



City of Rialto

October 21, 2022

PROPOSAL TO PROVIDE Grant Services

CIRIA.220432





October 21, 2022

City of Rialto Purchasing Division

Attention: Shanita Simmons, Purchasing Manager

150 S. Palm Avenue

Rialto, CA 92376

RE: Proposal to Provide Grant Services

Dear Ms. Simmons:

Thank you for the opportunity to submit this proposal to provide Grant Services for the City of Rialto (City). We have reviewed and based our response on the details provided in the Request for Proposal (RFP). MNS Engineers, Inc. (MNS) provides quality infrastructure consultant services to the water resources, transportation, federal, and government services markets throughout California.

MNS specializes in the core services of construction management, civil engineering, and land surveying. We provide grant writing services for transportation, water resources, stormwater management, energy efficiency/sustainability, public facilities, among other areas. The MNS grant writing team has successfully secured over \$285M in grants to support various water resources, transportation, and environmental project needs. As a civil engineering firm, MNS brings a broad range of civil engineering services that can be utilized to position the City to pursue grants in a streamlined manner.

The MNS team also understands the City seeks an experienced professional grant writing consultant who will respond to grant opportunities consistent with City needs. Leading the MNS team is Principal Project Manager/Grant Writing Manager, **Greg Jaquez, PE**, who will be the primary point-of-contact for this contract. He has over 36 years of experience in the civil engineering industry including highway design project management, bikeway planning, railroad coordination, stormwater management planning, water resources policy, legislative management, grants management, and legislative advocacy.

We look forward to the opportunity to working with the City and supporting your community improvement needs. Please contact, **Greg Jaquez, PE**, at **323.797.1498** or **gjjaquez@mnsengineers.com** with any questions you may have about our qualifications. Thank you for your consideration.

Sincerely,

MNS Engineers, Inc.

Jeff Edwards, Vice President

MNS DETAILS

Legal Name

MNS Engineers, Inc.

Firm Ownership Type

C-Corporation. In good standing with the California Secretary of State

Year Firm Established

1962

California Department of Industrial Relations (DIR)

No. 1000003564

Corporate Office

201 N. Calle Cesar Chavez,
Suite 300

Santa Barbara, CA 93103

805.692.6921 Office/Fax
www.mnsengineers.com

Local Office

473 E. Carnegie Drive, Suite 200
San Bernardino, CA 92408

909.460.8844 Office

Project Contact

Greg Jaquez, PE, Principal
Project Manager/Grant Writing
Manager

323.797.1498 Mobile
gjjaquez@mnsengineers.com

Authorized Signature

Jeff Edwards, Vice President

805.331.4848 Mobile
jedwards@mnsengineers.com

Statements

Proposals are valid for a minimal period of 120 days subsequent to the submission deadline.

MNS acknowledges receipt of Addendum No. 1, dated October 11, 2022.



Contents



Section 1. RFP Understanding	1
Section 2. Approach	3
Section 3. Qualifications and Experience	7
Section 4. Firm's Resources	20
Appendix A. Resumes	A-1
Appendix B. City Contract Comments	B-1

Section 1. RFP Understanding



MNS' grant writing philosophy is based on having a thorough knowledge of the City of Rialto's (City) vision, demographics, infrastructural makeup, and general character. The art of grant writing requires incorporation of the City's vision to elevate the significance of funding pursuits for every project and program it seeks to deliver. MNS endeavors to develop a broad-based understanding of the vision behind every grant pursuit and present a story in a manner compelling a positive response.

MNS prides itself on proactive research of project needs and funding opportunities ideally suited to the City's vision and needs. We take care to proactively offer advisement on grant opportunities with succinct but pointedly thorough reporting on upcoming availability of funding and specific recommendations and strategies on how to position for an opportunity. We are also prepared to advise on the competitiveness of a project for a grant opportunity

including the possibility of advising against pursuing a particular grant.

Our Principal Project Manager/Grant Writing Manager, Greg Jaquez, PE, is intimately familiar with infrastructure policies and practices in California and the various planning and programming sub-regions covering various topics and policies. Greg's in-depth knowledge comes from having served in high-level staff positions in Los Angeles County where he developed expert-level understanding of state and regional transportation policy and water policy. This kind of familiarity provides the foundational basis for understanding the mission, ongoing needs, and future of the City.

MNS understands the City is seeking to aggressively pursue grants supporting the City's visions and goals. The City of Rialto 2010 General Plan provides the backdrop for the City's vision and goals which are further supported by associated planning efforts such as the Foothill Central Specific Plan, Gateway Specific Plan, Rialto Airport Specific Plan, and Capital Improvement Program. Key project and program interests such as the Pacific Electric Trail Expansion Feasibility Study and the Rialto Climate Adaptation Plan are understood to have prominence in the pursuit of grant funding. MNS intends to supplement this understanding

with frequent and effective communications and information exchanges on City priorities and will develop thorough and timely reporting on available funding programs aligning with City needs. MNS will ensure funding needs analyses are coordinated with extensive grant funding research through tracking mechanisms and regular reporting to City staff. The process of needs analysis, communication, research, and tracking will channel decision making by the City to pursue specific grants for which MNS will be well-prepared to develop grant proposals.

Based on MNS' multitude of experiences in developing grant proposals, there are several key and critical factors that lead to successful development and submission of a quality grant proposal. These factors are:

- **Communication.** MNS, as the grant writing consultant, is an extension of the City staff. With this perspective in mind, clear and open lines of communication need to be established and maintained between MNS and the City team. Information exchange through effective communication need to be unfettered and transparent. Information essential to the task at hand should not be held back or considered unnecessary. MNS is ready to collaborate on determining what is and what is not essential information.
- **Timeliness.** Time is of the essence in most cases when a grant proposal is being considered, is underway, or is in its closing moments. Therefore, timeliness in communication, cooperation, and collaboration is essential. Timeliness is ensured by the commitment of all parties to completion of the mission.
- **Commitment.** The MNS grants team prides itself on being fully committed to every task it undertakes serving a client. The success of a grant pursuit is further enhanced and ensured when commitment is made by all parties involved.
- **Accuracy.** Grant writing is similar to making a complex written legal argument. MNS understands the significance of accurate representation of facts in this regard. All content produced in a grant proposal is checked for accuracy and is appropriately cited.
- **Thoroughness.** Nothing is ever left to chance when producing a grant proposal. MNS understands grant proposals are often an exercise in thoroughness given the length and complexity inherent in most grant proposals.

2

Section 2. Approach



Finding Funding Opportunities

MNS will reach out to the City's key staff to identify current and projected funding priority areas. MNS can subsequently facilitate presentations to City staff related to new and forthcoming grant opportunities. Based on information gathered from meetings with City staff and department leadership, MNS will work closely with the City staff and key project stakeholders to collect and utilize the most up to date and readily available information for grant research. MNS will provide periodic updates of upcoming federal, state, and regional grant opportunities for subject areas including, but are not limited to:

- Streets and highways
- Active transportation
- Parks and recreation
- Stormwater management
- Infrastructure and facilities
- Economic development

- Emergency preparedness and hazard mitigation
- Environmental programs
- Energy efficiency and sustainability
- Planning and housing
- Technology
- Historic preservation
- Other funding opportunities open to local governments

MNS will attend meetings, workshops, and seminars to develop the most thorough and definitive information and understanding of grant opportunities. MNS values attendance at these meetings and workshops, not only for the informational value, but also to develop and enhance relationships with grantor agency staff. Through in-person contacts at meetings and workshops, we can discern meaning, intent, and spirit behind grant opportunities that are not always understandable from grant guidelines and can change from grant cycle to grant cycle or with changes in grantor agency staff. For any particular grant opportunity potentially aligning with a City priority, MNS will conduct a Competitiveness Assessment to determine if pursuit of the grant is advisable.

Once MNS completes the Funding Needs Assessment for the City, MNS will find the most

relevant and useful grant opportunities at federal, state, and regional levels and continually monitor their status. MNS will pay special attention to grants funded by Cap and Trade auction proceeds offered by all State agencies utilizing these funds for grant offerings. Grant research resources will be thoroughly and frequently monitored to align potential opportunities with City needs. Through an understanding of City needs and goals paired with grant research, knowledge, and awareness, MNS will keep the City apprised and advised of the most appropriate opportunities in a timely manner. MNS will make appropriate recommendations to City staff on when to apply for a grant opportunity on several factors including not but not limited to timeline, project readiness, and overall competitiveness of the project.

Deliverables: Agendas and meeting notes for coordinated meetings with City staff. Summarization of review of relevant city documents and reports. Funding Needs Assessment matrix for City.

Grant Notifications and Reports

MNS is prepared to work closely with City staff by attending recommended meetings and maintaining ongoing communication regarding new and existing grant programs. Communications of grant opportunities will be made to City department directors and the Contract Officer through monthly status reports in any one or more of the following forms:

- Regular standing meetings with an informational document
- Email communication with informational summary document
- Informal email with summary information

Grant informational summary documents will include all of the critical details about the grant opportunity including:

- Grant program name and granting agency
- Grant application due date

- Applicant eligibility requirements
- Project eligibility requirements
- Grant maximum and minimum request and award
- Applicant matching fund requirements
- Scoring criteria
- Required or desired state of project readiness
- Partnership requirements or desirability
- Public engagement requirements
- Related federal regulations

Weekly reports, only as needed, will be more informal and mostly by email to refine information presented in the monthly report relative to the present point in time and to manage ongoing research, advisement, and grant application activities.

At any time, communication of a grant opportunity needs to be more formalized as with a presentation to executive staff of the City, the City Manager, or City Council. MNS is prepared to produce an easy-to-follow slide presentation in collaboration with City staff and act as presenter.

MNS will develop a monthly Grants Report (template pending City approval) highlighting upcoming grant opportunities, summary of grant research conducted to deliver projects identified in the Funding Needs Assessment, and updates on any pending grant applications. The City will receive the Grants Report monthly based on a pre-determined date agreed by the City and MNS.

Deliverable: Monthly report submission.

Grant Proposal Development

The MNS team has valuable experience with a broad range of grants for various municipal needs. In many cases, grant writing experience has also involved conceiving, developing, and engineering project concepts to meet the requirements for a grant program and position for a high level of competitiveness.

Whenever feasible and reasonable, MNS will advise on preparatory steps the City should take in anticipation of an upcoming grant pursuit or for an application underway within a scheduled timeline. MNS will advise and support City staff on the prerequisite tasks that are part of the application process including completion of an appropriate level of preliminary engineering, cost estimation, public outreach, support documentation, City Council resolution, and any other reasonable tasks leading up to a funding opportunity announcement. Thorough preparation in advance of a grant opportunity announcement enhances the quality of the grant application and lessens the stress often associated with short timelines between announcement and application due dates. This advisement will be included in the monthly status report.

MNS understands the intricacies and balancing act of fashioning a project scope to reflect the desires of the grantee while maximizing the competitiveness of the grant application. MNS has an exceptional understanding of how to analyze technical scoping and make the necessary recommendations to upsize, downsize, or alter project scope within the means of the grantee. To that extent, MNS possesses the technical capability to evaluate project competitiveness for all types of public infrastructure grants.

Evaluation of a project will include the following processes, but are not limited to, the following key points of information:

- Grant program name and granting agency
- Grant application due date
- Applicant eligibility requirements
- Project eligibility requirements
- Grant maximum and minimum request and award
- Applicant matching fund requirements
- Required or desired state of project readiness
- Partnership requirements or desirability
- Public engagement requirements

The MNS Project Manager (PM) is intimately familiar with the legislative processes at the state and federal levels. Our experience and knowledge will allow our team to seamlessly integrate our abilities to strategize funding pursuits with the activities of the City's legislative advocate. MNS understands the long lead times needed to implement legislative advocacy strategies and can coordinate development of information needed to support the legislative advocacy approach to secure funding appropriations outside of programmatic channels.

Typical Grant Writing Process

TASK 1	Project Management
TASK 1.A	Project Administration

MNS will act as the coordinating point on all matters pertaining to the development of the grant application at the discretion of the City. The MNS PM will be responsible for controlling the budget, schedule, quality of work, and progress of action items for tasks necessary to deliver the grant application. The PM will maintain a project file in which all project documents including draft and final application materials, schedules, budget documents, reports and studies, data, photo images, graphics, and correspondence will be stored.

TASK 1.B	Progress Meetings
-----------------	--------------------------

MNS will hold a kick-off meeting with the representatives of the City to review the scope and schedule for completing the grant applications and to affirm the strategy for developing the application relative to the project funding needs. Communications with the City will be ongoing as needed to exchange information and provide the City opportunities to review draft work products. We will assume at least two more progress meetings may be held, but only as needed. MNS will be responsible for preparing agendas and meeting minutes for progress meetings.

TASK 2

Field Investigation/Data Collection and Project Scoping

TASK 2.A

Field Investigation/Data Collection

If needed, MNS will conduct a field investigation of the project sites under the direction of City staff. Field investigation will be an opportunity to make observations, take measurements, and gather photos of specific elements of the project location. MNS will collect and review information requested at the kick-off meeting as well as information independently researched. Information needing to be provided by the City includes, but is not limited to, as-built drawings and operational data.

TASK 2.B

Project Scope Development/Refinement

Depending on the progress of scope development and the schedule requirements of the grant program, MNS will use collected information from Task 2.A and any necessary additional consultation with City staff to confirm the scope of project improvements. Scope descriptions will be presented in conceptual drawings of each project site, which will be used as exhibits in the grant application. MNS will produce an estimate in a format required by the grant program.

TASK 3

Grant Application

TASK 3.A

Application Form

The grant application will be prepared following the grant program content requirements and/or using the appropriate application forms following the instructions pertaining to the appropriate application category, if any. MNS will utilize collected information and the field investigation to develop narrative responses to application questions, analyze numerical data to produce metric-based responses, and produce supporting attachments where applicable such as maps, preliminary plans, graphics, and data tables. In response to questions regarding anticipated project safety outcomes, MNS will apply the use of available data and the proposal of specific project components to research and reference

documentation demonstrating the expected outcome of the project.

For application responses based on work previously completed and outreach already conducted, MNS will work closely with City staff to expand the understanding and background behind efforts to date to capture the understanding behind the project's need, tell a compelling story, and fashion a precisely responsive narrative.

TASK 3.B

Application Attachments

Attachments to the application may include at a minimum the following:

- Location or vicinity map
- Plans showing existing and proposed conditions
- Photos of existing conditions
- Letters of support

MNS will generate support letters from a variety of project stakeholders and any other interested organizations, businesses, or individuals which City staff might direct MNS to contact. The burden of letter writing will be minimized by MNS providing a draft support letter to each contact. Wording of the draft support letter can be modified or customized to reflect the interest of the person or organization offering support.

A draft of the application will be submitted to City staff for review and comment. Upon receipt of comments from the City, MNS will incorporate the comments and make necessary revisions to the application documents. MNS will produce both electronic and hard copies of the final grant application as required by in the application instructions. MNS will assume responsibility for submittal of the electronic copy of the application package.

3

Section 3. Qualifications and Experience



Company Background and References

MNS Engineers, Inc. (MNS)	
Role	Grant Services
Firm Type	C-Corporation incorporated in CA
Point of Contact	Greg Jaquez, PE Principal Project Manager/ Grant Writing Manager Phone 323.484.5737 Fax 805.692.6921 gjaquez@mnsengineers.com
Principal	Jeff Edwards, Vice President

Established in 1962, MNS provides quality infrastructure consulting services to the transportation, water resources, and government service markets throughout California. **We specialize in the core services of civil engineering, construction management and inspection, land surveying, and specialty municipal services such as grant writing.** We understand the technical,

environmental, and regulatory aspects that may be required for this contract.

MNS understands the potential grant successes can have for the City. Strategic pursuits of certain types of grants can have a transformative effect on the City's financial stability, image, and role in the local economy.

MNS has assembled the most qualified and experienced team to successfully serve under this contract. Leading the MNS team is Principal Project Manager/Grant Writing Manager, **Greg Jaquez, PE**, who will be the primary point-of-contact for this contract. Greg has over 36 years of experience in the civil engineering industry including infrastructure project management, stormwater management, water resources policy, legislative management, grants management, and legislative advocacy. Greg is responsible for working directly with the City staff to ensure MNS team members have the expertise specific to the task or project at hand, resulting in providing the City with the best team.

Prior to working at MNS, Greg had a 29-year career with the County of Los Angeles Department of Public Works and the Los Angeles County Flood Control District where he served as Water Policy Manager, Grants Manager, Traffic Engineering

Investigator, Stormwater Manager, Bikeway Program Manager, Railroad Coordinator, and staff support for the Greater Los Angeles County (GLAC) Integrated Regional Water Management (IRWM) Region.

Greg is committed to the success of the assigned tasks completed through this contract. He understands the responsiveness, thoroughness, and quality expected while staying within budget, providing timely service, and delivering work products well before due dates. He places a high value on communicating regularly with the project team to ensure resources are available to accomplish the work and appropriate quality assurance/quality control (QA/QC) reviews are performed on every deliverable, and communicating with City staff on progress, concerns, and coordination issues.

MNS Expertise

Grant Writing

Our grant writing team includes staff with PhD credentials, licensed civil engineers, and experts in their field. In addition to our Principal Project Manager, our senior team members are efficient and effective project managers in their own right, capable of managing multiple projects at a time. The MNS grant writing team possesses an expert-level ability to support clients beyond grant writing tasks by providing planning, engineering, and economic analysis support, when needed, to conduct special studies and develop project concepts. MNS provides grant writing services in the following areas:

- Water supply
- Natural resources
- Wastewater/recycled water
- Environmental sustainability
- Infrastructure improvements
- Community development
- Parks and recreation
- Disaster relief
- Economic development
- Emergency preparedness and hazard mitigation
- Environmental sustainability
- Transportation

Selecting the MNS Team

MNS has established a solid presence in California for over 60 years. Our reputation is built on constant communication and providing quality services meeting and often exceeding client expectations. Our commitment to QA/QC is unmatched; we ensure our project's quality and efficiency from start to finish. Furthermore, our commitment to our clients shows we have evolved as an industry leader. Here are reasons why our clients choose us time and time again:

- **Customer service is our first priority.** Constant communication is vital to the success of your project. Our team members will see your project requirements and vision to fruition.
- **Committed to our communities.** Our team takes great pride in the quality of our projects, knowing our clients and future generations will benefit from their use for years to come.
- **Best of both worlds.** As a California-based mid-sized company, we offer a depth of resources and services allowing us to deliver superior quality and service. Our ability to tackle large-scale endeavors without driving up costs or sacrificing personalized service makes us stand out as a client favorite.

Experience with Successful Grant Awards

MNS has successfully worked with multiple cities across California providing grant writing services for various municipal needs. Grant successes with cities have resulted in funding infrastructure projects in transportation, active transportation, potable water, wastewater, groundwater, stormwater, parks, sustainability, and public facilities.

MNS has worked with cities in the capacity of grant writer, planner, Design Engineer, public outreach specialist, and legislative advocate.

MNS makes concerted efforts to stay engaged with grant making agencies to maintain productive relationships with agency staff. Some of our most regular and closest contacts include staff at the California Transportation Commission, Caltrans, Department of Water Resources, State Water Resources Control Board, State Parks, Department of Housing and Community Development, Federal Highway Administration (FHWA), US Department of Transportation (USDOT), and Bureau of Reclamation.

Success Rate

As shown in our Detailed Grant Writing Project Experience on page 12, the MNS consulting fee makes up 1% or even less of the successful grant award, providing an excellent rate of return on investment for our clients.

Subconsultant Profiles

David Volz Design (DVD)	
Role	Architect—Parks Planning
Firm Type	S-Corporation incorporated in CA
Office	151 Kalmus Drive, Ste M8 Costa Mesa, CA 92626
Point of Contact	David Volz, President 714.641.1300 dvolz@dvolzdesign.com

DVD is committed to the creative design of outstanding public spaces. They develop landscapes, parks, sports fields, and streetscapes to meet the specific needs of their communities. For all our commissions, we work to enhance the site's use, working within environmentally sound parameters while taking full advantage of the site and its surroundings to best service the community's needs. DVD is proud to have projects led by LEED-accredited and Qualified Stormwater Developer (QSD) certified team members. The firm is committed to providing the public with quality projects—offering a high return for the public funds invested. These projects can be maintained and

deliver a lifetime of service to the communities they are built for.

CityWorks (CW)	
Role	Architect—Public Building/ Facilities Planning and Community Outreach
Firm Type	S-Corporation incorporated in CA
Office	1526 India Street, Suite E San Diego, CA 92101
Certification	Disadvantaged Business Enterprise (DBE), CA No. 36200
Point of Contact	Laura Warner, RA, Design Partner 619.238.9091 ext. 109 laura.warner@cityworks.biz

CW is led by two partners: a licensed architect and urban planner, and a trained facilitator and national leader in project stakeholder engagement. With over twenty years of experience providing services to governmental, institutional, and private sector clients throughout the San Diego and Riverside regions, their team understands how to help project teams deliver projects in all phases of project development.

With a focus on place making and project stakeholder engagement, the CityWorks' team effectively delivers services for large or small projects, be it long range planning for a city or airport, specific plans for vibrant neighborhood districts, or design for an intimate restaurant or retail space.

MNS Summary Grant Writing Experience

Table 1.A Summary Grant Writing Experience

Agency	Grant Program	Project	Grant Amount
California Conservation Corps Foundation	Proposition 1 Baldwin Hills Conservancy	Yvonne Burke Sports Complex Stormwater Management Project	\$1,480,000
Castroville Community Services District	SWRCB CWSRF Small Community Funding	Washington Street Sewer Bypass	\$3,000,000
City of Buellton	Active Transportation Program	Active Transportation Program (ATP) Cycle 3	\$684,000
City of Glendora	Highway Safety Improvement	Highway Safety Improvement Program (HSIP) Southern California Association of Governments (SCAG) Sustainable Communities	\$150,000 and \$250,000
	Safe, Clean Water Program	Glendora Avenue Green Streets	\$300,000
City of Greenfield	Proposition 68 Statewide Park Program	Greenfield Community Center and Park	\$8,500,000
City of La Cañada Flintridge	Safe, Clean Water Program	Winery Canyon Stormwater Capture Project	\$300,000
	Proposition 68 Santa Monica Mountains Conservancy	Flint Canyon Wash Trail Restoration	\$300,000
City of Monrovia	Southern California Association of Governments (SCAG) Future Communities Pilot Program	Go Monrovia! "Biking for Bucks" Program	\$500,000
City of Newark	FHWA Federal Lands Access Program	Thornton Avenue Cycle Track	\$5,400,000
City of Pittsburg	Highway Safety Improvement	Highway Safety Improvement Program (HSIP) Cycle 7	\$265,000
	Highway Safety Improvement	Highway Safety Improvement Program (HSIP) Cycle 7	\$547,000
City of Rolling Hills	California Governor's Office of Emergency Services (CalOES)/ Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant	Eastfield Electrical Undergrounding; Fuel Breaks; Community Wildfire Protection Plan	\$2,800,000
City of San Carlos	San Mateo County Transportation Authority 2021 Call for Projects	Holly Street/US 101 Interchange Improvements	\$10,250,000

Table 1.A Summary Grant Writing Experience

Agency	Grant Program	Project	Grant Amount
City of San Gabriel	Los Angeles County Regional Park and Open Space District Competitive Grant Program (Measure A)	Vincent Lugo Park Access Path and Pedestrian Bridge Replacement	\$401,000
	Safe, Clean Water Program	Vincent Lugo Park Stormwater Capture Project	\$300,000
City of Santa Paula	Ventura County Transportation Commission (VCTC) Community Multiscale Air Quality (CMAQ)/Transportation Development Act (TDA) Call for Projects	Santa Paula High School Area Pedestrian Safety Improvements	\$266,000
City of Soledad	Proposition 68 Statewide Park Program	Orchard Lane Park Project	\$7,600,000
	Highway Safety Improvement	Highway Safety Improvement Program (HSIP) Cycle 9	\$250,000
City of Stockton	Highway Safety Improvement	Highway Safety Improvement Program (HSIP) Cycle 10	\$2,000,000
City of Tehachapi	Urban Greening Program	Citywide Tree Planting Project	\$889,000
Los Angeles Department of Water and Power	Proposition 1 Groundwater	North Hollywood Central Remediation Implementation Project, Tujunga Remediation Implementation Project	\$232,600,000
	Proposition 1 Stormwater	Valley Village Park Stormwater	\$6,000,000
Los Olivos Community Services District	Water Recycling Funding Program	Water Recycling Funding Program	\$150,000

Detailed MNS Grant Writing Project Experience

SAFE, CLEAN WATER PROGRAM

Clients	Cities of San Gabriel, Glendora, and La Cañada Flintridge
Contacts	Greg DeVinck, Supervising Civil Engineer 626.308.2825 gdevinck@sgch.org Alison Sweet, Public Works Director 626.914.8260 asweet@cityofglendora.org Patrick DeChellis, Public Works Director 818.790.8880 pdechellis@lcf.ca.gov
Contract Value Grant Award	\$9K \$900K
Dates of Service	01/2020 – 04/2020
Personnel	Greg Jaquez

For each of these three cities, MNS recommended the respective project pursuits, developed the general project scopes, prepared the funding application to the SCW program, and represented the cities as presenter and spokesperson to the respective SCW Steering Committees.

PROPOSITION 1 GROUNDWATER: NORTH HOLLYWOOD CENTRAL REMEDIATION IMPLEMENTATION PROJECT, TUJUNGA REMEDIATION IMPLEMENTATION PROJECT, NORTH HOLLYWOOD AND TUJUNGA

Client	Los Angeles Department of Water and Power
Contact	Terrence McCarthy, Contract Administrator 213.367.0925 terrence.mccarthy@ladwp.com
Contract Value Grant Award	\$59K \$232.6M
Dates of Service	06/2018 – 02/2019
Personnel	Greg Jaquez

MNS collaborated with LADWP staff and their consultant design team to prepare two grant applications for the North Hollywood Central Groundwater Remediation Project and the Tujunga Groundwater Remediation Project, respectively. Highly technical study documents were interpreted for use in responding to grant application requirements.



MNS also prepared project scheduling documents to correspond to grant program requirements. The two projects are part of a historic multi-year effort to remediate contamination in the San Fernando Groundwater Basin. WRF application to the State Water Resources Control Board.

PROPOSITION 1 STORMWATER, VALLEY VILLAGE PARK

Client	Los Angeles Department of Water and Power
Contact	Terrence McCarthy, Contract Administrator 213.367.0925 terrence.mccarthy@ladwp.com
Contract Value Grant Award	\$52K \$6M
Dates of Service	04/2020 – 06/2020
Personnel	Greg Jaquez, Monica Killen

MNS prepared a Proposition 1 Stormwater Implementation Grant application for the Valley Village Park Stormwater Project. To minimize the region's dependence on imported water, the project will capture 158 acre-feet per year of runoff from a 453-acre tributary area and recharge the San Fernando Valley Groundwater Basin.

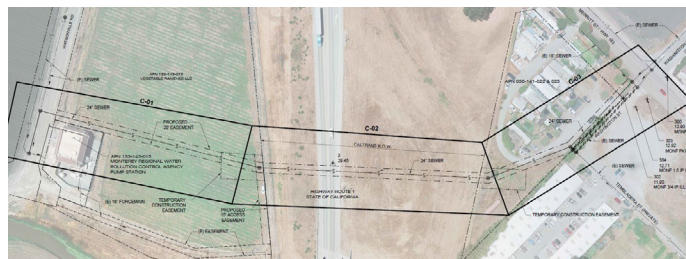


The project consists of installing a 0.65-acre underground infiltration gallery at Valley Village Park. Construction of the underground infiltration gallery includes installation of a storm drain diversion structure, stormwater pipeline, two hydrodynamic separator (HDS) units, flow measuring devices, and maintenance holes.

CLEAN WATER STATE REVOLVING FUND

Client	Castroville Community Services District
Contact	Eric Tynan, General Manager 866.803.2456 eric@castrovillecsd.org
Contract Value Grant Award	\$22K \$3M
Dates of Service	01/2022 – 06/2022
Personnel	Greg Jaquez, Beth Reineke

MNS provided technical and grant writing services for the Washington Street Sewer Bypass project. Once completed, the project will eliminate surcharge issues in the existing sewer line and provide additional sewer capacity for much needed housing development.

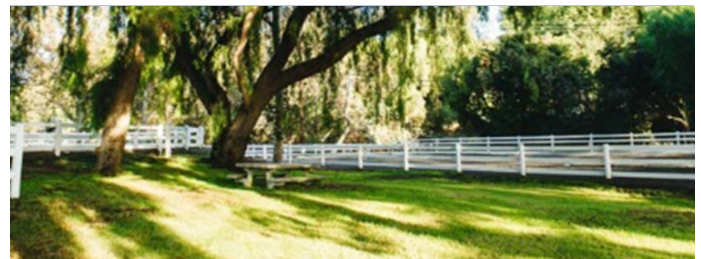


CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES (CALOES)/FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) HAZARD MITIGATION GRANT, ROLLING HILLS

Client	City of Rolling Hills
Contact	Elaine Jeng, City Manager 310.377.1521 ejeng@cityofrh.net
Contract Value Grant Award	\$21K \$2.8M
Dates of Service	03/2019 – 10/2019
Personnel	Greg Jaquez, Monica Killen

MNS prepared a set of three Hazard Mitigation Grant (HMG) applications for a Wildfire Protection Plan:

Wildfire Protection Plan (WPP). In addition to preparing narratives for application forms and attachments, MNS developed the scope description for the WPP, cost estimate breakdown for plan development, and delivery plan to complete the WPP through public outreach and interjurisdictional coordination.



Eastfield Drive Utility Undergrounding Project. In addition to preparing narratives for application forms and attachments, MNS collaborated with an electrical engineering firm to develop the project scope and cost estimate.

Fuel Breaks Project. Upon discovering the City's proposed locations to design and construct wildfire fuel breaks were infeasible, MNS reviewed alternate potential sites and developed concept plans and estimates for the fuel breaks.

ORCHARD LANE PARK

Client	City of Soledad
Contact	Don Wilcox, Director of Public Works 831.223.5173 donald.wilcox@cityofsoledad.com
Contract Value Grant Award	\$25K \$7.6M
Dates of Service	05/2019 – 02/2020
Personnel	Greg Jaquez, Monica Killen

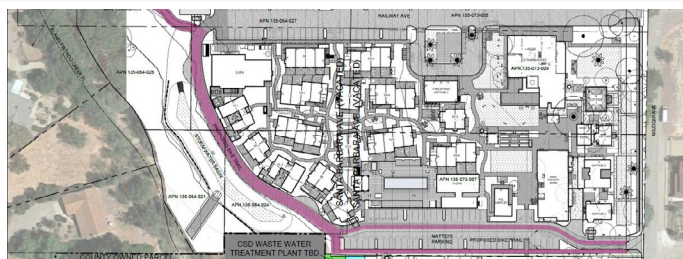
MNS prepared the grant application and provided public outreach support for the new Orchard Lane Park Project. MNS provided concept development designs and cost estimates in conjunction with the City's contracted landscape architect.



WATER RECYCLING FUNDING PROGRAM (WRFP) PLANNING GRANT

Client	Los Olivos Community Services District
Contact	Lisa Palmer, Chair of the Board of Directors 805.500.4098 lisa@lpalmerconsulting.com
Contract Value Grant Award	\$59K \$230M
Dates of Service	11/2018 – 03/2019
Personnel	Greg Jaquez

MNS developed a Plan of Study for a Project Report following the guidelines of the Clean Water State Revolving Fund (CWSRF) and the Water Recycling Funding Program (WRFP). The Project Report will determine the feasibility and selected alternative for a wastewater collection system, wastewater treatment plant, and groundwater replenishment injection well system for the Los Olivos Community Services District (LOCSD). The unincorporated Los Olivos community in Santa Barbara County manages its wastewater with on-site wastewater treatment systems (septic tanks) on private parcels. LOCSD was seeking to develop a comprehensive wastewater collection and treatment system with provision for beneficial use of its treated wastewater. The Plan of Study was submitted with a WRFP application to the State Water Resources Control Board.

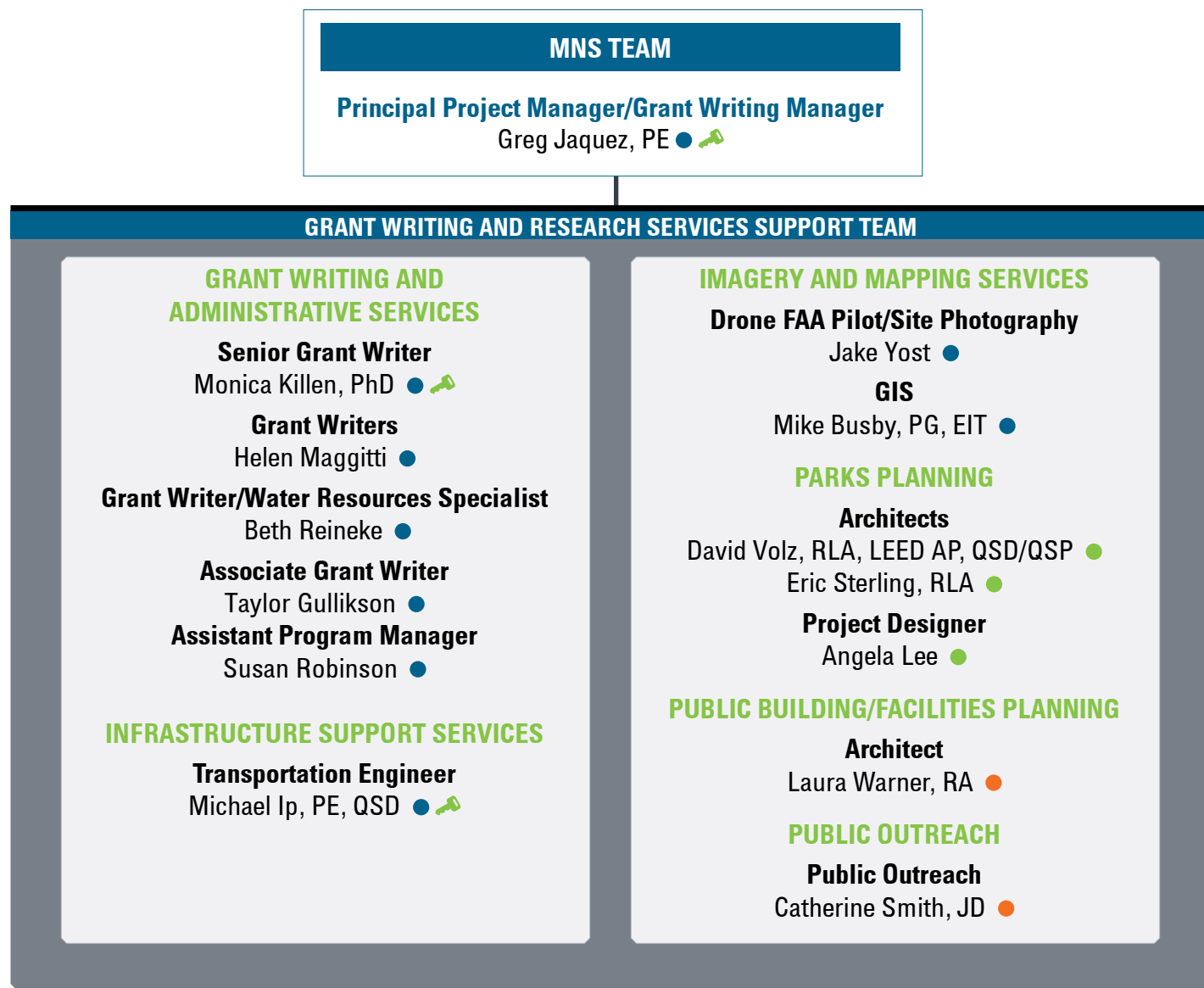


References

Client	Contact Information	Project Name
City of Rolling Hills	Elaine Jeng, City Manager 310.377.1521 ejeng@cityofrh.net	California Governor's Office of Emergency Services/Federal Emergency Management Agency Hazard Mitigation Grant, Rolling Hills
City of San Gabriel	Greg DeVinck, Supervising Civil Engineer 626.308.2825 gdevinck@sgch.org	Safe Clean Water Program
City of La Cañada Flintridge	Patrick DeChellis, Public Works Director 818.790.8880 pdechellis@lcf.ca.gov	Safe Clean Water Program

Team Organization

Below shows our team organizational chart. Following are our team staff qualifications. Full resumes are available for all staff members in Appendix A.



LEGEND

- MNS
- DVD
- CW
- 🔑 KEY

Key team members are designated with this icon (🔑). Our key team members are committed for the duration of this on-call contract. MNS understands we will work as an extension of the City staff.

Staff and Availability

Current Workload. We have sufficient staffing in all survey disciplines to efficiently address your needs. We also have overlapping experience so workloads can shift if accommodations are necessary.



36 Years of
Experience

Greg Jaquez, PE | Principal Project Manager/Grant Writing Manager

Mr. Jaquez specializes in grant writing, infrastructure project management, and staff augmentation. Greg's additional experience includes stormwater management planning, water resources policy, legislative management, grants management, transportation planning, bikeway and pedestrian facility planning and project management, public infrastructure coordination with railroads, traffic engineering and community traffic calming, and federal advocacy.

For this contract, Greg will oversee project delivery and provide general guidance on all grant writing and research tasks for the City.



17 Years of
Experience

Monica Killen, PhD | Senior Grant Writer

Dr. Killen has worked in the public sector for over 17 years with experience in the areas of grant writing, outreach, project management, park and recreation management, legislative staffer, and higher education. Monica's expertise in grant writing stems from years of experience writing grant applications and legislative proposals.

For this contract, Monica will be the task manager assigning grant writing and research roles across the team, provide an initial level of quality control oversight, and be a content contributor for grant writing.



28 Years of
Experience

Michael Ip, PE, QSD | Transportation Engineer

Mr. Ip is a Principal Engineer with 28 years of experience specializing in the design and management of transportation facilities and capital improvement projects. Michael's technical experience includes all project phases, including project reports, planning, design, and construction management. His management experience includes oversight and direction of technical professionals, client liaison, quality control, subconsultant coordination, public outreach, and resources allocation to ensure the timely delivery of project deliverables.

For this contract, Michael will serve as the advisor for transportation technical accuracy, preliminary engineering scoping, and cost estimation.

MNS believes that project management is rooted in frequent communication and proactive planning. Our proposed team follows this philosophy and is ready and available to serve the City on this contract.

NON-KEY STAFF			
EMPLOYEE/ROLE	FIRM	EXP (Yrs)	CREDENTIALS
Helen Maggitti Grant Writer	MNS	3	Ms. Maggitti is proficient in communicating and collaborating with agency staff and project stakeholders to develop robust documents, plans, and ordinances.
Beth Reineke Grant Writer/ Water Resources Specialist	MNS	19	Ms. Reineke has over 19 years of experience providing environmental services including compliance, reporting, and permitting for National Pollutant Discharge Elimination System (NPDES), California Environmental Quality Act (CEQA), United States Environmental Protection Agency (EPA), and Certified Unified Program Agencies (CUPA). Beth is adept at managing complex databases and large collections of reports and compliance schedules.
Taylor Gullikson Associate Grant Writer	MNS	3	Ms. Gullikson's expertise includes grant writing, environmental monitoring and inspection, and preparing stormwater regulatory compliance reports; and services to fulfill municipal stormwater permit requirements.
Susan Robinson Assistant Program Manager	MNS	25	Ms. Robinson has more than 25 years of professional experience specializing in grant writing, research, and administration, along with program management and project development. Susan is an articulate and persuasive communicator with excellent written and verbal communication skills.
Jake Yost Drone FAA Pilot/Site Photography	MNS	13	Mr. Yost has over 13 years of experience in the construction industry working on various transportation and water/wastewater projects. In 2022, Jake secured his Drone FAA Pilot's license, further enhancing our surveying capabilities.
Mike Busby, PG, EIT GIS	MNS	13	Mr. Busby has more than 13 years of experience planning and providing on-site management for environmental and water resource projects. Mike's areas of specialization include oversight of borehole drilling, geophysical logging, zonal sampling, well design and construction, aquifer tests, and water quality sampling. Mike's experience also includes the utilization of both ArcGIS and AutoCAD.

NON-KEY STAFF			
EMPLOYEE/ROLE	FIRM	EXP (Yrs)	CREDENTIALS
David Volz, RLA, LEED AP, QSD/ QSP Architect	DVD	34	Mr. Volz has over 34 years of experience in the design of successful parks, public landscapes, and streetscapes. He has managed public design projects including the master planning, design, and construction of municipal projects for more than 100 public agencies in California. David has a broad base of experience focused on the development process from inception through master plan development, construction document preparation, contract administration, and on-site inspection.
Eric Sterling, RLA Architect	DVD	25	Mr. Sterling has 25 years of experience in landscape architecture working on projects for public agencies. Eric's design expertise ranges from recreational parks to streetscapes, school sites, as well as city design guidelines, various Disney parks, including many award-winning projects.
Angela Lee Project Designer	DVD	6	Ms. Lee has experience in many aspects of the public landscapes design process including conceptual planning, planting design, irrigation design, and community presentation techniques. Angela is extremely knowledgeable in drafting construction documents and understands what information contractors will need.
Laura Warner, RA Architect	CW	30	Ms. Warner is a licensed architect and founding design partner of CW. Laura is passionate about how design can help people engage with each other and their environment, as well as catalyze economic development. Those designs range from urban plans to architectural projects to graphic design. With more than 30 years of experience, she's skilled in helping urban areas be more sustainable through efficient use of land, transportation, energy and water, as well as leveraging new technologies to benefit communities.
Catherine Smith, JD Public Outreach	CW	26	As founding Communications Partner of CW, Ms. Smith leads their team for projects requiring inter-jurisdictional coordination, diverse stakeholder engagement and community partnerships to deliver collaborative, and needed solutions in increasingly more complex contexts. With a passion for improving communities, Catherine leads CityWorks' communications team to constructively engage stakeholders during the planning and construction of infrastructure projects for land use, transportation, water, and energy.

4

Section 4. Firm's Resources



The MNS grant writing team is comprised of seven team members including the Principal Project Manager who are all contributors in developing grant writing work products. In our experience, the team can be organized into as many as three units each tasked to handle two to three grant applications simultaneously. Our collaborative team approach to developing grant applications and our use of collaborative communication and file-sharing platforms provides for a dynamic and open work environment where team members are supportive of each other across project boundaries. Our resource numbers and approach will allow us in most cases to meet the demands of the City without a need to add resource. In the unlikely event additional resources are needed, MNS has access to grant writing subconsultant resources to augment our capabilities.

When called upon by the City, MNS anticipates the holding a scoping meeting with the City, developing a task order proposal, processing a purchase order, and scheduling a project kick-off meeting. Collectively, these tasks comprise the minimum for the associated lead time to start a grant writing project, which can take up to four weeks, but depending on the client and type of project, can take as little as one to two weeks.

The MNS staff resources and subconsultants available for this contract are shown in the Team Organization table on page 17. Their roles in providing the requested services are as follows:

- **MNS Grants Team.** Responsible for grant research, funding needs assessment, grant opportunity reporting, and grant application production.
- **MNS Infrastructure Support Services.** The MNS Transportation Engineer will provide technical assessment, preliminary engineering scoping, and cost estimation services as may be needed in support of grant application development.
- **MNS Imagery and Mapping Services.** The MNS FAA-licensed drone pilot will provide aerial imagery and video to be used a content in public outreach and in grant applications.
- **Parks Planning.** Subconsultant DVD will provide feasibility and concept level planning products to include in grant applications involving parks development.
- **Public Building/Facilities Planning.** Subconsultant CW will provide feasibility and concept level planning products to include in grant applications involving public buildings and facilities.
- **Public Outreach Support.** Subconsultant CW will provide public outreach services in support of all grant applications requiring demonstration of an effective public outreach effort preliminary to an application submittal.

A

Appendix A. Resumes

Name	Firm	Role	PG
Greg Jaquez, PE	MNS	Principal Project Manager/Grant Writing Manager	A-2
Monica Killen, PhD	MNS	Senior Grant Writer	A-3
Helen Maggitti	MNS	Grant Writer	A-4
Beth Reineke	MNS	Grant Writer/Water Resources Specialist	A-5
Taylor Gullikson	MNS	Associate Grant Writer	A-6
Susan Robinson	MNS	Assistant Program Manager	A-7
Jake Yost	MNS	Drone FAA Pilot/Site Photography	A-8
Mike Busby, PG, EIT	MNS	GIS	A-9
Michael Ip, PE, QSD	MNS	Transportation Engineer	A-10
David Volz, RLA, LEED AP, QSD/QSP	DVD	Architect	A-11
Eric Sterling, RLA	DVD	Architect	A-12
Angela Lee	DVD	Project Designer	A-13
Laura Warner, RA	CW	Architect	A-14
Catherine Smith, JD	CW	Public Outreach	A-15

Greg Jaquez, PE

Principal Project Manager/Grant Writing Manager



Firm

- MNS Engineers, Inc.

Areas of Expertise

- Water resources projects
- Transportation projects
- Project management
- Flood control
- Stormwater management planning
- Water resources policy
- Grants management
- Federal advocacy

Years of Experience

- 36

Licensing

- Professional Civil Engineer, CA No. 68182

Education

- BS, Civil Engineering, University of California, Berkeley, CA

Professional Development

- Stormwater Pollution Prevention Plan (SWPPP) training

Mr. Jaquez specializes in public works staff augmentation, infrastructure project management, and grant writing. Greg's additional experience includes transportation planning, bikeway and pedestrian facility planning and project management, public infrastructure coordination with railroads, traffic engineering and community traffic calming, stormwater management planning, water resources policy, legislative management, grants management, and federal advocacy. He is also the founder of the Los Angeles County Flood Control District's first ever study on climate change effects in partnership with the Bureau of Reclamation, the Los Angeles Basin Stormwater Conservation Study. His experience includes:

HSIP Cycle 10 Grant Application, Harding Way at Lincoln Street and at Pacific Avenue/Madison Street Left-Turn Pockets with Left-Turn Phasing, Stockton, CA. Project Manager. MNS is an on-call grant writing services provider to Stockton. Mr. Jaquez prepared a HSIP Cycle 10 grant application including preliminary engineering, scoping, and cost estimation. The City was awarded a grant of \$1.4M.

Los Olivos Water Reclamation Program WRFP Planning Grant, Los Olivos Community Services District, CA. Grant Writing Manager. MNS developed a Plan of Study for a Project Report following the guidelines of the Clean Water State Revolving Fund (CWSRF) and the Water Recycling Funding Program (WRFP). The Project Report will determine the feasibility and selected alternative for a wastewater collection system, wastewater treatment plant, and groundwater replenishment injection well system for the Los Olivos Community Services District (LOCSD). The unincorporated Los Olivos community in Santa Barbara County manages its wastewater with onsite wastewater treatment systems (septic tanks) on private parcels. LOCSD is seeking to develop a comprehensive wastewater collection and treatment system with provision for beneficial use of its treated wastewater. The Plan of Study was submitted with a WRFP application to the State Water Resources Control Board. The District received \$150K to prepare the Project Report.

One Bay Area Grant Program (OBAG 2), City of Pittsburg, CA. Grant Writer. As part of a grant writing team, Greg prepared an application which secured funding for a series of Class I bike trails and a Class IV cycle track providing access to the BART Pittsburg Station.

Monica Killen, PhD

Senior Grant Writer



Firm

- MNS Engineers, Inc.

Areas of Expertise

- Project management
- Grant writing
- Grant administration
- Parks and recreation management
- Outreach
- Community engagement
- Communication/social media
- Public speaking
- Business development
- Microsoft Office Suite (Excel, Word, Outlook, PowerPoint, Publisher), Canva
- Bilingual (English and Spanish)

Years of Experience

- 17

Education

- PhD, Education, Chapman University, CA
- MA, Mexican-American Studies, California State University, Los Angeles, CA
- BS, Human Services, California State University, Fullerton, CA

Dr. Killen has worked in the public sector for over 17 years with experience in the areas of grant writing, outreach, project management, park and recreation management, legislative staffer, and higher education. Dr. Killen's expertise in grant writing stems from years of experience writing grant applications and legislative proposals. Dr. Killen is also a skilled public speaker with experience speaking at conferences, community gatherings, schools and colleges, chamber meetings, educational presentations, and resident advisory groups. Fluent in English and Spanish, Dr. Killen is skilled writer and can communicate effectively to establish immediate rapport with community members and leaders. Her specific experience includes the following:

City of Greenfield, CA. Senior Grant Writer. Dr. Killen prepared a Proposition 68 Statewide Parks Program grant application for the Greenfield Park Expansion Project. Award decision pending.

Proposition 68 Statewide Park Program, Greenfield Park and Community Center, City of Greenfield, CA. Senior Grant Writer. MNS prepared a Proposition 68 Statewide Park Program grant application for the proposed Greenfield Park and Community Center. In addition to grant writing, Monica played a supervisory role in managing the MNS team of grant writers in preparation of application narrative and conducting required public outreach and engagement activities. MNS did all of the grant writing and assisted the City with production of public outreach materials. The grant application resulted in an award of \$8.5M.

Tehachapi Valley Recreation and Park District, CA. Senior Grant Writer. Dr. Killen assisted District staff with preparation of a Proposition 68 Statewide Parks Program grant application for the West Park Renovation Project. Award decision pending.

City of Santa Paula, CA. Senior Grant Writer. Dr. Killen prepared a grant application narrative for a USDOT BUILD grant. Award decision pending.

City of Rolling Hills, CA. Senior Grant Writer. Dr. Killen prepared three Hazard Mitigation grant subapplications for submittal by CalOES to FEMA. The City was awarded \$2.8M.

Helen Maggitti

Associate Grant Writer



Firm

- MNS Engineers, Inc.

Areas of Expertise

- Community outreach
- Project stakeholder coordination
- Community partnership facilitator
- Microsoft Suite
- Google Suite
- SAS programming

Years of Experience

- 3

Education

- BA, Economics (Major) and Environmental Sciences (Minor)
Williams Smith College, Geneva, NY

Ms. Maggitti recently graduated from William Smith College with a Bachelor of Arts in Economics and Minor in Environmental Studies. Helen served as a CivicSpark Climate Fellow for Americorps where she supported the City of Carpinteria in reaching their goals for the Strategic Energy Plan. She is proficient in communicating and collaborating with agency staff and project stakeholders to develop robust documents, plans, and ordinances. Helen also has experience in organizing and facilitating community outreach programs and cultivating community partnerships. Her experience includes:

Federal Lands Access Program Grant, Thornton Avenue Cycle Track, City of Newark, CA. Associate Grant Writer. MNS prepared a FLAP Grant application for the Thornton Avenue Cycle Track Project. Helen was part of the MNS team of grant writers that prepared application narrative and conducted required public outreach and engagement activities. The application resulted in a grant award of \$5.4M.

San Mateo County Transportation Authority 2021 Call for Projects, US 101/Holly Street Interchange Improvement Project, City of San Carlos, CA. Associate Grant Writer. MNS prepared a grant application to the 2021 SMCTA Call for Projects to fill a funding gap for the US 101/Holly Street Interchange Improvement Project. MNS provided grant writing services which included analysis of various project impacts and benefits. The grant application resulted in an award of \$10.25M.

Local Roadway Safety Plan, City of Solvang, CA. Assistant Planner. Helen prepared a LRSP for the City of Solvang.

Local Roadway Safety Plan, City of Soledad, CA. Assistant Planner. Helen is currently in the process of completing a LRSP for the City of Soledad.

Local Roadway Safety Plan, City of La Vern, CA. Assistant Planner. Helen is currently preparing a LRSP for the City of La Verne.

Beth Reineke

Grant Writer/Water Resources Specialist



Firm

- MNS Engineers, Inc.

Areas of Expertise

- Environmental services
- Permitting
- Compliance
- NPDES
- Hazardous waste

Years of Experience

- 19

Certification(s)

- 40-Hour HAZWOPER Course, Columbus, Ohio Fire Academy
- Federal Resources, Counter CBRN All Hazards Management Response
- Federal Resources, First Responder Offensive Course

Education

- BS, Environmental Science, Oregon State University, OR

Professional Development

- RCRA Hazardous Waste Management (EPA Required) Course
- US Air Force, School of Bioenvironmental Engineering
- US Air Force, School of F 16 Avionics and Electronic Principles

Ms. Reineke has over 19 years of experience providing environmental services including compliance, reporting, and permitting for National Pollutant Discharge Elimination System (NPDES), California Environmental Quality Act (CEQA), United States Environmental Protection Agency (EPA), and Certified Unified Program Agencies (CUPA). Beth is adept at managing complex databases and large collections of reports and compliance schedules. She is a skilled communicator who delivers effective project messages and works very productively with colleagues as well as external stakeholders. She has performed data integrity audits and expeditiously addressed errors.

Beth served as the District Liaison for compliance, reporting and mitigation measures with the California Division of Drinking Water (DDW), South San Luis Obispo County Sanitation District (SSLOCSD), San Luis Obispo County Air Pollution Control District (APCD), and EPA while with the Golden State Water Company (GSWC). She also ensured the occupational spaces, base waterways, and storage facilities met Cal/OSHA and EPA requirements for the United States Air Force. Beth compiled and tracked annual air reports for the Counties of Ventura, Santa Barbara, and San Luis Obispo. Beth also assisted with site surveys, inspections, and operating permit interpretation. She has audited, created, and submitted over 400 compliance reports annually with zero missed deadlines. She created, submitted, and tracked permits to the State of California and counties within California. Beth served as District Administrative Contact for compliance and reporting of allowable discharges. She performed annual reporting of events and routine sample collection; served as the central point of contact and reviewer for various districts environmental compliance on large projects involving multiple agencies. Beth has worked under EPA regulations for environmental and drinking water compliance. She managed 43 sites hazardous materials business plans with a perfect compliance record. Her experience includes:

Golden State Water Company (GSWC), Santa Maria, CA. *Associate Water Quality Engineer.* Beth liaised between GSWC and the California State Water Resources Control Board (SWRCB), Division of Drinking Water. Additional responsibilities included serving as the Internal Compliance Auditor and providing reporting, trending analysis, modeling studies, and Water System Improvement Project Scoping.

Taylor Gullikson

Associate Grant Writer



Firm

- MNS Engineers, Inc.

Areas of Expertise

- Grant Writing
- Environmental Monitoring and Inspection
- Public Outreach

Years of Experience

- 3

Certification(s)

- PADI Open Water Diver

Education

- BS, Environmental Science and Management (Ecology, Biodiversity, and Conservation), University of California, Davis, CA

Affiliation(s)

- Local Government Commission - CivicSpark Fellow
- Program Coordinator Microplastics Task Force - Surfrider Foundation SLO Chapter

Ms. Gullikson's expertise includes grant writing, environmental monitoring and inspection, and preparing stormwater regulatory compliance reports; and services to fulfill municipal stormwater permit requirements. Taylor updated and managed structural Best Management Practices (BMP) inventory in 2ndNature; developed and distributed new multi-media public outreach materials on topics including sustainable landscaping, stormwater pollution prevention, and safe pet waste management; and conducted visual assessments and collected GPS information on trash loading in priority areas. Her specific project experience includes:

Primary Sedimentation Tank Rehabilitation and Equipment Room Electrical Upgrade Project, Palo Alto, CA. Associate Grant Writer.

MNS is currently providing construction management services and loan administration for the Primary Sedimentation Tank Rehabilitation and Equipment Room Electrical Upgrade Project funded by the California State Water Resources Control Board Clean Water State Revolving Fund. The project entails planning, design, and procurement to rehabilitate and upgrade PSTs and primary effluent channel structure, sludge collection mechanism system drive units, primary sludge and scrub piping, electrical Motor Control Center (MCCs), and ancillary systems in order to improve reliability of treatment processes at the Regional Water Quality Control Plant (RWQCP). MNS loan administration tasks include administrative support for preparation of invoices and payment requests, drafting and submitting routine progress reports.

Regional Supply Pipeline Project, Santa Barbara County Proposition 1 Integrated Regional Water Management (IRWM) Round 1 Implementation Grant, Santa Barbara, CA. Associate Grant Writer.

Emergency Deep Aquifer Well and Storage Tank, Small Community Drought Relief Program, Castroville, CA. Associate Grant Writer.

MNS is currently providing technical and grant administration services for the Emergency Deep Aquifer Supply and Storage Tank project. MNS is providing planning and design services for the Deep Aquifer Well, Arsenic Treatment System, and Storage Tank. Once completed, the project will provide approximately 300 acre-feet per year (AFY) of clean drinking water to the community of Castroville and increase water reliability. MNS grant administration tasks include administrative support for preparation of invoices and payment requests, drafting and submitting routine progress reports.

Susan Robinson

Assistant Program Manager



Firm

- MNS Engineers, Inc.

Areas of Expertise

- Grant writing
- Grant research
- Program management
- Project development
- Grant administration

Years of Experience

- 25

Education

- Master of Public Policy, University of California, Berkeley, CA
- MA, Ethics, Yale University, CT
- MA, Religious Studies, Stanford University, CA
- BA, Dartmouth College, NH

Ms. Robinson has more than 25 years of professional experience specializing in grant writing, research, and administration, along with program management and project development. Susan is an articulate and persuasive communicator with excellent written and verbal communication skills. Her experience includes:

Greater Monterey County Integrated Regional Water Management (IRWM) Program, County of Monterey, CA. Program Director. An IRWM Plan is a comprehensive planning document that identifies regional strategies for the management of water resources—water supply, water quality, watershed and natural resources, and flood management—in a defined region. As Program Director, helped establish the Greater Monterey County IRWM region and the Regional Water Management Group (RWMG), which is the group responsible for developing and implementing the IRWM Plan. The Greater Monterey County RWMG consists of 19 agencies and organizations including federal, state, and local agencies, water suppliers, water management districts, wastewater treatment providers, agricultural coalitions, environmental non-profits, organizations representing disadvantaged communities, and academic research institutions. My role has been to coordinate the RWMG, along with approximately 250 stakeholder organizations, and lead them in developing and implementing the IRWM Plan for the region. Was primary author of the IRWM Plan (2012). Continue to coordinate the planning effort through the facilitation of bi-monthly RWMG meetings. Write grant proposals to fund water resource projects to implement the IRWM Plan.

This program received two IRWM Implementation grants from the Department of Water Resources totaling over \$7.6M to implement 12 water resource management projects in Monterey County (2010 and 2020). Received \$890K to assist disadvantaged communities implement drinking water and wastewater projects (2017). Also awarded over \$1.3M in planning grants for the region (2010 - 2016).

Various Projects, Burdick & Company, Auburn, CA. Consultant. Susan was a member of Burdick & Company consulting team. Work included program development, grant writing, project management and coordination, grant administration, and related support services for a wide variety of water resource management projects and programs in northern California.

Jake Yost

Drone FAA Pilot/Site Photography



Firm

- MNS Engineers, Inc.

Areas of Expertise

- Construction/field surveying
- Water/wastewater projects
- Transportation projects

Years of Experience

- 13

Licensing

- FAA Pilot License, No. 4647166

Certifications

- Certified Chairman, Joint Apprenticeship Committee (JAC)
- Erailsafe Train Certification
- Union Pacific Safety Certification
- CPR and First Aid
- Confined Space Awareness
- C2 Cal/OSHA Fall Protection

Mr. Yost has over 13 years of experience in the construction industry working on various transportation and water/wastewater projects. In 2022, Jake secured his Drone FAA Pilot's license, further enhancing our surveying capabilities. Prior to joining MNS, Jake worked for contractors where he developed his construction skill set in construction/field surveying, grade checking, testing installed pipelines, and asphalt replacement and rehabilitation. Having the knowledge from the construction contractor side will benefit him in his role as surveyor apprentice. His experience includes:

- US 101 High-Occupancy Vehicle Lane Project Study, Ventura County Transportation Commission, CA
- Los Carneros Road Realignment, City of Goleta, CA
- Tranquillon Mountain Road Improvements, Vandenberg Air Force Base, CA
- Quiet Zone Safety Engineering Measures on 65th, 66th, and 67th Streets, City of Emeryville, CA
- Sewer Main Replacement, Vandenberg Air Force Base, CA
- Twitchell Reservoir Aerial Mapping Project, Santa Maria Valley Water Conservation District, CA
- Cal Flats Solar Array Project, First Solar/Granite Industrial, CA
- Willow Springs Solar Facility, First Solar/California Compaction Corporation, CA

Patton Parkway/Del Monte Boulevard Extension Project, CA. *Journeyman.*

This project involved the preparation of plans, specifications, and estimates (PS&E) documents for a new roadway corridor to connect Imjin Parkway to Patton Parkway and to Del Monte Boulevard in the City of Marina. MNS provided full survey support for the project including base map for design and right-of-way (R/W) engineering services.

MNS set 14 aerial control and check panels for mapping of the 1.3-mile corridor. Aerial topographic mapping was supplemented with extensive ground surveying to locate all utilities in the area and detailed mapping of the three areas where the new road joins the existing three roadways. Preliminary title reports for nine parcels and the documents associated with each were obtained and reviewed to assist in the retracement of existing parcel lines and easements. The project control was based upon Caltrans District 5 survey control, and record maps for State Route 1 were used to retrace the highway portion of the project.

Mike Busby, PG, EIT GIS



Firm

- MNS Engineers, Inc.

Areas of Expertise

- GIS
- ArcGIS
- Water resources
- AutoCAD
- Well design and construction
- Borehole drilling
- Soil and soil vapor sampling
- Aquifer testing
- Water quality testing
- Report preparation

Years of Experience

- 13

Licensing

- Professional Geologist, CA No. 9180; AZ No. 58864

Education

- MS, Science Engineering, Specialization in Water Engineering, California Polytechnical State University, San Luis Obispo, CA
- BS, Geological Sciences, University of California, Santa Barbara, CA

Mr. Busby has more than 13 years of experience planning and providing on-site management for environmental and water resource projects. Mike's areas of specialization include oversight of borehole drilling, geophysical logging, zonal sampling, well design and construction, aquifer tests, and water quality sampling. He has also overseen well rehabilitation projects, soil and soil vapor sampling, well impact studies, and report and proposal preparation. His experience includes:

Engineering Services for GIS Data Management, Goleta West Sanitary District, CA. *Project Engineer.*

Responsibilities include updating and maintaining the City's Sanitary District Geographic Information Systems (GIS) database, correcting known inaccuracies, and adding new developments based on CAD files. The project included the creation of an atlas map book and wall map for the District.

Closed Circuit Television Inspection of Wastewater Collection Facilities, Goleta West Sanitary District, CA. *Project Engineer.*

Involved in the creation of a complete set of contract documents including GIS maps and opinion of probable cost to perform Closed Circuit Television (CCTV) Inspection of 183,000 linear feet of gravity sewer mains. The CCTV inspection will be completed in accordance with NASSCO's PACP standards. Mike developed detailed tables and atlas maps, created in ArcGIS, identifying pipe size, length, and pipe locations within easements.

Collection and Mapping of Groundwater, Surface Water, and Soil Samples, Multiple Projects Sites, AZ and CA. *Project Geologist.* These projects involved collecting groundwater samples from monitoring wells and production wells; surface water samples from lakes, streams, and stormwater runoff; and soil and soil vapor samples on numerous projects. Mike used ArcGIS to develop water and soil quality maps based on the sample data.

Santa Cruz Island Reserve On-Site Septic System Design, UCSB Natural Reserve System, CA. *Project Engineer.* Planned expansion of the Santa Cruz Island Reserve (SCIR) researcher and steward housing facilities require additional on-site wastewater treatment and disposal facilities. MNS evaluated the feasibility of constructing two new septic systems for the proposed housing units and conducted evaluation of soils at the sites to determine suitability for constructing new residential facilities.

Michael Ip, PE, QSD

Transportation Resources Engineer



Firm

- MNS Engineers, Inc.

Areas of Expertise

- Roadway, highway, and interchange design
- Transportation planning
- Traffic engineering
- Drainage and flood control facilities
- Construction and project management
- Caltrans

Years of Experience

- 28

Licensing

- Professional Civil Engineer, CA No. 43671

Certification

- Qualified SWPPP Developer, CA No. 43671

Education

- MS, Construction Management, University of California, Berkeley, CA
- BS, Civil Engineering, University of California, Irvine, CA

Affiliations

- American Council of Engineering Companies
- American Public Works Association
- American Society of Civil Engineers

Awards

- 2020 APWA Project of the Year, Thousand Oaks Boulevard Streetscape
- 2019 APWA Project of the Year, Westlake Boulevard (State Route 23) Sidewalk and Bicycle Lane Improvements Project
- 2017 APWA/ASCE Project of the Year, Donlon Road Realignment
- 2017 ACEC Engineering Excellence Merit, Colorado Esplanade
- 2012 APWA Project of the Year, California State University Channel Islands Entrance Road Improvements
- 2010 ACEC Engineering Excellence Merit, Fillmore Water Recycling
- 2010 APWA Project of the Year, Lewis Road (State Route 34) Widening State Segment
- 2007 APWA Project of the Year, Lewis Road Widening

Mr. Ip is a Principal Engineer with 28 years of experience specializing in the design and management of transportation facilities and capital improvement projects. Michael's technical experience includes all project phases, including project reports, planning, design, and construction management. His management experience includes oversight and direction of technical professionals, client liaison, quality control, subconsultant coordination, public outreach and resources allocation to ensure the timely delivery of project deliverables. At MNS, Michael serves as Principal Engineer and Project Manager specializing in transportation projects. His experience includes:

Mulholland Highway Improvements Design, City of Calabasas, CA. Project Manager. The City of Calabasas proposes to construct roadway and safety improvement on Mulholland Highway (MH), between Old Topanga Canyon Road (East) and the southern City limit approximately 2.7 miles in length. MH is the primary north-south road in the southwestern portion of the City, connecting unincorporated Los Angeles County in the south end and the City of Los Angeles on the north end. MH is a scenic road and a designated emergency route. It is primarily a two-lane road with left turn lanes at the approaches to intersections. Average daily traffic on MH is about 8,500 vehicles. MH serves as the primary route for multiple residential communities, schools, and recreational areas on MH. Scope of work includes developing a safe roadway facility, developing a roadway blending within the local environment and community, and public outreach and coordination with project stakeholders.

C Street Bicycle Facilities Installation, City of Oxnard, CA. Project Manager. This project will install bicycle facilities (Class II and III) on C Street from Hueneme Road to Gonzales Road. The project is primarily located along C Street. At the southerly end, the bike facility will be on Courtland Street from Hueneme Road to Canterbury Way. The project includes Class III bicycle facilities to close gaps on the following streets intersecting or adjacent to C Street: Hill Street from C Street to Novato Drive, Guava Street from C Street to East Hemlock Street, East Hemlock Street from Guava Street to Patterson Road, and G Street from Guava Street to Wooley Road. The project coordinates the proposed improvements with two City projects: Thin Maintenance Overlay Project Phase 2 and Bryce Canyon North and South Resurfacing Project. The project will provide approximately nine miles of bicycle facilities.

David Volz, RLA, LEED AP, QSD/QSP

Landscape Architect



Firm

- David Volz Design (DVD)

Areas of Expertise

- Landscape architecture design

Years of Experience

- 39

Licensing

- Registered Landscape Architect, CA No. 2375

Certification(s)

- LEED-Accredited Professional
- Qualified SWPPP Developer/Practitioner, CA No. 01176

Education

- BS, Landscape Architecture, California State Polytechnic University, Pomona, CA
- Graduate Studies, Computer Applications for Landscape Architecture, California State Polytechnic University, Pomona, CA

Mr. Volz has over 39 years of experience in the design of successful public landscapes, streetscapes and parks. He has managed public design projects including the master planning, design, and construction of municipal projects for more than 100 public agencies in California. Mr. Volz has a broad base of experience focused on the development process from inception through master plan development, construction document preparation, contract administration, and on-site inspection. His extensive knowledge of landscape materials and vegetation provides a solid foundation for commission and council reports for agencies he has served. He has comprehensive experience in storm water treatments, is a QSD/QSP, and is LEED-accredited. Serving in various capacities from principal-in-charge to designer, he has overseen scores of award-winning projects for public agencies throughout California. His experience includes:

Stanton Central Park, Stanton, CA. *Principal-in-Charge.* David worked with the client to determine goals, presented on multiple occasions to the community and council/commission, and served as quality control of other professionals responsible for delivering concept plans and construction documents.

Circle Park, Anaheim, CA. *Principal-in-Charge.* In a neighborhood where private yard space is non-existent, this project changed a street median island into an exciting social center. Neighborhood outreach resulted in several great inspirations for the park's design, and in the end, gave Circle Park a distinctive charm as a family-centered park.

Verdugo North Park Master Plan, Glendale, CA. *Principal-in-Charge.* The intent is to provide a safe and fun and all-inclusive play space along with new park buildings, a parking lot and community facilities, and other new improvements at this important and well-used park.

Two Pocket Parks, South Pasadena, CA. *Principal-in-Charge.* The Berkshire and Grevelia lots have been purchased and the neighborhood has given initial ideas for the conversion of these properties to pocket parks. David Volz Design will bring to life the exciting park facilities that the neighbors envisioned for their community.

Eric Sterling, RLA Landscape Architect



Firm

- David Volz Design (DVD)

Areas of Expertise

- Landscape architecture design

Years of Experience

- 25

Licensing

- Registered Landscape Architect, CA No. 5463

Education

- BS, Landscape Architecture, California State Polytechnic University, Pomona, CA

Mr. Sterling has 25 years of experience in landscape architecture working on projects for public agencies. Eric's design expertise ranges from recreational parks to streetscapes, school sites, as well as city design guidelines, various Disney parks, including many award-winning projects. A benefit to Eric's design ability is his attention to detail and his knowledge of playground design, the latest construction practices and materials, ADA accessibility concerns. He is a key figure at DVD in coordinating design development plans and carrying them through construction drawings. He is known for his ability to collaborate with a variety of clients, architects, engineers, and designers and to successfully manage projects from beginning to end.

Eric ensures adherence to established project schedules and cost agreements, and monitors production for delivery of the highest quality products to clients. He cooperates well with staff, clients, and agencies to create successful products and works closely with contractors during construction. He is typically responsible for plan checking to ensure the successful completion and delivery of projects. His experience includes:

Costa Mesa Sanitary District Headquarters, Costa Mesa Sanitary District, CA. *Landscape Architect.* This turf removal/water conservation project provides a boldly vibrant landscape design which incorporates native landscape. Outreach programs include waste reduction, composting, and mulching as well as water saving irrigation practices and landscape material selection.

Wolfson Park Expansion, City of Rancho Mirage, CA. *Landscape Architect.* Working with the city to deliver a design that meets the communities' expectations, the overall design needed to fit within the parks' existing Victorian style while accommodating new program features.

Reflection Park, City of Desert Hot Springs, CA. *Landscape Architect.* The new program includes ADA upgrades, benches, boulders and cobble, new native landscape and irrigation, a reflective monument sign, and a grid of California fan palms. The park will utilize energy efficient night lighting and no turf grass.

Angela Lee

Project Designer



Firm

- David Volz Design (DVD)

Areas of Expertise

- Landscape architecture design

Years of Experience

- 6

Education

- MLA, Landscape Architecture, University of Michigan, MI
- BS, Cinema-Television Critical Studies, University of Southern California, CA

Ms. Lee has experience in many aspects of the public landscape design process including conceptual planning, planting design, irrigation design, and community presentation techniques. Angela is extremely knowledgeable in drafting construction documents and understands what information contractors will need. Her abilities include her computer graphic skills, writing and composition, and an aptitude for tackling challenging tasks with timely completion of duties. Not only does Angela understand and work on the design and construction process, but she is excellent at analyzing data from DVD's community input charrette process to help form a common goal of what the community desires. Her experience includes:

Wayfinding Signage, City of Gardena, CA. *Project Designer.* DVD used GIS to visualize and analyze traffic patterns (road speeds, intersections, Average Daily Traffic (ADT), bike routes, ADA design standards, etc.) and city boundary/zoning information.

Costa Mesa Sanitary Headquarters, Costa Mesa Sanitary District, CA. *Project Designer.* A turf removal/water conservation project to provide a boldly vibrant landscape design which incorporates native landscape. These outreach programs include waste reduction, composting and mulching as well as water saving irrigation practices and landscape material selection.

White Oak Ridge, City of Orange, CA. *Project Designer.* The phased landscape renovation of White Oak Ridge will follow a landscape precedent previously established on Trails End Lane. The new landscape will utilize water-saving plants and water-efficient irrigation.

Berkshire and Grevelia Parks, City of South Pasadena, CA. *Project Designer.* The Berkshire and Grevelia lots were purchased and the neighborhood gave initial ideas for the conversion of these properties to pocket parks. DVD designed life back to the exciting park facilities that the neighbors envisioned for their community.

Laura Warner, RA

Architect



Firm

- CityWorks (CW)

Areas of Expertise

- Urban plans
- Architectural projects
- Graphic design
- Transportation and land design

Years of Experience

- 31

Licensing

- Professional Architect, CA No. 22632

Education

- BA, Architecture, University of California, Berkeley, CA

Affiliation(s)

- San Diego Architectural Foundation Executive Committee Member
- San Diego Architectural Foundation
- Orchids & Onions, 2018–2019, Program Chair
- Urban Land Institute, Member

Ms. Warner is a licensed architect and founding design partner of CW with more than 30 years of experience. Laura is passionate about how design can help people engage with each other and their environment, as well as catalyze economic development. Those designs range from urban plans to architectural projects to graphic design. She is passionate about the capacity of place making to increase civic engagement and improve quality of life. With more than 31 years of experience, she is skilled in helping urban areas be more sustainable through efficient use of land, transportation, energy, and water, as well as leveraging new technologies to benefit communities.

Laura led the design services for the Tehachapi Valley Recreation and Community Center with MNS. Another regionally significant project led by Laura, is development of site plans and building designs for the Pure Water Program's new Advanced Water Treatment Plant and upgrades to its North City Reclamation Plant for the City of San Diego. This work included a campus of buildings with a 56K square foot operations and maintenance building, six process buildings and one pump station. Her experience also includes:

Recreational Center—Site and Building Design, City of Tehachapi, CA. *Architect and Site Planning*

City of San Diego, Public Utilities Department Pure Water Program North City Advanced Water Treatment Plan CA. *Architecture and Site Planning.*

E Street Grade Separation Station Design, San Diego Association of Governments, CA. *Architect.*

MTS Retail Store Design, San Diego Association of Governments, CA. *Architect.*

Downtown Specific Plan, City of El Cajon, CA. *Architect.*

Open Space and Routes Design Guidelines, City of El Cajon, CA. *Architect.*

New STEM High School and Education Center, Riverside Unified School District and the University of California, Riverside, CA. *Architect.*

Catherine Smith, JD

Public Outreach



Firm

- CityWorks (CW)

Areas of Expertise

- Journalism
- Mediation
- Public involvement
- Marketing

Years of Experience

- 26

Education

- JD, University of San Diego, School of Law, CA
- BS, English, University of California, Berkeley, CA

Affiliation(s)

- IAP2 USA, Immediate Past President
- Strategic Partnership and Diversity, Equity and Inclusion Focus Areas
- SD Press Club, Member
- YMCA San Diego, International Committee Member
- San Diego Writers Ink, Member

Ms. Smith has more than 26 years of experience in public outreach. As founding Communications Partner of CW, Catherine leads the team for projects requiring inter-jurisdictional coordination, diverse stakeholder engagement and community partnerships to deliver collaborative, and needed solutions in increasingly more complex contexts. With a passion for improving communities, Catherine leads CW's communications team to constructively engage stakeholders during the planning and construction of infrastructure projects for land use, transportation, water, and energy.

In her career, Catherine has supported the City and County of San Diego, 12 cities in the San Diego region, SANDAG and its partners—Caltrans, MTS, and NCTD. In Riverside, she has led team for work with Riverside Unified School District; University of California, Irvine; Riverside County Transportation Commission; and the Main San Gabriel Basin Watermaster. Her expertise in journalism, mediation, public involvement, and marketing ensures messaging and communications are accurate, legally supported, and sensitive to political and community concerns. Her experience includes:

Land Use and Transit Integration Study, North County Transit District/IBI Group, CA. *Public Outreach.*

Ultimately, this study will be a foundation on which future decisions are made, so that single occupancy auto trips are reduced, transit ridership and active transportation is increased, and greenhouse gas reductions goals are met.

New STEM High School and Education Center, Riverside Unified School District and the University of California, Riverside, CA. *Public Outreach.*

Community engagement and information campaign.

Downtown Revitalization Planning, City of Del Mar, CA. *Public Outreach.*

Utilities Undergrounding Program—Customer Engagement, City of Del Mar, CA. *Public Outreach.*

B Appendix B. City Contract Comments

MNS reviewed the RFP and the City's Professional Services Agreement. We request our suggestions be considered by the City in an effort to reduce the amount of liability. Please contact us with any questions or concerns in regard to these changes. We are certain we can come to an acceptable agreement with the City in regard to the services agreement. Only portions with comments are provided in this section.

specified in the "Scope of Services" attached hereto as **Exhibit "A"** and incorporated herein by this reference, which services may be referred to herein as the "services" or "work" hereunder. As a material inducement for City to enter into this Agreement, Consultant represents and warrants that it has the qualifications, experience, and facilities necessary to properly perform the services required under this Agreement in a thorough, competent, and professional manner, it meets all local, state, and federal requirements in performing the services, and it is experienced in performing the work and services contemplated herein. Consultant shall at all times faithfully, competently, and to the best of its ability, experience, and talent, perform all services described herein. Consultant covenants that it shall follow ~~the highest~~ professional standards in performing the work and services required hereunder and that all materials will be of good quality, fit for the purpose intended. ~~For purposes of this Agreement, the phrase "highest professional standards" shall mean those standards of practice recognized by one or more first-class firms performing similar work under similar circumstances.~~

pg. 2

ordinarily accepted

1.3 Compliance with Law.

pg. 2

at all times, exercise standard of care to

Consultant shall keep itself informed concerning, and shall render all services hereunder in accordance with, all ordinances, resolutions, statutes, rules, and regulations of the City and any federal, state, or local governmental entity having jurisdiction in effect at the time service is rendered.

5.1 Insurance Coverages.

pg. 8

The Consultant shall procure and maintain, at its sole cost and expense, in a form and content satisfactory to City, during the entire term of this Agreement including any extension thereof, the following policies of insurance which shall cover all elected and appointed officers, employees, and agents of City:

(a) ~~Comprehensive~~ ^{Commercial} General Liability Insurance (Occurrence Form CG0001 or equivalent). A policy of ~~comprehensive~~ ^{Commercial} general liability insurance written on a per occurrence basis for bodily injury, personal injury, and property damage. The policy of insurance shall be in an amount not less than \$1,000,000.00 per occurrence or if a general aggregate limit is used, then the general aggregate limit shall be twice the occurrence limit.

(d) ^{limited} Professional Liability. Professional liability insurance appropriate to the Consultant's profession. This coverage may be written on a "claims made" basis, and must include coverage for contractual liability. The professional liability insurance required by this Agreement must be ~~endorsed to be~~ applicable to claims based upon, arising out of, or related to services performed under this Agreement. The insurance must be maintained for at least 5 consecutive years following the completion of Consultant's services or the termination of this Agreement. During this additional 5-year period, Consultant shall annually and upon request of the City submit written evidence of this continuous coverage.

pg. 9

subject to
availability
(commercially)

5.2 General Insurance Requirements.

pg. 9

All of the above policies of insurance shall be primary insurance and shall name the City, its elected and appointed officers, employees, and agents as additional insureds, and any insurance maintained by City or its officers, employees, ~~or agents~~ shall apply in excess of, and not contribute with, Consultant's insurance. The insurer is deemed hereof to waive all rights of subrogation and contribution it may have against the City, its officers, employees, ~~and agents~~ and their respective insurers. The insurance policy must specify that where the primary insured does not satisfy the self-insured retention, any additional insured may satisfy the self-insured retention. All of said policies of insurance shall provide that said insurance may not be amended or cancelled by the insurer or any Party hereto without providing thirty (30) days prior written notice by ^{first class US} ~~certified mail return receipt requested~~ to the City. In the event any of said policies of insurance are cancelled, the Consultant shall, prior to the cancellation date, submit new evidence of insurance in conformance with Section 5.1 to the Contract Officer. No work or services under this Agreement shall commence until the Consultant has provided the City with Certificates of Insurance or appropriate insurance binders evidencing the above insurance coverages and said Certificates of Insurance or binders are approved by the City. City reserves the right to inspect complete, certified copies of all required insurance policies at any time. ~~Any failure to comply with the reporting or other provisions of the policies including breaches or warranties shall not affect coverage provided to City.~~

EXCEPT for
cancellation
for non-
payment of
premium,
a 10-day
notice of
cancellation
shall apply.

City, its respective elected and appointed officers, directors, officials, employees, ~~agents~~ and volunteers are to be covered as additional insureds as respects: liability arising out of activities Consultant performs; products and completed operations of Consultant; premises owned, occupied or used by Consultant; or automobiles owned, leased, hired or borrowed by Consultant. The coverage shall contain no special

Any deductibles or self-insured retentions must be declared to and approved by City. At the option of City, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects City or its respective elected or appointed officers, officials, employees and volunteers or the Consultant shall procure a bond guaranteeing payment of losses and related investigations, claim administration, defense expenses and claims. The Consultant agrees that the requirement to provide insurance shall not be construed as limiting in any way the extent to which the Consultant may be held responsible for the payment of damages to any persons or property resulting from the Consultant's activities or the activities of any person or persons for which the Consultant is otherwise responsible ~~nor shall it limit the Consultant's indemnification liabilities as provided in Section 5.3.~~

In the event the Consultant subcontracts any portion of the work in compliance with Section 4.5 of this Agreement, the contract between the Consultant and such subcontractor shall require the subcontractor to maintain the same policies of insurance that the Consultant is required to maintain pursuant to Section 5.1, and such certificates and endorsements shall be provided to City.

5.3 Indemnification.

To the full extent permitted by law, Consultant agrees to indemnify, defend, and hold harmless the City, its officers, employees ~~and agents~~ ("Indemnified Parties") against any and all actions, either judicial, administrative, arbitration or regulatory claims, damages to persons or property, losses, costs, penalties, obligations, errors, omissions or liabilities whether actual or threatened (herein "claims or liabilities") that may be asserted or claimed by any person, firm or entity arising out of or in connection with the negligent performance of the work, operations, or activities provided herein of Consultant, its officers, employees, agents, subcontractors, or invitees, or any individual or entity for which Consultant is legally liable ("indemnitors"), arising from Consultant's reckless or willful misconduct, or arising from Consultant's or indemnitors' negligent performance of or failure to perform any term, provision, covenant, or condition of this Agreement, and in connection therewith:

(a) Consultant will defend any action or actions filed in connection with any of said claims or liabilities and will pay all costs and expenses, including legal costs and attorneys' fees incurred in connection therewith;

(b) Consultant will promptly pay any judgment rendered against the City, its officers, ~~agents~~, or employees for any such claims or liabilities arising out of or in connection with the negligent performance of or failure to perform such work, operations or activities of Consultant hereunder; and Consultant agrees to save and hold the City, its officers, ~~agents~~, and employees harmless therefrom;

(c) In the event the City, its officers, ~~agents~~ or employees is made a party to any action or proceeding filed or prosecuted against Consultant for such damages or other claims arising out of or in connection with the negligent performance of or failure to perform the work, operation or activities of Consultant hereunder, Consultant agrees to pay to ~~the City, its officers, agents, or employees, any and all~~ ^{or reimburse} costs and expenses incurred by the City, its officers, ~~agents~~, or employees in such ^{proportionate} action or proceeding, including but not limited to, legal costs and attorneys' fees. ^{reasonable}

Consultant shall incorporate similar, indemnity agreements with its subcontractors and if it fails to do so Consultant shall be fully responsible to indemnify City hereunder therefore, and failure of City to monitor compliance with these provisions shall not be a waiver hereof. This indemnification includes claims or liabilities arising from any negligent or wrongful act, error or omission, or reckless or willful misconduct of Consultant in the performance of professional services hereunder. The provisions of this Section do not apply to claims or liabilities occurring as a result of City's ~~sole~~ negligence or willful acts or omissions, but, to the fullest extent permitted by law, shall apply to claims and liabilities resulting in part from City's negligence, except that design professionals' indemnity hereunder shall be limited to claims and liabilities ^{to the extent} arising out of the negligence, recklessness, or willful misconduct of the design professional. The indemnity obligation shall be binding on successors and assigns of Consultant and shall survive termination of this Agreement. ^{as made effective 1/1/2018}

Notwithstanding the foregoing, to the extent that the Consultant's services are subject to California Civil Code Section 2782.8, the above indemnity, including the cost to defend, shall be limited to the extent required by Civil Code Section 2782.8. ^{as made effective 1/1/2018}

5.4 Sufficiency of Insurer or Surety.

Insurance required by this Agreement shall be ^{"A-"} satisfactory only if issued by companies qualified to do business in California, rated ^{"A"} or better in the most recent edition of Best Rating Guide, The Key Rating Guide or in the Federal Register, and only if they are of a financial category Class VII or better, unless such requirements are waived by the Risk Manager of the City ("Risk Manager") due to unique circumstances. If this Agreement continues for more than 3 years duration, or in the event the Risk Manager determines that the work or services to be performed under this Agreement creates an increased or decreased risk of loss to the City, the Consultant agrees that the minimum limits of the insurance policies may be changed accordingly upon receipt of written notice from the Risk Manager Consultant.