

MEETING DATE: 7/13/09

AGENDA ITEM: Approval of Professional Services Agreements with
AAE Inc., APD Consultants, CivilSource, E.W.
Moon, Kimley-Horn and Associates, KOA
Corporation/CBM Consultants, Paller-Roberts
Engineering, Inc., Psomas and Willdan for General
Civil Engineering Services and GK Consultants
and Nickerson Company for Construction
Management and Inspection Services

ATTACHMENTS

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Qualifications, Education, Technical Training and Resumes of Staff

Advanced Applied Engineering, Inc. (AAE) is a leader in providing multi-disciplinary municipal engineering and related services to cities throughout Southern California. For over 15 years, we at AAE have specialized in serving cities, and have earned a reputation for outstanding quality and client service.

AAE provides engineering services only to cities and government agencies

The AAE team of professionals knows and understands the needs of the City of Culver City because every member of our team has extensive experience working in cities. In addition we have been providing identical services to numerous cities for the past fifteen (15) years. Because of that expertise, we are unsurpassed in our ability to streamline complex projects, which results in more efficient use of funds and resources, saving our cities valuable time and money.

Since 1994, AAE has been providing multi-disciplinary engineering services to cities throughout Southern California including Plans, Specifications and Estimates (PS&E) for a wide variety of projects such as:

- Street and Roadway Projects
- Water Line, Sewer and Storm Drains
- Park Facilities
- Parking Lots
- Public Facilities

Within the past year, AAE has completed numerous types of projects, including the ones listed to the left.

AAE has an aggressive, comprehensive quality control program which includes:

- Designating one team member as main contact on the project for each client city to ensure that the client's needs are met.
- Organized QA/QC committees in each office to spearhead any issues, develop recommendations, and implement solutions specific to each project.
- Weekly meetings with all program managers and a firm principal to identify any issues and assign additional resources as needed.
- Triple check of all submittals and estimates including construction quantities for accuracy and constructability review.

AAE is a mid-sized engineering consulting firm with 70 employees and is incorporated under the laws of the State of California. The corporate office is located at: 1815 E. Heim Avenue, Suite 100, Orange, CA 92865, (714) 940-0100. Visit us on the web at www.aaeinc.com. AAE has branch offices in Montebello at 1493 N. Montebello Blvd., Ste 203, Montebello, CA 90640, (323) 838-8505; Diamond Bar at 660 N. Diamond Bar Blvd., Ste 100, Diamond Bar, CA 91765, (909) 895-8800 and Brea at 145 S. State College Blvd, Suite 350, Brea, CA 92821, (626) 657-7000.

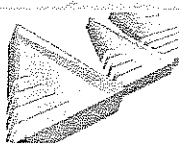
AAE is certified by the State of California as a Small Business Enterprise.

Our Vision

AAE's vision is to be the leader in municipal services through emphasis on integrity, quality and professionalism, while creating a rewarding work environment for our employees.

Our Mission

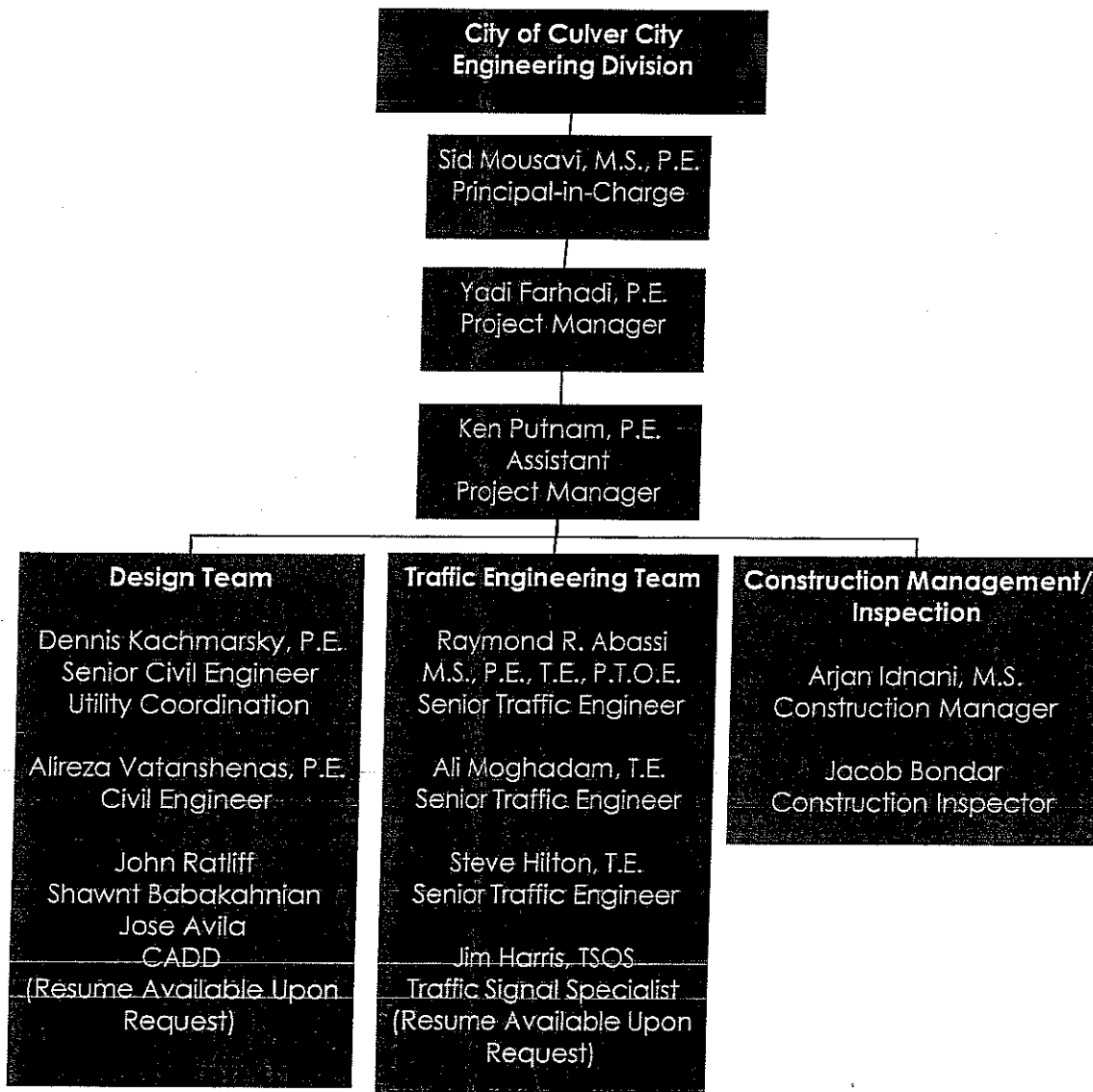
Our mission at AAE is to earn the respect and confidence of our clients by providing the highest standard of professional municipal services that ultimately contribute to the



Team Organization

AAE's team is listed in the organization chart below. We have assigned Yadi Farhadi, P.E. as the Project Manager. Mr. Farhadi will provide day to day management and supervision of our team and the project. The Project Manager will be supported by Ken Putnam, P.E.. As the Assistant Project Manager, Mr. Putnam will provide supervision to the design team and serve as a back up to the Project Manager.

*In all, our
assigned team
has over 200
years of
engineering
experience.*



Experience, Record of Success and References

Whittier Boulevard Revitalization - City of Montebello

In an effort to improve the downtown business district, the City of Montebello undertook a project to fully revitalize Whittier Boulevard in the heart of downtown Montebello. The work consisted of constructing full width decorative sidewalks; installation of new decorative street lights; traffic signal design; an irrigation system; landscaping and street furniture; reconstruction of curb and gutter; driveway approaches; and asphalt concrete pavement, construction of storm drain system and relocation of utilities and reconstruction of City owned parking lots. The project was funded primarily through Section 108; the remainder was funded through City RDA funds.

Specific services included:

- Project Management
- Civil Engineering Design
- Traffic Engineering Design
- Construction Management and Inspection
- Community Outreach (Provided by Avant-Garde)
- Labor Compliance (Provided by Avant-Garde)
- Landscape Design (Provided by Withers, Sandgren & Smith)

Client Contact:

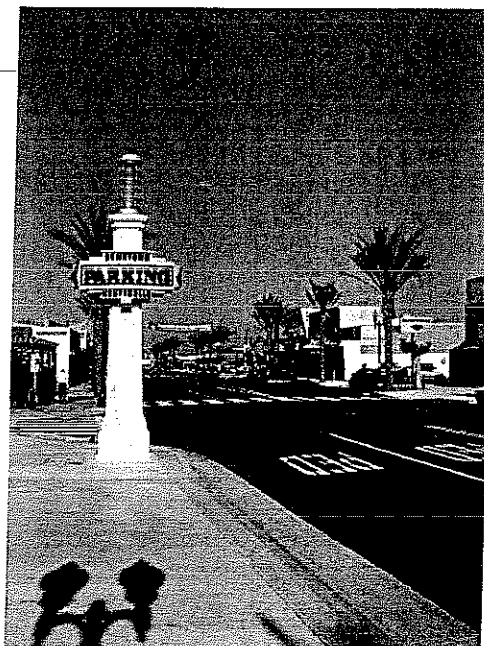
Richard Torres, City Administrator
City of Montebello
1600 W. Beverly Boulevard
Montebello, CA 90640
323.887.1363

AAE Team

Yadi Farhadi, P.E.
Ken Putnam, P.E.
Dennis Kachmarsky, P.E.
Alireza Vatanshenas, P.E.
John Ratliff
Shawnt Babakahnian

Completion Date:
Summer 2007

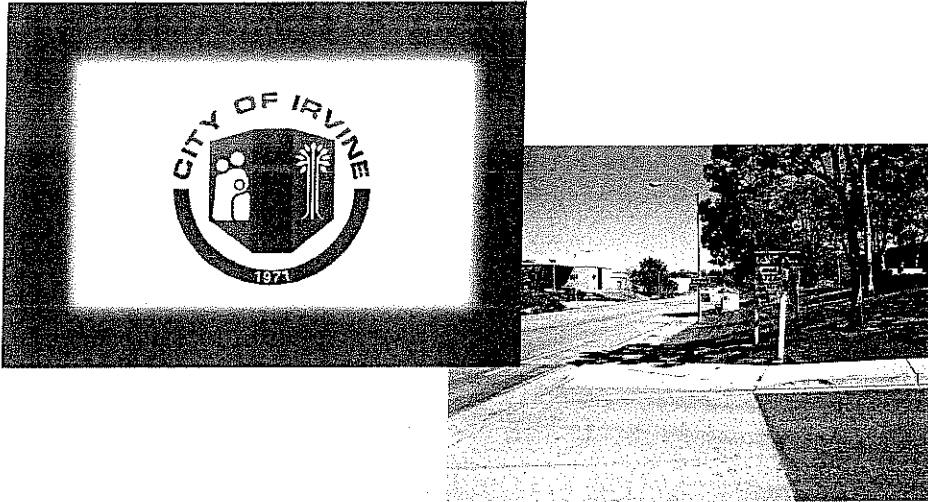
Project Cost:
\$10,000,000 Approx.





Street Rehabilitation (Various Streets) - City of Irvine

AAE provided final preparation of engineering design documents, plans, specifications and cost estimates for the rehabilitation of University Drive, Culver Drive, Toledo Way and Rockfield Boulevard. The scope of work also included: Utility Notification, Curb-ramp design, Sidewalk/Driveway repairs and Signing and Striping design.



Client Contact:
Kirk Streets, Senior Project Manager
City of Irvine
1 Civic Center Plaza
P.O. Box 19575
Irvine, CA 92623-9575
949.724.7554

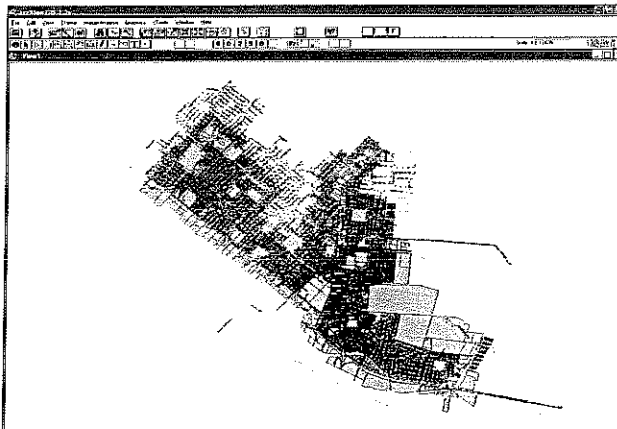
AAE Team
Yadi Farhadi, P.E.
Ken Putnam, P.E.
Dennis Kachmarsky, P.E.
Alireza Vatanashenas, P.E.
John Ratliff
Shawnt Babakahnian
Steve Hilton, T.E.

Completion Date:
Spring 2006
Project Cost:
\$2,400,000 (approx. per street)

Sewer System 5 Year CIP - City of La Puente

The City's sewer system is over 55 years old and consists of almost 64 miles of mostly Vitrified Clay Pipes (VCP). AAE developed a Sewer Master Plan including GIS updates, and set a five year Sewer Capital Improvement Plan.

Over the next five years the project will redesign, repair and/or replace any areas that are damaged or are capacity deficient. The first two segments have been completed. The remaining segments are scheduled to be completed by 2012.



Client Contact:
Gregg Yamachika, Assistant City Manager
City of La Puente
15900 Main Street
La Puente, CA 91744
626.855.1500

AAE Team
Yadi Farhadi, P.E.
Ken Putnam, P.E.
Joe Boada, M.S.
John Ratliff
Shawnt Babakahnian

Completion Date:
2011 (Estimated)

Project Cost:
\$12,000,000 Approx.

Ford Park Improvement Project - City of Bell Gardens

AAE provided multi-disciplinary Engineering Services for the multi-million dollar renovation that improved the soccer and baseball fields. Major improvements were implemented throughout 16 acres of park including demolition of the existing soccer and baseball fields, construction of three lighted soccer fields and two baseball fields, a new irrigation system, installation of natural grass and synthetic turf, new restrooms, a food concession stand, fencing, lighting, shaded spectator areas, landscaped pedestrian walkways, picnic tables, and installation of new trees.

Specific services included:

- Civil Engineering Design
- Grading and Site Design
- Program Management
- Construction Management and Inspection
- Funding Administration (Provided by Avant-Garde)

Client Contact:

John Oropeza, Director, Public Works
City of Bell Gardens
7100 S. Garfield Avenue
Bell Gardens, CA 90201
562.806.7770

AAE Team

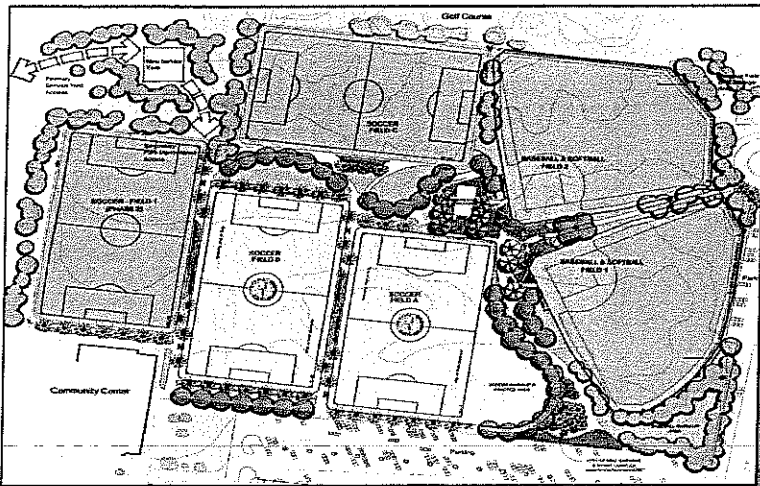
Yadi Farhadi, P.E.
Ken Putnam, P.E.
Dennis Kachmarsky, P.E.
Alireza Vatanshenas, P.E.
John Ratliff
Shawn Babakahnian

Completion Date:

Spring 2007

Project Cost:

\$10,600,000





Ability to Respond in a Timely Manner

AAE prides itself on providing responsive and timely services to all of our clients. To ensure that all projects move forward without delay, AAE conducts bi-weekly project status meetings with all project staff and firm principals. The meeting serves as an extra control to keep projects on schedule.

Our engineering team has established a track record of meeting and exceeding tight schedules. Recent examples include:

SR 60/Redlands Boulevard Interchange for the City of Moreno Valley - AAE delivered PS&E for a new on/off ramp, drainage improvements and new traffic signal ahead of schedule.

Maywood Park Aquatic Center for the City of Maywood - AAE provided a full range of services including; PS&E, Funding Administration, Construction Management and Construction Inspection for a new pool, aquatic center and playground at the Maywood City Park. Our staff was able to take the whole project from inception through construction in a year. Once completed the Project was awarded Project of the Year 2008 by the American Public Works Association.

On a regular basis AAE delivers projects ahead of schedule



Fee Schedule

AAE's Hourly Rates are as follows:

Principal in Charge	\$185	Program Management	
Civil Engineering		Project Director	\$145
Project Manager	\$140	Program Manager	\$125
Geo-Technical Engineer	\$140	Program Supervisor	\$105
Senior Engineer	\$120	Sr. Program Coordinator	\$100
Plan Checker	\$95	Program Coordinator	\$85
Engineering Associate	\$85	Program Assistant	\$66
Engineering Assistant	\$75		
Engineering Technician	\$70	Municipal Engineering Support	
CAD Manager	\$100	City Engineer	\$125
CAD Operator	\$70	City Traffic Engineer	\$125
Traffic Engineering		Deputy Engineer	\$115
Principal Engineer	\$140	Dep. City Traffic Engineer	\$115
Senior Traffic Engineer	\$120	Engineering Manager	\$95
Traffic Engineer	\$110	Plan Checker	\$95
Plan Checker	\$95	Public Relations	
Engineering Associate	\$90	PR Project Principal	\$140
Engineering Assistant	\$75	PR Project Manager	\$120
Engineering Technician	\$70	PR Coordinator	\$80
CAD Manager	\$100	PR Assistant	\$65
CAD Operator	\$70	Graphic Designer	\$99
Transit Planner	\$99	Market Research Coordinator	\$85
Surveying		Market Research Assistant	\$65
Surveyor Party Chief	\$175	Media Relations Manager	\$135
Survey Crew - 2 person	\$225	Web Programming	\$105
Survey Crew - 3 person	\$275	Illustration	\$105
Survey Analyst	\$90	Building & Safety	
Plan Checker (Subdivision & Survey)	\$95	Building Official	\$155
Construction Management		Plan Check Engineer	\$140
Construction Manager	\$120	Senior Building Inspector	\$89
Resident Engineer	\$120	Building Inspector	\$75
Scheduler/Controller	\$95	Technician	\$45
Senior Inspector	\$75	Clerical	
Inspector	\$65	Organizer/Supervisor	\$63
Technician	\$55	Clerk Typist	\$50
Other Charges			
Delivery	\$65		
Mileage	\$0.60/Mile		
Travel	Cost + 15%		
Reimbursements	Cost + 15%		

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APD CONSULTANTS, INC.

June 15, 2009

Mr. Hong Wang
Senior Civil Engineer
CITY OF CULVER CITY
Engineering Division; 2nd Floor
9770 Culver Blvd.
Culver City, CA 90232

Re: Statement of Qualifications for General Civil Engineering Services

Dear Mr. Wang:

APD Consultants, Inc. (APD) is very pleased to provide the firm's Statement of Qualifications (SOQ) for the approved list of Fiscal Year 2009/2010 and proposed list of 2010/2011 to support the Capital Improvement Program. APD, an active S-Corporation firm licensed to operate in the State of California, is a certified Small Business Enterprise (**SBE**) company with the State of California, Department of General Services, and with a coalition of Southern California public agencies.

Currently, APD is on the On-Call Construction Management Services list in the City of Culver City, and on the General Civil Engineering and Construction Management Services lists in the City of Lake Forest, City of Corona, City of Yucaipa, and the County of Orange. APD is working with different public agencies and has the experience and personnel to accomplish the work in a timely manner and on budget.

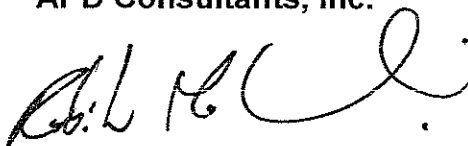
APD Consultants, Inc. (APD) has no exception to or deviations from the requirements of the City of Culver City's Form of Agreement and to its terms and conditions.

APD has no projects that were terminated with any public agency or private developer in the last three years.

Should you need any further information, please call APD directly at (949) 336-6336, or at my cell phone (714)488-2240.

Sincerely,

APD Consultants, Inc.



Robbie Mahmood, P.E.
Principal

Qualifications & Relevant Experience

APD Consultants, Inc. (APD) is a civil engineering firm providing consulting services for public and private sector clients in Southern California. APD is a certified Small Business Enterprise (SBE) company with the State of California, Department of General Services, and with a coalition of Southern California Public Agencies. APD provides extensive experience in preparation of street, sewer, water and storm drain plans, preparation of specifications and cost estimates, plan check consulting, on-call services, hydrologic and hydraulic analysis, water quality management, construction management and inspection services.

Primary softwares that APD use are AutoCAD 2007, AutoDesk Land Desktop, HEC-2, HEC-RAS, Civil Design, WSPG, Flow Master, Retainpro, MS Project, MS Office and Adobe Photoshop.

Summary of Relevant Experience:

1- Cranks Road Sewer, City of Culver City

APD Consultants, Inc. (APD) was selected by the City of Culver City to prepare plans, Specifications, and Estimates (PS&E) for the construction of sewer line on Cranks Road in the City of Culver City. Responsibilities included utility research and coordination with utility agencies and Caltrans.

Construction Manager: Robbie Mahmood, P.E.,
Client Contact: Lee Torres, Project Manager
City of Culver City, (310) 253-5623
Year Completed: 2008

2- Sewer Replacement Projects – City Wide, City of Culver City

APD has been retained by the City of Culver City to provide Construction Management and Inspection services for replacing sewer lines in ten (10) streets in the City. The work consists of removing the existing 8", 10" and 12" VCP and constructing a new 8", 10" and 12" PVC sewer main along various streets. The scope of work also includes, but not limited to, the construction of house laterals, manholes, roadway pavement, sidewalk, curb and gutter, and replacement of traffic pavement markings.

Construction Manager: Robbie Mahmood, P.E.,
Client Contact: Lee Torres, Project Manager
City of Culver City, (310) 253-5623
Year Completed: 2007

3- Fire Station #3, City of Culver City

The scope was to provide the necessary fiber optic communication system to the new Fire Station #3 at 6030 Bristol Parkway. New fiber optic cable and 3" PVC conduits were installed from Fire Station #3 site to the location at Overland Avenue and Sawtelle Boulevard. The design included the installation of pull boxes and splice boxes. Installation of the new 3" PVC conduit was by directional boring.

Construction Manager: Robbie Mahmood, P.E.,
Client Contact: Andy O'Connell, Senior Civil Engineer
City of Culver City, (310) 253-5606
Year Completed: 2008

4- Construction Inspection Services for 2007 Residential Overlay Project, City of Culver City

The City of Culver City has undertaken this project to upgrade the residential pavement on 18 different street segments located within the City limits. Construction items include but are not limited to grinding existing pavement and overlaying with new asphalt concrete pavement, placing full depth patches, installation of paving fabric, replacement of traffic loops, re-stripping, replacement of pavement markings and raised pavement markers.

Project Manager: Robbie Mahmood, P.E.,
Client Contact: Sammy Romo, Project Manager
City of Culver City, (310) 253-5619
Year Completed: 2008

5- Bristol Sewer Pump Station Site Improvement Project, City of Culver City

APD has been retained by the City of Culver City to prepare construction documents, specifications and construction engineer's estimate for the improvement of Bristol Sewer Pump Station site. The work consists of conducting topographic survey services, removing existing asphalt pavement and chain link fence, and construction of concrete pavement, concrete block walls, wrought iron fence, sliding gate, paver blocks over the existing force main line, concrete swales, on-site grading, in addition to preparation of Local Stormwater Prevention Pollution Plan and temporary erosion control measures.

Project Manager: Robbie Mahmood, P.E.,
Client Contact: Mate Gaspar, P.E. Engineering Services Manager
City of Culver City, (310) 253-5602
Year Completed: In-Progress

6- Braddock Sewer Pump Station Site Improvement Project, City of Culver City

APD is on the consultant team to prepare construction documents, specifications and construction engineer's estimate for the improvement of Braddock Sewer Pump Station site. APD's work consists of conducting topographic survey services, removing existing concrete pavement, and construction of new concrete pavement, concrete block walls, sliding gate, design of new sewer lines and abandoning existing lines and manholes, in addition to preparation of on-site grading and traffic control plans.

APD Project Manager: Robbie Mahmood, P.E.,
Client Contact: Andy O'Connell, Senior Civil Engineer
City of Culver City, (310) 253-5606
Year Completed: In-Progress

7- Topographic Survey Services for Baldwin Avenue, City of Culver City

APD Consultants, Inc. (APD) conducted ground survey services for Baldwin Avenue, between the intersection of Braddock Drive and Farragut Drive., with the Survey limits being from back of walk to back of walk for the length of the project. Topographic Survey of the existing paved surface was provided at 50-foot intervals. The Survey also located all existing features such as drainage structures, fire hydrants, utility facilities, meters, vaults, signs, street lights, storm drain systems, curb returns, wheelchair ramps, sidewalks, driveways and approaches, tops & bottoms of driveway "x", cross-gutters, trees, fences, retaining curbs, and utility poles within the existing Right of Way.

Construction Manager: Robbie Mahmood, P.E.,
Client Contact: Lee Torres, Project Manager
City of Culver City, (310) 253-5623
Year Completed: 2009

8- Lake Forest Drive Resurfacing Project, City of Lake Forest

The Lake Forest Drive Resurfacing Project is funded with Proposition 1B funds. The project limits were as follows: Lake forest Drive between Toledo Way and Muirlands Boulevard (both directions) and east bound Lake Forest Drive between Fernleaf Drive and Dimension Drive. The project involved pavement resurfacing using rubberized asphalt, adding a median curb between Muirlands Blvd. and Overlake Drive, removal and replacement of damaged asphalt pavement, coldmilling, adjusting manholes, water valve covers and survey monuments to grade, restoration of loop detectors, in addition to preparation of Specifications and Engineer's Cost Estimate.

Project Manager: Robbie Mahmood, P.E.
Client Contact: Luis Estevez, M.P.A., Public Works Manager
City of Lake Forest (949) 461-3485

Year Completed: 2009

9- Yucaipa Boulevard Widening Improvements, City of Yucaipa

The scope of work was to provide civil design services along Yucaipa Boulevard from I-10 Freeway, at Avenue E, to 15th Street intersection. Scope included topographic ground survey, utility coordination, two traffic signal installations, preparation of street improvement plans, preparation of necessary right-of-way documentation, slope easement documentations, signing, striping plans, traffic control and/or detour plans, design of retaining walls, preparation of specifications, engineering cost estimates, and "as built" drawings.

Project Manager: Robbie Mahmood, P.E.

Client Contact: Bill Hemsley, P.E. Director of Public Works/ City Engineer
City of Yucaipa, (909) 797-2489 Ext. 253

Year Completed: In-Progress

10- 2007/08 CDBG Street Improvements, School Street, Frontage Road, and Merrill Street. City of Corona

The scope of work was to prepare street improvement plans, striping plans, and street lighting plans on School Street, Frontage Road and Merrill Street. APD prepared plans showing cross sections at 25' intervals in addition to preparation of cost estimate and bid schedule. APD investigated the site and identified damaged asphalt, curbs & gutters, and curb ramps for removal and replacement within the location/limits corresponding with the relevant streets.

Project Manager: Robbie Mahmood, P.E.

Client Contact: Bijan Yazdani, P.E. Project Manager
City of Corona, (951) 279-3676

Year Completed: 2008

11- Sleepy Hollow Sewer Replacement Project, Irvine Ranch Water District

The scope of work was to prepare improvement plans for rehabilitation of the exposed 10" VCP sewer line in Serrano Creek by Sleepy Hollow Terrace in the City of Lake Forest. APD conducted survey services and prepared plans showing limits of concrete encasement needed beyond the banks of the creek, in addition to typical sections showing limits of encasement under the creek flow line, and reinforcement details. APD has also prepared quantity takeoffs and Engineer's Estimate of Probable Construction Cost.

Project Manager: Robbie Mahmood, P.E.

Client Contact: Luminita Popescu, Project Manager
Irvine Ranch Water District, (949) 453-5787

Year Completed: 2009

12- Oak Glen Road Widening Improvements, City of Yucaipa

This project is funded by the Route-To-School program. The scope of work was to provide a topographic ground survey, utility coordination, preparation of street improvements plans which included design of sidewalks and curb ramps, street widening, traffic signal design, preparation of necessary right-of-way documentation, signing and striping plans, traffic control and detour plans, specifications, engineering cost estimates, and "as built" drawings for the section of Oak Glen Road between 5th Street and Bryant Street intersections. The scope also included the preparation of Traffic Signal Modifications Plans for the intersection of Oak Glen Road and Stonewood Street and Traffic Signal Design Plans for the intersection of Oak Glen Road and Sunnyside Street.

Project Manager: Robbie Mahmood, P.E.
Client Contact: Mike Seal, Project Manager
City of Yucaipa, (909) 797-2489 Ext. 252
Year Completed: 2009

13- Chase Drive, Phase III Street Improvements, City of Corona

Project included widening Chase Drive from Garrettson Avenue to Sonrisa Drive. Improvements included pavement design, addition of biofilter swales, replacement of existing driveways, and construction of new curbs and gutters, curb ramps, driveways, storm drain system, relocation of existing electrical poles and design of meandering 8' wide bike path.

Project Manager: Robbie Mahmood, P.E.
Client Contact: Clint Herrera, P.E. Senior Civil Engineer
City of Corona, (951) 739 – 4888
Year Completed: In-Progress

14- Yucaipa Boulevard Widening And Chicken Springs Wash Improvements Between 2nd Street and 4th Street, City of Yucaipa

This project was funded by CDBG. The scope of work was to prepare street improvements plans for the widening of Yucaipa Boulevard between 2nd and 3rd Streets and widening 3rd and 4th Streets at Chicken Springs Wash crossings. The scope also included the design of sidewalks and curb ramps, street widening, preparation of necessary right-of-way documentation, hydrology and hydraulic analysis and design of storm drain pipes and energy dissipaters, grouted rip-raps, retaining walls, flood walls, preparations of specifications to comply with CDBG criteria, and engineering cost estimates.

Project Manager: Robbie Mahmood, P.E.
Client Contact: Michael Seal, Project Manager
City of Yucaipa, (909) 797-2489 Ext. 252
Year Completed: 2008

15- Taber Road Improvements, City of Corona

The scope of work is to prepare construction plan and construction cost estimate and bid schedule for street improvements for approximately 1,750 linear feet of curb & gutter and sidewalk, drainage mitigation, restriping to accommodate design and bike lane on the east side of Taber Road, beginning approximately 450 feet southeast of Campton Avenue to approximately 325 feet south of Monif Circle.

Project Manager: Robbie Mahmood, P.E.
Client Contact: Clint Herrera., P.E., Senior Civil Engineer
City of Corona, (951) 739 – 4888
Year Completed: 2009

16- Corona Medical Center, City of Corona

The scope of work include widening of Main Street, 9th Street, 10th Street, and Ramona Avenue, and design of storm drain pipes on Main Street, in addition to topographic survey services, preparation of final map and right-of-way documentation, design and analysis of sewer and water lines, preparation of grading, erosion control, demolition, signing and striping, traffic control, street lighting, and water quality plans.

Project Manager: Robbie Mahmood, P.E.
Client Contact: Eric Othman, Project Manager
USS CAL BUILDERS, INC. (714) 715-2860
Year Completed: In-Progress

17- California State University, Los Angeles

APD is on the **Design/Build** team for the demolition of existing buildings and construction of new buildings at the Corporation Yard and at the Public Safety sites. The scope include design of parking lots, preparation of sewer, water, grading and drainage plans, SWPPP and SUSMP reports, and erosion control plans. APD's scope is to provide topographic and construction staking survey services, construction administration support, preparation of As-Built drawings, respond to contractor's RFI's, and coordination with California State University officials.

Project Manager: Robbie Mahmood, P.E.
Client Contact: Sheri Philips, Project Manager
USS CAL BUILDERS, INC. (760) 583-8517
Year Completed: In-Progress

18- Kaiser Permanente Health Center, Diamond Bar

APD Consultants, Inc. (APD) has been retained by the Architect (WBSA) to prepare precise grading and drainage, sewer, water, erosion control and area drain plans, in addition to preparation of hydrology and hydraulic analysis, SWPPP and SUSMP reports. The development in this six acre

site include medical office buildings and parking lots located south of Copley Drive and east of Bridge Gate Drive in the City of Diamond Bar.

Project Manager: Robbie Mahmood, P.E.,
Client Contact: Michael Swain, AIA, Principal
WBSA Architects, (949) 552-2061
Year Completed: 2007

19- Lakewood Blvd./Stearns Street, City of Long Beach

APD has been retained by A & E Development for widening Stearns Street at the intersection with Lakewood Blvd. in addition to removing and replacing the asphalt at Lakewood Blvd. Plaza. The improvements included modification of traffic signals, signing and striping, revising a bus pad, and removal and replacement of medians, curb ramps, and curbs and gutters.

Project Manager: Robbie Mahmood, P.E.
Client Contact: Allen Othman, President
A & E Development, (714) 715-2858
Year Completed: 2008

20- Hoag Medical Office Building, City of Huntington Beach

APD Consultants, Inc. (APD) has been retained by the Architect (WBSA) to prepare precise grading and drainage, driveway entrances along Beach Boulevard, sidewalk, curb ramps, sewer, water, erosion control and area drain plans, in addition to preparation of hydrology and hydraulic analysis, SWPPP and WQMP reports.

Project Manager: Robbie Mahmood, P.E.,
Client Contact: Rick Wood, AIA, Principal
WBSA Architects, (949) 552-2061
Year Completed: 2008



References

City of Yucaipa

Contact: Bill Hemsley, Director of Public Works
(909) 797- 2489

City of Corona

Contact: Clint Herrera, Senior Civil Engineer
(951) 817-5765

City of Lake Forest

Contact: Luis Estevez, Public Works Manager
(949) 461-3485

Irvine Ranch Water District

Contact: Luminita Popescu, Project Manager
(949) 453-5787

USS CAL BUILDERS, INC.

Contact: Sheri Philips, Project Manager
(760) 583-8517

WBSA Architects, Inc.

Contact: Rick Wood, AIA, Principal
(949) 552-2061

A&E Developments

Contact: Allen Othman, President
(714) 715-2858

RSI Holding, LLC

Contact: Lisa Gordon, Vice President
(760) 331-7979



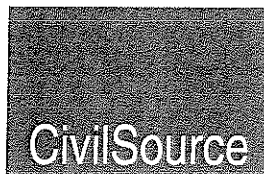
HOURLY RATE SCHEDULE

Effective January 2009

Project Manager	\$145.00/Hour
Project Engineer	\$125.00/Hour
Staff Engineer	\$110.00/Hour
Designer	\$100.00/Hour
Drafter/CADD Technician	\$ 85.00/Hour
Clerical/Word Processing	\$ 55.00/Hour
Construction Manager/Resident Engineer	\$135.00/Hour
Inspector	\$ 95.00/Hour

Note:

Cost of printing, mileage, telephone, mailing and other expenses are incidental to the main items of the Engineering Services included in the hourly rate and no additional charges will be requested by APD Consultants, Inc. A Sub-consultant Management Fee of fifteen-percent (15%) will be added to the direct cost of all sub-consultant services to provide for the cost of administration, sub-consultant consultation and insurance.



June 20, 2009

Mr. Hong Wang, Senior Civil Engineer
City of Culver City
Engineering Division; 2nd Floor
9770 Culver Boulevard
Culver City, CA 90232

**SUBJECT: REQUEST FOR STATEMENT OF QUALIFICATIONS FOR GENERAL CIVIL
ENGINEERING SERVICES**

Dear Mr. Wang:

CivilSource, Inc. (CivilSource) is pleased to submit this proposal to provide on-call civil engineering services for various projects citywide.

The CivilSource team members have developed a thorough knowledge of City processes and procedures and have great experience in completing capital improvement projects similar to those mentioned in the City's list of proposed projects. Our team's extensive experience providing general civil engineering services minimizes training time and results in cost savings for the City. We offer a full spectrum of professional consulting services including administrative, planning, design engineering, and construction support. Our project experience includes storm drains; pedestrian and street improvements; vertical construction; median and parkway improvements and landscaping; water and sewer systems; and other types of public works improvements. We offer the City a proven track record, a keen understanding of project design and construction, and solid experience in performing comprehensive consulting services.

CivilSource currently provides design and/or construction management for the cities of Irvine, Costa Mesa, Huntington Beach, Laguna Niguel, Buena Park and Santa Monica. In addition, we provide as-needed professional consultant services to the cities of Rancho Santa Margarita, Yorba Linda, Lake Forest, and Irvine. These professional consultant services include design engineering, staff augmentation, construction and administrative support, grant application and permit processing, and other civil engineering tasks.

The CivilSource team has the professional and administrative resources to support all the projects and project types the City may undertake. We have invited KDM Meridian and Willdan to enhance our team in providing engineering services. The City will benefit from seasonal industry experts with hands-on municipal experience. We remain highly committed to working with the City and to providing our professional services on any project or in any area that will benefit the City and help you meet your goals for your Capital Improvement Program.

We thank you for the opportunity to submit our proposal and look forward to further discussions with the City regarding your projects. Should you have any questions or require additional information, please contact me at (949) 585-0477.

Respectfully submitted,

A handwritten signature in cursive script that reads "Amy Amirani".

Amy Amirani, P.E.
Principal

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SECTION 1: COMPANY AND ORGANIZATION

Firm Overview

CivilSource, Inc. (CivilSource) is a professional consulting firm offering comprehensive civil engineering, construction management, and program management specializing in capital improvement projects including **street improvements; water, sewer, and storm drain systems; pump stations; park improvements; traffic system improvements; vertical construction; and other types of public works infrastructure improvements.** We offer a large network of professional consultants with expertise in a variety of engineering fields. Our staff and network include licensed civil and geotechnical engineers, certified inspectors, surveyors, and experienced public works professionals. All team members are extensively experienced working within the structure of municipal government and public construction policy. Our clients can rest assured that any given problem, regardless of project size or complexity, will be resolved by skilled individuals.



CivilSource was founded in late 2005 and incorporated in 2006 as a California Corporation. CivilSource Principal, Amy Amirani, is a former public works director who, during her 30 years of public works engineering, established solid relationships with public agencies and special districts throughout Southern California. The firm's rapid growth can be attributed to its many municipal relationships, the successful delivery of projects within budget, and the completion of projects on time. CivilSource has projects and clients throughout Southern California, and the client base continues to grow as CivilSource continues to deliver the highest quality of products and performance.

CivilSource is a certified **DBE, WBE, and SBE/VSBE.** All of our certifications are attached in the "Appendix".

Related Experience

The proposed CivilSource team has the in-depth knowledge and experience in all necessary facets of civil engineering design and construction management to complete design and construction of the City's capital improvement projects, including but not limited to:

GENERAL CIVIL ENGINEERING SERVICES

- Preparation of Topographic Surveys
- Base Map Preparation
- Project Cost Estimate Preparation
- Grading, Street, and Storm Drain Designs
- Traffic Control and Striping Design
- Plan and Specification Preparation

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- Geotechnical Investigations Coordination
- Utility Investigation and Coordination
- Landscape Architect Design
- Preparation of SWPPP

CONSTRUCTION MANAGEMENT/INSPECTION SERVICES

- Street Reconstruction/Overlay/Resurfacing
- Median and Parkway
- Traffic Signal Modifications & Installations
- Facility and Building Structure Improvements
- Storm Drain Improvements
- Landscape and Irrigation
- Parks and Recreation
- Water Quality

We have assembled a highly qualified team of senior professionals to provide design and construction management services of various elements within the civil engineering discipline. Our team's experience includes preparing plans, specifications, quantity and cost estimates, and traffic control and construction staging plans; Right-of-Way services; utility and multiple agency coordination; surveying; overseeing project start-up; quality control inspection; documentation of jobsite and contractor activities; RFI/submittal/progress payment review and processing; change order negotiations and processing; labor compliance; public relations; coordinating project close-out; and other related civil engineering tasks.

The successful administration of a project requires not only the knowledge of the design criteria and standards contained within construction documents, but also a detailed knowledge of the methods and means of delivery of the designed improvements. It further requires a practical, hands-on understanding of the City's project requirements and objectives. We have built our reputation on the successful delivery of projects within budget and schedule, and we are ready to perpetuate our record on the City's projects.

Many of the City's capital improvement projects may be government grant funded. **Our team is also experienced in complying with state and federal agency grant reporting and filing requirements such as Caltrans, Community Development Block Grant, Section 3, EPA, etc.** We pay close attention to these requirements and deadlines so that project funding remains unaffected, which ensures that file audits are conducted quickly and efficiently. Our team is also experienced in making certain that project documents show compliance with DBE reporting requirements, DBE goals are met, and/or good faith efforts documented.

We have a demonstrated ability to react to public concerns about issues including but not limited to traffic, noise, and access to businesses during construction. Our approach to public relations is further discussed in the Methodology section.

Our team has extensive expertise in the use of computerized **scheduling software such as Primavera Suretrack and Microsoft Project to assist in managing projects**, and we use established methods to assure that information can be readily obtained, distributed, and catalogued.



Our team also asserts quick response to problems, claims, submittals, RFI's, conflicts, and potential issues. Not only do contractors respect quick and thorough responses, but this allows the project to move along at or ahead of its scheduled pace. Ultimately, we manage the design and construction processes through close control of schedule and budget, through implementing measures which reduce project risks, through a process of thorough documentation and reporting, and through teamwork and an established and accepted set of tasks.

CivilSource has invited two qualified firms, KDM Meridian, Inc., and Willdan to assist in completing the work for the City's capital improvement projects. CivilSource will serve as the prime consultant firm responsible for overall project management, utility coordination, and civil engineering tasks. CivilSource has completed several successful similar projects using these firms.

KDM MERIDIAN, INC.

Contact: Richard Maher, P.L.S.

(949) 768-0731, 22541 Aspan Street, Suite C, Lake Forest, CA 92630

KDM Meridian is a multi-disciplined surveying firm located in Lake Forest, CA. Right-of-Way and surveying services will be performed under the direction of Richard Maher, P.L.S. As a Project Surveyor in the State of California, Mr. Maher has over 13 years of extensive experience in ALTA mapping, construction staking, pipeline construction, force main line construction, storm drains, channels surveys to Caltrans specifications, and geodetic, topographic, and aerial topographic surveying.

WILLDAN, INC.

Contact: Ross Khiabani, G.E.

(714) 634-3318, 1515 South Sunkist Street, Suite E, Anaheim, CA 92806

Willdan, Inc., as part of the CivilSource team, will provide the geotechnical inspection and material testing services, which shall include but not be limited to providing geotechnical investigation, analysis, recommendation and support to the design team. Willdan will also confirm that construction processes achieve the minimum design levels and that all materials used in construction meet the minimum requirements of the design documents. Additionally, services may also include providing reports of all findings for the record, performing deputy inspection functions [in the various inspection disciplines] as may be necessary.

Our integrated project team structure will provide effective project direction, hands-on control, and comprehensive coordination. Efficient coordination within our proposal is facilitated by long-standing relationships among the firms. CivilSource and proposed sub-consultants have worked together on a number of projects in a similar capacity.



SECTION 2: APPROACH/METHODOLOGY

General Approach

We understand that the City of Culver City (City) is seeking qualified engineering firms to provide on-call general civil engineering services to support the City's Capital Improvement Program. The services include design, survey, construction management, and/or construction inspection.

Our primary approach is to serve as a direct extension (i.e. surrogate staff) of the City staff during the design and construction of projects. Our approach is based on strong commitment to total quality assurance and follows a proven path of work elements and tasks to ensure a successful project. Working together with the City's Project Manager, CivilSource's Principal Amy Amirani, P.E., will lead the project team.

Ms. Amirani is the team's most experienced project manager for capital improvement projects. Amy has successfully managed numerous capital improvement projects and has worked closely with many city and public agency staff to find mutually agreeable solutions to projects. She clearly understands the basic elements of a successful project: good planning, persistent management, and quality work. Amy's experience and congenial personality will help the team work together with the City and other agencies to reach the mutual goal of project success. She will be the principal point of contact with the City and will be responsible for developing a management plan to organize, monitor, and conduct the design of the project.

The key element in the management of any project is to **assign experienced staff who will dedicate their efforts to advance the project in an efficient and timely manner.** With this in mind, CivilSource has assembled a project team who can fulfill all of the City's goals. The team will be comprised of experienced individuals who will be dedicated to assignments from start to finish participating in all aspects of the work.

Upon issuance of a Notice to Proceed, Ms. Amirani will meet with team members to review the requirements, prepare a Work Breakdown Structure (WBS), and make team assignments for maximum efficiency of resources. **The detailed WBS will describe all of the work tasks necessary to complete the project.** A Master Project Schedule will be prepared following the WBS showing the relationship between tasks and the expected start date and duration for each item. This schedule will serve as the guide to conducting and monitoring the progress of the work, and to ensure projects are completed on time and within budget. To ensure accurate monitoring and tracking of documents, revisions and progress, a document tracking and control system will be developed.

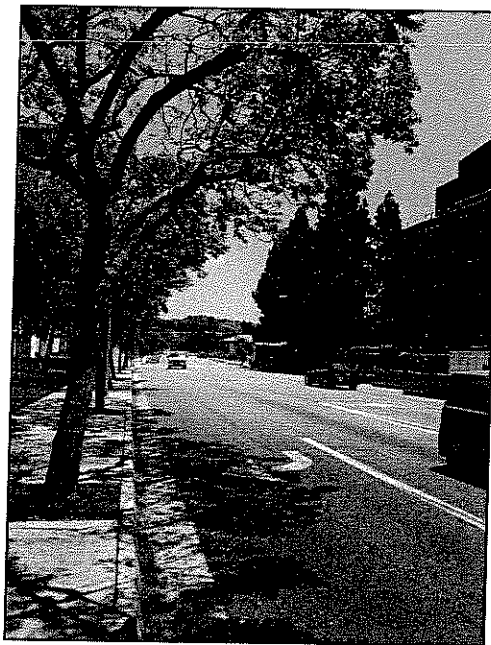
CivilSource will meet with City project representatives regularly and remain in constant communication to ensure successful and timely delivery of the project. Bi-weekly meeting agendas, if necessary, will be distributed at least 2 working days before each meeting. Meeting minutes will be distributed within one week of the meeting identifying actions, items, assignments and due dates.



Quality Assurance and Quality Control for Design

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

The QA/QC program will be developed specifically for each project. It will be documented and issued to each project team member. The QA/QC program will emphasize the need to clearly define requirements and design standards for the design efforts, and the need to independently check all work before it is issued to the City or other reviewing agencies.



The quality control program will ensure that the project documents:

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

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

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

Quality Control for Construction

We have had significant experience in managing projects for City Governments, some of high political visibility and public interest, and all with critical schedules and budget constraints. Given the potential for public impacts, we are prepared to participate in public dialogue and informational presentations regarding the City's projects. **Overall we will provide the administrative discipline and leadership necessary to move projects forward, on schedule and on budget, while minimizing as much as possible impacts to the public.**



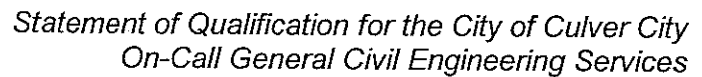
We will operate as a team member with the City staff and with the General Contractor, Engineers and other project consultants. This *highly collaborative team based approach* coupled with our administrative and management experience and responsibility will provide tight coordination and common focus to the project. The following paragraphs identify some of the key features of our approach to construction management, and demonstrate that we do not only understand the requirements for project success but also bring a combination of knowledge in both user requirements and the construction process.

Total Quality Management Program

CivilSource is dedicated to providing quality projects for value engineering and constructability through a Total Quality Management (TQM) approach. The CivilSource TQM process is led by senior management to obtain involvement of all team members in *the continuous improvement of the performance of all activities* to meet the needs and satisfaction of our clients. It results in project team members who are committed to quality by taking pride in their work and the overall job. It focuses on recognition, quality teams, quality indicators, and training and development. Through this process, momentum is built toward a project on which everyone wins. When this happens, the project can be described as truly a total success.

Some of the features of our TQM approach are as follows:

1. **Top Management Commitment** - The commitment of top management is essential to any TQM program. The firm's principal/project director remains involved at all project stages to confirm that team members comply with quality assurance practices and to certify that the Contractor's work is in accordance with the contract documents.
2. **Quality Culture** - At CivilSource, we have developed and sustained a quality oriented culture based on use of information for improvement, teamwork, collaboration, learning and involvement, and a climate of fairness. This has resulted in an increase in productivity, quality, and client and employee satisfaction. We integrate this culture with that of each project based on its specialized needs to maximize quality production.
3. **Process Management** - We focus on managing the construction process so that it operates as expected, without changes, shortage/missing materials, tools, etc. to reduce re-work, project delays and reliance on inspection. For each project, we will, as required, perform any and all of the activities listed in this proposal, and requested in the City's Request for Proposals (RFP). One of the first project activities will be the preparation of a task list, which shall outline the roles and responsibilities of CivilSource as the City's Construction Manager and Project Administrator. Roles and responsibilities may include cost and schedule control, quality assurance and quality control (including resident inspection), coordination with engineering sub-consultants and City staff, public relations, and of course, working day to day with the contractor. The discussion which follows this TQM section presents our approach to many of these activities.
4. **Education and Training** - All team members assigned to your projects are educated and trained to not only possess the adequate knowledge and skills to perform their jobs, but also to possess specific values, knowledge, and skills associated with TQM issues and activities. Thus, employees are motivated to engage in quality-oriented behavior when their roles and the relevance of their training to



overall quality goals are clarified. Each team member is required to thoroughly review the project contract documents to ensure delivery and quality of all materials and equipment and to confirm that construction is in accordance with quality standards, specified or not.

- ## Schedule Control

The screenshot shows a Windows XP desktop with a Firefox browser window open. The browser's address bar displays the URL: <http://expeditions.boulder.com/2592/expeditions.boulder.com.jsp>. The page title is "PRIMAVERA". The browser's status bar at the bottom indicates the page is "Done" and the address is "http://expeditions.boulder.com/2592/expeditions.boulder.com.jsp".

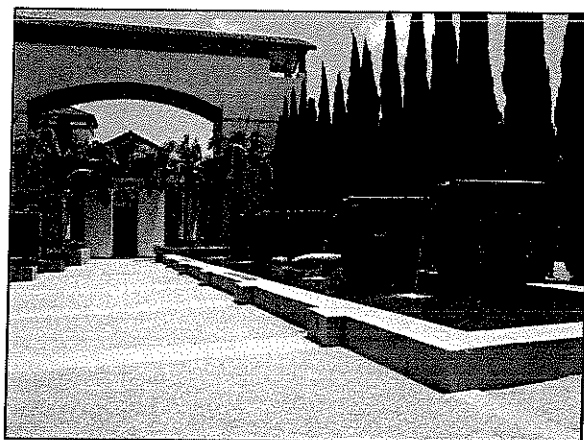
The main content area of the browser displays a list of email messages. The messages are organized into columns: "From", "Date", "Subject", and "Action". The messages are as follows:

From	Date	Subject	Action
Valley Crest	June 23, 2008 10:14		View
John Lindquist	June 20, 2008 09:10		View
William Cline	June 18, 2008 07:12		View
Valley Crest	June 18, 2008 10:11		View
Valley Crest	June 14, 2008 09:10		View
William Cline	June 13, 2008 02:00		View
Alexander B Hanks AIA, Inc.	June 11, 2008 09:00		View
John Lindquist	June 10, 2008 07:07		View
Valley Crest	June 10, 2008 09:00		View
Valley Crest	June 10, 2008 09:00		View
John Lindquist	June 7, 2008 10:04		View
Valley Crest	June 7, 2008 02:00		View
James Tabor	June 7, 2008 02:00		View
James Tabor	June 7, 2008 09:00		View
James Tabor	June 26, 2007 09:00		View

The browser's status bar at the bottom shows the page is "Done" and the address is "http://expeditions.boulder.com/2592/expeditions.boulder.com.jsp".

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Cost Control

As part of our method of management, we will ask the contractor for the Schedule of Values (SOV) for the project. This SOV will breakdown both the direct and indirect costs into manageable components for the purpose of analyzing all design and construction costs during the lifecycle of the project. We will work with the design team and construction contractor to breakdown their individual costs for the purpose of understanding cash flow projections, schedule of performance, system costs, subcontractor projections, general requirements and conditions, and any other components deemed necessary. From there the City will have a baseline accounting schedule that will be used to measure work in

pace and project month to month expenditure as the project is constructed.

Once the master SOV is established, the need to control the project changes becomes critical. CivilSource philosophy is that only City driven changes or uncontrollable circumstances (such as unforeseen subsurface and environmental conditions, and inclement weather conditions) will create the need for change orders. We will carefully monitor the potential for change orders through the weekly project meetings, review of RFI's and submittals, communications with design team members, reviewing contractors daily report, and other avenues that can determine if change orders are documented, produced, reviewed, and approved by the City.

We will use the current Department of Industrial Relations (DIR) reports to establish prevailing wage rates for each trade and worker classifications. Change orders will be reviewed very carefully for content and checked for material pricing, quantities, equipment rental rates, hours of work required, wage rates being charged, and associated mark ups. We will negotiate on behalf of the City in an effort to only recommend approval for what we feel is fair based on the specific charge being reviewed. As changes become approved, we will ensure the Contractor updates the Schedule of Values as well as the construction schedule accordingly so budget and payment applications stay current and the status of the work can be tracked more accurately.

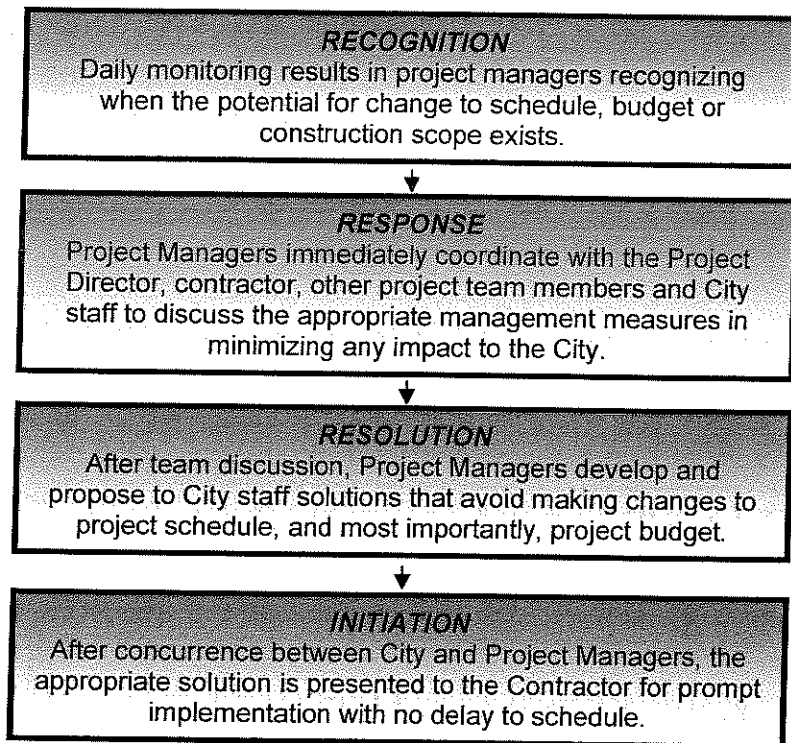
We will also employ our experience in managing changes by offering either value engineering or alternate solutions to contain project costs. We have been successful in the past with providing alternate solutions, cost cutting measures, design team alternatives, or other methods that have produced more economical solutions to either original design or change order work.

It will be our focus, in conjunction with the City to keep budgets within the original established schedule of values.



Potential Change and Issue Resolution

CivilSource has developed the following method to minimize the potential for change in construction projects and to resolve the issues that may occur as a result:



The method described above has been used on previous projects and has resulted in no unresolved issues and no delays to construction schedules.

Partnering

CivilSource staff is experienced in partnering; an option available at the City's request. Partnering is a relationship between the City and the contractor formed in order to effectively complete the contract to the benefit of both parties. The purpose of this relationship is to maintain cooperative communication and to mutually resolve conflicts at the lowest possible management level. It is a claims avoidance method, and a change in the attitude and the relationship between the City and contractor. It is where trust, cooperation, teamwork, and the successful attainment of mutual goals are the hallmark.

The keys to making partnering work include communication, willing participants, senior management support, up-front commitment, and a plan. Communication starts early in the process through a team-building session where all the key managers for the project are assembled for a workshop which focuses on team building, goal setting, identifying issues, and solving problems. CivilSource will facilitate the workshop and ensure all issues are brought out into the open. Follow up meetings are held to evaluate goals and objectives.



As each project is different, partnering is not always appropriate and judgment will be exercised when selecting which projects this process would be beneficial to.

Public Relations

Of critical importance to any project's successful completion is an **effective and informative public outreach program** that informs all affected residents, property owners and motorists about construction impacts and possible traffic delays. CivilSource will pay close attention to serving the public and informing them of the City's improvement efforts. We have developed and successfully implemented a program to accomplish this task. Our program can include:

1. Creating a 24-Hour toll free hotline with a recorded message about project updates and the option for callers to leave a message. Messages are responded to within 24 hours.
2. Creating an informational brochure to inform residents, businesses, HOAs, etc. of the anticipated improvements and associated benefits. These informational brochures may also be distributed at council/commission meetings to inform members of the City's efforts to construct improvements.
3. Posting project information and updates on the CivilSource website, which provides links to updates on all of our current projects. Updates and photos are posted on a weekly basis, and kept on the website to show the progression of work.
4. Providing the City with weekly project updates and photos for posting on the City website, or the City can opt to use a direct link to the project updates on the CivilSource website.
5. Distributing notifications informing residents and nearby businesses in advance of anticipated construction and impacts.
6. Posting street signs informing motorists of the construction period prior to the start of work. Signs will also inform motorists to expect delays during this period.
7. Working closely with the Contractor to minimize traffic impacts and provide construction notices.



SECTION 4: SCOPE OF SERVICES

CivilSource understands the complex issues facing local agencies from project implementation through construction completion. Our team consists of experienced public works professionals who possess the ability and knowledge to methodically support City staff in minimizing the complexity of these issues. We are equipped with firsthand knowledge of municipal practices and procedures and are extensively familiar with government processes ranging from resident notifications to Board or City Council reviews.

The CivilSource team has the size, depth, and experience to be able to commit the necessary personnel to meet your schedules and deadlines. We are represented by highly experienced civil engineering professionals who have proven track records managing City projects.

The CivilSource team can provide all of the described tasks under one contract or as standalone services. We understand that the scope of work will be negotiated with the City for each project.

The following summary is provided as a general discussion of tasks required to meet project objectives but is not all inclusive

1) PRELIMINARY & FINAL DESIGN

a. Preliminary Design Phase – Analysis, Research, Investigations, Meetings & Surveying

- Preliminary Investigations will include analyzing the project; complete field review; researching previous City documents and all other available plans and studies; evaluating existing conditions; meeting with City staff (Kick-off Meeting) to define the detailed scope and objectives and determine appropriate courses of action; coordination with other agencies as necessary or required by each project; preparing a preliminary budget and schedule for the project; and researching existing City plans and records.
- Site Investigation – Multiple field walks will be scheduled with City staff to ensure detailed depiction of existing conditions and work requirements on the plans and specifications. The limits of the work will be determined during the field walks in accordance with the City standards and direction. CivilSource believes that clear and concise plans and specifications are arrived from a total understanding of the existing conditions, properties and environment of the project. Consequently, having as many field walks to ensure a proper design is strongly encouraged.

b. Final Design Phase

- Plans & Specifications – The CivilSource Team will prepare a complete set of biddable and constructible plans in compliance with the City and other industry standards. The construction document plans and specifications phase can include the following:

✓ Project Schedule

✓ Final construction documents

✓ SWPPP if required

✓ Other agency permits

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|---------------------------------|----------------------------|-------------------------------------|----------------------|
| ✓ Project Budget | ✓ Final bid specifications | ✓ Erosion control plans if required | ✓ Survey, topography |
| ✓ Program review & verification | ✓ Engineering files | ✓ Encroachment permits if required | |

Plans will be prepared to conform to the general requirements of the City with consideration for the needs of the contractor's construction operations. CivilSource will deliver completed and approved construction drawings on or ahead of approved schedules. All designs shall be prepared and submitted in a manner that ensures a complete design approved by the City Engineer. Where applicable, the construction drawings will conform to the appropriate applicable standards such as City, State and Federal laws, City Design Manuals, City Standard Plans, all Caltrans manuals, policies, State Standard Plans and Specifications (for traffic signal and striping work and all work within State R/W), APWA Standard Specifications for Public Works Construction "Greenbook."

- Engineer's Construction Cost Estimate – The CivilSource Team will prepare an engineer's construction cost estimate and submit to the City upon completion of the plans and specifications and prior to bidding of the work.
- Project Meetings/Submittals – CivilSource will meet periodically with the City for the purposes of general coordination and to discuss specific design issues during progression of the design phase. CivilSource's project manager will coordinate all meetings with the City and provide written meeting minutes documenting the proceedings and all critical issues discussed. Meetings can include a kick-off meeting, progress meetings, and other meetings as necessary for the duration of the project.
- Project Deliverables – CivilSource will submit the project documents as requested by City representatives. If required, CivilSource will modify the construction plan revisions after bidding. Upon completion of construction and record drawings, we will provide final drawings to the City as requested.
- Permit Acquisition Assistance – Coordination and assistance in completing the acquisition of required permits such as encroachment or NPDES.

c. Bidding and Construction Phase

- Bid Process Coordination – The CivilSource Team will respond to bidder's questions during the bid advertisement period and provide information and clarification of bid documents to prospective bidders, including preparation of complete addenda documentation as required for City issuance and distribution. Addendum's resulting from omissions or incorrect information provided by CivilSource shall be prepared and provided to the District for distribution.
- Shop Drawing Review – The CivilSource Team will provide shop drawing reviews and processing services during project construction.



- Construction Engineering Support – The CivilSource Team will provide engineering services during construction by responding to requests for information (RFI) or clarification from the City's contractor. In addition, field support activities will be provided. Site visits will be conducted only as requested by City Staff.
- Record Drawing Preparation – The CivilSource team will prepare record drawings for any field or other revisions to the original plan packages made during construction. Inspectors, the Contractor or Consultant staff may provide comments and data for completion of draft record drawings. Upon acceptance of draft record drawings by the City, we will provide final mylar originals and a computer compact disk(s) of the plans if requested.

2) **TRAFFIC CONTROL PLANS & CONSTRUCTION STAGING**

The CivilSource team will conduct the required field reviews to prepare Traffic Control Plans and Construction Staging details showing long-term closure of lanes, local roads, detours, number of lanes available and signal modifications as necessary. The plans will be completed in conformance with the WATCH manual and all other related guidelines, and can outline other related items such as phasing, circulation for public access to and from businesses and neighborhoods, fire department access during construction, delivery path of travel, public safety concerns, and signage required during construction of the project, and other necessary information in order to create an efficient and safe project site.

3) **RIGHT-OF-WAY SERVICES**

The CivilSource team will prepare right-of-way acquisition maps if necessary. We will identify the limits required for construction and related facilities and limits required in excess for a temporary construction easement. If required, we can conduct survey services to determine the need for utility easements and acquiring right-of-way and negotiate with the affected agencies/residences.

4) **UTILITY AND AGENCY COORDINATION**

Utility coordination on the project will be ongoing and will generally consist of the following tasks:

- Obtain plans showing location and size of all utility lines and appurtenances within the project area. As required, CivilSource will coordinate all work with the respective utility companies to determine locations and depths of facilities for design purposes: request utility companies to pothole their facilities as required to obtain precise elevations of existing utilities; shoot elevations of exposed existing utility facilities.
- Plot all existing underground and overhead utility lines on plans and crosscheck plotted locations with field review information to ensure that the existing lines are shown in the proper location.
- Upon finalizing the proposed improvements, determine where interferences with existing utilities will occur as a result of the construction of this project and resolve any conflicts with utility companies.
- Coordinate with utilities and obtain approval in writing from affected utility companies regarding conflicts, relocations and improvements.
- Plans will be submitted for comment to each utility agency concurrent with all CivilSource submittals to the City for plan check.



5) SURVEY SERVICES

KDM Meridian, as part of the CivilSource team, could provide the surveying services as required by the City such as topography, benchmark set/relocation and construction staking. Survey support services shall include but not be limited to collaborating with the design team to secure and provide all vertical, horizontal and topographical survey data of existing conditions and facilities necessary as well as coordinate any construction type requests for survey assistance with the construction contractor.

6) GEOTECHNICAL INSPECTION & MATERIAL TESTING

Willdan, Inc., as part of the CivilSource team, will provide the geotechnical inspection and material testing services, which shall include but not be limited to providing geotechnical investigation, analysis, recommendation and support to the design team. Willdan will also confirm that construction processes achieve the minimum design levels and that all materials used in construction meet the minimum requirements of the design documents. Additionally, services may also include providing reports of all findings for the record, performing deputy inspection functions [in the various inspection disciplines] as may be necessary.

7) CONSTRUCTION SUPPORT

CivilSource views construction management not simply as a list of tasks grouped by category but a sequential and thorough process in which we have identified four phases: preconstruction, project start-up, construction and close-out. We will provide all tasks listed in the RFP and any of the following additional tasks we feel may be required to meet the project objectives.

Pre-Construction Phase Services

The success of a construction project is most often determined during the planning and design stage. Selecting a Construction Manager to provide preconstruction services in the early stages of the project enables the Architect/Engineer to maximize the improvements while maintaining the integrity of the design.

As a part of our construction management program, CivilSource can provide early analysis of the price of various design options, which allows the Architect/Engineer and Owner to select the appropriate systems to fit within their program and budget. Estimates and a project schedule are developed early in the design and refined as the design progresses. As design details are developed, constructability reviews are conducted which are essential elements of project planning that help to ensure the success of the project once it gets to the Construction Phase. This review process is continuous from the Conceptual Phase of the design through the completion of construction documents.

CivilSource has a proven track record of providing Preconstruction services through the planning and design phases of a project. We have the experience and expertise to assist the Owner and Architect/Engineer in developing an overall design and construction plan which meets the specific needs of the project by providing:

- Value Engineering Analysis
- Project Schedule Preparation
- System Analysis
- Continuous Interactive Communication



- Accurate Early Estimates of Cost
- Constructability Reviews
- Early Purchasing

Our tasks can include the aforementioned items and Bid/Award coordination (including bid proposal review and recommendation, pre-qualification investigations, and ensuring DBE goals are met), thorough review of 100% design documents, preparing Construction Management Procedures Manuals, establishing project files, and other tasks that are undertaken in the Pre-construction Phase.

Project Start-Up, Coordination, and Orientation Phase

This brief phase is essential to establishing communications, setting protocols, and building the procedural framework for the project. In particular, we establish communications between the project team, including the construction management team, City staff, the engineering design team, the Contractor, utility companies, and other essential parties at interest, to the resolution of construction issues.

The following discussion reiterates some of the key tasks during this phase and briefly explains our approach.

- Review funding with the City to affirm the special requirements affecting the work, and identifying accounting and reporting requirements that will be followed.
- Review project plans and conduct a field review to become familiar with the project requirements, and notify the City of any design ambiguities. CivilSource will attend all field review meetings and prepare field review reports.
- Develop a project specific management plan, that outlines the procedures for all team communications, reporting, review and approval of critical submittals, protocol for weekly meetings, distribution of documentation, change order procedures, and other necessary procedures in order to streamline the project. We will ensure there is buy-in from all project members prior to the start of construction.
- Establish and ensure implementation of a coordination plan to coordinate work (e.g. utility facility relocations) and work impact (e.g. traffic and access) with all affected agencies including utilities, police and fire departments, homeowner associations and special districts. CivilSource will conduct all necessary coordinating meetings with City staff, design engineer, contractor, subcontractors, utility companies, and other agencies as required.
- Coordinate and conduct a pre-construction meeting and prepare meeting minutes for distribution. The pre-construction meeting will cover, as a minimum, the overall project objectives, responsibilities of key personnel and agencies, schedules, schedule of values, submittal procedures, correspondence, utility relocations, local agency permit requirements, RFQ/RFI processes, progress payments, change orders, safety issues, emergency response requirements, and all other pertinent



topics. CivilSource will provide opportunities to have the Contractor's questions answered and will collect all of the required submittal items at that time.

- We recommend the City requests that the Contractor perform a Contractor's Constructability review prior to the start of construction. This review will identify many RFI's that would be submitted during the course of construction. By doing this upfront, each issue can be addressed without the time pressures that only increase later as the project progresses.
- Prepare for and deliver to the City, with input from the Contractor(s), an overall site logistics plan. This plan will outline items like staging, phasing, circulation for public access to and from businesses and neighborhoods, fire department access during construction, delivery path of travel, public safety concerns, and signage required during construction of the project, and other necessary information in order to create an efficient and safe project site.
- Review the Contractor(s) bonding and insurance information to ensure compliance with City requirements.
- Review Contractor(s) Safety Program for compliance with City standards as well as any OSHA regulations. Recommend Contractor(s) submit "site Specific" safety plans that identify the risks and liability arising from specific operations relating to the two projects.

Construction Phase

CivilSource will focus on the daily tasks that are required to ensure the Contractor is executing the work according to the accepted CPM baseline schedule, the design team is responding in a timely manner, the budget is maintained, and the City is informed and involved on all decisions and aspects as the project is delivered. Timing is critical and expedient managerial procedures will be a key factor for staying on schedule and within budget.

The following discussion reiterates some of the key tasks to be performed in the Construction Phase, and briefly explains our approach.

Management

Work as an extension of City staff. CivilSource will serve as an extension of the City staff on this project. This is our accustomed method of working and the best way to both ensure a close working relationship and to assure all City objectives are fully met.

- Coordinate weekly progress meetings with City staff and the Contractor to update the status of the project. CivilSource will discuss the schedule, near-term activities, clarifications and problems which need resolution, coordination with other contractors, change order/submittal/RFI status, safety issues, OSHA visits and citations, etc. Coordination shall also include preparation of agendas and meeting minutes. Meeting minutes will be distributed to the Contractor and City Staff for comments



within three days, and the final and approved minutes within two working days of receipt of comments.

- Provide project coordination for project control during the construction period. We will monitor the contractor's work progress, personnel, equipment and materials to ensure that adequate resources are available to meet the project schedule and that the contractor's work is in compliance with the contract documents. Coordination will include ensuring that City activities (such as bus routes, street sweeping and trash pick-up) and responsibilities are addressed and appropriately scheduled so as not to affect the progress of the work. We will represent the City's interests among the contractor, subcontractors, utility companies, state inspectors, businesses and the general public. When required, CivilSource will maintain the ability to communicate via telephone, fax and e-mail from the project site.
- Maintain record drawings and documents on-site. CivilSource will require the Contractor to maintain an updated set of drawings, specifications, addenda, bulletins, change orders, or other document updates at the jobsite. Updates shall incorporate modifications and changes from all sources such as submittals, RFIs, field orders, etc. As a condition of approving the monthly application for payment, we will review the record drawings and documents on-site to ensure updates are being provided in a timely manner.
- CivilSource will submit written progress reports to the City. On a monthly basis, we will generate written progress reports that document all aspects of the project's progress, including daily reports, schedule, budget, executed and potential change orders, changes in traffic control for the upcoming work, submittal status, consultant performance, payment application status, labor compliance, safety, list of all failed tests to date, list of all claims to date, list of all accidents to date, status of current RFI's and other information deemed necessary for the City's benefit and information. The report shall also include progress photographs and a 4-week look ahead.
- WPCP/WQMP/SWPPP review and approval as required. CivilSource will review for approval all the required environmental documents for compliance with environmental regulations.
- Process Requests for Information (RFI) and ensure timely distribution to and response by appropriate project team members (City staff, Engineer, other agencies). Response to RFIs shall take no longer than 7 calendar days. We will coordinate all technical support and constructability reviews during preparation of responses to RFIs and maintain an RFI log to track closed and outstanding RFIs. The RFI log shall be updated weekly at a minimum, and reviewed at weekly progress meetings.
- Ensure an efficient submittal process, beginning with the contractor submitting a submittal schedule for review within 10 calendar days after the effective date of the construction contract. CivilSource will provide technical support during review of the submittal schedule (and at a minimum weekly thereafter) to ensure compliance with the contract documents and note any matters of concern to the City, such as potential impacts to schedule. We will monitor, process, and forward for approval



all submittals and ensure timely distribution to and review by appropriate project team members (City staff, engineer, and other agencies). Submittal reviews shall take no longer than 30 calendar days after submittal is received. It shall be our responsibility to verify prior to final approval that any changes or revisions to submittals do not result in changes to the contract scope of work. We will also log, track and monitor all submittals and update logs as items are received and responses given.

- Review and recommend for approval the contractors' CPM baseline schedule which shall be submitted for review; and upon review and acceptance, will be adopted for the remainder of the project. The Contractor shall not be allowed to start construction work prior to the acceptance of a baseline schedule. We will monitor work progress in accordance with this baseline schedule on a daily, weekly, monthly basis to ensure the Contractor maintains all milestone and critical-path dates. Indicated slippage will be addressed during the project meetings and written reports. We will require the Contractor to provide an updated construction schedule monthly at a minimum for review at weekly progress meetings.
- Ensure that contractor submits a Schedule of Values (SOV) for review within the specified time in the contract documents. We will confirm that the submitted SOV are in compliance with the contract documents.
- Review and respond to requests for design revisions by the contractor. CivilSource will provide recommendations and forward all responses for approval to the City and/or design engineer prior to transmitting to the Contractor.
- Coordinate evaluation of substitution requests. CivilSource will coordinate evaluation of "or-equal" or product substitution requests with the design engineer, City, vendors, manufacturers and others. We will prepare evaluation and recommendations for "or-equal" or product substitution requests.
- Initiate and review field orders when a change in the work is needed to maintain the design intent. We will issue field orders to the Contractor and monitor the work for compliance. Changes will be logged and recorded in the record specifications and plans. If required, we will follow-up with a change order within 14 calendar days of mutual agreement with the Contractor on pricing and conditions.
- Review and evaluate Contractor change orders. CivilSource will act on behalf of the City and receive, evaluate, negotiate, and recommend for approval any change orders that are submitted. We will use our expertise in evaluating change orders by applying knowledge of prevailing wage rates, material unit cost guide publications, quantity take-offs, or other measures required in order to substantiate and/or negotiate change orders. We will provide easily accessible change order information by maintaining a Change Order log that tracks and potential change orders and monitors the amounts against the total construction contract. The log shall be updated weekly at a minimum, and reviewed at weekly progress meetings. CivilSource will not direct the contractor to proceed with



any change order work without a fully executed change order or prior written authorization from the City.

- Create and maintain a daily account of all construction activities. We will request, review, analyze, and use for reporting, the daily construction reports as generated by the Contractor(s). This will be a vital source of information for identifying and reviewing potential delays, weather impacts, labor shortages, untimely deliveries of long lead items, and other factors that can lead to schedule and cost impacts. Adverse findings will be included as discussion in weekly meetings with all project team members.
- Perform weekly progress photos and a video survey at project initiation. CivilSource will perform and require the Contractor to perform, and will review for completeness and quality, the essential photographic logging as required in this project. Documentation will be used for monthly reporting to City, updates for informational websites, and documentation for any potential claims by Contractor. Photos and a video survey will also ensure that the site is returned to its original condition at the end of the construction period.
- Oversee the Contractor Quality Assurance and Quality Control Program. This is very important to the success of any project. We will establish a protocol with the Contractor for monitoring the installed work on a day to day basis for compliance. We will require that the Contractor submit a project specific QA/QC program that specifically outlines critical issues regarding the components or systems of the project. We will also require the Contractor designate an on-site team member as the QA/QC manager, and that this individual be responsible for conducting walkthroughs to perform period checklist to ensure all work complies with the QA/QC manual. Any deficiencies will be documented and all remedial work will be managed by CivilSource and the necessary consultants.
- Review, and forward for approval, the Contractor Payment Applications. CivilSource will conduct the monthly "pencil draft" with the contractor to review the progress to date and verify that payment applications represent work in place and are in compliance with the accepted Schedule of Values and the requirements of the construction documents. Once the payment applications are reviewed and approved, and once we have verified that the contractor's record drawings are current, the construction schedule is updated, and weekly certified payroll reports are submitted, we will forward to the City for approval.

Administration

CivilSource will maintain all project documents in an organized manner to provide for efficient document control.

- Project correspondence and forms of communication will be prepared in accordance with industry standard document control and management procedures.
- We will manage the receipt, logging, control, tracking, and timely processing of project documents, including correspondence and other forms of communication, technical documents, shop drawings,



calculations, data, submittals, manuals, and samples received as part of the construction process, non-compliance, work to be completed, and other tracking logs as requested in the City's RFP.

- Records of inspections, reports, and test results will be properly maintained.
- Insurance requirements will be monitored and tracked and updated insurance certificates obtained from the Contractor.
- Collect and review certified payroll. CivilSource will ensure all certified payroll reports are submitted each month with the payment applications. We will use our in-house expertise to review these reports, verify payroll amounts against wage reports, and then submit to City for filing. CivilSource will work with the Contractor to correct any and all labor compliance violations.

Inspection

Detailed and accurate inspection of the contractor's work is required for successful project competition. Our Resident Inspector will discuss any appropriate revisions to the Contractor's methods and coordinate with the City's project manager and inspector at all times that work is progressing.

- Perform daily field and quality control inspections of the Contractor's work, submittals, and construction materials to ensure all conform to the contract documents, City codes and ordinances, "Greenbook" Standard Specifications and all other applicable codes and regulations. Health and safety measure will be strictly enforced to maintain a safe construction environment.
- Ensure compliance with environmental regulations. The inspector will confirm that the contractor is in full compliance with the Clean Water Act and require that the Contractor provide and maintain at all times during construction devices to promptly remove and dispose of all water entering the work area. We will monitor work to ensure full compliance with NPDES regulations and coordinate all other environmental compliance monitoring as required.
- Prepare daily reports detailing work completed and/or other activities for each day the contractor performs work. Daily reports will be kept in a bound notebook and will state at a minimum the date, weather conditions, progression of work, materials used, and subcontractors, equipment and employees on site. We will also prepare reports of deviations and non-conformance to specifications and provide responses in accordance with the specification requirements. Notices of Non-Compliance will be immediately delivered to the Contractor for any and all deviations.
- Coordinate pipeline shutdowns, if necessary, with City staff to complete connections to existing facilities.
- Ensure submittal and implementation of a traffic control plan that is in accordance with the latest "Work Area Traffic Control Handbook" (WATCH) manual requirements, the City's requirements, and the contract documents (Section 7-10 of the Special Provisions).



Close-Out Phase

CivilSource will receive, review and approve all Contractors closeout documents, tools and other turnover items as required in the project contract documents. We will coordinate and attend a final acceptance inspection, assist in the preparation of punch list items, and attend any additional meetings required as part of the project closeout. We will coordinate with city departments, other public agencies, utility companies, and other interested parties in the final closeout of the project, prepare a final report for staff and turn over all project documents and other information related to the project including: the complete project files, all photos on DVD, and red-lined as-built plans.

CivilSource is committed to executing an expedient close-out schedule. We have had considerable success in outlining the requirements during the initial start of construction and monitoring progress on a monthly basis with milestones.

Our philosophy on such projects is that "Close-Out starts during Pre-construction." Our efforts will begin upfront, to outline and anticipate all project close-out deliverables including as-builts, warranties, O&M manuals, attic stock, training classes, and other components required by the City. Financial close-out is a separate critical activity, and it is best to have the Contractor negotiate final contract amounts once their subcontractors' scope of work is complete. This prevents subcontractors from having an extended amount of time which might cause unsubstantiated change orders or claims.

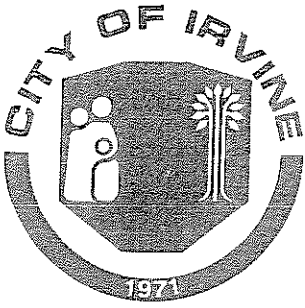
The following discussion reiterates some of the key tasks to be performed in the Close-Out Phase, and briefly explains our approach.

- Substantial completion. CivilSource will oversee issuance and confirm the achievement of the Certificate of Substantial Completion. We will conduct a walk-thru with the engineering design team and City staff member to ensure beneficial occupancy has been achieved. We will then ensure the engineer issues the Certificate for all parties to sign.
- Compile detailed punch-lists with City, Consultants, and Contractor. The CivilSource Project Manager will conduct a preliminary walk-through with the Contractor to ensure there are no blatant issues and to generate a preliminary punch-list. After completion of the preliminary punch-list items, the Project Manager will conduct a punch-list walk-through with the Consultants to generate a second punch-list, if required. After completion of the consultant's punch-list items, the Project Manager will conduct the official punch-list walk-through with City staff and the Engineer (and all subs if necessary) to generate the official and final punch-list. We have found in our past experience that scheduling separate walk-throughs allows adequate time with each party and limits the time required of City Staff. It will also ensure that punch-lists are issued and completed in the scheduled timeframe.
- Coordinate to complete Close-Out deliverables. CivilSource will monitor the collection and completeness of the close-out packages for all components, and then forward them to the City. O&M manuals will be drafted and collected from the Contractor and will be forwarded to both the Architect and City for review and approval prior to Contractor submitting final drafts. We will ensure



as-builts have been completed according to the specifications and also to the satisfaction of the City's record-keeping division. We will cause all Warranties to be forwarded to the City for review and acceptance, and attic stock items to be coordinated with and delivered to City staff for proper storage.

- Filling of the Notice to Completion. We will advise the City when this is appropriate based on all expired time and other conditions required.
- Conclude when Final Completion has been achieved. CivilSource will monitor and advise the City as to when Final Completion has been achieved.
- Review Final Payment Application. CivilSource will review for completeness, and forward to City for approval, the Contractor(s) Final Application for Payment.



June 17, 2009

Hong Wang, Senior Civil Engineer
City of Culver
Engineering Division, 2nd Floor
9770 Culver Boulevard
Culver City, CA 90232

**Subject: Letter of Recommendation for CivilSource, Inc.
General Civil Engineering Services for the City of Culver**

Dear Mr. Wang:

On behalf of the City of Irvine, I am pleased to provide a letter of recommendation for CivilSource, Inc (CivilSource). The City chose CivilSource to provide professional civil engineering services because they offered the level of experience and qualifications required for our large, complex project.

CivilSource is currently preparing the final plans, specifications and cost estimates for the Culver/Walnut Widening and Intersection Improvements Project. CivilSource was required to extensively coordinate with homeowner associations and business property management firms to deliver an understanding of the project's goals and to address the improvements within private property as the improvements will be constructed near residential neighborhoods, schools, and retail centers. The services have entailed obtaining right-of-way clearance, utility relocation and coordination, field surveying, value engineering and the preparation of plans, specifications and cost estimates.

CivilSource has been very responsive in all aspects, including timeliness, thoroughness and quality, from their original proposal and interview efforts, to the preliminary site investigations reviews, and further to final submittal of plans, specifications and cost estimates. The quality and completeness of work products, experienced staffing, and team effort were all of the highest caliber and I would recommend CivilSource to any municipal agency for professional engineering services.

If needed, I would be happy to further discuss CivilSource's performance. Should you have any questions or require additional information, please contact me at (949) 724-7554.

Sincerely,

KIRK STREETS
Senior Project Manager



CITY of LAGUNA NIGUEL

Public Works/Engineering

27791 La Paz Road • Laguna Niguel, California 92677

Phone/949•362•4337 Fax/949•362•4385

CITY COUNCIL

Joe Brown

Gary G. Capata

Paul G. Glaab

Linda Lindholm

Robert Ming

June 17, 2009

Charles Herbertson P.E.
Public Works Director/City Engineer
Culver City Public Works Department
9770 Culver Blvd
Culver City, CA 90232

Re: Letter of Reference for CivilSource

Dear Charles:

The City of Laguna Niguel has been using the Civil Engineering services of CivilSource for over 2 years now. They have done a variety of services for Laguna Niguel including design, special studies, inventories and infrastructure evaluations. CivilSource has also served as Construction Manager on two very large projects for the City, the widening of The Street of the Golden Lantern and the expansion of the Sea Country Senior and Community Center. Both projects involved over \$6 million in construction value.

The City of Laguna Niguel has been very satisfied with the performance of the CivilSource Team in all projects that they have done for us. During their course of work for the City, they have established excellent working relationships with staff in the Finance Department and City Attorney's office and well as staff in the Public Works Department. These working relationships have greatly assisted getting the work done smoothly. There are now many City staff members who are on a first name basis with staff members at CivilSource. The result of this is that CivilSource has become an extension of the Public Works Department staff.

What I really like about the CivilSource team is their responsiveness. When a City staff member calls and asks them for something, it gets done, without worry about extra work. Please feel free to call me if there are questions at (949) 362 4339.

Sincerely,

Ken Montgomery
Director of Public Works



SECTION 5: PROJECT EXPERIENCE AND REFERENCES

Golden Lantern Roadway Widening Project, City of Laguna Niguel

Ken Montgomery, Director of Public Works

27801 La Paz Road, Laguna Niguel, CA 92677

Phone (949) 362-4337/Fax (949) 362-4340

Key Personnel: Amy Amirani, Peter Salgado, Jeni Bliatout, Joseph Apohen

Contract Duration: 04/2008 to 07/09

CivilSource currently provides construction management, inspection and administrative services for a 1.7 mile roadway improvement project in the City of Laguna Niguel. As a part of the Orange County's Smart Street Program, the section of the Street of Golden Lantern between Marina Hills Drive and Crown Valley Parkway is being widened from 4 to 6 lanes to reduce weekday congestion during the morning and afternoon peak periods. The project improvements consists of roadway widening; removal and replacement of curb and gutter, raised medians, sidewalks, cross gutters, and drainage inlets; the construction of masonry block retaining and sound walls; roadway pavement reconstruction and overlay; landscape and irrigation improvements; traffic signal modification; street light construction; and roadway signing and striping.

CivilSource is responsible for providing pre-construction, construction, and project closeout services. Pre-construction services have included final review of plans and specifications, project advertising, bid and proposal review and recommendation of contract award, preparation of staff reports, and review and preparation of contract documents. During construction, tasks include all facets of construction management including site inspection; contractor oversight; processing submittals, RFIs and change orders; reviewing progress payments; reviewing and enforcing SWPPP requirements and all other water quality regulations; document control; labor compliance and project close out including recommending notices of completion and release of retention. Extensive coordination with several utilities and private property owners has also been an integral part of this project. CivilSource is also responsible for public outreach services which have included creating and distributing city-wide informational brochures; receiving and responding in writing to public comments and complaints; coordinating construction work with affected businesses; and facilitating meetings with City staff, public officials and the general public.

On-Call Construction Management/Inspection Services, City of Lake Forest

Luis Estevez, Public Works Manager

25550 Commercentre Drive, Suite 100, Lake Forest, CA 92630

Phone (949) 461-3485/Fax (949) 461-3511

Key Personnel: Amy Amirani, Peter Salgado, Joseph Apohen, Jeni Bliatout

Contract Duration: 09/08 to 09/11, with two optional one-year extensions

CivilSource provides full construction management services to the City of Lake Forest for sixteen Capital Improvement Program projects including street reconstruction/overlay/slurry seal, median landscaping and irrigation improvements, traffic signal improvements, park tot lot equipment replacement, and sewer line rehabilitation. The total construction budget over the three year period is estimated at \$14M.



Project Experience and References

CivilSource is responsible for providing pre-construction, construction, and project closeout services. Pre-construction services include constructability reviews of plans and specifications, assistance with bid review, and utility and other agency coordination. During construction, tasks include all facets of construction management including site inspection; contractor oversight; processing submittals, RFIs and change orders; review and approve progress payments; reviewing and enforcing SWPPP and all other environmental requirements; document control and project close out including guarantees, warranties, recommending notices of completion and release of retention. CivilSource is also responsible for public outreach services including receiving and responding in writing to public comments and complaints; coordinating construction work with affected residents and businesses; and attending meetings with City staff, public officials and the general public.

PS&E Engineering Services for the Culver/Walnut Improvements, City of Irvine

Kirk Streets, Senior Civil Engineer, 6427 Oak Canyon, Building #1, Irvine, CA 92618-5202

Phone (949) 724-7554/Fax (949) 724-7565

Contract Duration: 04/2008 to Current

CivilSource is currently providing design and construction support services for the Culver/Walnut widening and intersection improvements in the City of Irvine. The existing roadway is inadequate to accommodate existing and forecast future traffic volumes. The designed improvements will provide for additional capacity and address operational issues. Improvements include widening the roadway for additional lanes; median modifications; traffic signal and interconnect facility modifications; landscaping and irrigation modifications; ADA compliant sidewalks, bus stops and access ramps construction; and removal and replacement of damaged concrete curb, gutter and sidewalk.

The services have entailed obtaining right-of-way clearance, utility relocation/coordination, identification of required easements, preparation of legal descriptions, coordination/facilitation of meetings with surrounding businesses and residents, Caltrans coordination, landscape architecture, field surveying, value engineering, hydrology and hydraulic studies, preparation of plans, specifications and cost estimates, management of design team, and construction engineering support.

PS&E Engineering Services, City of Costa Mesa

Fariba Fazeli, Senior Engineer, 77 Fair Drive, Costa Mesa, CA 92626

Phone (714) 754-5000/Fax (714) 754-5028

Contract Duration: NA

CivilSource has completed PS&Es for several projects in the City of Costa Mesa consisting of the following types of improvements/modifications: roadway rehabilitation, traffic signal, parkway, landscaping and irrigation, and storm drain improvements. Projects include **Cassia Street, Valencia Street, Magnolia Avenue/Alley/Parking Lot, Alley 72, Hamilton Street, Plumer Street, Bear Street, and Orange Avenue**. All access ramps were reconstructed to current City, Caltrans and ADA standards. All projects required utility coordination and potholing to verify locations of existing utilities and preparation of signing and striping plans. The CivilSource effort included project managing the design efforts, utility coordination, and all necessary public outreach tasks.



Project Experience and References

As-needed Construction Management and Inspection Services, City of Huntington Beach

Travis Hopkins, Director of Public Works, 2000 Main Street Huntington Beach, CA 92648-2702

Phone (714) 536-5431/Fax (714) 374-1573

Contract Duration: 06/2008 to 06/2011

CivilSource provides full construction management services for the The City of Huntington Beach as a part of a three-year contract for Construction Management and Inspection services. CivilSource is responsible for providing pre-construction, construction management and project close-out services. Projects from the City's Capital Improvement Program include Street Reconstruction/Overlay/Resurfacing Parkway Improvements, Traffic Signal Modifications & Installations, Pump Station Rehabilitation, Sewer Line Rehabilitation Cathodic Protection Systems, Reservoir Construction, and Water Main Replacement.

Pre-construction services have involved constructability review, bid and award support, preparation of staff reports, development of comparative engineering cost estimates, and review and preparation of contract documents. During construction, tasks have included all facets of construction management including field inspection, traffic management and control, tracking and processing submittals and RFI's, negotiating and processing change orders, reviewing and processing progress payments, construction scheduling, compliance with environmental requirements, reviewing and enforcing SWPPP requirements, and project close out including warranties, guarantees, and release of retention. CivilSource is also responsible for public information and communication assistance with surrounding residents and businesses.

PS&E Engineering Services for the University Drive Improvements, City of Irvine

Uyenly Bui, Senior Project Manager, 6427 Oak Canyon, Building #1, Irvine, CA 92618-5202

Phone (949) 724-7559/Fax (949) 724-7565

Contract Duration: 03/2009 to Current

CivilSource is currently providing design and construction support services for the University Drive roadway improvements in the City of Irvine. University Drive is a critical element in the City of Irvine circulation plan. The roadway provides primary access to the University of California, Irvine and also serves as an alternative commuter route during peak traffic times. The existing roadway is experiencing deterioration and requires rehabilitation for long-term performance. Improvements include removal and replacement of existing curb and gutter and median, cold milling and construction of ARHM overlay, and installation of tree root barriers.

The services include utility relocation/coordination; coordination with IRWD and The Irvine Company regarding simultaneous construction projects; Caltrans coordination; field surveying; evaluation of access ramps for ADA compliance; evaluation of traffic loop detectors; design of structural section, curb and gutter, and sidewalks; arboricultural evaluation; preparation of plans, specifications and cost estimates; management of design team, and construction engineering support.



Project Experience and References

Ball Road and Bloomfield Storm Drain and Intersection Improvements, City of Los Alamitos

William Huber, Interim Director of Public Works

3121 Katella Avenue, Los Alamitos, CA 90720

Phone (562) 431-3538/Fax (562) 493-0678

Key Personnel: Amy Amirani, Peter Salgado, Joseph Apohen, Jeni Bliatout

Contract Duration: 04/08 to 12/08

CivilSource provided construction management, administration, and inspection services for a storm drain and roadway improvements project in the Cities of Los Alamitos and Cypress. As this project was a joint venture funded by both Cities, CivilSource was responsible for coordinating construction and work progress with both agencies. The project included extensive utility coordination in order to facilitate start of construction. The designed alignment of the storm drain conflicted with multiple utility facilities including water, gas, oil, electric and sewer lines. Ownership of many of the lines, including oil, could not be determined; and it required extensive change order negotiations to cause the Contractor to perform material investigations and removal of the unclaimed facilities.

CivilSource was responsible for providing pre-construction, construction, and project closeout services. Pre-construction services included bid and proposal review and recommendation of contract award, obtaining proposals and recommending award for geotechnical and surveying services, preparation of staff reports, and review and preparation of contract documents. During construction, tasks include all facets of construction management including site inspection; utility relocation and coordination; contractor oversight; processing submittals, RFIs and change orders; reviewing progress payments; reviewing and enforcing SWPPP requirements and all other water quality regulations; document control; labor compliance and project close out including recommending notices of completion and release of retention. CivilSource was also responsible for public outreach services which included receiving and responding to public comments and complaints; coordinating construction work with affected businesses; and facilitating meetings with City staff, public officials and the general public.

2nd & 4th Street Pedestrian & Streetscape Improvements, City of Santa Monica

Tony Antich, City Engineer

1685 Main Street, Santa Monica, CA 90407

Phone (310) 458-8721/Fax (310) 393-4425

Key Personnel: Amy Amirani, Peter Salgado, Jeni Bliatout

Contract Duration: 09/07 to 01/09

CivilSource currently provides project management and public outreach services for a \$7M Transit Mall Improvements Project in the City of Santa Monica. This federally funded project is being constructed in a very busy area of the City that is frequented by Southern California residents and visitors from all around the world. Our team has effectively managed construction so as to minimize the impact on visitors and the surrounding businesses while maintaining the progress of the work. The improvements consist of repair of damaged curbs and sidewalks, remove existing and plant new trees, landscape and irrigation improvements, installation of new street lighting and street and parking lot resurfacing.



Project Experience and References

CivilSource is responsible for providing pre-construction, construction, and project closeout services. Preconstruction services have included constructability review, bid and award support, preparation of staff reports, and review and preparation of contract documents. During construction, tasks include all facets of construction management and administration including utility and multiple agency coordination, project budget and accounts tracking, engineering plan and specification review, traffic management and control, submittal/schedule /RFI/progress payment review and processing, field observation, negotiate and process change orders, document control, and project close out including warranties, guarantees, recommending notices of completion and release of retention. CivilSource is also responsible for public outreach services which have included creating and distributing public notices and informational brochures; receiving and managing public comments and complaints; coordinating construction work with affected agencies and businesses; and attending meetings with City staff, public officials and the general public.

Rehabilitation of Industrial Streets, City of Fountain Valley

Stacey DeLong, Assistant Engineer

10200 Slater Avenue, Fountain Valley, CA 92708

Phone (714)593-4443/Fax (714)593-4554

Key Personnel: Amy Amirani, Leo Bonahora

Contract Duration: 11/08 to 02/09

CivilSource is provided construction inspection services for the resurfacing of several industrial streets in the City of Fountain Valley. Inspection services included overseeing night work to ensure contractor's work was in compliance with the contract documents, completion of daily reports, determining pay quantities for progress and final payment, ensuring site safety and construction quality, and photo documentation.

On-Call Design and Engineering Services, City of Rancho Santa Margarita

Derek Wieske, Director of Public Works, 22112 El Paseo, Rancho Santa Margarita, CA 92688

Phone (949) 635-1800/Fax (949) 635-1840

Contract Duration: 07/2006 to 06/2009

CivilSource, Inc. has provided professional consultant services to the City of Rancho Santa Margarita since 2006 as a part of their contract for Design and Engineering services. This has included engineering staff extension services, Request for Proposal processing, preparing written reports, attending meetings to present information to council and committees, and construction management and inspection services.

Annual City-wide Slurry/Street Resurfacing Projects (10/07 to 11/07, 02/08 to 04/08) – CivilSource provided the construction inspection services for these two projects. The work consisted of contractor mobilization, traffic control, cold milling, asphalt concrete overlay with pavement reinforcing fabric, asphalt concrete deep lift in digout areas, slurry seal, adjusting manholes, survey monument covers and valve covers to grade, pavement striping, and markings for several residential streets.

Inspection services performed included full time inspection of construction activities, daily project documentation, coordinating sampling and testing of construction materials for conformance with the project specifications, monitoring of the contractor's daily labor force for compliance with state labor laws, and inspection of traffic control procedures. Our construction manager on the project assisted the project



*Professional Consultant Services for the City of Culver
On-Call General Civil Engineering Services*

Project Experience and References

inspector in maintaining the necessary paper work and project documentation, ensure that proper prevailing wage documentation was submitted, and provide general contract administration and oversight on the project.

On-Call Engineering Services, City of Yorba Linda,

Mark Stowell, Director of Public Works

4845 Casa Loma Avenue, Yorba Linda, CA 92885

Phone (949) 635-1800/Fax (949) 635-1840

Key Personnel: Amy Amirani, Peter Salgado, Gilbert Mercado, Henry Hovakimian, Jeni Bliatout

Contract Duration: 11/06 to 11/09

The City of Yorba Linda awarded CivilSource a three-year contract to provide On-Call Engineering services for design, construction management and inspection services. Work has included preparing requests for proposals, assistance with feasibility studies, and preparation of annual capital improvement project budget updates.



Professional Consultant Services for the City of Culver
On-Call General Civil Engineering Services

Rate/Fee Schedule

RATE/FEE SCHEDULE

Range of Hourly Rates: All Employees in company/field office or in City offices.

Effective: For the duration of this contract.

PROGRAM / CONSTRUCTION MANAGEMENT

HOURLY RATE

Principal/Project Director	\$110-150
Project Managers	\$100-140
Construction Managers	\$100-140
Senior Engineers	\$95-135
Construction Engineers	\$90-130
Scheduling Engineers	\$85-120
Cost Engineers	\$85-120
Senior Field Inspector	\$90-130
Senior Inspector	\$80-115
Inspector	\$70-110
CAD Designer/Technician	\$65-105
Contract Administration	\$45-85

PUBLIC WORKS SERVICES GROUPS

HOURLY RATE

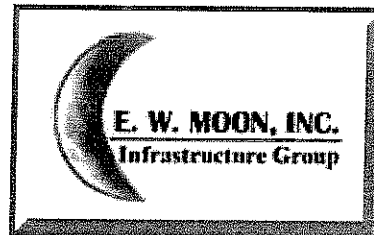
Principal/Project Director	\$110-150
Project Managers	\$100-140
Project Engineers	\$95-130
Technical Support	\$60-95
Administration	\$45-85

REIMBURSABLE EXPENSES

COST

Reproduction	Cost
Consultant Services	Cost
Automobile Transportation	\$.40 per mile
Delivery, Freight, Courier	Cost
Agency Fees	Cost
Commercial Travel	Cost

Meeting Today's Challenges For Tomorrow's Future



CORPORATE QUALIFICATION PACKAGE

Corporate Office Address

3619 Motor Avenue, Suite 300 Los Angeles, CA 90034

Contact Information

Telephone Number: (310) 815-9901

Facsimile Number: (310) 815-9907

Email Address: ewmoon@ewmooninc.net

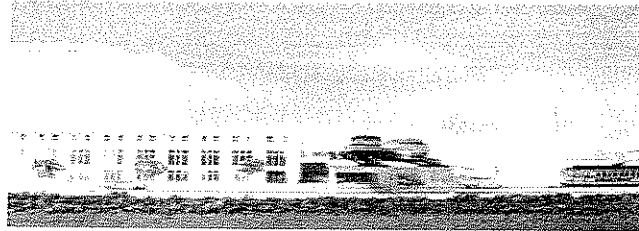
Website: www.ewmooninc.com



Civil Engineering and Construction Management

Land Development

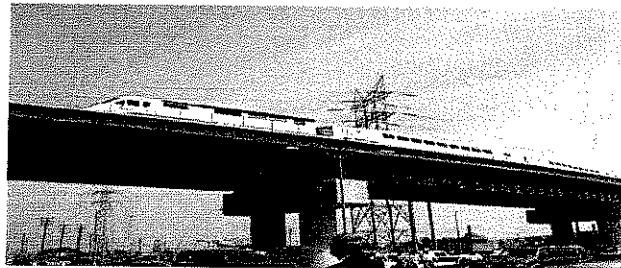
- Drainage Design
- Grading Design
- Street Design
- Utility Design



Intermodal Passenger Terminal, Memphis

Transportation

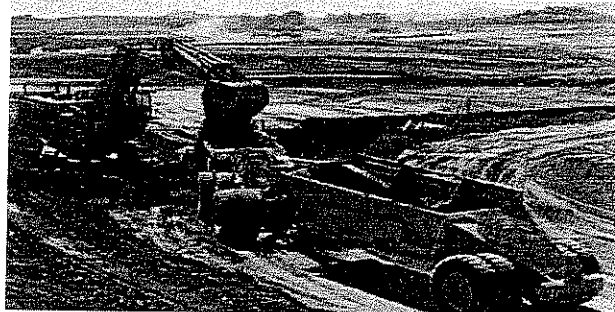
- Commuter Rail
- Highways
- Bridges
- Feasibility Studies



Los Angeles Metro Rail

Water Resources

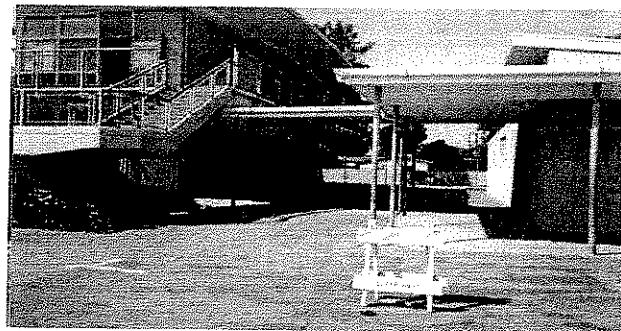
- Water Supply and conservation
- Wastewater Treatment Plants
- Reservoirs



MWD Eastside Reservoir

Construction Management

- Oversight
- Scheduling
- Cost Estimating
- Permit Expediting



Los Angeles Unified School District

Meeting Today's Challenges for Tomorrow's Future