’s project schedules. Our excellent record of project schedule and cost compliance is based on the following three-point plan:

**Project Planning**

We feel that project planning is a vital first step to reach our goal “project completion on-time”. In planning a project, we will thoroughly define the mutually agreed upon project goals and requirements and break down the project into the tasks. Utilizing the Critical Path Method we rank each task, determine the resource requirements to accomplish each task, review any time constraint and allocate the necessary resources for maximum efficiency. Project tasks, responsibilities and goals will be clearly communicated and understood at all staff levels, as required to collaboratively develop the design for the project with the Client. Good planning is only the first step to accomplish our goal of ensuring schedule and budget compliance.

**Project Tracking**

We are constantly striving to meet all of the project time constraints through constant monitoring and tracking. To help us with this task, we use computers with the latest in project scheduling and tracking software to adhere to the project schedule. These tools allow us to manage our resources efficiently and adjust our planned course of action to meet the project schedule.

**Communication**

Clear communication between our design team our client is of the vital importance for all projects. We strive to keep our clients informed of the project schedule and design progress through our “STATUS REPORTS” which are provided in hard copy and will regularly be
available and updated for the District’s Project Manager on a monthly basis our secured access web site. These reports will identify any potential problems early on and help secure solutions. Status reports are prepared on a monthly or bi-weekly time frame depending on the client’s needs and the project requirements.

PROJECT UNDERSTANDING

This project consists of the development of preliminary design concepts and construction documents for the addition of new on-street parking spaces including handicap parking stalls, ADA access and landscape enhancements/modifications on the north side of Gisler Avenue along the Mesa Water Reliability Facility (MWRF) frontage and partial frontage of the Car Max dealership westerly to the intersection of College Avenue, in the City of Costa Mesa, County of Orange, State of California.

The project limits are described as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Limits From</th>
<th>Limits To</th>
<th>Approximate Length</th>
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<tbody>
<tr>
<td>Gisler Avenue</td>
<td>E’ly Property Line of 1350 Gisler Avenue</td>
<td>College Avenue</td>
<td>1,000 l.f.</td>
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</table>

The goal of this project is to provide parking in the vicinity of the MWRF that will allow safe access to the MWRF plant for educational events and tours related to environmental stewardship, resource sustainability, and wise water use, to the general public and the District’s key audiences.

Key Design Issues:

City of Costa Mesa Coordination - we anticipate that all of the proposed improvements will be located within the existing public street right-of-way of Gisler Avenue. Therefore, our challenge will be to secure approval from the City Planning, Transportation and Public Works Departments for the proposed improvements, including processing of any required maintenance agreements or easements. Our knowledge, current design experience, and excellent relationship with City staff, will ensure that the proposed roadway improvements comply with current City Parking Design Standards, City and Caltrans street safety design standards, Federal ADA accessibility standards and City Zoning requirements, including their Water Efficient Design Guidelines. Based on our review of Article 2 of the Costa Mesa Zoning Code, we anticipate that 1 parking space for every 35 s.f. of seating area available (where there are no fixed seats). We anticipate that the City will require the selected contractor to pull an encroachment permit for the
proposed construction, and Kabbara Engineering will include the requirements and forms in the project specifications for the contractor’s use in bidding the project.

**Sustainable “Green” Design** - in keeping with the District’s goal to promote environmental stewardship, resource sustainability, and wise water use, Kabbara Engineering will incorporate “Green” streets design techniques wherever possible in the implementation of this project. Instead of standard asphalt and concrete elements, we will consider alternative construction materials, such as colored permeable concrete, and/or pavers, and decomposed granite for the parking areas and sidewalks. Native and/or drought tolerant plant materials will be utilized as necessary to replace sod and other landscape planting impacted by the project improvements, and low flow irrigation systems will be installed as necessary. The feasibility of incorporating bioswales and/or infiltration planters into the design will be evaluated during the conceptual design phase of the project.

**ADA Compliance** - City of Costa Mesa requirements dictate that any damaged or existing concrete improvements such as sidewalks, access ramps and driveway approaches shall be reconstructed in conformance with American with Disabilities Act (ADA) and State Title 24 Standards and requirements. Any new improvements shall also comply with ADA requirements. Handicap parking stalls will be provided as required by City Zoning code, including all clear loading zones, ramps and ADA paths of travel. All sidewalks will be designed in compliance with current City and ADA and Title 24 requirements for widths, slopes, and detectable warning surfaces in areas where the ADA path of travel meets the vehicular roadway. Curbs and/or curb stops and bollards may be considered to ensure that parked cars to do overhang and/or block the minimum required ADA path of travel.

**Bike Route Accessibility** - Gisler Avenue is a designated bike route on the City’s Bike Master Plan, in the project area, and there is a designated multi-purpose trail on Gisler Avenue from Fairview Road to Gisler Park. The feasibility of incorporating a multi-purpose trail connection into the project to encourage alternative modes of transportation to the MWRF facility from the Park and Fairview Road trail access, will be analyzed as a part of this project.
**Surface Drainage** - Our field review and review of City records indicates that there are no curb and gutter improvements on the south side of Gisler Avenue within the project limits, and the roadway section appears to be tilted to the north side of the street. The existing roadway asphalt pavement appears to be in good condition, and no roadway reconstruction is anticipated as part of this project. We also do not anticipate that the City will require improvement of the south side of the street. The majority of standard curb & gutter, sidewalks and handicap ramps appear to be in good condition, and we anticipate that existing drainage patterns will be maintained and that no storm drain improvements will be necessary/required.

**Utility Coordination** - Special attention must be paid to the existing horizontal location and depth of the utilities and the amount of cover shown on existing plans. This will impact the design of the new street and parking improvements, the depth of the proposed structural section, subgrade treatments, and the pavement alternates. Our field review indicated the presence of numerous utilities within the project limits, that will need to be protected in place, adjusted to grade or relocated as a part of this project. Organized and thorough utility research, supplemented by our field survey of surface utilities and inverts, and potholing (if necessary) is required to identify potential conflicts, provide accurate design solutions and to avoid costly delays during construction. Special consideration and care will be given to the parking alignments and grading and/or paving methods that may be required around these existing facilities, and to avoiding impacts to existing overhead power poles and underground utility vaults, which can be very expensive and time consuming to relocate and/or adjust. Please note that street lights and electrical service is provided by SCE within the City limits, and any required relocation work within the Gisler Avenue R/W would likely be governed by the existing franchise agreement between the City and SCE, and SCE typically performs all design and construction work on their facilities with their own forces, which require a minimum 12 week lead time, if needed.

**Traffic Control & Construction Phasing** - An effective Traffic Control and Construction Phasing plan will be critical to the success of this project in terms of budget, schedule and inconvenience to the existing residents, businesses and the traveling public. We anticipate that City traffic lane requirements will dictate that construction traffic detouring shall provide for continuous driveway and pedestrian access during construction and a minimum of one travel lane in each direction at all times. Maintaining access to businesses and residents will require temporary backfilling and paving in areas where full depth pavement replacement is proposed.

**Construction Costs** - In addition to the required cost estimates at the Preliminary and Final Design project milestones, preparation of an initial Conceptual Budget Estimates would allow the District to consider the cost and feasibility of all viable design alternatives, including the latest developments in pavement technology, constructibility, phasing and access management, so that the most effective design can be utilized for the project. Kabbara Engineering's Opinions of Probable Construction Costs also include review by an designated external Construction Estimator (if required), and comparison of actual recent bid costs on similar projects in the area. These proven steps will help to ensure that the District receives construction bids that are within budget and very close the final Engineer's Estimate.

**Environmental Compliance** - Based on our review of the layout study and the proposed project description, we anticipate that the project is exempt from CEQA per Section 15302, Replacement and Reconstruction. Thus, First Carbon Solutions (subconsultant) is available to prepare a Categorical Exemption (CE) form. Please note that if it is determined later that an Initial Study (IS)/Environmental Assessment (EA) is required, FCS will prepare the IS/EA under separate authorization.
**SCOPE OF WORK**

In an effort to expedite the District Schedule, we have developed a work plan outlining the following required steps necessary to complete this project.

**TASK 1 - Project Management and Administration**

1.1 Kick-off Meeting: In a Kick-off conference with the City, the scope of work, design criteria, objectives for the project and the project schedule will be reviewed and approved.

1.2 Project Schedule: Prepare and maintain a schedule for the project in Microsoft Project format, indicating all project activities, start and finish dates, milestones and activities as required by the District. Includes monthly updates, or as required by the District.

1.3 Project Meetings: Organize and attend 11 design coordination meetings with District staff and users/stakeholders as required for design review, guidance and coordination purposes. Includes preparation of meeting agendas (3 days prior), meeting minutes (2 days after) and monthly status reports.

1.4 Status Reports: Prepare monthly written status reports of on-going work, pending action items and responsible party, updated schedule and budget with baseline comparison.

1.5 Quality Control: Perform on-going quality assurance review of the project deliverables, including technical accuracy, consistency, style, grammar, spelling, and value engineering analysis of the proposed design and construction plans, specifications and estimates.

**TASK 2 - Data Acquisition & Research**

2.1 Utility Investigation & Coordination: Notify all affected public utility companies, governmental agencies, sanitary and water districts using Mesa Water District Utility Coordination Procedures, and identify underground facilities and substructures using existing record documents and atlas maps provided by the various utility companies. Coordinate with all existing affected utility companies and request verification of location and depth of their facilities for design purposes. Identify anticipated conflicts and make recommendations for potholing, if required, to the City’s Project Manager. Prepare a Utility Notification Log to track utility company contacts and responses. Utility Notification Log and copies of all correspondence will be provided to the District with Final Plan submittal.

2.2 Research, Title Report and Easements: Obtain, compile and review all available documents from the City of Costa Mesa, and all necessary documents and maps (as required) from the County of Orange and/or Caltrans. Order a preliminary title report with copies of underlying documents, if necessary, from Title Company (subconsultant). Note: Any costs/fees required to acquire easements from the City of Costa Mesa, or other private parties, are not included herewith, and are assumed to be paid by the District.

2.3 Zoning Requirements: Coordinate with the City of Costa Mesa Planning Department to confirm the zoning requirements and identify the need for variances, if any are required. Includes preparation and processing of 1 variance, if requested by the City. Assumes all Planning Department fees associated with the project will be paid by the District, and no fees are included herewith.

2.4 City Standards and Restrictions: Coordinate with the City of Costa Mesa Transportation and Public Works Departments to confirm the zoning requirements and the need for variances, if required. Prepare and process any required variances, if requested by the City. Assumes all
Planning Department fees associated with the project will be paid by the District, and no fees are included herewith.

2.5 Design Survey & Base Map:
   a. Perform field survey to set aerial targets (approximately 7 targets), if required. Locate and identify horizontal and vertical control used (Orange County benchmark). Perform aerial topography and digital photogrammetric services by Digital Mapping, Inc. (subconsultant), if required. Provide digital aerial topographic map for Road/Site within the project limits at 1"=20' scale with 1' contour intervals in 3D-dwg AutoCad format.
   b. Perform field survey to identify existing topographic features and improvements, and to provide cross sections at 25-foot intervals for Gisler Avenue within the project limits (approx. 1,000 l.f.). Includes elevations of top of curb, gutter flowline, lip of gutter, centerline, EG, EP, driveways, cross gutters, curb returns, ramps and all angle points and grade breaks as required for design purposes. Includes field review of project to identify special conditions and conflicts.
   c. Prepare Topographical Base Map using computer aided drafting and the aerial and field topographic survey data (AutoCAD 2014 Civil3D). Plot existing utilities, right-of-ways, property lines, addresses, surface and underground utilities, and site specific topographic features required for design at (H) 1"=20' or 40' plan view and (V) 1"=2' or 4' scale profile (if required) for the project street, on City of Costa Mesa Standard Title Block Sheets.
   d. Organize and attend 2 design coordination meetings for TASK 2, with District staff as required for design review, guidance and coordination purposes. Includes preparation of meeting agendas (3 days prior), meeting minutes (2 days after) and monthly status reports.

2.6 Field Engineering: Perform 2 field walks with District and City Staff (if required) to confirm join locations and review, locate and mark removals, such as curbs, gutters, crossgutters, driveways, and sidewalk. Initial field walk with City Staff shall be scheduled after first plan check or survey. Final field walks shall be completed after second plan check in order to ensure the accuracy of the plans.

Deliverables: Provide Technical Memorandum No. 1 (TM-1) including 1 full size bond plot of the topographic base map and 1 digital copy in ACAD format on flash drive or CD.

TASK 3 - Preliminary Design

3.1 Conceptual Design - Prepare 30% Conceptual Alignment Plan for the proposed project including existing and proposed curb and parking stall alignments, sidewalk, handicap spaces, bike path, and access ramp, alignments, traffic striping alignment, required utility relocations and/or adjustments, and any impacts on private improvements (mailboxes, landscape, walkways, special paving, fencing, etc.). Includes preliminary opinion of probable construction costs.

Prepare Conceptual 30% Landscape Design by Kobata Associates Inc.(subconsultants) for alternative parking arrangements and travel flow patterns per the Conceptual Alignment Plan. Provide color renderings of the alternative parking and landscape design (3 maximum). 3D computer generated rendering – prepare one for each alternative design (3 maximum). Review Conceptual Design with Mesa Water District and revise as required.
3.2 Permitting Requirements - Identify and provide details in the project specifications of the encroachment permit forms, timeline, insurance and permit fee requirements, as required by the City for the selected project contractor.

3.3 Preliminary Cost Estimate - Prepare preliminary cost estimate based on Conceptual 30% Design.

3.4 Preliminary Schedule and Phasing Requirements (construction) - Prepare a preliminary construction schedule for the project using the critical path method (CPM) utilizing Microsoft Project.

3.5 CEQA Assessment and Environmental Documentation - Prepare all required environmental documentation for the project by First Carbon Solutions (FCS-subconsultants) in conformance with CEQA, contingency as authorized by the District.

FCS understands that the proposed street improvements will require the preparation of a Categorical Exemption. FCS has identified the following tasks to prepare a Categorical Exemption in regards to improvements:

a. Review of Existing Conditions - FCS will conduct initial project review and background research to identify the potential environmental resources and conditions that exist on the project site, and analyze the project's potential environmental impacts.

b. Draft Categorical Exemption - FCS will collect all necessary project data to complete the preparation of a Draft Categorical Exemption. FCS will complete and process the Categorical Exemption outlined herein. If it is determined that the project is not exempt from CEQA, FCS will prepare and complete the Initial Study under separate authorization.

c. Final Categorical Exemption - FCS proposes to finalize preparation of the Categorical Exemption including copies to the District and reimbursable items. FCS can complete preparation of the necessary document within two weeks (10 working days) of notice to proceed.

d. CEQA Notice - FCS will prepare public notices for the CEQA document. This includes preparation/filing/posting of the following notice, pursuant to CEQA Statutes and Guidelines Sections 15070 through 15075 and Notice of Exemption (filing/posting with County Clerk).

3.6 Potholing - Potholing by Boudreau Pipeline Corporation (subconsultant)- contingency to be used as authorized by the District.

3.7 Other Agency Coordination - Perform other Agency design coordination (hourly estimate) as required for the project, including coordination with SCE for power to the proposed irrigation system, and other utility companies, if required.

3.8 Organize and attend 4 design coordination and presentation meetings for TASK 3, with District staff, including presentation to the Engineering and Operations Committee Meeting, as required for design review, guidance and coordination purposes. Includes preparation of meeting agendas (3 days prior) and meeting minutes (2 days after).

Deliverables: Provide Technical Memorandum No. 2 (TM-2) including conceptual design package, summary of permitting requirements, preliminary cost estimate, schedule, CEQA assessment and environmental documentation and presentation at E&O meeting.
TASK 4 - Final Design Services (60%, 90% and 100%)

4.1 **Construction Drawings** - Prepare one set of preliminary street improvement plans and profiles, if required for Gisler Avenue within the project limits. The plans shall show the parking stall construction, PCC curb and gutter, sidewalk, cross gutter, driveway, ramp repair, utility adjustments and/or relocations, limits of removals and slot paving, resetting of centerline monumentation and ties, and all required miscellaneous improvements. Includes stationing of all existing and proposed improvements impacted by design, construction notes, bid item numbers, typical sections, and ramp, driveway, and miscellaneous details, as required, on City of Costa Mesa standard title block and border sheets (24" x 36") as required for City approval. Includes title sheet, detail sheet with general and construction notes, typical sections and miscellaneous construction details, as required for the project.

Prepare preliminary traffic signing, and striping plans as required for new roadway and parking stall configuration. Signing and pavement delineation plans will be prepared as necessary on double plan sheets at a scale of 1”=40'(H) scale. The pavement delineation will show new parking stall signing and striping, and replacing all traffic stripes, markings and legends which are obliterated or disturbed during the construction process.

Prepare preliminary traffic control plans for the proposed project construction, assuming 2 phase construction for Gisler Avenue, on double plan sheets at a scale of 1”=40’ (H) scale.

Upon approval of Conceptual Landscape Design phase, Kobata Associate Inc. (Subconsultants) will prepare Landscape Construction Documents, including Irrigation Plan, Planting Plan, Planting and Irrigation Details.

Identify anticipated utility conflicts to determine if potholing is required. Notify the District Project Manager.

4.2 **Technical Specifications** - Prepare technical specifications in CSI format for the 60%, 90% and 100% completion levels, per District provided sample specs and front end documents, in word format, including all City required attachments and bid proposal.

4.3 **Permitting Requirements** - Perform permit coordination with the City of Costa Mesa for details related to the anticipated required encroachment permit for the project (Hourly Estimate).

4.4 **Cost Estimate** - Prepare Opinions of Probable Cost for the Project for the 60% (AACE Class 3 accuracy), 90% (AACE Class 2 accuracy), and 100% (AACE Class 1 accuracy) completion levels, using Microsoft Excel. Includes quantity calculations in MS Excel format.

4.5 **Revised Schedule** - Prepare an updated schedule for the project design efforts at the 60%, 90% and 100% completion levels utilizing Microsoft Project.

4.6 **Legal Descriptions and Exhibits** - Prepare a maximum of Two (2) Legal Descriptions and Exhibits (8.5” x 11”) for anticipated maintenance agreement and/or temporary construction easements as required by the City for work within the public R/W.

**Deliverables:** Submit four (4) reduced size (11"x17") sets and pdf files of plans, specifications, estimates and schedule updates (bound hard copy), at the 60%, 90% and 100% completion levels, for District review, comments and approval. Upon approval of the 100% PS&E, submit Final Improvement Plans, Specifications and Cost Estimate to District on 24"x36" Mylar with wet signature, 4 reduced size copies, and in digital format on a flash memory stick (thumb drive) using AutoCAD 2014C3D and pdf formats, for final approval.
TASK 5 - Bid Phase Services (Hourly Estimate)

5.1 **Pre-bid Meeting Attendance** - Attend pre-bid meeting, including preparation of the pre-bid meeting powerpoint, and preparation and distribution of pre-bid meeting notes and attendees list.

5.2 **Bidding Assistance** - provide assistance to District during bid phase including written response to bidder’s question, and preparation of bid addenda, if required.

TASK 6 - Construction Phase Engineering Support Services (Hourly Estimate)

6.1-6.5 Perform Construction Phase coordination, such as written clarification of plans and specifications, review of contractor’s submittals, written responses to RFI’s, As-built Mylar drawings after construction (based on contractor’s redlines), change order assistance (if needed), and construction meeting attendance with District staff, other agencies and or the public as requested by the District.
<table>
<thead>
<tr>
<th>TASK</th>
<th>MAN-HOUR SUMMARY</th>
<th>DESCRIPTION</th>
<th>PROJECT MANAGEMENT &amp; ADMINISTRATION</th>
<th>DATA ACQUISITION &amp; RESEARCH</th>
<th>PRELIMINARY ENGINEERING</th>
<th>FINAL DESIGN SERVICES</th>
<th>BID PHASE SERVICES</th>
<th>CONSTRUCTION PHASE ENGINEERING SERVICES</th>
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<td>TASK 1</td>
<td>PROJECT MANAGEMENT &amp; ADMINISTRATION</td>
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<td>1. KICK-OFF MEETING</td>
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</table>
CONSULTANT’s Name:  KABBARA ENGINEERING

Address:    121 North Harwood Street

Orange, California 92866-1626

Telephone:    (714) 744-9400

Fax:     (714) 744-9771

Subject: Request for Proposal for Mesa Water Reliability Facility (MWRF) Parking Design – 1350 Gisler

By my signature below, I, on behalf of the CONSULTANT named above, acknowledge that I have read and understand the subject Request for Proposal (RFP) and all its attachments. I further acknowledge that, by submission of a proposal in response to the subject RFP, the CONSULTANT named above accepts all the terms and conditions set forth in the subject RFP and its attachments, including, but not limited to, the Sample Contract, its insurance and indemnification clauses, and all other terms and conditions set forth therein.

ACCEPTED:

CONSULTANT

____________________________
Signature

Leah Kabbara

Name (please print)

Principal Engineer

Title

____________________________
Date

December 19, 2014
7. **APPENDIX - RESUMES**

The resumes of our core project team include the following:

<table>
<thead>
<tr>
<th>Professional Registration:</th>
<th>Leah Kabbara, P.E.</th>
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<tr>
<td>Professional Civil Engineer, State of California - RCE 41879</td>
<td>Principal Engineer/Project Manager</td>
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<tr>
<td><strong>Experience &amp; Responsibilities:</strong></td>
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<td>Ms. Kabbara, Project Manager for Kabbara Engineering, has more than thirty (30) years of experience in the design of local, state and federally funded municipal street, streetscape, redevelopment, storm drain, drainage, sewer, water, recycled water, traffic and transportation projects in Southern California. As Project Manager, Ms. Kabbara is responsible for the quality assurance reviews, scheduling, manpower, and for maintaining a high level of communication with clients and staff. Ms. Kabbara has been directly responsible for the following projects, in the role of project manager and/or project engineer, and has been responsible for the design and management of hundreds of street, street lighting, traffic, sewer, water, storm drain and institutional projects. Ms. Kabbara also has extensive experience in the preparation and processing of federal and state grant applications, and compliance documentation and currently serves as District Engineer for the Pico Water District.</td>
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<tr>
<td><strong>Project Experience:</strong></td>
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<tr>
<td>City of Pico Rivera - Whittier Boulevard Rehabilitation, Beverly Medians Project, Rosemead Boulevard Rehabilitation, Rosemead Boulevard Street Lighting, and Mines Avenue Street and Bike Improvements</td>
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<tr>
<td>City of El Segundo - Downtown Specific Plan Improvement Project</td>
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<td>City of Orange - Chapman Avenue AHRP Project, Sycamore CDBG Sewer &amp; Street Rehabilitation Project, Cambridge Avenue AHRP Rehabilitation, Bond Avenue AHRP Rehabilitation, Glassell Street Improvements, Nohl Ranch Road SR2S Sidewalk Improvements, Hewes Street Widening Project, and Grijalva Park Extension Project</td>
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<td>City of Downey - S.S. #508, 510, 526, 622 and 635 Citywide Street Rehabilitation Projects, Downtown Beautification Project, Firestone Boulevard Traffic Signal Synchronization Project, Paramount Boulevard &amp; Gallatin Road Rehabilitation, Downey Avenue SR2S Sidewalk System, and Old River School Road Rehabilitation</td>
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<tr>
<td>City of Laguna Niguel - Crown Valley, Golden Lantern &amp; Camino del Avion AHRP Project, Crown Valley Park Sewer Improvements, Hidden Crest Drainage Improvements, Chapparossa Park Left-Turn Pocket Improvements, Kensington Drive &amp; Jaeger Drive Rehabilitation</td>
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</tbody>
</table>
**Leah Kabbara, P.E.**  
Principal Engineer/Project Manager

**Project Experience (continued):**

- **City of Burbank** - Olive Avenue and Alameda Avenue, Intersection Widening Improvements, Olive Avenue Streetscape Improvements, Magnolia Park Specific Plan Improvements, Alameda Avenue & Buena Vista Street Intersection Improvements, Magnolia Park Parking Lots Improvements

- **City of Santa Monica** - 4th Street Traffic Calming Project, Colorado Avenue Median Improvements, 20th Street and Cloverfield Boulevard Improvements, and Rapid Big Blue Bus Shelter Improvements

- **City of Costa Mesa** - Wallace, Kenwood, Buoy, Congress & Alley Rehabilitation, Rehabilitation Improvements for Several Arterial & Residential Streets & One Alley, Citywide Alley Improvement Projects, Fairview Park Storm Drain Improvements, Fairview Park Bike Path Improvements, Pomona Avenue & 18th Street Improvements, Newport Boulevard Reconstruction Project, Fairview Park Bike Path Improvements,

- **City of Laguna Beach** - Park Avenue SR2S Street, Sidewalk and Storm Drain Improvements, Laguna Canyon & Lower Bluebird Canyon Street Rehabilitation Projects, Laguna Canyon Road Sidewalk Improvements, and Ledroit Street Drainage Improvements

- **City of Upland** - “C” Street Downtown Improvements, Foothill Streetscape, Traffic & Utility Improvements of, Euclid Avenue Rehabilitation, and 17th Street Rehabilitation.

- **City of West Hollywood** - La Brea Avenue Streetscape

- **County of Orange Environmental Management Agency** - Mason Regional Park Bike Path, Laguna Canyon Channel Feasibility Study, Talbert Channel Improvements, Prado Basin Inundation Study, Orange Park Acres Storm Drain Improvements (South Reach) and San Diego Creek In-Channel Basin #3 Improvements;

- **County of San Bernardino Flood Control District** - Henderson & Wardman Channels Improvements and San Sevaine HEC-II Analysis;

- **City of Corona** - Master Plan of Drainage

- **U.S. General Services Administration** - Ronald Reagan Federal Courthouse
### Bill Kabbara, P.E., P.L.S.
Principal Engineer/Project Engineer

#### Experience & Responsibilities:
Mr. Kabbara has over thirty (30) years of professional engineering experience, with a specialization in public works projects specifically in Orange and Los Angeles Counties. As Principal and Project Engineer, Mr. Kabbara will act as the central design figure in the work. Mr. Kabbara has been responsible for the design and management of numerous public works projects including street rehabilitation, storm drain, flood control, master plans of drainage, inundation studies, sewer, water, and institutional projects. Mr. Kabbara also has extensive construction supervision experience, obtained while previously with the Orange County Environmental Management Agency, where he provided construction supervision of public works projects including street reconstruction, storm drains and flood control channels projects. Mr. Kabbara also has over 30 years experience achieving design compliance with federal and state funding requirements, including ADA, Title 24, and Caltrans E-76 processing, and currently serves on the APWA technical committee for standards and specifications.

#### Project Experience:

- **City of Upland** - “C” Street Downtown Improvements, Foothill Streetscape, Traffic & Utility Improvements of, Euclid Avenue Rehabilitation, and 17th Street Rehabilitation
- **City of San Clemente** - S. Avenida Ola Vista Street Improvements, Citywide Street Rehabilitation Projects, Marquita Storm Drain Improvements, Avenida Palizada and Avenida Cabrillo Storm Drain & Detention Improvements, Riviera Storm Drain Improvements
- **City of Downey** - S.S. #508, 510, 526, 622 and 635 Citywide Street Rehabilitation Projects, Downtown Beautification Project, Firestone Boulevard Traffic Signal Synchronization Project, Paramount Boulevard & Gallatin Road Rehabilitation, Downey Avenue SR2S Sidewalk System, and Old River School Road
- **City of Pico Rivera** - Whittier Boulevard Rehabilitation, Beverly Medians Project, Rosemead Boulevard Rehabilitation, Rosemead Boulevard Street Lighting, and Mines Avenue Street and Bike Improvements, Homebrook Drive, Carron Avenue, Pico Vista Road and numerous other residential Street Rehabilitation Projects
- **City of Santa Monica** - Downtown Transit Mall Project, 4th Street Rehabilitation Project, Lincoln Avenue Pavement Rehabilitation, 4th Street Traffic Calming Project, Colorado Avenue Median Improvements, and 20th Street and Cloverfield Boulevard Improvements

---

**Professional Registration:**
Professional Civil Engineer, State of California - RCE 40812
Professional Land Surveyor, State of California - LS 6624

**Education:**
- 1982 - University of California, Irvine
  BS, Civil Engineering
- 1982 - University of California, Irvine
  BS, Biological Sciences
- 1985 - California State University, Long Beach
  MS, Civil Engineering

**Professional Organizations:**
ASCE, APWA, CCEA, AWWA, CLSA
Bill Kabbara, P.E., P.L.S.
Principal Engineer/Project Engineer

Project Experience (continued):
City of Burbank - Olive Avenue and Alameda Avenue, Intersection Widening Improvements, Olive Avenue Streetscape Improvements, Magnolia Park Specific Plan Improvements, Alameda Avenue & Buena Vista Street Intersection Improvements, Magnolia Park Parking Lots

City of Orange - Chapman Avenue AHRP Project, Sycamore Avenue CDBG Sewer & Street Rehabilitation Project, Cambridge Avenue AHRP Rehabilitation, Bond Avenue AHRP Rehabilitation, and Glassell Street Improvements, Taft Avenue Storm Drain Improvements, Hewes Street Widening Improvements

City of Laguna Niguel - Crown Valley, Golden Lantern & Camino del Avion AHRP Project, Hidden Crest Drainage Improvements, Kensington Drive & Jaeger Drive Pavement Rehabilitation

City of El Segundo - Downtown Streetscape, Street & Storm Drain Project

City of Costa Mesa - Wallace, Kenwood, Buoy, Congress & Alley Rehabilitation, Rehabilitation Improvements for Several Arterial & Residential Streets & One Alley, Citywide Alley Improvement Projects, Fairview Park Storm Drain Improvements, Fairview Park Bike Path Improvements, Pomona Avenue & 18th Street Improvements, Newport Boulevard Reconstruction Project, Fairview Park Bike Path Improvements, Walnut Street Drainage Improvements

City of Laguna Beach - Park Avenue SR2S Street, Sidewalk and Storm Drain Improvements, Laguna Canyon & Lower Bluebird Canyon Street Rehabilitation Projects, Laguna Canyon Road Sidewalk Improvements, and Ledroit Street Drainage Improvements

County of Orange - Orange Park Acres Storm Drain Improvements, Palm Avenue Reconstruction, Olive Heights Alleys Project

Pico Water District - Shenandoah Water Main, Manning Inter-tie Project, Rosemead Boulevard Water Main, San Gabriel/UPRR Undercrossing Improvements, and Coffman Pico Road Water Main

City of Glendale - Brand Boulevard Improvements and Los Feliz Storm Drain Improvements

City of La Habra - Lambert Road & Hacienda Boulevard Improvements, Citywide Street, Storm Drain & Water Improvements, Lambert Road Gap Closure Project
Grant Anderson, P.E., T.E.
Project Engineer/Traffic Engineer

Experience & Responsibilities:
Mr. Anderson has over 30 years of experience in traffic and civil engineering. He has been responsible for traffic studies of intersections and highway segments, traffic signals, preparing reports and recommendations related to traffic/transportation problems, traffic operations, and freeway and road development. Previously, as Chief of Roadway Design and Chief Traffic Engineer for the County of Orange (Retired - OCERS), Mr. Anderson has supervised roadway design and civil engineers, traffic engineers and technicians in traffic operations, traffic engineering, and short-range transportation planning activities. He has represented Traffic Engineering on various committees and commissions. He has provided his technical expertise in consulting with a variety of private and public agencies. Mr. Anderson is also an expert in federal and state funding and grant applications, and currently provides Kabbara Engineering’s On-call professional traffic engineering and program management services to the City of Costa Mesa.

Project Experience:
In addition to his 30 years of municipal design experience, Mr. Anderson has completed the following projects as a highly qualified member of the Kabbara Engineering team:

City of Santa Clarita - Traffic Signal and Striping Modifications for the intersection of Bouquet Canyon Road and Espuella Drive

City of San Clemente - S. Avenida Ola Vista Street Improvements, Citywide Street Rehabilitation Projects

City of Downey - Firestone Boulevard & Fifth Street Traffic Signal Modification, and Firestone Boulevard Traffic Signal Synchronization Project

City of Costa Mesa - South Coast Drive & Hyland Avenue AHRP Rehabilitation, including traffic control, signing and striping PS&E.
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<tr>
<td>Professional Civil Engineer, State of California - RCE 22863</td>
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<td>Professional Traffic Engineer, State of California - RTE 127</td>
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<table>
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<tr>
<th>Education:</th>
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<tr>
<td>1969 - California State University, San Diego BS, Civil Engineering</td>
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### James Anderson, P.E., T.E.
Project Engineer/Traffic Engineer

#### Experience & Responsibilities:
Mr. Anderson has over 30 years experience in the preparation of plans, specifications and estimates for numerous traffic engineering projects in Southern California. He has also been responsible for the preparation of numerous studies and reports, covering a wide range of traffic engineering activities such as computer traffic control systems, channelization and signing studies, speed limit studies, traffic operation studies and impact studies of highway improvements. Mr. Anderson excels in the preparation of plans for traffic signal installation, including coordination of signals by interconnection, channelization design and work area traffic control. Mr. Anderson was involved in a variety of transportation projects including alternative routes for the SR-55 Freeway extension and the impact of the South Coast Plaza re-zoning. Mr. Anderson has directly designed or supervised the preparation of over 400 traffic signal/striping, street lighting and work area traffic control plans, including construction management in the role of resident engineer and/or inspector. He has considerable knowledge and experience with computerized traffic flow simulation, including the use of SYNCHRO computer models. He routinely utilizes these models for both optimization of signal timing and as an analytical tool.

#### Project Experience:
Mr. Anderson has completed the following projects as a highly qualified member of the Kabbara Engineering team:

- **City of Upland** - Foothill Boulevard Street Lighting, Traffic Signal Modification and Interconnect Project
- **City of West Hollywood** - La Brea Avenue Streetscape and Medians Project Traffic Study, Traffic Signing and Striping
- **City of Burbank** - Alameda Avenue & Buena Vista Street Traffic Signal Modification, Traffic Control, Traffic Signing and Striping
- **City of Irvine** - Walnut Avenue Rehabilitation Project, Traffic Control, Bike Detour, Traffic Signing and Striping
- **City of Santa Monica** - 20th Street & Cloverfield Boulevard, Traffic Signal Modifications, Traffic Control, Signing and Striping
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**Mark Salhab, P.E.**  
Project Engineer

**Experience & Responsibilities:**
Mr. Salhab has over 30 years of design and construction management experience, including design and construction supervision and management of over 30 miles of highways and local roadways, underground infrastructure (sewer, water, storm drain, electric) projects, pump stations, buildings, and special structures for municipal agencies throughout Southern California. Mr. Salhab was responsible for work progress, scheduling, coordination with contractors and subcontractors to ensure compliance with federal, state and local requirements and the contract documents, progress reports, interface with the Client, review of submittals and shop drawings, progress payments review and approval, inspection, and management of testing services.

**Project Experience:**

- **City of Burbank** - Olive Avenue & Alameda Avenue Intersection Widening, Olive Avenue Streetscape Project, Alameda Avenue & Buena Vista Street Intersection Improvements, Magnolia Park Specific Plan Improvements

- **City of Upland** - Foothill Boulevard & Euclid Avenue Rehabilitation Projects, and “C” Street Improvement Project

- **City of West Hollywood** - La Brea Avenue Streetscape and Medians Project

- **City of Burbank** - Olive Avenue & Alameda Avenue Intersection Widening, Olive Avenue Streetscape Project, Alameda Avenue & Buena Vista Street Intersection Improvements, Magnolia Park Specific Plan Improvements

- **City of Irvine** - Jeffrey Road Rehabilitation Project and Walnut Avenue Rehabilitation Project

- **City of Santa Monica** - 20th Street & Cloverfield Boulevard Improvements, Colorado Avenue Median Improvements
| Professional Registration: | Ithiel Carter, Phd., P.L.S.  
Land Surveyor |
|---------------------------|--------------------------------------------------|
| Professional Land Surveyor, State of California - LS 6759 | Experience & Responsibilities:  
Dr. Carter has over 20 years of professional land surveying experience. He has extensive experience in control and topographic surveying, data collection and reduction, road profiling and cross sections, construction staking, right-of-way mapping, legal descriptions and exhibits, and boundary analysis. Dr. Carter is responsible for mapping, coordination, review and approval of survey field work, managing and scheduling crews and coordination with clients approval, inspection, and management of testing services. |

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<td>1985 - University of California, Santa Barbara BS, Mathematics</td>
<td>City of Upland - 17th Street Topographic Survey &amp; Base Map, and Foothill Boulevard Design Survey, Legal Descriptions and Exhibits for R/W dedications and easements</td>
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<td>1987 - University of California, Santa Barbara MS, Mathematics</td>
<td>City of Costa Mesa - Walnut Avenue Drainage Improvements Design Survey</td>
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<td>1990 - University of California, Santa Barbara PhD, Mathematics</td>
<td>City of West Hollywood - La Brea Avenue Streetscape and Medians Design Survey</td>
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<td>City of Pico Rivera - Various Residential Street Rehabilitation Projects - Design Survey and Construction Staking, Beverly Boulevard Design Survey and Base Map, County Library Site Aerial Topographic Mapping and Survey</td>
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<td></td>
<td>City of Santa Monica - 20th Street &amp; Cloverfield Boulevard Design Survey</td>
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Robert Harvick, E.I.T., Design Engineer, Kabbara Engineering  
Bachelor of Science, Civil Engineering – 1998, California State University, Fullerton  
EIT – California – XE 105468

Mr. Harvick has over 10 years of civil engineering experience, specializing in the design of public works street rehabilitation projects. He is very familiar with AutoCAD, AutoDesk Land Development and the Civil Engineering Design Module. Prior to joining Kabbara Engineering, Mr. Harvick worked as a geotechnical engineer in the Southern California Area. Mr. Harvick was recently the Design Engineer on the Firestone Boulevard Traffic Signal Synchronization, City of La Habra Lambert Road Overlay and Chapman Avenue AHRP Project.

Ryan Salhab, E.I.T., CADD Engineer, Kabbara Engineering  
Bachelor of Science, Civil Engineering – 2011, University of California, Los Angeles (with Honors)  
EIT – California – XE 141810

Mr. Salhab has over two-years of civil engineering experience in the design of public works projects and is very familiar with AutoCAD & 3D, AutoDesk Land Development and the Civil Engineering Design Module. Mr. Salhab’s recent experience includes computer-aided design and drafting for the design of the Olive Heights Alley Improvement Project for O.C. Public Works; Mr. Salhab also provided additional AutoCAD drafting and design support capabilities for the Rehabilitation of 44 Residential and Arterial Streets in the City of Downey within the last 2 years.

SUBCONSULTANTS

Our senior level team of professionals includes the following subconsultants and their specialities if required for the project:

Roger Kobata, L.A., Principal Landscape Architect, KOBATA ASSOCIATES INC.  
Bachelor of Science, Landscape Architecture - 1967, California State Polytechnic University, Pomona  
Professional Landscape Architect - California - LA #1219

Mr. Kobata formed Kobata Associates, Inc., as a Landscape Architectural firm in the fall of 1971, to pursue his own philosophy and identity in the profession of Landscape Architecture. Kobata Associates, Inc. has maintained its posture as a small firm throughout its existence in order to provide its clients with service and quality of product. Kobata Associates, Inc. has currently a staff of seven individuals who are involved in all aspects of the profession with more than 80 years of combined experience in the Landscape Architectural field. Kobata Associates, Inc., since 1973 has focused on servicing the public sector with emphasis on municipalities. Kobata Associates, Inc. has provided Landscape Architectural Services to municipalities throughout Southern California for streetscape design, park planning and design and landscape design of public facilities. In addition, Kobata Associates, Inc. serves as Consultant City Landscape Architect to the City of Westminster. Kobata Associates, Inc. also has provided plan check services to the City of Lancaster, City of Rancho Santa Margarita, City of Lake Elsinore, City of Perris. Kobata Associates, Inc., is a 100% minority-owned firm. Mr. Kobata has a varied background in the profession through his experience in landscape contracting, landscape maintenance, and nursery operations. This experience has helped him develop a multi-facet knowledge of the profession. Mr. Kobata holds certification as a Registered Landscape Architect for the State of California, the State of Arizona, and the State of Nevada.
## Mesa Water District
Professional Engineering Services for the Gisler Avenue Parking Design

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<th>WORK TASK OR ITEM DESCRIPTION</th>
<th>PROJECT DIRECTOR/ GM/CC-Amy Anamori/South Amherst $160</th>
<th>PROJECT MANAGER/Steve Schoppel $145</th>
<th>PROJECT/DESIGN ENGINEER-Safe Kamanga/Derek Kurimoto $130</th>
<th>CAAD DESIGNER-Art Bischocho $80</th>
<th>ASSISTANT ENGINEER/ADMIN/Deidre Yong $65</th>
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| 6.1 REVIEW CONTRACTOR SUBMITTALS                  | 0 | 0   | 2  | $290    | 4  | $490    | 0  | 0       | 0   | 6    | $770     |     |         |
| 6.2 REVIEW & RESPOND TO RFI & RFC                | 0 | 0   | 2  | $290    | 4  | $490    | 0  | 0       | 0   | 6    | $770     |     |         |
| 6.3 CONSTRUCTION MEETINGS                         | 0 | 0   | 8  | $1,160  | 4  | $490    | 0  | 0       | 0   | 12   | $1,640   |     |         |
| 6.4 CHANGE ORDER COORDINATION & ASSISTANCE       | 0 | 0   | 2  | $290    | 8  | $960    | 0  | 0       | 0   | 10   | $1,250   |     |         |
| 6.5 RECORD DRAWINGS                               | 1 | $160| 2   | $290    | 0  | 0       | 2  | $160    | 8   | 520  | $1,130   | 13  |         |
| SUBTOTAL - TASK V                                 | 1 | $160| 16  | $2,320  | 20 | $2,400  | 2  | $160    | 8   | $520 | $5,580   | 47  |         |

| TOTAL FEE                                          | $1,440 | 106 | $15,370 | 76 | $9,120 | $7,360 | 56 | $3,640 | $28,900 | 339 | $65,830 |

| SUB-CONSULTANT ALLOWANCE                          |

(a) Surveyor - On-Point
(b) Fidelity National Title Insurance Company
December 19, 2014

Mesa Water District
Attn: Mark Pelka
1965 Placentia Avenue
Costa Mesa, CA 92627

Subject: Fee Proposal for Mesa Water Reliability Facility (MWRF), Parking Design, 1350 Gisler Avenue

Civil Works Engineers is pleased to present our fee for the design services for Parking Design at 1350 Gisler Avenue project. Our time and material, not to exceed fee is based on our scope of work, tasks, and labor hours as contained in the proposal.

Fee:

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If you have any questions or would like to discuss, please call. We are happy to negotiate the scope and fee with you.

Sincerely,

Marie Marston, P.E., President
mmarston@civilworksengineers.com
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6. **COST SHEET**

December 19, 2014

**Mesa Water District**  
1965 Placentia Avenue  
Costa Mesa, CA 92627-3420

**Attention:** Mr. Mark Pelka, P.E., Senior Civil Engineer

**Subject:** Cost Sheet Summary and Man-hour Fee Schedule for Mesa Water Reliability Facility (MWRF) Parking Design, 1350 Gisler Avenue

In response to the District’s Request for Proposal, dated November 2014, Kabbara Engineering is pleased to present the following fee quotation for providing Professional Engineering Design Services for the subject MWRF Parking Design on Gisler Avenue per our attached scope of work and man-hour fee schedule. Our total not-to-exceed fee proposal, including subconsultant expenses and District specified contingencies, is as follows:

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<th>Description</th>
<th>Total Fee</th>
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<td><strong>MWRF PARKING DESIGN, 1350 Gisler Avenue</strong></td>
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<td><strong>TOTAL NOT-TO-EXCEED FEE</strong></td>
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* Includes 10% Administrative Charge

Our fee proposal shall remain valid for a period of one (1) year from the date that services are commenced, and this proposal is valid for a period of 90 days from the date of this submittal. Thank you for the opportunity to be of service. We look forward to working with you on this contract. If you have any questions please contact me at (714) 744-9400, extension 22, or email at leah@kabbara.net.

Sincerely,

**KABBARA ENGINEERING**

Leah Kabbara, PE  
PRINCIPAL ENGINEER
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**TOTAL COST:**

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MEMORANDUM

TO: Engineering & Operations Committee
FROM: Paul E. Shoenberger, P.E., General Manager
DATE: January 20, 2015
SUBJECT: Independent Special Districts of Orange County Executive Committee Election Notice and Call for Candidates

RECOMMENDATION

Designate Director James R. Fisler as Mesa Water’s Independent Special District of Orange County alternate voting representative.

STRATEGIC PLAN

Goal #2: Practice perpetual infrastructure renewal and improvement.
Goal #3: Be financially responsible and transparent.
Goal #4: Increase public awareness about Mesa Water® and about water.
Goal #7: Actively participate in regional water issues.

PRIOR BOARD ACTION/DISCUSSION

On February 13, 2014, the Board designated Director Temianka as Mesa Water’s Independent Special District of Orange County alternate voting representative.

DISCUSSION

The Independent Special Districts of Orange County (ISDOC) will elect a candidate for the position of Third Vice President on the ISDOC Executive Committee at its Quarterly meeting on January 29, 2015. ISDOC member agency Board members are eligible for nomination. Individuals who wish to be considered for the position are required to submit a letter of interest with a resolution from their Board authorizing their candidacy.

The Third Vice President position is currently vacant due to the end of the term of former First Vice President Bob Moore, South Coast Water District. In accordance with the ISDOC Bylaws, the Second and Third Vice Presidents have moved up into resulting vacant positions, leaving a vacancy in the Third Vice President position. A copy of the ISDOC Bylaws is attached.

The Third Vice President chairs the ISDOC Legislative Committee, which monitors and reports on legislation of interest to members, including recommendations for Executive Committee support or opposition action. In addition, this position serves in the absence or disability of the President First Vice, President, and Second Vice President.

The elected Third Vice President will serve the balance of a two-year term that began January 1, 2015 through December 31, 2016. Regular meetings of the Executive Committee occur on the first Tuesday of every month at 7:30 a.m. at the offices of the Municipal Water District of Orange County in Fountain Valley, CA.

Nominations will be accepted prior to and at the January 29, 2015 Quarterly meeting.
The presiding officer of each regular member district is recognized as the voting representative for his/her district. Each district shall designate an alternate who shall have the right to vote in the absence of the presiding officer.

It is recommended the Board designate Director James R. Fisler as Mesa Water’s Independent Special District of Orange County alternate voting representative.

FINANCIAL IMPACT

There is no financial impact for this discussion. The annual membership dues to ISDOC are projected at $500.

ATTACHMENTS

Attachment A: ISDOC Notice of Vacancy and Call for Candidates
Attachment B: ISDOC Bylaws
This email shall serve as official notice and call for candidates for the position of Third Vice President on the Executive Committee of the Independent Special Districts of Orange County (ISDOC). The election will be held at the ISDOC Quarterly Meeting on Thursday, January 29, 2015. Any Board Member/Trustee of a regular ISDOC member agency shall be eligible for nomination. Individuals who wish to be considered for the position should submit a letter of interest together with a resolution from their Board authorizing their candidacy.

The Third Vice President chairs the ISDOC Legislative Committee, which monitors and reports on legislation of interest to members, including recommendations for Executive Committee support or opposition action. In addition, this position serves in the absence or disability of the President, First Vice President, and Second Vice President. A copy of the ISDOC bylaws are attached to this email.

The Third Vice President position is currently vacant due to the end of the term of former First Vice President Bob Moore, South Coast Water District. In accordance with ISDOC bylaws, the Second and Third Vice Presidents have moved up into resulting vacant positions, leaving a vacancy in the Third Vice President position.

The new Third Vice President will serve the balance of a two-year term that begins January 1, 2015 and ends December 31, 2016. Meetings of the Executive Committee typically occur on the first Tuesday of each month at 7:30 a.m. at the offices of the Municipal Water District of Orange County (MWDOC) in Fountain Valley.

Nominations will be accepted prior to and at the January 29th Quarterly meeting. Please send your letter/email of interest and a copy of your Board's authorizing resolution to Heather Baez at HBaez@mwdoc.com. You may also submit the required information at the January 29th meeting prior to the actual election.

If you have any questions about the Third Vice President position or the election process, please contact either Heather Baez (HBaez@mwdoc.com) or Leslie Keane (l.keane@occd.com).

Leslie Keane
Secretary, ISDOC
Vice Chair, Orange County Cemetery District
INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY

AMENDED AND RESTATED BYLAWS

Adopted December 10, 2013
INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY
BYLAWS

ARTICLE I

GENERAL

SECTION I. NAME

The name of the organization shall be INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY, herein referred to as the Organization.

SECTION II. PURPOSE

The purpose of the Organization is to advance the interests of Orange County special districts through its advocacy of sound public policy, its facilitation of educational opportunities to enhance special district governance and the services provided, and its collaboration with others to elevate awareness of the role special districts play as the form of government closest and most directly accountable to the people. The purpose of the Organization shall not include any duties or responsibilities held by the Orange County Special Districts Selection Committee, which is a separate and unrelated entity from the Organization. Furthermore, these Bylaws shall have no effect on, and are independent and distinct from, the Bylaws of the Orange County Special District Selection Committee.

SECTION III. ADMINISTRATIVE OFFICE

The administrative office for the transaction of the business of the Organization is located at the Municipal Water District of Orange County. The Board of Directors is granted full power and authority to change the administrative office from one location to any place within the County of Orange, State of California, and such change shall not be considered an amendment of these bylaws.

ARTICLE II

MEMBERSHIP

SECTION I. QUALIFICATION FOR MEMBERSHIP

There shall be two categories of membership in the Organization:
A. REGULAR MEMBERS: Shall be INDEPENDENT SPECIAL DISTRICTS that are public agencies within the County of Orange, State of California, for the local performance of governmental proprietary functions within limited boundaries, governed by a publicly elected Board of Directors or those officials appointed, in whole or in part, by another governmental body. Independent Special Districts do not include the State, the county, cities, or school districts.

Independent Special Districts shall be further defined in accordance with California Government Code Section 56044: “Independent district” or “independent special district” includes any special district having a legislative body all of whose members are elected by registered voters or landowners within the district, or whose members are appointed to fixed terms, and excludes any special district having a legislative body consisting, in whole or in part, of ex officio members who are officers of a county or another local agency or who are appointees of those officers other than those who are appointed to fixed terms. “Independent special district” does not include any district excluded from the definition of district contained in Sections 56036 and 56036.6.

B. ASSOCIATE MEMBERS: Shall be those persons, organizations, or governmental entities that have evidenced interest in the purposes and goals of the Organization, but are not Independent Special Districts. Officers or members of an Independent Special District are ineligible to be an Associate Member.

C. APPROVAL OF MEMBERSHIP: The Executive Committee shall review and approve all applications for membership, provided that the applicant meets the established membership criteria.

SECTION II. VOTING RIGHTS

Each Regular Member district, in good standing, shall be entitled to one vote on all matters brought before the membership for a vote. The presiding officer of the governing body of each Regular Member district shall be recognized by the Organization as the voting representative for his/her district. Each district shall designate in writing and submit to the Organization’s Secretary one alternate governing board member who shall have the right to vote in the absence of the presiding officer.

The Executive Committee may, at its discretion, authorize the voting upon any issue by written ballot which shall be sent via U.S. mail and email to each Regular Member district. Such authorization shall specify the time, date and method by which the completed written ballots must be received by the Organization.

A majority vote of all members present at a meeting or of all written ballots received by the submission deadline shall be necessary to carry any matter voted upon.
Associate Members shall not have the right to vote on any matter before the Organization.

SECTION III. ANNUAL DUES

Annual dues shall be due and payable on or before the first day of January of each year. New members shall pay their annual dues at the time they are approved for membership in the Organization. New member dues for the initial year shall not be prorated.

The dues of the Organization shall be reviewed and set by the Executive Committee for Regular Members and Associate Members. Associate Member dues need not be the same as dues for Regular Members. A minimum of two months’ notice of changes in dues will be provided to the membership.

No assessments, other than annual dues, shall be levied on the members of the association without an affirmative majority vote of the membership.

SECTION IV. TERMINATION OF MEMBERSHIP

Any member in arrears in the payment of dues for a period of thirty (30) days after said dues are due and payable shall be notified in writing by the Treasurer of such arrearage, and, if such dues shall continue unpaid for a period of another thirty (30) days, such member shall automatically cease to be a member of the Organization.

Any member that voluntarily terminates membership in the Organization shall not be eligible for a refund of membership dues or other assessment already paid to the Organization.

SECTION V. REINSTATEMENT OF MEMBERSHIP

Regular and Associate memberships that were previously terminated may be reinstated after the Executive Committee receives a written petition for reinstatement and payment of the petitioners annual membership dues and other assessments for the current calendar year have been received by the Organization.

ARTICLE III

BOARD OF DIRECTORS

SECTION I. NUMBER AND TERM OF OFFICE
A. The Board of Directors shall consist of the presiding officer from each Regular Member district, in good standing. If the presiding officer is not present, then that district’s alternate representative shall act in his/her stead.

B. The members of the Board of Directors shall serve until replaced by another governing board member as the presiding officer of his/her district. Any vacancy on the Board of Directors shall be filled by the new presiding officer of the District from which the vacancy occurred.

SECTION II. DUTIES OF THE BOARD OF DIRECTORS

A. The Board of Directors shall set policy for the Organization.

B. The Board of Directors shall elect, at its final meeting in even years, a President, a First Vice President, a Second Vice President, a Third Vice President, a Secretary, and a Treasurer.

These officers, along with the Immediate Past President, shall be designated as the Executive Committee, whose duty shall be to assist the Board of Directors in setting policy, and conducting the business of the Organization.

C. The Executive Committee shall be responsible for implementing the policies established by the Board of Directors as approved at a General Membership Meeting or a Special Meeting of the membership.

D. The members of the Executive Committee shall be elected for a two-year term.

SECTION III. OFFICERS AND DUTIES

A. **PRESIDENT**

The President shall be the chief executive officer of the Organization. The President shall preside at all meetings of the Board of Directors, the Executive Committee and the general membership.

The President shall appoint all committees.

The President shall represent the Organization as its official spokesperson and he/she shall also have the authority to delegate such responsibility, with approval of the Executive Committee.

The President shall be an ex-officio member of all Committees.
B. **FIRST VICE PRESIDENT**

The First Vice President, in the absence or disability of the President, shall perform all the duties of the President, and when so acting, he/she shall have the powers of and be subject to all the restrictions upon the President.

The First Vice President shall be the Chair of the Program Committee.

C. **SECOND VICE PRESIDENT**

The Second Vice President, in the absence or disability of the President and First Vice President, shall perform all the duties of the President and when so acting, shall have all the powers of and be subject to all the restrictions upon the President.

The Second Vice President shall be Chair of the Membership Committee.

D. **THIRD VICE PRESIDENT**

The Third Vice President, in the absence or disability of the President, First Vice President, and Second Vice President, shall perform all the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President.

The Third Vice President shall be Chair of the Legislative Committee.

E. **SECRETARY**

The Secretary shall maintain a written record of all business conducted at the meetings of the Board of Directors and the Executive Committee.

The Secretary or his/her designee shall be responsible for all correspondence and the dissemination of information to members.

F. **TREASURER**

The Treasurer shall maintain the complete financial records and, establish and maintain bank accounts in the name of the Organization, and pay all bills duly approved by the Executive Committee in accordance with the yearly budget.

There shall be an annual audit of the books of the Treasurer by a competent accountant or accounting agency, designated by the Executive Committee, with a report to be presented to the membership at the Organization’s next membership meeting.

G. **IMMEDIATE PAST PRESIDENT**

The Immediate Past President shall serve as a voting, ex-officio member of the Executive Committee.
H. All officers of the Organization shall be elected or appointed officials of a Regular Member district.

I. Officials who wish to seek election or appointment as an officer of the Organization shall first secure from his/her district an official endorsement of his/her candidacy in the form of a board resolution.

ARTICLE IV
MEETINGS

SECTION I BOARD OF DIRECTORS

A. The Board of Directors shall meet quarterly or no less than three times per calendar year. The last meeting of the calendar year shall be designated as the ANNUAL MEETING of the Organization.

B. The Organization shall disseminate notices of Board Meetings at least thirty (30) days prior to the Meeting. Said notices shall be disseminated via email to all Regular and Associate Members. The Notice shall give the date, time, location and any action items for the meeting.

C. Special Meetings of the Board of Directors may be called at any time by the President, any ten (10) Members of the Board of Directors or by a majority of the Executive Committee. The Organization shall disseminate notices of the Special Meeting at least five (5) business days prior to the meeting. Said notice shall give the date, time, location, and the subject matter of the Special Meeting. Action may only be taken on matters listed on the Special Meeting notice.

D. All meetings of the Board of Directors shall be held in Orange County.

E. No action shall be taken unless a quorum has first been established. A quorum shall be established when the designated representatives of fifty percent (50%) of the Regular Members are present at a duly noticed Regular or Special Meeting of the Organization, or, if a vote has been authorized by written ballot, a quorum shall be established only when the designated representatives of fifty percent (50%) of the Regular Members have submitted a ballot in the manner and by the deadline authorized by the Executive Committee.

SECTION II. MEETINGS OF THE EXECUTIVE COMMITTEE

A. The Executive Committee shall meet monthly at the Municipal Water District of Orange County, at a time specified by the President and announced in the
meeting notice. The monthly meeting may be cancelled by the President if he/she determines that there is not sufficient business to justify a meeting.

B. A Special Meeting of the Executive Committee may be called by the President or a majority of the Executive Committee, with five (5) business days advance notice given in writing via email by the Organization. Such notice shall state the date, time, location and agenda for the Special Meeting.

C. All meetings of the Executive Committee shall take place in Orange County.

D. A quorum shall be established by 50% of the then-filled Executive Committee.

ARTICLE V
AMENDMENTS

These Bylaws may be amended by a majority of the Board of Directors present at a duly noticed membership meeting or, if a vote has been authorized by written ballot, by the combined majority vote of the designated representatives present and submitting a written ballot. All proposed amendments shall be disseminated via U.S. Mail and email to each Regular Member district no less than thirty (30) days prior to the membership meeting.

ARTICLE VI
ENACTMENT OF AMENDMENTS

These Amended and Restated Bylaws are to take effect immediately upon approval of the Board of Directors.

ARTICLE VII
PARLIAMENTARY AUTHORITY

All matters not covered under these Bylaws shall be governed by Roberts' Rules of Order.

-End-
MEMORANDUM

TO: Engineering and Operations Committee
FROM: Paul E. Shoenberger, P.E., General Manager
DATE: January 20, 2015
SUBJECT: Meter Reading/Billing Process Review & Documentation

RECOMMENDATION

Approve a contract change order with LA Consulting not to exceed $10,000 to re-evaluate the Meter Reading/Billing Process and related software.

STRATEGIC PLAN

Goal #2: Practice perpetual infrastructure renewal and improvement.
Goal #3: Be financially responsible and transparent.
Goal #6: Provide outstanding customer service.

PRIOR BOARD ACTION/DISCUSSION

None.

DISCUSSION

The Business Process Evaluation began in May, 2013 with introductory presentation of the project to the employees and consultant field reviews, interviews, and review of the work and process performed by Mesa Water staff. This initial effort of the project began the documentation of the Meter Reading Process, Customer Billing Process, and Customer Payment Process. The result of this effort produced work flow charts, software processes, and staff work load estimates. This effort of the project was concluded in September, 2013 and established the baseline for the recommendations and implementation plan that followed the submission of the final report.

In February, 2014 the Customer Services Department implemented a new meter reading software program and process that was developed for a business approach that centered around Automated Meter Reading (AMR). Approximately 5% of Mesa Water’s meters utilize AMR meters with the remaining meters being manually read. The change of software resulted in changes related to the meter reading effort, transfer of meter read data, meter read reporting, and analysis of reports resulting with an increase of staff time to conduct this effort. LAC documented in the Business Process Evaluation Final Report that the initial meter reading and data transfer effort was time consuming with redundant data exchanges. The change of software has increased the complexity and inefficiency of the meter reading effort.

This purpose of this change order is to re-evaluate the meter reading, meter read data exchange, and meter read reporting efforts. This re-evaluation is necessary to baseline the current/new process and develop ways to improve both staff efforts and software configuration. Further, this new software and business process approach has a potential to impact the current evaluation of the Customer Billing Process and Customer Payment Process both of which are approximately 60% complete.

The goal of this re-evaluation effort includes:
1. Understanding of the Meter Reading, Data Exchange; Reporting Functions; and new Meter Reading Software
2. Documentation of the processes and systems used to complete the work including field reviews, interviews, and flowcharting.
3. Development of a short working paper with recommendations
4. Development of an implementation plan for improvement

This re-evaluation will allow Mesa Water to fully understand and daylight the current situation; review options for improvement; and have a plan in place where together we can implement the agreed changes. To accomplish this work, the four tasks will be performed over a 30 day period.

FINANCIAL IMPACT

$545,563 contract was approved by the Board of Directors for the Business Process Improvement Implementation project at the May 22, 2014 Board Meeting. A change order to the contract in the amount of $10,000 is requested to re-evaluate the Meter Reading/Billing Process and related software

ATTACHMENTS

None.
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<th>FILE NO.</th>
<th>PROJECT ADDRESS</th>
<th>PROJECT DESCRIPTION</th>
<th>PROJECT NOTES/STATUS</th>
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<tbody>
<tr>
<td>MC 1997</td>
<td>1970 Maple Ave.</td>
<td>Two New Homes</td>
<td>Installed 2 - 1” services; installed 2 - 1” meters and boxes 5/1/14. Project in progress. (1/13/15)</td>
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<td>MC 2064</td>
<td>1000 Halyard</td>
<td>Memory Care Facility</td>
<td>Had meeting to discuss project, gave atlas information for the water location. Conducted fire flow test 1/27/14. First plan check complete 4/22/14. Discussed existing easement with engineer and researched records 4/24/14. Easement shown on plans is not a &quot;utility&quot; easement per the engineer. Project site located in Newport Beach. Working with owner to address concerns over proposed wall and gate. Meeting scheduled for 8/12/14 to discuss project with Owner/Contractor. Options presented to the board on 08/28/14. Phil L. and Paul S. met with the City of Newport Beach to discuss potential solutions. Grant of Easement in legal counsels review. Owner is working on preparing exhibits for the Grant of Easement. Irrigation plans submitted with revised site plan on 11/5/14 showing the corrected improvements with easements. Plan check comments issued on 11/13/14. Revised plans received on 11/14/14. Owner set to pay fees and submit signed Water Service Agreement and Application for New Service on 12/1/14 in order to obtain permit. Permit issued 12/8/14. Installed fire line 12/22/14. Construction and inspections in progress. (1/13/15)</td>
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### PROJECT STATUS - DEVELOPER PROJECTS

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<td>MC 2080</td>
<td>224 Cottage Pl.</td>
<td>Home Addition and Remodel</td>
<td>Field survey completed 3/19/14. Plan check in progress 4/1/14. Requested irrigation and hose bib data 4/4/14. Plans &amp; data not yet received. Called owner on 7/3/14 to follow up on status. Owner indicated project is delayed and they would provide the information by 7/11/14. Reminded Owner again on 10/9/14 about the missing data. Owner stated he would have information the week of 10/13/14. Owner reminded to provide the missing data 12/9/14. (1/13/15)</td>
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<tr>
<td>MC 2083</td>
<td>2600 Harbor Blvd.</td>
<td>Orange Crest Cadillac</td>
<td>Plans received on 3/12/14. Initial comments sent to Engineer via email 3/27/14 and official plan check with check prints completed 4/24/14. Revised plans received from Engineer 4/27/14. Revised plans did not address comments. Comments sent back to Engineer 4/29/14. Revised plans received 5/9/14. Notified Engineer that plans need to include fireline improvements in addition to meter and service relocations. Engineer stated that the fireline improvements were still under design and a re-submittal would not be immediate. Awaiting revised plans containing fire line improvements. Checked status with Engineer on 8/7/14. Developer stopped by on 10/7/14 to ask about status and was reminded that Engineer has not yet submitted revised plans. Developer again stopped by on 10/30/14 and was reminded that Engineer is awaiting revised plans. Revised plans submitted 12/4/14. Coordinating with developer on issues - plan check in progress. (1/13/15)</td>
</tr>
<tr>
<td>MC 2084</td>
<td>1198 Dorset Lane</td>
<td>Concrete Cradle Under Retaining Wall</td>
<td>Plans completed &amp; owner paid permit fees 3/14/14. Owner will call to schedule inspection. (1/13/15)</td>
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<td>MC 2087</td>
<td>421 Bernard St.</td>
<td>Pacific Gateway Condominiums</td>
<td>Plans reviewed 5/9/14. Mylar and check/payment received 5/15/14. Mylars not signed due to easement concerns. Conference call held with developer to resolve easement and concerns 5/28/14. Easement(s) to be granted. Developer sent hold harmless agreement and Grant of Easement docs on 7/3/14. Fees paid on 07/08/14. Developer discussed revisions to the easement docs with Mesa Water on 7/31/14 and an agreement was reached. Revised Grant of Easement and Hold Harmless docs sent by Developer and were considered for acceptance by committee at September E&amp;O on 09/16/14. The Grant of Easement was accepted at the 11/13/14 Board Meeting. Mylars signed on 11/20/14 and permit issued on 11/25/14. Met with project manager 1/12/15 to work on finalizing the design of project. (1/13/15)</td>
</tr>
<tr>
<td>MC 2095</td>
<td>2023-2027 Placentia</td>
<td>36 Condos</td>
<td>Plans received and fees paid on 6/3/14. Plans reviewed and discussed with Phil L and easement proposal denied. Plan revisions emailed to Engineer and discussed over the counter. Engineer inquired about master meter options. Mesa Water indicated that master meter option was not within Board policy. Direction to install meter manifolds sent to Engineer on 7/3/14. Engineer submitted completely revised plans on 8/19/14. 1st plan check comments (1st with complete revised design) issued on 8/21/14. Revised plans received on 9/4/14 and 2nd plan check complete on 09/9/14. Final plans submitted, reviewed, and approved for mylar printing on 09/9/14. Signed/stamped mylars received, forms signed, and fees paid on 10/2/14. Water service agreement signed on 10/21/14 and permit issued on 10/21/14. Awaiting request for inspection. (1/13/15)</td>
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<tr>
<td>MC 2097</td>
<td>1593 Tustin Ave</td>
<td>Home Remodel</td>
<td>Plan check fees paid on 6/5/14 by Owner for meter upgrade. GIS and Google Map research on 6/10/14 shows that property has two housing units on same lot but is served by one meter. Owner said that he would provide floor plans showing fixture units but awaiting pending Board decision on capacity fees. Called and emailed Owner on 7/17/14 to remind Owner about payment of fees. Also reminded Owner about submittal requirement for floor plans. Checked with Owner again on 10/9/14. Awaiting response. (1/13/15)</td>
</tr>
<tr>
<td>MC 2099</td>
<td>1974 Meyer Pl</td>
<td>5 New Homes</td>
<td>Contractor and Engineer stopped by on 06/19/14 to drop off plans, pay plan check fees, and submit floor plan and irrigation data. 1st plan check complete and circulated for comments on 7/1/14. Circulated plans returned back to plan check on 7/17/14 and comments scanned and emailed to Engineer. Engineer provided revised plans on 7/24/14 and 2nd round of plan check comments issued to Engineer same day via email. Mylars received on 8/14/14. Payment voucher for construction and capacity fees sent to Applicant on 09/05/14. Followed up with Applicant on 10/7/14. Awaiting payment of capacity/construction fees. (1/13/15)</td>
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<td>MC 2104</td>
<td>55 Fair Dr.</td>
<td>Vanguard University Waterline Relocation</td>
<td>Plans received and fees paid 7/22/14. 1st plan check complete 7/29/14. Plan corrections sent to Engineer on 7/29/14. Revised plans submitted 08/19/14 and comments issued 08/19/14 regarding easement alignment. Check for construction fees, signed Grant of Easement form, and Quitclaim form submitted on 09/11/14. Final plans and easement exhibits received 09/23/14. Easement exhibits checked and comments issued on 09/25/14. Final easement exhibits received on 09/30/14. Grant of Easement and Quitclaim to be presented to Board at E &amp; O Committee meeting on 10/21/14. Board accepted Grant of Easement and Quitclaim at the request of the University representative present at the meeting. Grant of easement and Quitclaim signed on 10/27/14. Pre-Con meeting on 10/28/14. Relocated and installed water main 11/18/14. Construction is in progress. (1/13/15)</td>
</tr>
<tr>
<td>MC 2113</td>
<td>411 17th St.</td>
<td>Irrigation for Medians</td>
<td>(City of Costa Mesa Project) project opened on 8/18/14. Plan check complete and payment voucher issued to City on 8/19/14. Fees paid on 09/29/14. Awaiting City to schedule inspection. (1/13/15)</td>
</tr>
<tr>
<td>MC 2115</td>
<td>389 Rochester</td>
<td>Home Remodel (Complete Remodel)</td>
<td>Plans received and fees paid 08/26/14. Plan check complete and fees issued on 8/28/14. Awaiting payment of capacity/construction fees. (1/13/15)</td>
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<tr>
<td>MC 2118</td>
<td>220 E. 16th St.</td>
<td>Home Remodel (Complete Remodel)</td>
<td>Plans received and fees paid 08/27/14. Plan check complete 8/28/14. Following plan check, and while awaiting corrected plans, inaccuracies in Mesa Water records were discovered, and inspector was requested to field verify the actual conditions. 2nd set of plans were revised to reflect actual conditions, and plan check finalized on 10/02/14. Mylars received and fees paid on 10/14/14. Permit issued on 10/21/14, and developer issued inspection checklist on 10/27/14. Awaiting developer to request inspection. (1/13/15)</td>
</tr>
<tr>
<td>MC 2119</td>
<td>236 E. 16th St.</td>
<td>Home Remodel (Complete Remodel)</td>
<td>Plans received and fees paid 08/27/14. Plan check complete 8/28/14. Following plan check, and while awaiting corrected plans, inaccuracies in Mesa Water records were discovered, and inspector was requested to field verify the actual conditions. 2nd set of plans were revised to reflect actual conditions, and plan check finalized on 10/02/14. Mylars received and fees paid on 10/14/14. Permit issued on 10/21/14, and developer issued inspection checklist on 10/27/14. Awaiting developer to request inspection. (1/13/15)</td>
</tr>
<tr>
<td>MC 2120</td>
<td>3333 S. Bear St.</td>
<td>Williams Sonoma Meter Upgrade</td>
<td>Plans received and plan check fees paid 09/04/14. Plan check complete 09/18/14 and fees issued. Fees paid on 10/27/14 and permit issued on 10/27/14 along with inspection checklist. Awaiting developer to request inspection. (1/13/15)</td>
</tr>
<tr>
<td>MC 2121</td>
<td>268 &amp; 270 Palmer Homes</td>
<td>Two Single Family Homes</td>
<td>Plans received and plan check fees paid 09/30/14 but plans missing a site plan showing improvements. Site plan received on 10/24/14. Plans reviewed and circulated for Dept. signatures on 10/30/14. Plan check comments issued to Developer on 11/13/14. Awaiting revised submittal. (1/13/15)</td>
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<tr>
<td>MC 2122</td>
<td>1017 Grove St</td>
<td>Single Family Home</td>
<td>Fees paid on 9/26/14 for a 3/4&quot; meter upgrade. Owner however will need a 1&quot; meter. Service line appears to be shared with neighbor, so Owner may likely need to install new dedicated service line. Staff investigated existing improvements on 10/23/14 and could not find &quot;Dominguez Tee&quot; but staff believes the services are split further upstream. Staff notified owner about findings. Owner notified of need to pay additional fees to install new service line and upgrade meter to 1&quot;. Also notified Owner of need to provide a plan showing the service line improvements. Awaiting owner to submit plans and pay additional fees. (1/13/15)</td>
</tr>
<tr>
<td>MC 2123</td>
<td>852/858 Production Place</td>
<td>Fire Line for Commercial Building</td>
<td>Plans received from Engineer via email on 8/22/14. Engineer was informed fees would need to be paid prior to plan check. Fees paid on 09/30/14. Plan check complete 10/2/14. Fees paid and permit issued on 10/2/14. Precon meeting held on 10/7/14. Completed pressure test on 10/17/14. Contractor purchased fire meter with strainer from Mesa Water on 11/20/14. Fire line meter delivered 1/12/15, developer to pick up to continue construction. (1/13/15)</td>
</tr>
<tr>
<td>MC 2125</td>
<td>2075 Placentia</td>
<td>14 New Homes</td>
<td>Plans received and fees paid 10/7/14. Plan check completed with all Dept. signatures on 10/16/14 and plan check comments issued to Engineer. Received revised plans 1/6/14. New revisions given to developer 1/12/15. (1/13/15)</td>
</tr>
<tr>
<td>MC 2126</td>
<td>573 Victoria</td>
<td>37 New Homes</td>
<td>Plans received and fees paid 10/7/14. Design of improvements found to be not satisfactory, and a meeting was held on 10/23/14 to discuss design alternatives. Awaiting revised plans from developer. (1/13/15)</td>
</tr>
<tr>
<td>MC 2127</td>
<td>1631-1645 Tustin Ave</td>
<td>11 New Homes</td>
<td>Plans received and fees paid 10/9/14. Plan check complete with all Dept. signatures on 10/23/14 and plan check comments issued to Developer. Revised plans received from Developer on 11/18/14 and comments issued on 11/20/14. Developer picked up revised plans 1/7/15 and will resubmit for finalization. (1/13/15)</td>
</tr>
<tr>
<td>MC 2128</td>
<td>2191 State Ave</td>
<td>Single Family Home</td>
<td>Plans received and fees paid on 10/14/14. Plans reviewed on 10/30/14 and circulated for Dept. signatures. Mylars received, fees paid, and permit issued to Owner on 11/20/14. Precon meeting held 1/2/15. Waiting for developer to call for next inspections. (1/13/15)</td>
</tr>
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</table>
## PROJECT STATUS - DEVELOPER PROJECTS

<table>
<thead>
<tr>
<th>FILE NO.</th>
<th>PROJECT ADDRESS</th>
<th>PROJECT DESCRIPTION</th>
<th>PROJECT NOTES/STATUS</th>
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</thead>
<tbody>
<tr>
<td>MC 2130</td>
<td>789-795 Paularino</td>
<td>19 New Homes</td>
<td>Plans received and fees paid on 10/17/14. Plans reviewed on 10/28/14 and circulated for Dept. signature. Due to an existing private well nearby and discharge piping on site, staff has asked the Developer to have the well capped and the discharge piping removed prior to issuance of plan check comments. After Developer agreed to cap the well, plan check comments were issued to Developer on 11/20/14. Received revisions from developer on 1/8/15. Plan check to be recirculated for finalization of plan check. (1/13/15)</td>
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<tr>
<td>MC 2134</td>
<td>2026 Placentia</td>
<td>15 New Homes</td>
<td>Plans received and fees paid on 10/30/14. Plans reviewed on 10/30/14 and circulated for Dept. signatures. Plan check comments issued to Engineer on 11/13/14. Received revised plans 1/6/14. New revisions given to developer 1/12/15. (1/13/15)</td>
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<tr>
<td>MC 2135</td>
<td>257 E 17th St</td>
<td>Ulta Beauty Store (Commercial)</td>
<td>Plans received and fees paid 11/4/14. Plan check complete 1/9/15. Project requires meter upgrade only. Inspection list to be issued to the developer on 1/14/15. (1/13/15)</td>
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<tr>
<td>MC 2139</td>
<td>2800 Harbor Blvd</td>
<td>Jimmy John's Sandwiches (Meter Upgrade)</td>
<td>Plans received and plan check fees paid 12/12/14. Awaiting remaining fees payment. (1/13/15)</td>
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<tr>
<td>MC 2140</td>
<td>2900 Harbor Blvd</td>
<td>Barber Shop</td>
<td>Plans received and plan check fees paid 12/17/14. Developer informed they need to purchase a new backflow. Construction inspections will begin once the new building has been built. (1/13/15)</td>
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<tr>
<td>MC 2143</td>
<td>481 E 17th St</td>
<td>Fast5Express Car Wash (Commercial)</td>
<td>Plans received and plan check fees paid 12/30/14. Developer notified on 1/12/15 that the project will be redesigned and new plans submitted. (1/13/15)</td>
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<td>Project Title File No.</td>
<td>Description</td>
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<tr>
<td>OC-44 Transmission Main Leak MC 1977</td>
<td>Replace damaged section of pipeline</td>
<td>Notice of intent to issue permit was granted by California Coastal Commission on 3/14/13. Staff is working on preparing a plan to monitor the disturbed area. Requested RBF to review the Habitat Restoration Plan and provide recommendations 7/2/14. Working with RBF on developing Permit Application and CEQA documents for OC-44 repair and proposed slip-lining project.</td>
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<td>Project Title</td>
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<tr>
<td>District Engineering Services for East Orange County Water District MC 2051</td>
<td>Provide District Engineering services to East Orange County Water District</td>
<td>Manager, a presentation of the CIP Guidelines is planned for the February E&amp;O Committee. Sent draft RFP for consultant review for Master Plan Update and Feasibility Study for new water treatment plant on 11/6/13. Additional analysis to predict the cost of imported water in progress. RFP release approved by EOCWD Board on March 20, 2014. Final RFP Released May 2, 2014. Interviews of 4 proposers were held on June 5, 2014. Recommendation for the Master Plan and treatment plant study was awarded to Carollo Engineers and approved by EOCWD Engineering Committee on June 17, 2014. Interviews with candidate Project Managers held on September 4, 2014. Assisting EOCWD with 6 MG reservoir seismic analysis. Assisting with review of customer development projects. Staff supported kickoff of EOCWD Peter’s Canyon Water Treatment Plan Feasibility Study and Master Plan Updates on September 24, 2014, and Master Plan Criteria Selection meeting on October 7, 2014. Scope of the project was changed to include condition assessment and recommendations for</td>
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<td>Project Title File No.</td>
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<td>Peter’s Canyon Reservoir. Project Workshop and Board Engineering Committee Meeting are scheduled for January 13, 2015.</td>
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<td>Project Title &amp; File No.</td>
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<tr>
<td>OC-44 Replacement &amp; Rehabilitation Evaluation &amp; Cathodic Protection Study MC 2034</td>
<td>Evaluate potential repair and replacement options</td>
<td>Contract awarded to RBF Consulting 2/12/13. Kick-off meeting held on 2/21/13. TM 1, 2 &amp; 3 reviewed by Mesa Water® &amp; City of Huntington Beach. Revised TM 1 &amp; 3 submitted 6/12/13. Final study report due 7/31/13. Staff requested RBF to perform hydraulic modeling and habitat assessment to supplement original SOW. A meeting with MWDOC, MET and RBF to analyze possible new service connections on the OC Feeder held on 6/25/13. Workshop to discuss</td>
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<td>Project Title File No.</td>
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<td></td>
<td>TM’s held on 7/2/13. Meeting to discuss PDR, permitting, work plan and design concerns held on 7/16/13. Draft PDR &amp; final design scope proposal received 8/6/13. Hydraulic studies “Evaluation of MWD Water Supply Facilities” and “Analysis of Emergency Supply from OC-44 and OCF” received 8/8/13. Staff reviewed the PDR and Hydraulic Study reports and submitted comments to RBF 9/12/13. Received proposal for design of OC-44 Pipeline Rehabilitation Project 9/24/13. Proposal approved by E&amp;O Committee 11/19/13 and by Board on 12/12/13. Staff prepared change order to RBF. Kick-off meeting held on 01/22/14. Project on progress. Outreach coordination meetings with project stakeholders took place on 2/14/2014. RBF is working with City of Newport Beach, County of Orange, and Irvine Company on receiving permits for surveying and geotechnical boring work. Orange County Health Care Permit issued 3/24/2014. Geotechnical boring conducted on 3/28/14. The county of Orange permit was issued April 7, 2014. Biological and Topographic Survey started in mid-April and will continue through the</td>
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<td>Project Title</td>
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<tr>
<td>Well Automation and Rehabilitation</td>
<td>Rehabilitation all clear water wells to return to design performance and add start/stop capabilities from SCADA. Project also includes improvements to water quality system and site improvements to Well 5.</td>
<td>Design: RFP for Design Services released on 7/1/2014. Pre-proposal meeting held on 7/9/2014. 6 proposals received on 7/28/2014; interviewed 3 shortlisted firms on 8/6/2014. Recommendation to award contract to Carollo Engineers</td>
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<tr>
<td>Well 9 Evaluation- Change Order 1 to Well Automation and Rehabilitation project</td>
<td>Comprehensive cost/benefit evaluation and planning for Well 9.</td>
<td>Change Order 1 to Well Automation and Rehabilitation Project issued on 10/23/14 to provide comprehensive evaluation and recommendations for Well 9. Kickoff held on 10/24/14. OCWD provided requested aquifer information on 11/3/14. Evaluation recommended rehabilitation of existing Well 9 and placement of pump at 300’ below ground to account for predicted aquifer drawdown levels at 500,000 AF overdraft. Design of rehabilitation and pump specification are in process. Change Order 2 issued to</td>
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<td>Project Title</td>
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<tr>
<td>MESA WATER® AND OTHER AGENCY PROJECTS STATUS REPORT</td>
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<td>Carollo on 12/15/14 for Well 9 Design scope. Well Rehabilitation design package and pump procurement design package are expected by January 16, 2015.</td>
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<tr>
<td>MWF Parking Project MC 2052</td>
<td>Conduct parking layout study, obtain necessary permits, prepare construction plans and construct the parking</td>
<td>Parking study prepared by Onward Engineering in November 2013. The Board approved alternative # 3 Parking Along the MWF Frontage on Gisler Ave. on 3/15/2014. RFP for the parking design in consultants’ review (11/6/14). RFP sent out to consultants 11/25/14. Proposals due 12/19/14. Interview with three consultants held on 1/7/15. Recommendation will be brought to January E &amp; O for consideration of approval.</td>
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<tr>
<td>OC 44 Import Stations Flow Meter Replacement MC 2088</td>
<td>Provide design and replace Flow Meters in the OC 44 Import Turnouts No. TO-2, TO-4, and TO-5</td>
<td>Task Order No. RBF-3 for preparing construction drawings, technical specifications, and bid documents for the flow meter replacements in the import turnouts No. TO-2, TO-4, and TO-5 issued to RBF Consulting on July 23, 2014. 75% plans and specifications submitted for review 10/7/2014. Staff is reviewing the submittal (10/9/2014). The review comments returned back to the consultant 11/4/14. Design of new pressure gauges, pressure transmitters, and</td>
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<tr>
<td>Project Title File No.</td>
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<tr>
<td>Reservoir 1 and 2 Gas Meter Replacements MC 2111</td>
<td>Automate compliance with AQMD Internal Combustion Engine rules by replacing daily manual read of each gas engine gas flow submeter at Reservoir 1, Reservoir 2, and Well 5 with gas flow submeters capable of being read and recorded on SCADA.</td>
<td>Identified appropriate gas meter models and sizes. Project moved to lower priority and deferred to later in the fiscal year.</td>
<td></td>
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<tr>
<td>Pipeline Infrastructure Testing MC 2112</td>
<td>Implement Resolution No. 1442 Replacement of Assets to annually perform non-destructive testing of 1% of the distribution system, and destructive testing of segments that are shown to have less than 70% of original wall thickness by non-destructive testing.</td>
<td>Identifying segments for FY 2015 non-destructive testing and arranging for excavation and removal of segments that tested below 70% remaining wall thickness in FY2014 non-destructive testing. Staff is coordinating with Echologics on scheduling pipe testing and working on selecting a lab for pipe sample testing (12/4/14). Developing a Request for Proposal for Program Manager to administer the program and develop standard operating processes.</td>
<td></td>
</tr>
<tr>
<td>Fall Protection Implementation</td>
<td>Implement recommendations from Fall Protection evaluation.</td>
<td>Developing project schedule and recommendations for procurement. Identifying qualified contractors for design-build or construction of guardrails and access gates.</td>
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<tr>
<td>Project Title</td>
<td>Description</td>
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<tr>
<td>Other Agency Project Coordination</td>
<td>1 Median construction in Placentia Ave. between Wilson St. and Adams Ave.</td>
<td>Mesa Water 16&quot; main runs 5' East of the street center line. Staff is coordinating with designer and City on design of necessary protection and root barrier for the water main. 85% design plans received on (12/22/14). Plan review in progress 1/8/15.</td>
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<tr>
<td></td>
<td>2 Water main relocation in New Hampshire Ave. due to Greenville-Banning Channel Improvements by County of Orange.</td>
<td>Relocation of 12&quot; water main is required due to enlarged box culvert on Greenville-Banning Channel. Task Order No. RBF-2 issued to RBF Consulting on June 24, 2014 for design of the relocation. Staff is coordinating with County of Orange and RBF. Design in progress. Hydraulic analysis received from RBF 9/12/14 indicated that taking the New Hampshire pipeline out of service during construction of the Greenville-Banning Channel will have no adverse impacts on the distribution system (8/9/14). Staff is working with OCFCD on finalizing the cooperative agreement. E&amp;O Committee approved the agreement 11/18/14. RBF is finalizing the pipeline relocation design (1/8/15)</td>
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<tr>
<td>Project Title</td>
<td>Description</td>
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<tr>
<td>3</td>
<td>Water main relocation due to proposed improvements at the Performing Arts Center.</td>
<td>Mesa Water staff is coordinating with Pacific Arts Center and RBF (designer) on relocation of 12” water main. Coordination meeting with Performing Arts Center and RBF held on 8/5/2014. Additional information regarding the proposed type of trees and root barrier submitted on August 28, 2014. Staff reviewed the submittal and provided comments (9/8/14). Revised submittal received on 10/6/14. Staff is reviewing the submittal and coordinating with RBF and Performing Arts Center (11/6/14). Project on hold due to C.J. Segerstrom’s review until January or February 2015. (1/8/15).</td>
<td></td>
</tr>
</tbody>
</table>
Water Quality Call Report
December 2014

Date: 12/9/2014
Source: Phone
Address: 
Description: Customer recently moved to Costa Mesa from Huntington Beach and has noticed a vinegar smell in the water (sinks and showers).
Outcome: Staff offered to send a technician to investigate and test water quality. Customer wanted to check with building management and will call back if odor persists. No action taken.

Date: 12/15/2014
Source: Phone
Address: 3148 Manistee
Description: Customer described "rotten egg" smell from bathroom sink and shower for the past few weeks.
Outcome: Water quality technician offered to collect a sample and analyzed water quality. Customer refused, but will call again if/when odor returns.

Date: 12/29/2014
Source: Phone
Address: 
Description: Customer observed "black water" in bedroom bathroom over the weekend.
Outcome: Explained to customer that no construction or maintenance activities were completed on the system during the observed time frame. Informed customer that an internal plumbing issue could be the cause and offered to analyze the water if the customer experienced this again.

Date: 12/29/2014
Source: Phone
Address: 
Description: Non-resident called to inquire about general water quality and expressed concern over the Mesa Water use of chloramines for disinfection.
Outcome: Staff explained that chloramines are used, rather than free chlorine, to avoid taste and odor issues.
**MESA WATER DISTRICT**  
**COMMITTEE POLICY & RESOLUTION REVIEW OR DEVELOPMENT**

**ENGINEERING & OPERATIONS COMMITTEE**

Policy Assignments for 2015

<table>
<thead>
<tr>
<th>Policy Name</th>
<th>Resolution</th>
<th>Date Adopted</th>
<th>Revision Schedule</th>
<th>Next Review</th>
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<tbody>
<tr>
<td>Rules and Regulations for Water Services (will include review of meter</td>
<td>Resolution No. 1452</td>
<td>10/09/14</td>
<td>Review and update as needed</td>
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<td>capacity charges and easement procedures)</td>
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<tr>
<td>Standard Specifications and Drawings</td>
<td>Resolution No. 1449</td>
<td>08/14/14</td>
<td>Review and update as needed</td>
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<td>Operations Department Status Report</td>
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<td>301 - NEW METER INSTALLATION</td>
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<td><strong>Program 06 TOTAL</strong></td>
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<td><strong>TOTAL</strong></td>
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MEMORANDUM

TO: Engineering & Operations Committee
FROM: Phil Lauri, P.E., Engineering and Operations Manager
DATE: January 20, 2015
SUBJECT: Municipal Water District of Orange County Activities Update

RECOMMENDATION

This report is for information only. No action is recommended at this time.

STRATEGIC PLAN

Goal #1: Provide a safe, abundant, and reliable water supply.
Goal #3: Be financially responsible and transparent.

PRIOR BOARD ACTION/DISCUSSION

None.

DISCUSSION

This report on Municipal Water District of Orange County (MWDOC) issues is intended to brief the Committee and Board on activities relevant to Mesa Water District (Mesa Water®). The first section, “On-Going Issues,” is a status update on current studies, reports, and/or policy work groups that staff are involved with. The second section, “Last Month’s Issues,” is a report on noteworthy items that were covered at the last month’s MWDOC Board and Committee meetings. The last section, “Upcoming Issues,” is a preview of new and forthcoming issues important to Mesa Water®. This format is intended to keep the Committee and Board informed about current and future items at MWDOC in order to provide direction to staff and its MWDOC representatives in a timely manner, if required.

ON-GOING ISSUES

Status of Signing New Ten-Year Purchase Order between MWDOC and Metropolitan Water District: General Manager Rob Hunter stated that based on current demand MWDOC is comfortable remaining with the current Tier 1 and Purchase Order Commitment structure. However, if OCWD were to commit to purchasing a larger amount then MWDOC would agree to the higher Tier 1 Maximum and Purchase Order Commitment. MWDOC has presented the options to OCWD and anticipates a decision from OCWD by the first of February. Harvey De La Torre mentioned that there is an “escape clause” with a One for One reduction on local resource projects (i.e. Huntington Beach Poseidon Desalination Project).

2015 Water Supply Report: The Department of Water Resources (DWR) announced in December that the initial 2015 State Water Table “A” allocation would be 10%. The 2015 initial allocation represents a conservative estimate of State Water Project (SWP) deliveries and will be cautiously increased based on improved hydrology.

As of December 22nd, the accumulated precipitation at the 8-station index measures 22.5 inches or 146% of normal to date; a 6 inch surplus. Based on above average December precipitation, we
anticipate the DWR to announce an increase in the SWP allocation in early January.

While experts are currently predicting a “warm” and “wet” winter season, if conditions remain dry and do not improve, MET may consider implementing its Water Supply Plan for 2015 to reduce demands and stretch dry-year storage supplies for the coming years.

LAST MONTH’S ISSUES

Supply Allocation Workshop: The first of several supply allocation workshops was held on December 9, 2014. The Metropolitan Water District Board approved the new 2014 plan earlier that day. MWDOC has an allotment of water under each of the 10 allocation scenarios. It is up to MWDOC to build a plan on how it allocates its allotment. MWDOC is scheduled to go to their Board in February to adopt a new plan. It is MWDOC’s desire to present a united plan that will be developed by MWDOC and its member agencies.

Highlights:
Step 1 is to develop a Baseline Demand
Step 2 is to declare a regional shortage level
Step 3 is to add any credits and adjustments

The current plan uses data from Calendar Years 2004-2006. It does not include recycled water and is based on the center of demographics with a 161 GPCD. MWDOC is considering using FY 2013-2014 as the new Base Year.

UPCOMING ISSUES
- Drought Allocation
- SWRCB Restrictions
- MET’s Water Supply Allocation Plan
- MET’s LRP

FINANCIAL IMPACT

There is no financial impact.

ATTACHMENTS

None.
There are no support materials for this item.
MEMORANDUM

TO: Engineering & Operations Committee
FROM: Phil Lauri, P.E., Engineering and Operations Manager
DATE: January 20, 2015
SUBJECT: Orange County Water District Activities Update

RECOMMENDATION

This report is for information only. No action is recommended at this time.

STRATEGIC PLAN

Goal #1: Provide a safe, abundant, and reliable water supply.
Goal #3: Be financially responsible and transparent.

PRIOR BOARD ACTION/DISCUSSION

None.

DISCUSSION

This report on Orange County Water District (OCWD) issues is intended to brief the Committee and Board on activities relevant to Mesa Consolidated Water District (Mesa Water®). The first section, “On-Going Issues,” is a status update on current studies, reports, and/or policy work groups that staff are involved with. The second section, “Last Month’s Issues,” is a report on noteworthy items that were covered at the last month’s OCWD Board and Committee meetings. The last section, “Upcoming Issues,” is a preview of new and forthcoming issues important to Mesa Water®. This format is intended to keep the Committee and Board informed about current and future items at OCWD in order to provide direction to staff and its OCWD representatives in a timely manner, if required.

ON-GOING ISSUES

Amendment to Legal Services Agreements for Groundwater Contamination: Brian Starr with the Orange County Business Council (OCBC) stated that they were in opposition to the Board pursuing the site as a superfund site and would recommend that the Board seek a “three legged” approach to clean-up involving the Business Community, the Producers and the Board. Director Dewane stated that he would like to see the Board direct staff to pursue a solution to remediate the site rather than supporting continued litigation. Director Sheldon commented that he felt Sommer was an integral part in recent settlement negotiations and he didn’t want to capitulate to the OCBC. The Board voted to renew the agreements while simultaneously pursuing a “three legged” approach to resolution. Director Dewane and Sidhu were in opposition.

Proposed Poseidon Resources City of Huntington Beach Ocean Desalination Project: There were approximately 50+ public speakers representing both support and opposition for the project. These speakers included labor unions, local political representatives and residents. The Board voted to pursue negotiating a term sheet with Poseidon Resources to purchase 56,000 acre-feet per year of water from the Huntington Beach Ocean Desalination project and to report back to the Board no later than the March 18, 2015 Board meeting on the progress of the
negotiations.

After much discussion, the Board also voted to accept applications for a Citizens Advisory Committee through the end of January. Each Director will then appoint two members to the committee plus an alternate by the second meeting in February.

LAST MONTH'S ISSUES

Special Board of Director's Meeting: Clean Energy Capital Finance presented a PowerPoint presentation in response to comments from the producers and the general public.

There were approximately 10 public speakers against the project and 4 speakers in support of the project. Some of the comments were regarding a potential conflict of interest by Director Sheldon who had performed some related work a few years prior. Other comments were regarding whether the AES Plant will be staying in operation and a few Directors asked for an update on AES at a future meeting. IRWD spoke against the project and was the only Producer to speak during public comments. The next move is for the Board to enter into a non-binding agreement with Poseidon so they can start negotiating a term sheet for consideration.

UPCOMING ISSUES

- Water Supply
- Status of the BPP come January
- Workshops with South County and Producer's on Desalination

FINANCIAL IMPACT

There is no financial impact.

ATTACHMENTS

None.
There are no support materials for this item.
REPORTS AND INFORMATION ITEMS:

15. REPORT OF THE GENERAL MANAGER:
REPORTS AND INFORMATION ITEMS:

16. DIRECTORS’ REPORTS AND COMMENTS:
RECOMMENDATION

This item is for information only.

STRATEGIC PLAN

Goal #2: Practice perpetual infrastructure renewal and improvement.

PRIOR BOARD ACTION/DISCUSSION

On March 15, 2014, the Board adopted Resolution No. 1442 Replacement of Assets to supersede Resolution 1268 to better define the concept of pipeline useful life introduced in Resolution 1268.

DISCUSSION

Resolution 1442 Replacement of Assets utilizes two metrics to assess the remaining useful life of a pipeline:

1. Nondestructive testing of 1% or the system (~3 miles) to measure the pipeline wall thickness; and
2. Destructive testing to measure the burst strength of pipe segments shown by nondestructive testing that have less than 70% of wall thickness remaining compared to a new pipe

The nondestructive testing is performed with the pipeline in place. Segments showing less than 70% of wall thickness remaining must have sections cut out and replaced. The removed sections must be sent to a materials laboratory for burst testing.

To administer the Pipeline Infrastructure Testing Program, the services of a consulting firm are needed to act as Program Manager to assist with the initial program development and concurrently assist with the pipeline testing. Staff is developing a request for proposal to select a qualified consulting Program Manager. The Program Manager will be responsible for the following:

1. Selecting segments for nondestructive testing based on the age of the pipeline.
2. Coordinating and overseeing the nondestructive testing contractor.
4. Reviewing results of the nondestructive testing.
5. Identifying qualified labs to perform the burst testing, and obtaining competitive bids if multiple labs are found.
6. Administering request for bids from contractors to remove and replace pipe sections for burst testing.
7. Overseeing contractors during removal of the pipe sections.
8. Arranging for packing and shipping of pipe segment to labs.
9. Review and interpretation of burst testing results.
10. Recommending pipeline replacement schedules.
11. Development of program standard operating procedures.

Approximately $310,000 will be budgeted annually for the aforementioned scope of work activities, including the non-destructive testing contractor and testing lab. Staff will administer a competitive selection process to select a Program Manager and bring a recommendation to a future Engineering and Operations Committee for consideration.

FINANCIAL IMPACT

The FY 2015 budget for Pipeline Infrastructure Testing Program is $80,000. $30,000 will be expended during FY2015 to establish the program. $310,00 will be budgeted for FY2016 and annual thereafter for non-destructive testing, burst testing, and professional Program Management services. The budget for outside contractors to remove pipe sections for burst testing is not included in this budget and will be budgeted separately based on the number of sections that must be removed.

ATTACHMENTS

None.
MEMORANDUM

TO: Engineering and Operations Committee
FROM: Phil Lauri, P.E., Engineering and Operations Manager
DATE: January 20, 2015
SUBJECT: Reservoir Pump Inspection and Efficiency Testing

RECOMMENDATION

This item is for information only.

STRATEGIC PLAN

Goal #1: Provide a safe, abundant, and reliable water supply.
Goal #2: Practice perpetual infrastructure renewal and improvement.

PRIOR BOARD ACTION/DISCUSSION

None.

DISCUSSION

Mesa Water District maintains two potable water storage reservoirs with a combined capacity of approximately 18 million gallons. These reservoirs are used to meet peak demand periods and allow Mesa Water® to maintain 100% local reliability and are replenished during low demand periods. The Reservoir I booster station has 2 electric pumps rated at 1,000 gallons per minute (gpm) each and three natural gas engine driven pumps each rated at 2,500 gpm for a combined maximum flow of approximately 8,500 to 9,000 gpm. The Kemp Reservoir booster station has 4 natural gas engine driven engines each rated at 4,200 gpm for a combined flow capacity of 10,000 to 11,000 gpm. The Reservoir I and Kemp Reservoir booster pumps have remained in continuous service for 25 years and 20 years, respectively.

Mesa Water® is working with industry experts to assist in the development of a scope of work for professional engineering services for oversee contractor activities, perform a condition assessment, evaluate pump efficiency testing results, and provide design modifications required for repairing or replacing the reservoir booster pumps. This work will also identify and implement recommendations for improvements to pump performance at each reservoir booster station. The scope of work will include the following elements:

1. Removal, inspection, and testing of one pump per facility;
2. Development of pump repair or replacement specifications (if required);
3. Hydraulic testing of the new or repaired pumps;
4. Evaluation and modification of current reservoir control systems and operational strategies;
5. Evaluation of the Kemp Reservoir intake manifold for debris accumulation source.

The following is a summary of the schedule for completing the Reservoir Pump Inspection and Efficiency Testing:

1. RFP Development: January 2015
2. RFP Advertisement: February 2015
3. Consultant Selection: March 2015
4. Board Approval: April 2015
5. Inspection and Testing: June 2015 to December 2015
6. Present Project Findings to Board: January 2016
7. Rehabilitation or Replacement: February 2016 to February 2018

$630,000 will be budgeted for professional engineering services for this project. It is estimated that approximately $20,000 will be expended during FY2015. Pending the specific findings of the pump condition assessment, a budget of $900,000 to $2,400,000 for pump repairs or pump replacement, respectively, will be allocated.

FINANCIAL IMPACT

The Reservoir Pump Inspection and Efficiency Testing Scope of Work effort is expected to cost approximately $500,000, which has been partially budgeted for ($94,000) as part of the FY2015 Budget. It is estimated that approximately $20,000 will be expended during FY2015. The remaining funds will be budgeted in the FY2016 budget.

ATTACHMENTS

None.
MEMORANDUM

TO: Engineering and Operations Committee
FROM: Phil Lauri, P.E., Engineering and Operations Manager
DATE: January 20, 2015
SUBJECT: Response to Recovered Damages Question

RECOMMENDATION

For information only.

STRATEGIC PLAN

Goal #3: Be financially responsible and transparent.

PRIOR BOARD ACTION/DISCUSSION

At the Finance Committee meeting of December 15, 2014, the Committee asked for an update on recovered damages to Mesa Water assets caused by contractors or members of the public.

DISCUSSION

FY14 damages included 7 total claims, primarily due to vehicle collisions with Mesa Water assets. There were also 2 claims involving damage to Mesa Water distribution main lines. Total damages billed were $21,256.11 while damages recovered to date have been $9,882.24. The outstanding balance of $11,373.87 is still in collections.

FY15 damages to date have been limited to 3 vehicle collisions with Mesa Water hydrants. Total damages billed were $14,619.96. The earliest FY15 damage claim has been fully recovered in the amount of $5,043.02. The remaining damages of $9,576.94 were incurred in November 2014 and are still in the collections process.

The primary means of collection for claims is through the insurance company of the responsible party.

FINANCIAL IMPACT

None.

ATTACHMENTS

Attachment A: FY14 and FY15 Damages Reports
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<td><strong>$21,256.11</strong></td>
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## FY 2015 Damages

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MEMORANDUM

TO: Engineering & Operations Committee
FROM: Phil Lauri, P.E., Engineering and Operations Manager
DATE: January 20, 2015
SUBJECT: CMMS Annual Plan Update & Management Training

RECOMMENDATION

This item is for information only.

STRATEGIC PLAN

Goal #2: Practice perpetual infrastructure renewal and improvement.

DISCUSSION

Mesa Water® has developed a fully integrated Computerized Maintenance Management System (CMMS). Staff actively utilizes the capabilities of the CMMS to compile comprehensive summaries of accomplishments that include activity unit costs, productivity, work performance metrics, and dollars expended. The Work Planning function of the CMMS is the primary software tool utilized by staff that has enabled Mesa Water® to become more efficient in Water Operations.

The process of disseminating and using this information for work management purposes has been in place since 2007. The CMMS and established management processes has allowed management and supervision staff to achieve results while focusing on operational improvement and efficiencies. The benefits of this systematic approach include:

- Established process to systematically manage the work effort
- Clear definition and expected results for all work activities
- Provides fully scheduled work for staff
- Focuses on accomplishing goals
- Ensures that Mesa Water resources are used effectively and efficiently
- Maximizes the use of Mesa Water’s resources
- Establishes the succession of this process for future staff
- Supports Mesa Water’s Perpetual Agency Philosophy

Mesa Water management has been effective in utilizing the CMMS functionality to establish the proactive improvement processes. The purpose of the CMMS plan update and training is to accomplish the following:

1. Update and develop the FY2016 Work Plan & Goals and field review of work
2. Evaluate and confirm Mesa Water’s FY2015 work process (i.e., work methods, resource evaluation, productivity) and provide support training and documentation of how to more efficiently achieve annual goals
3. Provide training to management, supervisory and administrative staff in CMMS work plan development
4. Provide training with accountability for meeting the annual plan and coaching/training in the evaluation/monitoring of improvements related to goal accomplishment and efficiency
Staff recommends sole sourcing the contract to LA Consulting. This is due to LA Consulting’s strong background and expertise with systems, processes, management, training, and improvement coaching. LA Consulting’s staff brings a mixture of experience in utilities, maintenance, systems, and computers coupled with training and communication skills. LA Consulting’s emphasis is on people, using management and technology to improve public sector performance. LA Consulting has assisted Mesa Water® with the Engineering Department Assessment providing the organization with recommendations for organizational and work efficiency improvements. LA Consulting is currently providing support for the Business Improvement Process Implementation project. Staff believes that LA Consulting has provided Mesa Water® with high value and is very pleased with their work.

This effort supports Mesa Water’s Perpetual Agency Philosophy where it will provide a succession management approach across the organization allowing Mesa Water’s next generation of managers, supervisors, and employees to have an integrated tool to efficiently manage maintenance and replacement of Mesa Water’s assets.

Staff will provide a scope of work and cost proposal for the committee’s consideration at the February E&O Committee Meeting.

FINANCIAL IMPACT

CMMS Process Support was budgeted for $40,000 for FY 2015 under Management Consultants, Account 60400-300.

ATTACHMENTS

None.