

March 23, 2016



Ernesto Munoz, Public Services Director
City of Costa Mesa
Department of Public Works
77 Fair Drive
Costa Mesa, CA 92626

RE: Proposal to Provide Staff Augmentation as needed to support Costa Mesa's Capital Improvement Program

Dear Mr. Munoz,

Interwest Consulting Group is pleased to submit our proposal to provide as needed staffing to support the City of Costa Mesa's Capital Improvement Program. Attached is information about our experience and capabilities along with a proposed fee schedule.

As Interwest's Public Works Group Leader, I will act as Principal-in-Charge and main management contact for the City. My experience includes over 30 years of industry experience and a track record of successful management and project delivery. Other technical and professional staff will be made available to support Capital Improvement Projects as-needed.

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

Please do not hesitate to contact us at (714) 899-9039 should you have any questions. Thank you again for the opportunity to assist you on this project.

Sincerely,

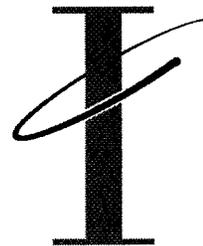
A handwritten signature in black ink, appearing to read "J. Ross", written in a cursive style.

James G. Ross
Public Works Group Leader
(949) 612-2534 | Office
(714) 742-1551 | Cell
jross@interwestgrp.com

I. Experience | Qualifications

Interwest Consulting Group

The seamless integration of municipal service professionals in support of public agencies has been our purpose since Interwest Consulting Group formed in 2002. Interwest was founded by individuals with a passion for serving municipalities. We currently employ approximately 280 employees spanning a multitude of disciplines within city engineering, public works, and building and safety departments throughout California. We currently serve over 200 cities, counties and state agencies. We similarly serve the municipalities of Costa Mesa, Irvine, Culver City, Wildomar, and Eastvale just to name a few.



We provide the following services to cities/counties: Construction Management, City Engineering, Capital Improvement Program Management, Development Improvement Plan/Map Review and Entitlement, Transportation Program Management/Funding, Traffic Engineering & Transportation Planning, Building and Safety, Real Property Acquisition, Geographic Information System (GIS), and Information Technology.

II. Personnel

Services will be directed from our Los Angeles office, which serves the entire Southern California region with professional staff performing functions in all of our disciplines. All of our proposed staff has significant direct experience working as city employees and as contract staff members in similar jurisdictions throughout California providing the services outlined by the City. **James G. Ross, Public Works Group Leader** will serve as Principal-in-Charge and as management contact to the City of Culver City.

Our proposed Capital Improvement Program Manager will be a professional with several years of direct experience managing Capital Improvement Programs for local municipalities. This individual will be properly licensed and certified in the State of California to perform the work required by the City.

Other technical and professional staff will be made available to support Capital Improvement Projects as-needed. All of our staff has significant direct experience working as city employees and as contract staff members in similar jurisdictions throughout California providing the Capital Improvement support services that may be required by the City.

Individually, our professionals excel in each of their backgrounds. As a team, they possess the professional capability to innovatively create and implement effective solutions with your agency and the community's interests in mind.

III. Scope of Services

We understand that the City is seeking a firm to provide staff augmentation as-needed to support Costa Mesa's Capital Improvement Program. We look forward to determining a more detailed scope of services after further discussion with the City regarding staffing needs.

DELIVERING CAPITAL PROJECTS

Delivering Capital Projects under aggressive schedules involves management, administration, and oversight of project development teams from inception to completion. Project Management to Interwest means complete ownership of all project aspects including project delivery, funding, project development, and budgeting. This approach has advantages because this keeps the continuity, institutional knowledge, momentum, and key community contact person consistent throughout the project life.

Interwest has been successful in delivering Capital Improvement Projects by fostering an environment where there is a sense of urgency for every single capital project, regardless of size. This is our standard approach because, the reality is, the quality of life for residents is impacted in many ways –from congested interchanges, potholes in city streets, gaps in the bicycle network, down to broken/cracked sidewalks.

Interwest can perform the following:

- ✓ Develop project descriptions and scopes to determine budgets and delivery schedules
- ✓ Assist in the identification and procurement of necessary regulatory permits
- ✓ Prepare necessary internal communications to provide the City with regular status updates regarding project schedule, budgets, potential issues, and other items of interest or concern
- ✓ If requested, prepare City Council staff reports, technical memoranda, or issues papers on projects
- ✓ Conduct project outreach to external stakeholders as directed by the City
- ✓ Manage the design team during the preparation of final plans, specification, and estimates
- ✓ Manage project bidding and oversee construction support and construction management/inspection
- ✓ Ensure the process is performed in adherence to Federal Agency (i.e. FHWA/FTA) guidelines
- ✓ If requested, provide leadership and guidance to city staff in the management of the Capital Improvement Program.

IV. Hourly Rates

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

CLASSIFICATION	HOURLY BILLING RATE
Engineering	
Principal in Charge.....	\$160
Project Manager.....	160
Senior Advisor.....	140
Traffic Engineer.....	130
Supervising Engineer.....	125
Senior Engineer.....	120
Engineering Associate III.....	105
Engineering Associate II.....	100
Engineering Associate I.....	85
Engineering Technician III.....	75
Engineering Technician II.....	70
Engineering Technician I.....	65
Student Trainee.....	30

BILLING PROCESS

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