



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

NO. 2 PORTUGUESE BEND ROAD
ROLLING HILLS, CA 90274
(310) 377-1521
FAX (310) 377-7288

AGENDA
Regular Council Meeting

CITY COUNCIL
Monday, August 24, 2020

CITY OF ROLLING HILLS
7:00 PM

This meeting is held pursuant to Executive Order N-29-20 issued by Governor Gavin Newsom on March 17, 2020. All Councilmembers will participate by teleconference.

Public Participation: The meeting agenda is available on the City's website. A live audio of the City Council meeting will be available on the City's website. Both the agenda and the live audio can be found here: <https://www.rolling-hills.org/government/agenda/index.php>

Members of the public may observe and orally participate in the meeting via Zoom and or submit written comments in real-time by emailing the City Clerk's office at cityclerk@cityofrh.net. Your comments will become part of the official meeting record. You must provide your full name, but please do not provide any other personal information that you do not want to be published.

Zoom access: <https://us02web.zoom.us/j/87227175757?pwd=VzNES3Q2NFprRk5BRmdUSktWb0hmUT09> Or dial (669) 900-9128, meeting ID: 872 2717 5757, passcode: 780609

Audio recordings to all the City Council meetings can be found here: <https://cms5.revize.com/revize/rollinghillsca/government/agenda/index.php>.

While on this page, locate the meeting date of interest then click on AUDIO. Another window will appear. In the new window, you can select the agenda item of interest and listen to the audio by hitting the play button. Written Action Minutes to the City Council meetings can be found in the AGENDA, typically under Item 4A Minutes. Please contact the City Clerk at 310 377-1521 or email at cityclerk@cityofrh.net for assistance.

Next Resolution No. 1262

Next Ordinance No. 366

1. CALL TO ORDER

2. ROLL CALL

PLEDGE OF ALLEGIANCE

3. **OPEN AGENDA - PUBLIC COMMENT WELCOME**

*This is the appropriate time for members of the public to make comments regarding the items on the consent calendar or items **not** listed on this agenda. Pursuant to the Brown Act, no action will take place on any items not on the agenda.*

4. **CONSENT CALENDAR**

Matters which may be acted upon by the City Council in a single motion. Any Councilmember may request removal of any item from the Consent Calendar causing it to be considered under Council Actions.

4.A. [MINUTES: 1\) REGULAR MEETING OF JULY 13, 2020; 2\) REGULAR MEETING OF JULY 27, 2020; AND 3\) REGULAR MEETING OF AUGUST 10, 2020.](#)

RECOMMENDATION: APPROVE AS PRESENTED.

[07-13-2020CCMinutes.v5.docx](#)

[07-27-2020CCMinutes_v3.docx](#)

[08-10-2020CCMinutes_v3.docx](#)

4.B. [PAYMENT OF BILLS.](#)

RECOMMENDATION: APPROVE AS PRESENTED.

[Payment of Bills.pdf](#)

4.C. [REPUBLIC SERVICES RECYCLING TONNAGE REPORT FOR JULY 2020.](#)

RECOMMENDATION: Republic Services' new contract, starting July 1, 2020 lowered the required waste diversion percentage from 50% to 30%. Staff recommends the City Council approve the tonnage report as presented.

[07.20 - Rolling Hills Tonnage.pdf](#)

5. **COMMISSION ITEMS**

NONE.

6. **PUBLIC HEARINGS**

NONE.

7. **OLD BUSINESS**

7.A. [RECEIVE AND FILE ALTERNATIVE MS4 COMPLIANCE STRATEGY FOR MACHADO LAKE NUTRIENT TMDL AND APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH NV5 TO PROVIDE OUTFALL MONITORING AT A NEW LOCATION IN THE SEPULVEDA CANYON FOR ONE SEASON.](#)

RECOMMENDATION: Staff recommends that the City Council consider an alternative compliance strategy and approve engage the services of NV5 to monitor at new outfall location in the Sepulveda Canyon.

[RegionalDrainage_RH_DrainageAnalysis_09Aug2013.pdf](#)

[RegionalDrainage_RH_DrainageAnalysis_Aerial_09Aug2013.pdf](#)

[CORH-20-9641-MS4 Outfall Monitoring 2020-2021_REV.pdf](#)

[RH_SCW_Annual Plan_FY2021\(FinalDraft\)2020.08.20.pdf](#)

[RH_SCW_Expenditure_Budget_FY2021_\(2020.08.20\).xlsx](#)

7.B. [CITY COUNCIL TO CONSIDER APPROVAL OF ORDINANCE NO. 365 REPEALING SECTIONS 10.12.050, 10.12.060, AND 9.44.020 OF THE ROLLING HILLS](#)

MUNICIPAL CODE.

RECOMMENDATION: Approve Ordinance No. 365.

Ordinance Repealing Gate Attendant Sections.pdf

LTR_TO_CITY_RE_AMENDMENTS_TO_MUNI_CODE_-_GATE_GUARDS_-_FINAL_EDITION_2-10-2020.pdf

8. NEW BUSINESS

- 8.A. APPROVE RESOLUTION NO. 1261 TO ACCEPT FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) HAZARD MITIGATION GRANT FUNDS HMGP 4344-526-112R FIRE PREVENTION POWER LINE UNDERGROUNDING ALONG CREST ROAD EAST, PROVIDE LOCAL MATCH, AND AUTHORIZE THE CITY MANAGER, OR DESIGNEE, TO EXECUTE THE AGREEMENT; AND ALLOCATE THE REQUIRED FUNDS FROM THE UTILITY FUND.

RECOMMENDATION: Approve as presented.

Approval #4344-526-112 Rolling Hills - Undergrounding.pdf

16B0293_20I1190_City of Rolling Hills_ESA Review Form countersigned.pdf

HMGP_4344-526-112_REC.pdf

HMGP-4344-526-112_Rolling Hills_ESA letter.pdf

Project Management Report 4344-122R.pdf

Standard HMGP Conditions, August 2018.pdf

Copy of FEMA_Post-construction_Notification_Reporting_Form_4344-526-11.xlsx

ResolutionNo.1261 FEMA Grant Acceptance-c1.DOCX

- 8.B. CONSIDER AND APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH NV5 TO PROVIDE ENGINEERING SERVICES FOR THE DESIGN OF THE 8 INCH SEWER MAIN ALONG PORTUGUESE BEND ROAD AND ROLLING HILLS ROAD.

RECOMMENDATION: Approve as presented.

NV5_Rolling Hills_Sewer Improvement_07.13.20.pdf

NV5_Rolling Hills_Sewer Improvement Fee_07.13.20.pdf

PACE Proposal - Engineering Services to prepare Sewer Improvement Plans for the City of Rolling Hills.pdf

PACE Fee Proposal.pdf

Quantum Consulting_Proposal Engineering Services to prepare Sewer Improvement Plans.pdf

Quantum Consulting_Fee Proposal Engineering Services to prepare Sewer Improvement Plans.pdf

Willdan Proposal for City of Rolling Hills Engineering Services to Prepare Sewer Improv Plans.pdf

Wildan Fee Schedule for City of Rolling Hills Proposal for Engineering Services to Prepare Sewer Improvement Plans.pdf

Agreement RE Sewer Improvement Design.pdf

Sewer Improvement Design Exhibit A - Scope of Work-c1.PDF

Sewer Improvement Design Exhibit B - Fees (2)-c1.PDF

- 8.C. CONSIDER AND APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH BARRY MILLER CONSULTING TO PROVIDE CONSULTANT SERVICES TO REVISE THE CITY'S 5TH CYCLE HOUSING ELEMENT TO COMPLY WITH THE CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT'S (HCD) REQUIREMENTS.

RECOMMENDATION: Approve as presented.

[BarryMillerProposaltoRollingHills.pdf](#)

[BarryMillerCostProposal.pdf](#)

9. MATTERS FROM THE CITY COUNCIL AND MEETING ATTENDANCE REPORTS

9.A. DISCUSS ACTION MINUTES AS THE OFFICIAL CITY COUNCIL MEETING MINUTES. (PIEPER)

RECOMMENDATION: None.

[2015 ccac guidelines for preparing minutes final submission _2_-c1.pdf](#)

[2015 ccac guidelines for preparing minutes sample staff report final submission-c1.pdf](#)

9.B. DISCUSS SUPPORT FOR LOCAL CONTROL AND OPPOSITION TO RECENT PLANNING AND ZONING LEGISLATION. (MIRSCH)

RECOMMENDATION: NONE

[2020-79 State Housing Legislation.pdf](#)

[Our Mission Statement.pdf](#)

[20200804 -StaffRpt Bills.pdf](#)

[Attachment A_Resolution.docx](#)

[Attachment B - Matrix of Legislative Assembly and Senate Bills on Housing and Zoning.xlsx](#)

9.C. DISCUSS IGNITABLE DEVICES. (BLACK)

RECOMMENDATION: NONE.

10. MATTERS FROM STAFF

NONE.

11. CLOSED SESSION

NONE.

12. ADJOURNMENT

Next regular meeting: Monday, September 14, 2020 at 7:00 p.m. in the City Council Chamber, Rolling Hills City Hall, 2 Portuguese Bend Road, Rolling Hills, California, 90274.

Notice:

Public Comment is welcome on any item prior to City Council action on the item.

Documents pertaining to an agenda item received after the posting of the agenda are available for review in the City Clerk's office or at the meeting at which the item will be considered.

In compliance with the Americans with Disabilities Act (ADA), if you need special assistance to participate in this meeting due to your disability, please contact the City Clerk at (310) 377-1521 at least 48 hours prior to the meeting to enable the City to make reasonable arrangements to ensure accessibility and accommodation for your review of this agenda and attendance at this meeting.



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 4.A

Mtg. Date: 08/24/2020

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: CONNIE VIRAMONTES , ADMINISTRATIVE ASSISTANT

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: MINUTES: 1) REGULAR MEETING OF JULY 13, 2020; 2) REGULAR MEETING OF JULY 27, 2020; AND 3) REGULAR MEETING OF AUGUST 10, 2020.

DATE: August 24, 2020

BACKGROUND:

NONE.

DISCUSSION:

NONE.

FISCAL IMPACT:

NONE.

RECOMMENDATION:

APPROVE AS PRESENTED.

ATTACHMENTS:

[07-13-2020CCMinutes.v5.docx](#)

[07-27-2020CCMinutes_v3.docx](#)

[08-10-2020CCMinutes_v3.docx](#)

**MINUTES OF A
REGULAR MEETING
OF THE
CITY COUNCIL OF THE
CITY OF ROLLING HILLS, CALIFORNIA
MONDAY, JULY 13, 2020**

This meeting is held pursuant to Executive Order N-29-20 issued by Governor Gavin Newsom on March 17, 2020. All Councilmembers will participate by teleconference.

Public Participation: City Hall will be closed to the public until further notice. A live audio of the City Council meeting will be available on the City's website (<http://www.rolling-hills.org/>). The meeting agenda is on the City's website (<https://www.rolling-hills.org/government/agenda/index.php>).

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1. CALL TO ORDER

The City Council of the City of Rolling Hills met in a regular meeting via Zoom Teleconference on the above date at 7:01 p.m. via teleconference.

Mayor Pieper presiding.

2. ROLL CALL

Present: Council Members Mirsch, Wilson, Black, Dieringer and Mayor Pieper

Absent: None.

Staff Present: Elaine Jeng, City Manager
Michael Jenkins, City Attorney
Meredith Elguira, Planning & Community Services Director
Connie Viramontes, Administrative Assistant
Delia Aranda, Code Enforcement
Maria Quinonez, Interim City Clerk

3. OPEN AGENDA – PUBLIC COMMENT WELCOME

(The complete audio of the City Council and written communications is available in the City Clerk's office and the City's website: <https://www.rolling-hills.org/government/agenda/index.php>)

City Council Members heard public comment from Clint Patterson, Palos Verdes Peninsula Unified School District Superintendent Dr. Alex Cherniss and Board Member Matthew Brach.

4. CONSENT CALENDAR

Matters which may be acted upon by the City Council in a single motion. Any Councilmember may request removal of any item from the Consent Calendar causing it to be considered under Council Actions.

MOTION: It was moved by Council Member Wilson and seconded by Council Member Black to approve items 4B, 4C, and 4D from the consent calendar.

AYES: COUNCILMEMBERS: Mayor Pieper, Black, Dieringer, Mirsch, and Wilson.

NOES: COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: None

ABSTAIN: COUNCILMEMBERS: None

4.A. APPROVAL OF MINUTES

03-09-20 City Council Draft Minutes FINALv9

03-23-20 City Council Draft Minutes FINAL v6

03-30-20 City Council Draft Minutes FINAL v6

04-13-20 City Council Draft MinutesFINALv11

04-13-20 City Council Draft Minutes Joint CC and PC FINALv10

04-27-20 City Council Draft Minutes CC FINALv10

06-04-20 City Draft Minutes Special v5

06-08-20 City Council Draft Minutes v6

06-22-20 City Council Draft Minutes v2

MOTION: It was moved by Mayor Pieper and seconded by Mayor Pro Tem Dieringer to approve all the minutes with the exception of minutes for June 22, 2020.

AYES: COUNCILMEMBERS: Mayor Pieper, Black, Dieringer, Mirsch, and Wilson.

NOES: COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: None

ABSTAIN: COUNCILMEMBERS: None

4.B. PAYMENT OF BILLS.

ITEM 4B. APPROVED BY CONSENT CALENDAR VOTE.

4.C. CONSIDER AND APPROVE RECOMMENDATION TO AMEND ROLLING HILLS MUNICIPAL CODE SECTIONS 9.44 AND 10.12 ON GATE GUARDS.

ITEM 4C. APPROVED BY CONSENT CALENDAR VOTE.

4.D. APPROVE ECS IMAGING, INC. AND FILE KEEPERS, LLC FOR AS NEEDED ON-CALL SERVICES FOR SCANNING DOCUMENTS AND BUILDING PLANS.

ITEM 4D. APPROVED BY CONSENT CALENDAR VOTE.

5. **COMMISSION ITEMS**

NONE.

6. **PUBLIC HEARINGS**

NONE.

7. **OLD BUSINESS**

7.A. ACCEPT THE ROLLING HILLS COMMUNITY WILDFIRE PROTECTION PLAN (CWPP) AS COMPLETE, ACCEPT THE A HAZARD MITIGATION GRANT TO PREPARE A CWPP, AND DIRECT STAFF TO SUBMIT THE CWPP TO THE CALIFORNIA OFFICE OF EMERGENCY SERVICES AND FEMA FOR REVIEW AND APPROVAL.

The following individuals provided written and or email comments regarding the Rolling Hills Community Wildfire Protection Plan (CWPP) and were either in support of approving or postponing the City Council action.

Approve

Rae Walker
Dorothy Vinter
Don Crocker
Clint Patterson
Ross Smith
Arlene Honbo
Abas Goodarzi
Susan Collida
Debra Schraeder
Judith Haenel
Kay Lupo

Postpone

Cathy Nichols
John Nunn
Richard Meyer
William Hassoldt
Donovan Black
Anne Schneider
Carole La Caze
Geraldine Belleville
Roger Hawkins
Carmen Schaye
Margaret Bemis
Marcia Schoettle
Jim Aichele
Verna Balch

Other Comment

Arun Bhumitra
Alfred Visco
Diane Montalto

Members of the City Council heard public comments in support of approving or postponing City Council action regarding this item and discussed concerns at length.

MOTION: It was moved by Mayor Pro Tem Dieringer and seconded by Council Member Black to postpone the decision about the acceptance of the plan until the next meeting, accept the grant and to submit to CalOES. Additionally, recommends that the city publicize the plan so that the community members are aware of the plan scheduled to be discussed at the next meeting.

AYES: COUNCILMEMBERS: Mayor Pieper, Black, Dieringer, Mirsch, and Wilson.
NOES: COUNCILMEMBERS: None
ABSENT: COUNCILMEMBERS: None
ABSTAIN: COUNCILMEMBERS: None

7.B. CONSIDER AND APPROVE AN AMENDMENT TO THE LEASE AGREEMENT WITH THE ROLLING HILLS COMMUNITY ASSOCIATION.

Members of the City Council reviewed and discussed the request to approve an amendment to the lease agreement with the Rolling Hills Community Association.

MOTION: It was moved by Council Member Black and seconded by Council Member Mirsch to approve an amendment to the lease agreement with the Rolling Hills Community Association to reduce the rent amount for the period between July 1, 2020 and June 30, 2023.

AYES: COUNCILMEMBERS: Mayor Pieper, Black, Dieringer, Mirsch, and Wilson.
NOES: COUNCILMEMBERS: None
ABSENT: COUNCILMEMBERS: None
ABSTAIN: COUNCILMEMBERS: None

7.C. CONSIDER ROLLING HILLS COMMUNITY ASSOCIATION'S REQUEST TO REPLACE, IN THE EVENT OF FAILURE, THE EXISTING SEPTIC TANK SERVING THE MAIN GATEHOUSE.

Members of the City Council reviewed and discussed the request to consider Rolling Hills Community Association request to replace in the event of failure, the existing septic tank serving the main gatehouse.

MOTION: It was moved by Mayor Pro Tem Dieringer and seconded by Mayor Pieper to amend staff's recommendation to deny the Rolling Hills Community Association's request to replace the existing septic tank and include increasing maintenance frequency of the septic tank to prolong its use and to expedite if there is a problem.

AYES: COUNCILMEMBERS: Mayor Pieper, Dieringer, Mirsch, and Wilson.
NOES: COUNCILMEMBERS: Black.
ABSENT: COUNCILMEMBERS: None
ABSTAIN: COUNCILMEMBERS: None

7.D. CONSIDER AND APPROVE AN AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING WITH THE PENINSULA CITIES AND THE PALOS VERDES PENINSULA SCHOOL DISTRICT TO CONTINUE TO COST SHARE TWO SCHOOL RESOURCE OFFICERS FOR THREE YEARS COMMENCING ON AUGUST 1, 2020.

Members of the City Council reviewed and discussed the consideration to approve an amendment to the Memorandum of Understanding with the Peninsula Cities and the Palos Verdes Peninsula School District to continue to cost share two school resource officers for the three years commencing on August 1, 2020.

MOTION: It was moved by Council Member Black and seconded by Council Member Wilson to approve the amended Memorandum of Understanding.

AYES: COUNCILMEMBERS: Mayor Pieper, Black, Dieringer, Mirsch, and Wilson.
NOES: COUNCILMEMBERS: None
ABSENT: COUNCILMEMBERS: None
ABSTAIN: COUNCILMEMBERS: None

7.E. CONSIDER AND APPROVE THE TRANSFER AGREEMENT WITH THE LOS ANGELES COUNTY TO RECEIVE SAFE CLEAN WATER PROGRAM MEASURE W LOCAL RETURNS.

After review and discussion, Members of the City Council considered approving the transfer agreement with the Los Angeles County to receive Safe Clean Water Program Measure W local returns.

MOTION: It was moved by Mayor Pro Tem Dieringer and seconded by Council Member Mirsch to approve the transfer agreement with the Los Angeles County to receive Measure W funds and authorize the City Manager to execute the agreement.

AYES: COUNCILMEMBERS: Mayor Pieper, Black, Dieringer, Mirsch, and Wilson.
NOES: COUNCILMEMBERS: None
ABSENT: COUNCILMEMBERS: None
ABSTAIN: COUNCILMEMBERS: None

7.F. CONSIDER LAYOUT OPTIONS TO BRING EXISTING RESTROOMS AT CITY HALL TO COMPLY WITH ADA CODES, AND SELECT A DESIGN OPTIONS TO CONTINUE THE DEVELOPMENT OF CONSTRUCTION PLANS.

Members of the City Council reviewed and discussed the layout options to bring existing restrooms at City Hall to comply with ADA codes, and selected a design from options provided.

MOTION: It was moved by Council Member Black and seconded by Mayor Pro Tem Dieringer to approve option 2 and have restrooms reconfigured to have one ADA compliant all gender restroom and two additional all gender restrooms where the current restrooms are located. The electrical room, coffee area and water heater are to be relocated.

AYES: COUNCILMEMBERS: Black, Dieringer, Mirsch, and Wilson.
NOES: COUNCILMEMBERS: Mayor Pieper.
ABSENT: COUNCILMEMBERS: None
ABSTAIN: COUNCILMEMBERS: None

8. NEW BUSINESS

8.A. RECEIVE AND FILE CERTIFICATION FOR FUNDING SUBMITTED TO THE DEPARTMENT OF FINANCE FOR ALLOCATION OF FEDERAL CARES ACT FUNDING THROUGH THE STATE FOR COVID-19 RELATED EXPENSES.

Members of the City Council were provided with information on certification for funding submitted to the Department of Finance for allocation of Federal Cares Act funds through the State for Covid-19 related expenses.

MOTION: It was moved by Council Member Mirsch and seconded by Mayor Pro Tem Dieringer to receive and file the certification for funding submitted to the Department of Finance for CARES Act funds to offset COVID-19 related expenses.

AYES: COUNCILMEMBERS: Mayor Pieper, Black, Dieringer, Mirsch, and Wilson.
NOES: COUNCILMEMBERS: None
ABSENT: COUNCILMEMBERS: None
ABSTAIN: COUNCILMEMBERS: None

8.B. RECEIVE AND FILE COVID-19 RELATED ADMINISTRATIVE REGULATIONS; CONSIDER AND APPROVE CONTRACT AMENDMENT WITH EXECUTIVE-SUITES FOR JANITORIAL SERVICES TO INCLUDE CLEANING PROTOCOLS AS REQUIRED BY LA COUNTY HEALTH DEPARTMENT TO PREVENT THE SPREAD OF COVID-19; AND CONSIDER AND APPROVE AN ON-CALL INDUSTRIAL HYGIENIST TO VALIDATE CLEANING PROTOCOLS WERE IMPLEMENTED PROPERLY.

City Council Members were provided with information and discussed janitorial services to include cleaning protocols as required by LA County Health Department to prevent the spread of Covid-19.

MOTION: It was moved by Council Member Wilson and seconded by Mayor Pieper to approve items 1 and 2 to receive and file Administrative Regulations dated July 7, 2020 and approve an amendment with Executive-suites to continue to provide janitorial services for City Hall with cleaning protocols required by the LA County Health Department to prevent the spread of COVID-19.

Item number 3 was postponed to the next agenda to allow Council Member Black to speak with the industrial hygienist to adjust the scope of service.

AYES: COUNCILMEMBERS: Mayor Pieper, Black, Dieringer, Mirsch, and Wilson.
NOES: COUNCILMEMBERS: None
ABSENT: COUNCILMEMBERS: None
ABSTAIN: COUNCILMEMBERS: None

9. MATTERS FROM THE CITY COUNCIL AND MEETING ATTENDANCE REPORTS

Mayor Pro Tem Dieringer provided information regarding SB 99.
Council Member Mirsch provided information regarding fire insurance and assembly bill.

10. MATTERS FROM STAFF

10.A. FIRE FUEL ABATEMENT ENFORCEMENT CASES QUARTERLY REPORT FOR THE SECOND QUARTER OF 2020 (APRIL 1 THROUGH JUNE 30).

Members of the City Council were provided with a report on fire fuel abatement cases quarterly report. It was noted that the biggest problem in getting vegetation items closed are due to residents not living on the properties. Additionally, the next quarterly report will be generated from the iWorQ program and may be able to provide more information on actions taken and outstanding items.

MOTION: It was moved by Council Member Mirsch and seconded by Mayor Pieper to receive and file report.

AYES: COUNCILMEMBERS: Mayor Pieper, Black, Dieringer, Mirsch, and Wilson.
NOES: COUNCILMEMBERS: None
ABSENT: COUNCILMEMBERS: None
ABSTAIN: COUNCILMEMBERS: None

11. ADJOURNMENT

Hearing no further business before the City Council, Mayor Pieper adjourned the meeting at 10:24 pm in memory of Pat and Don Mehlig. The next regular meeting of the City Council is scheduled for Monday, July 27, 2020 at 7:00 pm.

Respectfully submitted,

Elaine Jeng, P.E.
Acting City Clerk

Approved,

Jeff Pieper
Mayor

**MINUTES OF A
REGULAR MEETING
OF THE
CITY COUNCIL OF THE
CITY OF ROLLING HILLS, CALIFORNIA
MONDAY, JULY 27, 2020**

This meeting is held pursuant to Executive Order N-29-20 issued by Governor Gavin Newsom on March 17, 2020. All Councilmembers will participate by teleconference.

Public Participation: City Hall will be closed to the public until further notice. A live audio of the City Council meeting will be available on the City's website (<http://www.rolling-hills.org/>). The meeting agenda is on the City's website (<https://www.rolling-hills.org/government/agenda/index.php>).

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<https://us02web.zoom.us/j/83320318128?pwd=K01LTWJaU0hpTE03a0JsMkFoWENjdz09>. Your comments will become part of the official meeting record. You must provide your full name, but please do not provide any other personal information (i.e., phone numbers, addresses, etc.) that you do not want to be published.

1. CALL TO ORDER

The City Council of the City of Rolling Hills met in a regular meeting via Zoom Teleconference on the above date at 7:10 p.m. via teleconference.

Mayor Pieper presiding.

2. ROLL CALL

Present: Council Members Mirsch, Black, Wilson, Dieringer and Mayor Pieper

Absent: None.

Staff Present: Elaine Jeng, City Manager
Michael Jenkins, City Attorney
Meredith Elguira, Planning & Community Services Director
Connie Viramontes, Administrative Assistant
Maria Quinonez, Interim City Clerk

SUPPLEMENTAL INFORMATION

Any agenda related information received and distributed to the City Council after the Agenda Packet is printed is included in Supplemental Packets. Supplemental Packets are produced as needed. The Monday Supplemental Packet is available for public review in the City Clerk Department, 2 Portuguese Bend Road, during normal business hours [main posting location pursuant to the Brown Act, G.C. 54957.5(b)(2)]. Supplemental Packets are available for public review at City Hall, 2 Portuguese Bend Road and on our City's website: www.rolling-hills.org.

Please be advised that communications directed to the City Council are public records and are subject to disclosure pursuant to the California Public Records Act and Brown Act unless exempt from disclosure under the applicable law. Communications will NOT be edited for redactions; will be printed/posted as submitted.

3. OPEN AGENDA – PUBLIC COMMENT WELCOME

(The complete audio of the City Council and written communications is available in the City Clerk's office and the City's website: <https://www.rollinghills.org/government/agenda/index.php>)

None.

4. CONSENT CALENDAR

Matters which may be acted upon by the City Council in a single motion. Any Councilmember may request removal of any item from the Consent Calendar causing it to be considered under Council Actions.

MOTION: It was moved by Council Member Wilson and seconded by Council Member Mirsch to approve items 4B, 4C, and 4D from the consent calendar.

AYES: COUNCILMEMBERS: Mirsch, Black, Wilson Dieringer, and Mayor Pieper.
NOES: COUNCILMEMBERS: None
ABSENT: COUNCILMEMBERS: None
ABSTAIN: COUNCILMEMBERS: None

4.A. APPROVAL OF MINUTES.

RECOMMENDATION: Approve as presented.

05-11-20CCMinutesv4.docx

05-26-20CCMinutesv5.docx

06-22-20CCDraftMinutesv4.docx

07-13-2020CCMinutes.v2.docx

The meeting minutes were pulled for separate discussion.

MOTION: It was moved by Mayor Pro Tem Dieringer and seconded by Council Member Black to approve item 4A Approval of Minutes with the exception of minutes for May 26, 2020 and July 13, 2020. The motion included agendizing a discussion on action minutes for the next meeting.

AYES: COUNCILMEMBERS: Black, Dieringer, and Mayor Pieper.
NOES: COUNCILMEMBERS: Mirsch and Wilson
ABSENT: COUNCILMEMBERS: None
ABSTAIN: COUNCILMEMBERS: None

- 4.B. PAYMENT OF BILLS.
ITEM 4.B. APPROVED BY CONSENT CALENDAR VOTE.**
- 4.C. REPUBLIC SERVICES RECYCLING TONNAGE REPORT FOR JUNE 2020.
ITEM 4.C. APPROVED BY CONSENT CALENDAR VOTE.**
- 4.D. FINANCIAL STATEMENTS FOR THE QUARTER ENDING JUNE 30, 2020
ITEM 4.D. APPROVED BY CONSENT CALENDAR VOTE.**

5. COMMISSION ITEMS

- 5.A. VARIANCE REQUEST TO CONSTRUCT A 162 SQUARE FOOT ADDITION
IN THE FRONT YARD SETBACK LOCATED AT 3 POPPY TRAIL ROAD
(JONAS).**

Staff made a presentation to the City Council.

MOTION: It was moved by Council Member Wilson and seconded by Council Member Mirsch to receive and file report.

AYES: COUNCILMEMBERS: Mirsch, Black, Wilson, Dieringer, and Mayor Pieper.
NOES: COUNCILMEMBERS: None
ABSENT: COUNCILMEMBERS: None
ABSTAIN: COUNCILMEMBERS: None

6. PUBLIC HEARINGS

- 6.A. A PUBLIC HEARING TO CONSIDER AND APPROVE A RESOLUTION
AUTHORIZING PLACEMENT OF SOLID WASTE SERVICE CHARGES OWED
TO REPUBLIC SERVICES PURSUANT TO ITS SOLID WASTE FRANCHISE
WITH THE CITY OF ROLLING HILLS ON THE FY 2020-2021 LOS ANGELES
COUNTY AUDITOR-CONTROLLER'S OFFICE ANNUAL TAX ROLL.**

Staff made a presentation to the City Council. Mayor Pieper opened up the public hearing. City Council Members heard public comments from Alfred Visco. Mayor Pieper closed the public hearing.

MOTION: It was moved by Council Member Wilson and seconded by Mayor Pro Tem Dieringer to approve the Resolution detailing the sums to be levied upon individual real property parcels that receive trash services and direct the same to be submitted to the Los Angeles County Auditor-Controller for placement on the FY 2020-2021 property tax roll.

AYES: COUNCILMEMBERS: Mirsch, Black, Wilson, Dieringer, and Mayor Pieper
NOES: COUNCILMEMBERS: None
ABSENT: COUNCILMEMBERS: None
ABSTAIN: COUNCILMEMBERS: None

7. OLD BUSINESS

7.A. RECEIVE AND FILE AN UPDATE TO THE HAZARD MITIGATION GRANT TO PREPARE A COMMUNITY WILDFIRE PROTECTION PLAN (CWPP).

Staff made a presentation to the City Council.

MOTION: It was moved by Council Member Wilson and seconded by Council Member Mirsch to receive and file staff's report on the Hazard Mitigation Grant to prepare a CWPP.

AYES: COUNCILMEMBERS: Mirsch, Black, Wilson, Dieringer, and Mayor Pieper
NOES: COUNCILMEMBERS: None
ABSENT: COUNCILMEMBERS: None
ABSTAIN: COUNCILMEMBERS: None

7.B. CONSIDER AND ADOPT THE ROLLING HILLS COMMUNITY WILDFIRE PROTECTION PLAN (CWPP).

Staff made a presentation to the City Council. City Council Members heard public comments from Chief Hale, Captain Powers, James Aichele, Ronald Sommer, and Roger Hawkins.

MOTION: It was moved by Mayor Pro Tem Dieringer to adopt the changes she drafted to provide definitions and place responsibility where responsibility is due. Motion failed.

MOTION: It was moved by Council Member Wilson and seconded by Council Member Black to adopt the Rolling Hills CWPP and direct staff to update the plan annually.

AYES: COUNCILMEMBERS: Mirsch, Black, Wilson, Dieringer, and Mayor Pieper
NOES: COUNCILMEMBERS: None
ABSENT: COUNCILMEMBERS: None
ABSTAIN: COUNCILMEMBERS: None

8. NEW BUSINESS

8.A. CONSIDER AND APPROVE AN AMENDED AGREEMENT WITH JIMENEZ CONSULTING TO PROVIDE TECHNOLOGY SUPPORT, INCLUDING ENHANCEMENTS TO CITY'S WEBSITE.

Staff made a presentation to the City Council.

MOTION: It was moved by Mayor Pieper and seconded by Council Member Wilson to approve an amended agreement with Jimenez Consulting for a total of \$10,000 for two months and providing the City Council with monthly reports.

AYES: COUNCILMEMBERS: Mirsch, Black, Wilson, Dieringer, and Mayor Pieper

NOES: COUNCILMEMBERS: None
ABSENT: COUNCILMEMBERS: None
ABSTAIN: COUNCILMEMBERS: None

8.B. CONSIDER AND APPROVE RESOLUTION NO. 1259 TO ESTABLISH A FORMAL POLICY TO CONTRIBUTE CITY FUNDS TOWARDS THE COST OF UTILITY POLE REMOVAL AND RESOLUTION NO. 1260 ESTABLISHING AN APPLICATION AND APPEAL FEE RELATING TO UTILITY POLE REMOVAL REIMBURSEMENT APPLICATIONS; AND REPEALING RESOLUTION NO. 1241.

Staff made a presentation to the City Council. Council Members heard public comment from Abas Goodarzi.

MOTION: It was moved by Council Member Black and seconded by Council Member Mirsch to approve as amended Resolutions 1259 with three changes on section 2 paragraph D reimbursement application: (1) for poles removed from January 1, 2020 (2) net removal with the word “net” added (3) not to exceed \$3500 cap and adopt Resolution 1260.

AYES: COUNCILMEMBERS: Mirsch, Black, Wilson, Dieringer, and Mayor Pieper
NOES: COUNCILMEMBERS: None
ABSENT: COUNCILMEMBERS: None
ABSTAIN: COUNCILMEMBERS: None

MOTION: It was moved by Mayor Pieper and seconded by Council Member Mirsch to dissolve the ad-hoc committee created to draft a policy for city contribution towards the undergrounding of overhead utility poles that are not a part of assessment districts.

AYES: COUNCILMEMBERS: Mirsch, Black, Wilson, Dieringer, and Mayor Pieper
NOES: COUNCILMEMBERS: None
ABSENT: COUNCILMEMBERS: None
ABSTAIN: COUNCILMEMBERS: None

9. SUPPLEMENTAL AGENDA PACKET RELATING TO ITEM 9A POSTED JULY 27, 2020 MATTERS FROM THE CITY COUNCIL AND MEETING ATTENDANCE REPORTS

9.A. DISCUSS LOS ANGELES COUNTY BOARD OF SUPERVISORS AGENDA ITEM ON A BALLOT MEASURE FOR THE NOVEMBER 2020 ELECTION THAT MAY RESULT IN BUDGET CUTS TO SHERIFF'S DEPARTMENT, DISTRICT ATTORNEY'S OFFICE AND COUNTY PROBATION OFFICE (MIRSCH AND DIERINGER).

Mayor Pro Tem Dieringer made a presentation to the City Council.

MOTION: It was moved by Council Member Black and seconded by Council Member Mirsch to oppose the proposed action and to send a written letter to Board of Supervisors.

AYES: COUNCILMEMBERS: Mirsch, Black, Wilson, Dieringer, and Mayor Pieper
NOES: COUNCILMEMBERS: None
ABSENT: COUNCILMEMBERS: None
ABSTAIN: COUNCILMEMBERS: None

10. MATTERS FROM STAFF

SB2 GRANT UPDATE AND LEAP GRANT UPDATE (ORAL).

Staff made a presentation to City Council on SB2 grant and LEAP update.

11. CLOSED SESSION

None.

12. ADJOURNMENT

Hearing no further business before the City Council, Mayor Pieper adjourned the meeting at 10:01 p.m. The next regular meeting of the City Council is scheduled for Monday, August 10, 2020 at 7:00 pm.

Respectfully submitted,

Elaine Jeng, P.E.
Acting City Clerk

Approved,

Jeff Pieper
Mayor

**MINUTES OF A
REGULAR MEETING
OF THE
CITY COUNCIL OF THE
CITY OF ROLLING HILLS, CALIFORNIA
MONDAY, AUGUST 10, 2020**

This meeting is held pursuant to Executive Order N-29-20 issued by Governor Newsom on March 17, 2020. All Councilmembers will participate by teleconference.

Public Participation: City Hall will be closed to the public until further notice. A live audio of the City Council meeting will be available on the City's website (<https://www.rollinghills.org/government/agenda/index.php>). The meeting agenda is also available on the City's website (<https://www.rolling-hills.org/government/agenda/index.php>).

Members of the public may submit comments in real time by emailing the City Clerk's office at cityclerk@cityofrh.net. Your comments will become a part of the official meeting record. You must provide your full name but do not provide any other personal information (i.e., phone numbers, addresses, etc) that you do not want to be published.

1. CALL TO ORDER

The City Council of the City of Rolling Hills met in a regular meeting via Zoom Teleconference on the above date at 7:04 p.m. via teleconference.

Mayor Pro Tem Dieringer presiding.

2. ROLL CALL

PLEDGE OF ALLEGIANCE

Present:	Council Members Mirsch, Black, Wilson, Mayor Pro Tem Dieringer
Absent:	Mayor Pieper.
Staff Present:	Elaine Jeng, City Manager
	Jane Abzug, Deputy City Attorney
	Meredith Elguira, Planning & Community Services Director
	Maria Quinonez, Interim City Clerk

3. OPEN AGENDA – PUBLIC COMMENT WELCOME

*This is the appropriate time for members of the public to make comments regarding the items on the consent calendar or items **not** listed on this agenda. Pursuant to the Brown Act, no action will take place on any items not on the agenda.*

A complete audio recording of the August 10, 2020 City Council meeting is available on the City's website: <https://www.rollinghills.org/government/agenda/index.php>. To access the full

recording, click on the link above and locate the date August 10, 2020. To the right of the meeting date, click on AUDIO. A new window will appear and the audio of the recording will play. To skip to items of interest, go to the left hand column of the new window and click on agenda item of interest and the audio recording for that item will play.
NONE.

4. CONSENT CALENDAR

Matters which may be acted upon by the City Council in a single motion. Any Councilmember may request removal of any item from the Consent Calendar causing it to be considered under Council Actions.

4.A. MINUTES: 1) REGULAR MEETING OF MAY 26, 2020; 2) REGULAR MEETING OF JULY 13, 2020; AND 3) REGULAR MEETING OF JULY 27, 2020.

ITEM 4.A. Minutes of 5-26-2020 APPROVED BY CONSENT CALENDAR VOTE

4.B. PAYMENT OF BILLS.

ITEM 4.B. APPROVED BY CONSENT CALENDAR VOTE.

MOTION: It was moved by Council Member Mirsch and seconded by Council Member Wilson to approve the remaining balance of items 4.A. minutes of 5-26-2020, and 4B from the consent calendar with the exception of revisiting the meeting minutes pulled after discussion of item 9.A.

AYES: COUNCILMEMBERS: Mirsch, Black, Wilson and Mayor Pro Tem Dieringer
NOES: COUNCILMEMBERS: None
ABSENT: COUNCILMEMBERS: Mayor Pieper
ABSTAIN: COUNCILMEMBERS: None

4.A. MINUTES: 2) REGULAR MEETING OF JULY 13, 2020; AND 3) REGULAR MEETING OF JULY 27, 2020.

Mayor Pro Tem Dieringer pulled the meeting minutes of 7-13-2020 and 7-27-2020 for separate discussion and correction on minutes of 7-13-2020.

Mayor Pro Tem Dieringer provided a correction to the meeting minutes of 07-13-2020 on page 3 near the bottom motion should reflect the following:

...recommend that the city publicize the plan so that the community members are aware of the plan scheduled to be discussed at the next meeting.

The meeting minutes will be presented at the next meeting for approval.

5. COMMISSION ITEMS

NONE.

6. PUBLIC HEARINGS

NONE.

7. OLD BUSINESS

NONE.

8. NEW BUSINESS

8.A. RECEIVE AND FILE AN UPDATE ON THE BLOCK CAPTAINS PROGRAM.

Staff made a presentation and comments were received from some Block Captain members.

MOTION: It was moved by Councilmember Wilson and seconded by Councilmember Black to receive and file the update on the Block Captains Program.

AYES: COUNCILMEMBERS: Mirsch, Black, Wilson and Mayor Pro Tem Dieringer
NOES: COUNCILMEMBERS: None
ABSENT: COUNCILMEMBERS: Mayor Pieper
ABSTAIN: COUNCILMEMBERS: None

**9. MATTERS FROM THE CITY COUNCIL AND MEETING ATTENDANCE REPORTS
SUPPLEMENTAL POSTING ITEM 9A (DISCUSS ACTION MINUTES AS THE OFFICIAL
CITY COUNCIL MEETING MINUTES) Posted August 10, 2020 around 5:00 p.m.**

**9.A. DISCUSS ACTION MINUTES AS THE OFFICIAL CITY COUNCIL
MEETING MINUTES. (DIERINGER)**

Councilmembers reviewed and discussed item 9.A. along with the supplemental information provided regarding the guidelines for preparing minutes for governmental agencies by City Clerks Association of California.

No public comments were received.

MOTION: It was moved by Mayor Pro Tem Dieringer and seconded by Council Member Black to have brief summary meeting minutes prepared.

AYES: COUNCILMEMBERS: Black and Mayor Pro Tem Dieringer
NOES: COUNCILMEMBERS: Mirsch and Wilson
ABSENT: COUNCILMEMBERS: Mayor Pieper

ABSTAIN: COUNCILMEMBERS: None

Motion failed.

MOTION: It was moved by Councilmember Black and seconded by Mayor Pro Tem Dieringer to have the meeting minutes of 07-13-2020 and 07-27-2020 prepared in brief summary format and brought back for approval. The motion was further amended by Mayor Pro Tem Dieringer and accepted by Councilmember Black to clarify brief summary minutes would mean more detail in the minutes to provide more of the body's thought process and comments received that guided Council's decision.

AYES: COUNCILMEMBERS: Black and Mayor Pro Tem Dieringer
NOES: COUNCILMEMBERS: Mirsch and Wilson
ABSENT: COUNCILMEMBERS: Mayor Pieper.
ABSTAIN: COUNCILMEMBERS: None

Motion failed.

MOTION: It was moved by Councilmember Wilson and seconded by Councilmember Mirsch to approve the meeting minutes as presented with the correction made by Mayor Pro Tem Dieringer.

AYES: COUNCILMEMBERS: Mirsch and Wilson
NOES: COUNCILMEMBERS: Black and Mayor Pro Tem Dieringer
ABSENT: COUNCILMEMBERS: Mayor Pieper.
ABSTAIN: COUNCILMEMBERS: None

Motion failed.

The meeting minutes will be presented at the next meeting for approval.

10. MATTERS FROM STAFF

Staff informed Councilmembers that the Federal Emergency Management Agency (FEMA) approved Hazard Mitigation Grant Program (HMGP) fund for the Fire Prevention Power Line Undergrounding project. The project will underground existing overhead utilities lines and remove associated wooden utility poles along Crest Road East within the southeastern portion of the City of Rolling Hills. The grant fund is \$1,145,457 and the non-Federal share (local match) is \$381,819.

11. CLOSED SESSION

NONE.

12. ADJOURNMENT

Hearing no further business before the City Council, Mayor Pro Tem Dieringer adjourned the meeting at 8:41 p.m. The next regular meeting of the City Council is scheduled for Monday, August 24, 2020 at 7:00 pm.

Respectfully submitted,

Elaine Jeng, P.E.
Acting City Clerk

Approved,

Beatriz Dieringer
Mayor Pro Tem



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 4.B

Mtg. Date: 08/24/2020

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: CONNIE VIRAMONTES , ADMINISTRATIVE ASSISTANT

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: PAYMENT OF BILLS.

DATE: August 24, 2020

BACKGROUND:

NONE.

DISCUSSION:

NONE.

FISCAL IMPACT:

NONE.

RECOMMENDATION:

APPROVE AS PRESENTED.

ATTACHMENTS:

[Payment of Bills.pdf](#)

CITY OF ROLLING HILLS

8/24/20 Check Run B

Check No.	Check Date	PAYEE	DESCRIPTION	AMOUNT
✓ 26567		VOID		
• 26568	8/24/2020	Abila	August 2020 Accounting Software Services	183.75
• 26569	8/24/2020	Daily Breeze	Advertising - Legals CLS	1,158.32
• 26570	8/24/2020	EDWARDS TERMITE AND PEST MANAGEMENT, INC	August 2020 Monthly Insect and Gopher Control	320.00
• 26571	8/24/2020	File Keepers LLC	July and August -Storage and Box Retrieval	248.07
• 26572	8/24/2020	First Call Staffing Inc.	Week Ending - 7/19/20 & 8/2/20	8,073.20
• 26573	8/24/2020	The Gas Company	Usage 7/7/20 to 8/5/20	18.82
• 26574	8/24/2020	Konica Minolta Business Solutions USA Inc.	August 2020 Maintenance Agreement	263.64
• 26575	8/24/2020	County of LA Dept. of Auditor-Controller	Local Agency Formation Commission Charges	103.76
• 26576	8/24/2020	Palos Verdes Peninsula Unified School District	Newsletter printing	1,640.31
• 26577	8/24/2020	Southern California Edison	Electricity Usage - 7/20/20 to 8/18/20	488.51
• 26578	8/24/2020	USCM	Deferred Compensation 8/14/20	50.00
• 26579	8/24/2020	Vantagepoint Transfer Agents - 306580	Deferred Compensation 8/14/20	776.13
• 26580	8/24/2020	County of Los Angeles	May 2020 Animal Control Services	195.26
• 26581	8/24/2020	PALOS VERDES PENINSULA LAND CONSERVANCY	Fuel Load Reduction Part 1 - Annual Mowing 4/27 to 5/1/20 & Removal	62,000.00
• 26582	8/24/2020	City of Rancho Palos Verdes	June 2020 - 7% Connectivity Costs	66.52
• 26583	8/24/2020	Opus Bank	July 2020 Credit Card Expenses	3,491.80
• 26584	8/24/2020	Vantagepoint Transfer Agents - 306580	Deferred Compensation - 7-17-20 Yohana Final	50.00
• 26585	9/1/2020	Delta Dental	September 2020 Dental Insurance	681.71
• 26586	9/1/2020	Standard Insurance Company	September 2020 Life Insurance	178.27
• 26587	9/1/2020	Vision Service Plan - (CA)	September 2020 Vision Insurance	90.95
EFT	08/01/20	CALPERS	July 2020 Retirement	4,014.29
EFT	08/14/20	CALPERS	Social Security Admin Annual Fee	250.00
EFT	09/01/20	CALPERS	September 2020 Health Insurance	5,436.27
* PR LINK	08/14/20	PR LINK - PAYROLL PROCESSING	Processing Fee	63.70
* PR LINK	08/14/20	PR LINK - PAYROLL & PR TAXES	Pay Period - July 29, 2020 to August 11, 2020	20,773.04
				110,616.32
				89,779.58

I, Elaine Jeng, City Manager of Rolling Hills, California certify that the above demands are accurate and there is available in the General Fund a balance of \$110,616.32 or the payment of above items.

Elaine Jeng, P.E., City Manager

8/20/2020



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 4.C

Mtg. Date: 08/24/2020

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: CONNIE VIRAMONTES , ADMINISTRATIVE ASSISTANT

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: REPUBLIC SERVICES RECYCLING TONNAGE REPORT FOR JULY 2020.

DATE: August 24, 2020

BACKGROUND:

NONE.

DISCUSSION:

NONE.

FISCAL IMPACT:

NONE.

RECOMMENDATION:

APPROVE AS PRESENTED.

ATTACHMENTS:

[07.20 - Rolling Hills Tonnage.pdf](#)

CITY OF ROLLING HILLS RESIDENTIAL FRANCHISE 2020

Franchise? Y

Mth/Yr	Overall Commodity	Tons Collected	Tons Recovered	Tons Disposed	Diversion %
Jan-20	Trash	178.78	38.00	140.78	21.26%
	Greenwaste	102.61	102.61	-	100.00%
	Recycle	0.03	0.01	0.02	20.00%
Jan-20 Total		281.42	140.62	140.80	49.97%
Feb-20	Trash	159.76	32.85	126.91	20.56%
	Greenwaste	95.32	95.32	-	100.00%
	Recycle	2.18	0.44	1.74	20.00%
Feb-20 Total		257.26	128.61	128.65	49.99%
Mar-20	Trash	208.78	60.00	148.78	28.74%
	Greenwaste	92.55	92.55	-	100.00%
	Recycle	0.01	0.00	0.01	21.00%
Mar-20 Total		301.34	152.55	148.79	50.62%
Apr-20	Trash	203.94	61.02	142.92	29.92%
	Greenwaste	146.90	146.90	-	100.00%
Apr-20 Total		350.84	207.92	142.92	59.26%
May-20	Trash	286.46	28.62	257.84	9.99%
	Greenwaste	129.11	129.11	-	100.00%
May-20 Total		415.57	157.73	257.84	37.96%
Jun-20	Trash	279.97	108.10	171.87	38.61%
	Greenwaste	95.19	95.19	-	100.00%
Jun-20 Total		375.16	203.29	171.87	54.19%
Jul-20	Trash	262.63	18.10	244.53	6.89%
	Greenwaste	86.70	86.70	-	100.00%
Jul-20 Total		349.33	104.80	244.53	30.00%
Grand Total		2,330.92	1,095.51	1,235.41	47.00%

Contract Requires 50% Household - 1095.51



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 7.A
Mtg. Date: 08/24/2020

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: ELAINE JENG, CITY MANAGER

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: RECEIVE AND FILE ALTERNATIVE MS4 COMPLIANCE STRATEGY FOR MACHADO LAKE NUTRIENT TMDL AND APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH NV5 TO PROVIDE OUTFALL MONITORING AT A NEW LOCATION IN THE SEPULVEDA CANYON FOR ONE SEASON.

DATE: August 24, 2020

BACKGROUND:

The City of Rolling Hills is required to comply with the Los Angeles County Municipal Separate Storm Sewer System (MS4) permit. A component of the MS4 subjects the City to meet the Total Maximum Daily Load (TMDL) in the Machado Lake for Nutrient.

Stormwater runoff from the City discharges to three bodies of water: Santa Monica Bay, the Harbor and Machado Lake. See the attached Regional Drainage Map. The MS4 requires municipalities to conduct outfall monitoring to characterize the water quality as the runoff leaves the City to each of the three bodies of water. Outfalls must meet certain criteria per the MS4 permit to be accepted by the Los Angeles Regional Water Quality Control Board (Regional Board).

The City of Rolling Hills joined the Peninsula Watershed Group and prepared a Coordinated Integrated Monitoring Plan (CIMP). The plan was approved by the Regional Board. The plan called for a joint outfall, located near Rolling Hills Estates City Hall to characterize the discharge from the Peninsula to the Machado Lake. This location was selected because it captured runoff from all the cities within the group. Monitoring data for Nutrients showed that the water quality is exceeding the thresholds for Nutrient acceptable to the Regional Board. To come into compliance with the water quality objectives, the Peninsula Watershed Management Group contributed funds to study an infiltration project at the Torrance Airport. The infiltration project would eliminate a specified volume to demonstrate that the runoff from the Peninsula is not impairing the waters of the Machado Lake.

DISCUSSION:

In April 2020, staff presented an alternative compliance strategy that would require the City to look at

all the outfalls to the Machado Lake and retain the specified volume to demonstrate to the Regional Board that the City is not discharging to Machado Lake. Staff worked with a registered Civil Engineer to estimate the project cost to eliminate discharge at one of seven outfall locations to Machado Lake and the cost proved too costly. (It was later found that the discharge from the Bent Spring Canyon was already captured by the Chandler Ranch/Rolling Hills Estates County Club Regional stormwater capture project sized to retain and infiltrate well beyond the specified volume from 707 acre tributary area which includes the tributary area to the Bent Spring Canyon in Rolling Hills.) Additionally, the amount of time to construct infiltration projects at each of the seven outfalls would be lengthy and not timely to address the non-compliance status for the Nutrient TMDL.

Staff worked with McGowan Consultant on alternatives to eliminating discharge at each of the seven discharge points from the City. McGowan Consultant recalled the water sampling data collected during the initial stages in drafting the Coordinated Integrated Monitoring Plan (CIMP) and recommended collecting water samples from a new outfall location that would only characterize the water quality of the City of Rolling Hills. The City of Rolling Hills is unique in that the runoff from the City is not conveyed through a network of pipes but rather from natural streams. Water Sampling during the early stages in drafting the CIMP did not include an entire year capturing dry weather and wet weather events required by the MS4 permit but the small sampling was encouraging to demonstrate that the water quality for the City of Rolling Hills may be able to meet the water quality objectives established by the Regional Board. If the theory is proven, the City would not need to participate in a regional project such as the Torrance Airport Infiltration project, or construct infiltration projects at each of the City's outfall to the Machado Lake to achieve compliance with the MS4 permit.

In early May 2020, McGowan Consultants contacted the company that performs water sampling for the Peninsula Watershed Group. It was recommended to the City to engage the same sampling company, NV5 for cost savings. NV5 can conduct sampling at the new outfall location on the same days as the sampling of other locations for the Peninsula Watershed Group. In mid-May 2020, NV5 conducted site investigation and based on the guidance of McGowan Consultants, NV5 provided their findings and a proposal for a new outfall sampling location in the Sepulveda Canyon. Per McGowan Consultants' assessment, Sepulveda Canyon is the only canyon that meets the criteria of having potential dry weather and wet weather flow to Machado Lake. McGowan and Consultants evaluated NV5's proposal and questioned testing method, the required volume of samples, identified additional areas for cost savings pointing out duplicated efforts in relation to sampling and analysis for the Peninsula Watershed Group. NV5's proposal is included with this staff report. NV5's proposed fee for monitoring the new location for one complete season is \$44,560.

McGowan Consultants will assist in evaluating the motioning data for one season and should the monitoring results demonstrate compliance with the water quality objectives for Nutrient in Machado Lake, staff will request a revision to the Coordinated Integrated Monitoring Plan (CIMP) to change Rolling Hills' outfall location for Machado Lake to the outfall location in Sepulveda Canyon.

If the City Council approves staff's recommended actions, staff will notify the Peninsula Watershed Group.

FISCAL IMPACT:

At the July 13, 2020, the City Council approved a Transfer Agreement with Los Angeles County to receive the Safe, Clean Water Program Measure W annual allocation of \$110,000. The Transfer Agreement requires the City to submit an expenditure plan. Thirty percent of the allocation can be used for existing programs prior to the passage of Measure W in November 2018. Seventy percent of the allocation can be used for new programs after the passage of Measure W. In the expenditure plan

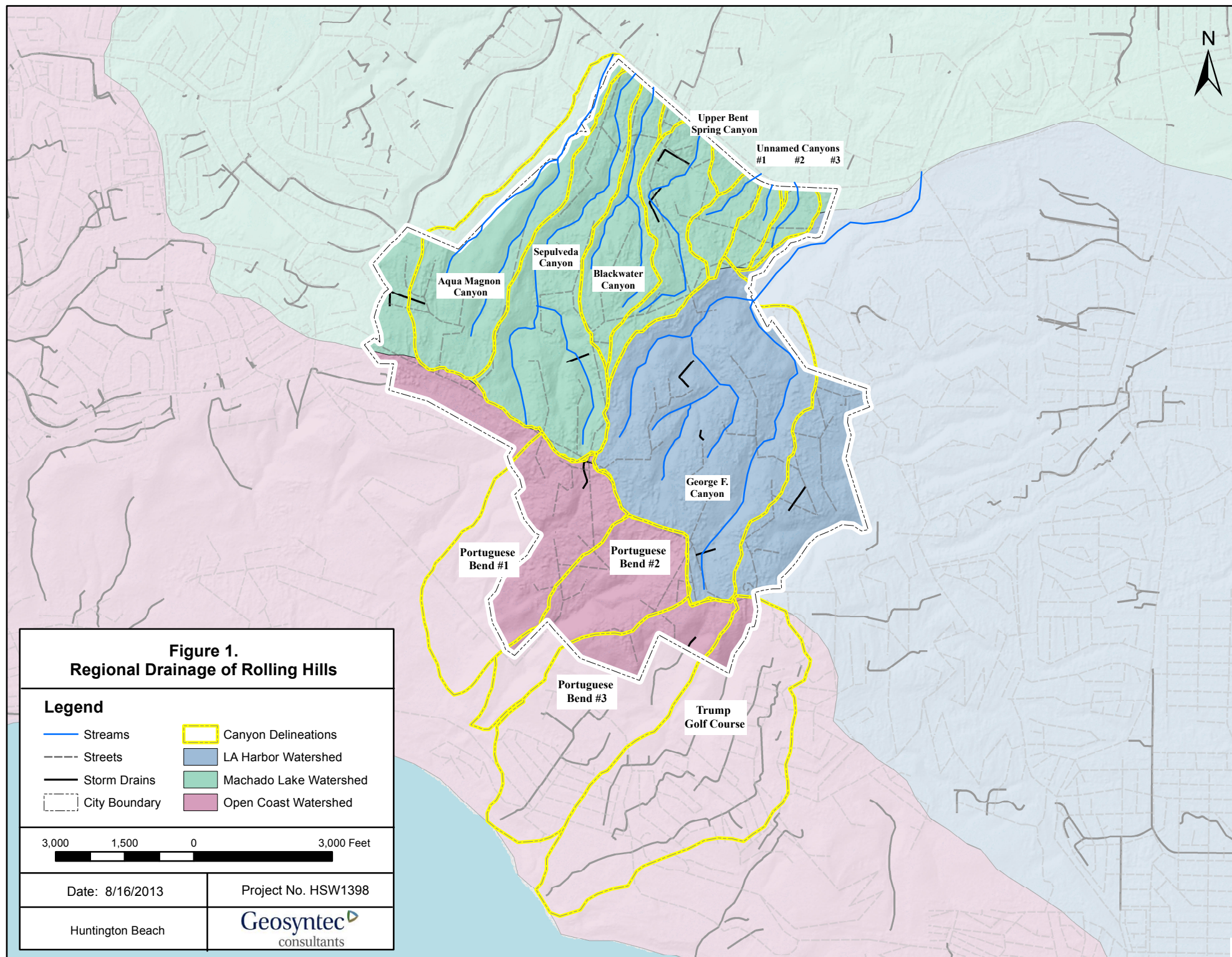
approved by the City Council, staff proposed to allocate a portion of the 70% category to pay for the monitoring of the new outfall location. Included with this report is the expenditure plan approved by the City Council on July 13, 2020 and the City's formalized annual plan for Measure W prepared by McGowan Consultants subsequent to the City Council's approval on July 13, 2020. Both documents refer to Sepulveda Canyon Monitoring Study, pending City Council approval. If the City Council approves staff's recommended actions, there will be no fiscal impact to the FY 2020-2021 approved budget. The proposed expense would be funded by Measure W.

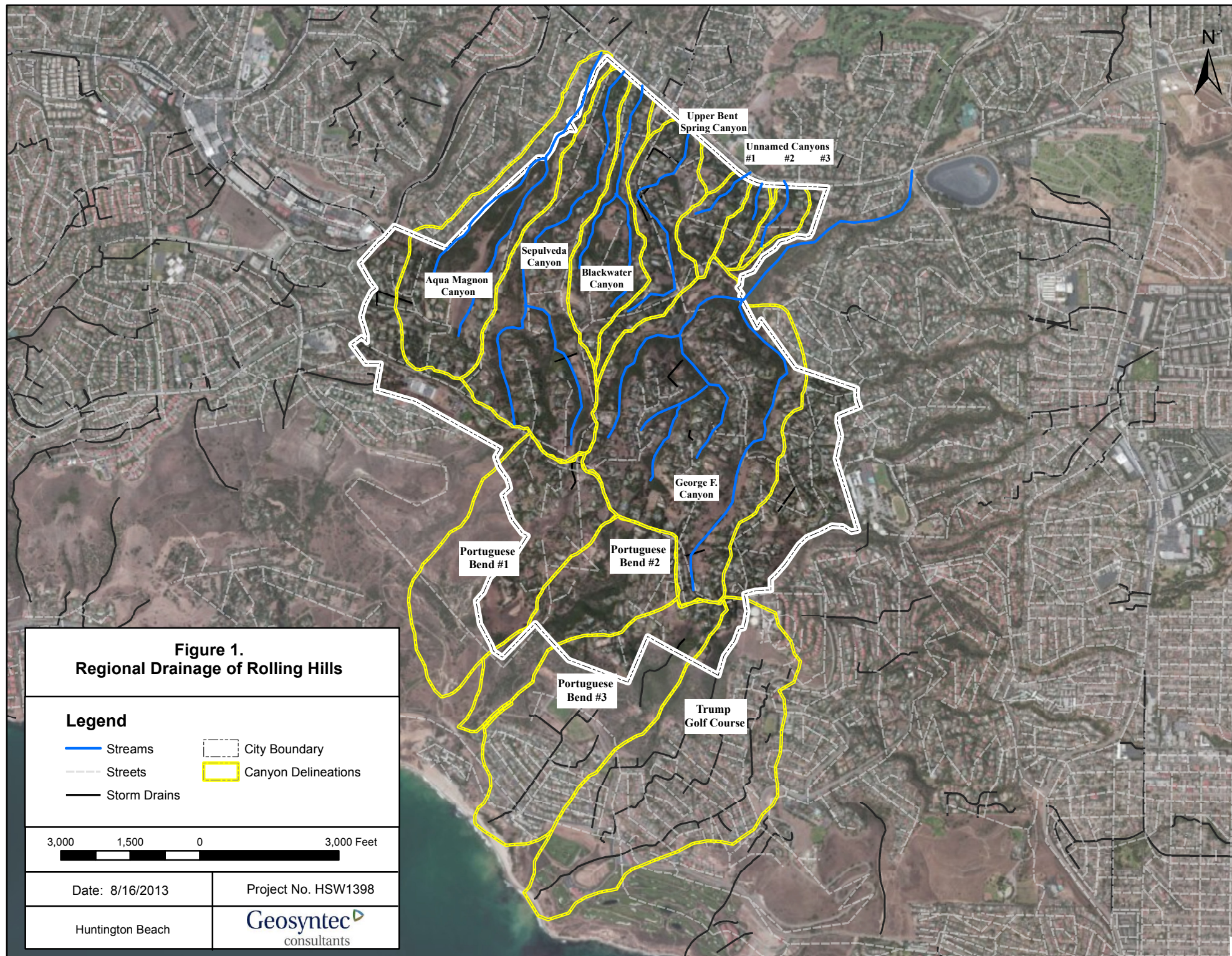
RECOMMENDATION:

Staff recommends that the City Council consider an alternative compliance strategy and approve engage the services of NV5 to monitor at new outfall location in the Sepulveda Canyon.

ATTACHMENTS:

[RegionalDrainage_RH_DrainageAnalysis_09Aug2013.pdf](#)
[RegionalDrainage_RH_DrainageAnalysis_Aerial_09Aug2013.pdf](#)
[CORH-20-9641-MS4 Outfall Monitoring 2020-2021_REV.pdf](#)
[RH_SCW_Annual Plan_FY2021\(FinalDraft\)2020.08.20.pdf](#)
[RH_SCW_Expenditure_Budget_FY2021_\(2020.08.20\).xlsx](#)







June 23, 2020

City of Rolling Hills
2 Portuguese Bend Road
Rolling Hills, CA 90274

Attn: Elaine Jeng, City Manager
Meredith Elguira, Director, Planning and Community Services

RE: Scope of Work and Budget for Canyon Monitoring 2020-2021

Dear Ms. Jeng and Ms. Elguira,

Alta Environmental, an NV5 Company (Alta|NV5) is pleased to present the City of Rolling Hills (City) with this scope of work and cost estimate to conduct Canyon Monitoring for the 2020-2021 monitoring year. Alta|NV5, as a key subcontractor to Anchor QEA, has been implementing Municipal Separate Storm Sewer System (MS4) Outfall Monitoring the Palos Verdes Peninsula Coordinated Integrated Monitoring Program (CIMP) since 2016.

Alta|NV5 is 100% committed to providing the City with exceptional, high quality monitoring and data processing support. We are eager to support the City with sound technical experience, dedicated customer service, and strategic recommendations that protect your operational interests, your stakeholder's concerns, and the environment. Please do not hesitate to call me with any questions.

For and on behalf of Alta|NV5,

A handwritten signature in blue ink, appearing to read "Garth Engelhorn".

Garth Engelhorn, CPSWQ, QISP/ToR
Water Resources Senior Project Manager
1155 Sportfisher Dr., Suite 202
Oceanside, CA 92054
Phone Number: 760-237-2703
Email: Garth.Engelhorn@nv5.com

Alta Environmental, an NV5 Company

3777 Long Beach Boulevard Annex Building Long Beach CA 90807 United States of America
T (562) 495 5777 F (562) 495 5877 Toll-free (800) 777-0605 | NV5.com

1 EXHIBIT A: SCOPE OF WORK

Alta|NV5 will conduct the following tasks to implement the Canyon Monitoring during the 2020-2021 monitoring year. The objective of this Canyon Monitoring is to implement a program consistent with the current MS4 outfall monitoring being conducted as part of the Palos Verdes Peninsula CIMP. The objective of the Palos Verdes Peninsula CIMP outfall monitoring program is to determine the quality of a permittee's discharge relative to municipal action levels, to determine whether a permittee's discharge is in compliance with stormwater water-quality-based effluent limitations (WQBELs) derived from the Total Maximum Daily Load (TMDL) waste load allocations and to determine whether a permittee's discharge causes or contributes to an exceedance of receiving water limitations. The 2016 Palos Verdes Peninsula CIMP Outfall Sampling and Analysis Plan (SAP), documents the procedures and methods currently used for outfall monitoring in accordance with the CIMP. All of the field sampling methods, laboratory analytical methods, Quality Assurance and Quality Control (QA/QC), data management, and reporting described below will be conducted according the 2016 Palos Verdes Peninsula CIMP Outfall SAP.

Task 1: Project Management and Coordination

Alta|NV5 will routinely coordinate with the City to provide updates and discuss any potential modifications necessary for the water quality monitoring and reporting activities. This task includes planning and implementation of the project, coordination with the subcontracting laboratories, relevant meeting attendance, coordination with the City, budget management, and monthly invoicing/reporting.

Task 2: Dry Weather Monthly TMDL Monitoring

Alta|NV5 will conduct monthly dry weather Machado Lake Nutrients TMDL monitoring at the proposed monitoring site located at the crossing of Sepulveda Canyon at the south side (upstream) of Middleridge Road, in coordination with the existing Palos Verdes Peninsula CIMP outfall monitoring program. Based on an initial field reconnaissance conducted during May 2020, the proposed monitoring location was observed to be dry and without dry weather flows. This task includes twelve monthly site visits to confirm presence or absence of flow (July 2020 through June 2021) and document site conditions. If flow is observed during a monthly site visit, samples will be collected. For budgeting purposes, it was assumed that up to four monthly sample events will be conducted between July 2020 and June 2021. The sampling events will likely occur during the winter months when dry weather base flows are elevated. Dry weather sampling may be conducted any time but only after an antecedent dry period of at least three days has passed since the last rainfall event (less than 0.1 inch of rainfall each day).

The dry weather samples will be collected and submitted to Eurofins Calscience, LLC (Eurofins) for the following constituents:

- Total kjeldahl nitrogen by United States Environmental Protection Agency (USEPA) method 351.2
- Total phosphorous by USEPA method 365.1
- Nitrate/nitrite by Standard Method (SM) 4500 NO3 E

Flow rates will be measured or estimated in accordance with the USEPA NPDES Storm Water Sampling Guidance Document (USEPA 833-B-92-001). Field measurements taken with an YSI water quality data sonde or similar device will be calibrated against standards and will follow guidelines from the State of California's Surface Water Ambient Monitoring Program (SWAMP) (MPSL-DFG 2014). The water quality field measurements will be documented on the field observation form and include the following parameters:

- pH
- Temperature
- Specific conductance
- Dissolved Oxygen

Task 3: Wet Weather Monitoring

Alta|NV5 will conduct three wet weather sampling events at the proposed monitoring site located at the crossing of Sepulveda Canyon at the south side (upstream) of Middleridge Road. Wet weather sampling will occur three times a year within the wet season (October 1, 2020 through April 30, 2021). The first significant rain event after October 1, 2020 will be targeted for wet weather sampling, along with two subsequent events, in coordination with the existing Palos Verdes Peninsula CIMP outfall monitoring program. Wet weather events are defined as having a predicted rainfall of at least 0.25 inch with a 70% probability of rainfall at least 24 hours prior to the event start time. Wet weather sampling events will be separated by an antecedent dry period (less than 0.1 inch of rain per day) of at least three days.

For each of the three wet weather monitoring events per monitoring year, Alta|NV5 will deploy one team of two scientists at each of the to ensure the health and safety of field personnel and implementation of clean sampling techniques. Teams will collect manual grab samples with a swing sampler pole once every 20 minutes over a 3-hour period (or at a frequency equivalent to 10 aliquots over the expected duration of stormwater discharge) to create composites sample representative of the hydrograph (e.g., rising, peak, or rise and fall depending on duration of storm). One composite sample comprised of ten individual 1-liter aliquots will be collected for the water matrix constituents (10-liters total) and one composite sample comprised of ten individual 10-liter aliquots will be collected for the sediment matrix constituents (100-liters total). Collection of in situ water quality measurements and fecal indicator bacteria grab samples will be taken near the peak of the hydrograph.

The sediment matrix constituents will be analysed by the laboratory once per monitoring year. It is estimated that approximately 300-liters of stormwater will need to be filtered to obtain a minimum of 80 grams which is required for the sediment analysis. Following each wet weather monitoring event, Alta|NV5 will submit five 20-liter carboys (100-liters per event) to the laboratory, which will be individually filtered, preserved, and composited to create a single sediment sample for analysis after the completion of the third and final monitoring event.

The wet weather samples will be collected and submitted to Eurofins and Applied Microbiological Services (AMS) for the following constituents:

Water Matrix (composite samples) will be analyzed each storm

- Total Kjeldahl nitrogen by USEPA method 351.2
- Total phosphorous by USEPA method 365.1
- Total hardness by SM 2340C
- Total suspended solids by SM 2540D
- Nitrate/nitrite by SM 4500 NO₃ E
- Total and dissolved metals by USEPA method 1640 and 7470A (copper, lead, mercury, zinc)
- Organochlorine pesticides by USEPA method 8270C with selective ion monitoring
- Polycyclic aromatic hydrocarbons by USEPA method 625 SIM

Water Matrix (grab samples) will be analysed each storm

- Total coliforms, fecal coliforms, Enterococci, and E. Coli by SM 9221B

Sediment Matrix (filtered from water composite samples) will be analysed once per year as a composite of three wet weather samples.

- Total solids by SM 2540B
- Organochlorine pesticides and polychlorinated biphenyl congeners by USEPA method 8270C selected ion monitoring

Continuous flow measurements will be collected with portable flow meters and flow rates will be measured or estimated in accordance with the USEPA NPDES Storm Water Sampling Guidance Document (USEPA 833-B-92-001). Field measurements taken with an YSI water quality data sonde or similar device will be calibrated against standards and will follow guidelines from the State of California's SWAMP (MPSL-DFG 2014). The water quality field measurements will be documented on the field observation form and include the following parameters:

- pH
- Temperature
- Specific conductance
- Dissolved Oxygen

Task 4. Data QA/QC, Formatting, and Technical Memorandum

Within 15 days of each dry or wet weather sampling event, Alta|NV5 will create an event summary report including the following information:

- Completed field data sheet
- Copy of the chain of custody;
- Photos of site and conditions;
- A short summary description of field activities.

Following completion of the sampling activities for the 2020-2021 monitoring year, Alta|NV5 will compile all field observations and analytical chemistry into a format consistent with the California Environmental Data Exchange Network (CEDEN) management system. Alta|NV5 will use the CEDEN templates provided in Microsoft Excel (versions 97-2003) format, each template contains multiple worksheets, sample data submissions, and an associated guidance document. The formatting process includes applying CEDEN valid values and qualifiers; working with the State Board to make CEDEN updates to valid values; and, resolving errors identified by data checkers. After the CEDEN compatible data files have successfully passed the data checkers, Alta|NV5 will provide the City with a summary of exceedance of applicable water quality-based effluent limits, RWLs, and/or action levels will be identified per sampling date.

Alta|NV5 will prepare a technical memorandum identifying recommendations (e.g., sampling location or method revisions, analytical method revisions, and additional constituents for analysis based on water quality priorities) for adaptive management. The technical memorandum will be submitted by September 1, 2021

Quality Assurance and Quality Control– QA/QC for sampling processes will include proper collection of the samples to minimize the possibility of contamination. Samples will be collected in laboratory-supplied, laboratory-certified, contaminant-free sample bottles. Sample processing and handling for water chemistry will be conducted in accordance with guidance developed in the Quality Assurance Program Plan for the State of California's Surface Water Ambient Monitoring Program (SWAMP) (State Water Resources Control Board (SWRCB) 2008). Field staff will ensure sample holding temperatures are maintained from sample collection through delivery to the laboratory.

All instruments will be calibrated in accordance with manufacturer's specifications. Calibration of the flow monitoring and sampling equipment will be conducted immediately prior to deployment or use and will be field verified during each sample event.

Field QA/QC samples include field duplicates and field blanks following SWAMP guidance. Field QA/QC are useful in identifying possible problems resulting from sample collection or sample processing in the field. A field blank will be collected during sample collection and a field duplicate will be collected immediately following the collection of the original sample and analyzed in the same manner as the original sample.

Assumptions

- Alta|NV5 assumed that monthly sampling for Task 2 will only be conducted concurrently with the existing Palos Verdes Peninsula CIMP outfall monitoring program. If for any reason NV5 is no longer conducting existing Palos Verdes Peninsula CIMP outfall monitoring program, the costs for NV5 to conduct the monthly monitoring would need to be revised.
- One field duplicate and one field blank will be analysed for dry weather and wet weather sampling tasks, for a total of four (4) QA/QC samples during the 2020-2021 monitoring year. A field duplicate and field blank will not be collected and analyzed for the sediment matrix constituents. QA/QC results from the existing Palos Verdes Peninsula CIMP outfall monitoring program will be utilized to the extent possible.
- Access agreements may be necessary, but no encroachment permits will be required.
- Traffic control plans will not be necessary. Standard traffic caution procedures will be used as-needed.
- Alta|NV5 assumed the Canyon site may require confined space entry for installation and removal. When confined space entry is required, field teams properly trained and certified in confined space entry will use confined space equipment including use of a tripod, winch, and harness system for fall protection and emergency egress, four gas monitoring, two-way communication, and air ventilation as-needed.
- Alta|NV5 will rely on the best available weather forecasts and coordinate with the City to target storm events meeting the mobilization criteria. Should forecasts change as a storm event is in progress or if a qualifying storm event does not produce sufficient runoff to conduct sampling, Alta|NV5 will cease sampling and try to mitigate any unnecessary efforts. The budget for Task 3 includes two false starts and will be billed on a time and materials basis not to exceed \$1,250 per false start and not to exceed a total of \$2,500.

References

MPSL-DFW, 2014. SOP for Conducting Field Measurements and Field Collections of Water and Bed Sediment Samples with Associated Field Measurements and Physical Habitat in California. Version 1.1. March 2014.

SWRCB (State Water Resources Control Board), 2008. SWRCB, Surface Water Ambient Monitoring Program Quality Assurance Program Plan (SWAMP). Final Technical Report Version 1. September 2008.

USEPA (U.S Environmental Protection Agency), 1992. NPDES Storm Water Sampling Guidance Document. EPA 833-B-92-001. Office of Water, USEPA, Washington, DC. July 1992.

2 EXHIBIT B - COST ESTIMATE

Alta|NV5 has estimated the total cost to complete all tasks described in the scope of work below. The cost estimate summary for each task and total project cost is provided in Table 1. The budget for Task 3 includes two false starts and will be billed on a time and materials basis not to exceed \$1,250 per false start and not to exceed a total of \$2,500. The detailed cost estimate worksheets including itemized labor costs and equipment costs for each task are provided in Table 2.

Table 1. Cost Estimate Summary

City of Rolling Hills Canyon Monitoring 2020-2021	Total Staff Hours	Total Labor Costs	Total Reimbursables (Other Direct Costs)	Total Costs
Task 1. Project Management and Coordination	26	\$ 4,160.00	\$ 96.60	\$ 4,256.60
Task 2. Dry Weather Monthly TMDL Monitoring (1 site/12 events per year and 4 sample events)	40	\$ 4,800.00	\$ 1,770.30	\$ 6,570.30
Task 3. Wet Weather Monitoring (1 site/ 3 events per year)	100	\$ 11,960.00	\$ 13,009.50	\$ 24,969.50
Task 3. False Starts				\$ 2,500.00
Task 4. Data QA/QC, Formatting, and Technical Memorandum	42	\$ 6,260.00	\$ -	\$ 6,260.00
Total Project Cost		\$ 27,180.00	\$ 14,876.40	\$ 44,556.40

Table 2. Detailed Cost Estimate

City of Rolling Hills Canyon Monitoring 2020-2021			Task 1.Project Management and Coordination		Task 2.Dry Weather Monthly TMDL Monitoring (1 site/12 visits per year and 4 sample events)		Task 3.Wet Weather Monitoring (1 site/ 3 events per year)		Task 4. Data QA/QC, Formatting, and Technical Memorandum		Totals	
Alta Title	Alta Staff	Hourly Rate	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost		
Principal	Dave Renfrew	\$ 200.00	4	\$ 800.00		\$ -		\$ -	4	\$ 800.00	\$ 1,600.00	
Senior Project Manager II	Garth Engelhorn	\$ 180.00	12	\$ 2,160.00	6	\$ 1,080.00	12	\$ 2,160.00	12	\$ 2,160.00	\$ 7,560.00	
Senior Project Manager I	Jacqueline McMillen	\$ 170.00		\$ -		\$ -		\$ -		\$ -	\$ -	
Staff I	Matthew Renaud	\$ 160.00		\$ -		\$ -	12	\$ 1,920.00		\$ -	\$ 1,920.00	
Staff I	Michelle Hallack	\$ 145.00		\$ -		\$ -		\$ -	12	\$ 1,740.00	\$ 1,740.00	
Associate II	Adrian Lopez	\$ 120.00	10	\$ 1,200.00	22	\$ 2,640.00	36	\$ 4,320.00	10	\$ 1,200.00	\$ 9,360.00	
Specialist III	Austin Kay	\$ 100.00		\$ -		\$ -		\$ -		\$ -	\$ -	
Specialist II	Mehak Gupta	\$ 90.00		\$ -	12	\$ 1,080.00	32	\$ 2,880.00	4	\$ 360.00	\$ 4,320.00	
Specialist I	Bridgette Reddington	\$ 85.00		\$ -		\$ -	8	\$ 680.00		\$ -	\$ 680.00	
Financial Analyst II	Victoria Hall	\$ 65.00		\$ -		\$ -		\$ -		\$ -	\$ -	
		Labor Fee Costs	26	\$ 4,160.00	40	\$ 4,800.00	100	\$ 11,960.00	42	\$ 6,260.00	\$ 27,180.00	
Other Direct Costs		Notes	Unit Cost	units	Cost	units	Cost	units	Cost	units	Cost	Totals
Mileage		\$0.575mile	\$ 0.58	160	\$ 92.00	480	\$ 276.00	800	\$ 460.00		\$ -	\$ 828.00
YSI 6600 Multiparameter Data Sonde		\$175/event	\$ 175.00		\$ -	4	\$ 700.00	3	\$ 525.00		\$ -	\$ 1,225.00
Portable Flowmeter		\$325/event	\$ 325.00		\$ -		\$ -	3	\$ 975.00		\$ -	\$ 975.00
10-L Glass Sample Bottles		\$10/event	\$ 10.00		\$ -		\$ -	9	\$ 90.00		\$ -	\$ 90.00
Swing Sampler Pole/ Depth Integrated		\$35/event	\$ 35.00		\$ -		\$ -	3	\$ 105.00		\$ -	\$ 105.00
Wet Weather Water Chemistry (Eurofins)		\$880/sample	\$ 880.00		\$ -		\$ -	5	\$ 4,400.00		\$ -	\$ 4,400.00
Wet Weather Sediment Chemistry (Eurofins)		\$465/sample	\$ 465.00		\$ -		\$ -	1	\$ 465.00		\$ -	\$ 465.00
Sediment Filtering (Eurofins)		\$155/20 Liters	\$ 155.00		\$ -		\$ -	15	\$ 2,325.00		\$ -	\$ 2,325.00
Wet Weather Microbiology (AMS)		\$384/sample	\$ 384.00		\$ -		\$ -	5	\$ 1,920.00		\$ -	\$ 1,920.00
After hours Microbiology (AMS)		\$350/event	\$ 350.00		\$ -		\$ -	3	\$ 1,050.00		\$ -	\$ 1,050.00
Dry Weather Analytical (Eurofins)		\$115/sample	\$ 115.00		\$ -	6	\$ 690.00		\$ -		\$ -	\$ 690.00
Ice		\$5/bag	\$ 5.00		\$ -	4	\$ 20.00	15	\$ 75.00		\$ -	\$ 95.00
Fee on Subs/ODCs			5%		\$ 4.60		\$ 84.30		\$ 619.50		\$ -	\$ 708.40
		ODCs Cost			\$ 96.60		\$ 1,770.30		\$ 13,009.50		\$ -	\$ 14,876.40
Total Cost Estimate (Labor and ODCs)			Task 1.Project Management and Coordination		Task 2.Dry Weather Monthly TMDL Monitoring (1 site/12 visits per year and 4 sample events)		Task 3.Wet Weather Monitoring (1 site/ 3 events per year)		Task 4. Data QA/QC, Formatting, and Technical Memorandum		Total Project Cost	Total Project Cost with False Starts
			\$ 4,256.60		\$ 6,570.30		\$ 24,969.50		\$ 6,260.00		\$ 42,056.40	\$ 44,556.40

City of Rolling Hills

Safe Clean Water Municipal Program

Annual Plan - Expenditures in Fiscal Year 2020-2021

Introduction

The Safe Clean Water (SCW) Program provides dedicated funding to increase local water supply, improve water quality and protect public health with a key goal of supporting municipalities in meeting water quality objectives for local surface waters. The SCW Program was approved by Los Angeles County voters as Measure W in November 2018 and is expected to generate up to \$285 million per year from a special parcel tax of 2.5 cents per square foot of impermeable surfaces on private properties within the County, e.g., roofs, parking lots, driveways, etc. Half of the funds will be expended on regional-scale projects and programs that will yield multiple public benefits, such as increasing water supply, improving water quality and other community and environmental benefits through a deliberative planning process managed by regional steering committees. The Municipal Program (40% of the funds) is designed to maximize the ability of local governments to address stormwater and urban runoff water quality challenges and opportunities. The remaining 10% of the funds are to be expended by the Los Angeles County Flood Control District (District) which is charged with administering the SCW Program and providing technical resources as well as capacity building for the program. Public transparency and fiscal accountability are integral and essential aspects of the program. This Expenditure Plan describes how the **City of Rolling Hills** (City) intends to use its Municipal Program Funds during FY2021 to improve the quality of local water resources for the public benefit.

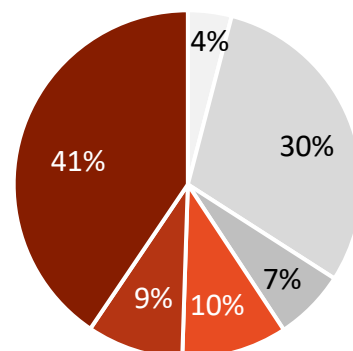
*A key goal of the **Safe Clean Water Program** is to support municipalities in meeting water quality objectives for local surface waters. The **Municipal Program** is designed to maximize the ability of local governments to address stormwater and urban water quality challenges and opportunities.*

FY2021 Municipal Program Revenue and Budget

It is projected that the City will receive approximately \$110,000 annually in Municipal Program Funds. The City must spend at least 70% of its Municipal Program Funds on eligible expenses related to new projects or programs implemented on or after November 6, 2018. Up to 30% of a City's Municipal Program Funds may be used to pay for eligible costs and expenses related to the continuation of programs initiated prior to November 6, 2018. The City may utilize the funds received in this first program year for reimbursement of eligible expenditures incurred during fiscal year 2019-2020 (FY1920) or for fiscal year 2020-21 (FY2021), or both.

The charts and narrative sections below summarize how the City intends to spend its FY2021 Municipal Program Funds.

Municipal SCW Program Planning & Outreach	\$ 4,460
Water Quality Monitoring	\$ 33,000
Rainwater Harvesting Outreach	\$ 7,320
Hydromodification Control Provisions	\$ 10,790
Enhanced Sediment Source Control	\$ 9,830
Sepulveda Canyon Monitoring Study	\$ 44,600
Total FY2021 Planned Expenditures	\$110,000



Municipal SCW Program Planning and Outreach

Description

Municipalities must undertake a significant planning effort to prioritize projects and programs to assist in achieving compliance with the The [Los Angeles Municipal Stormwater Permit](#) (MS4 Permit)¹, consider municipal-level requests for infrastructure projects from eligible project applicants, and annually prepare and provide informational materials to the public on actual and budgeted use of revenues from the SCW Municipal Program. The SCW Program Implementation Ordinance, Section 18.09.B.5., requires municipalities to develop and submit to the District an Annual Plan detailing how Municipal Program funds will be used during the ensuing year. The Annual Plan must include anticipated projects and programs, stakeholder engagement activities, an initial programmatic budget, and the SCW Program Goals that are supported by the planned expenditures. To ensure public transparency and stakeholder engagement, the City has allocated \$4,460 or 4% of its SCW Municipal Program funds for program planning undertaken during FY1920 and planning and outreach during FY2021.

The City plans to spend 4%, or \$4,460, of its Municipal Program funds on **SCW Program Planning and Outreach** to ensure public transparency and stakeholder engagement.

Stakeholder and Community Outreach and Engagement

The City actively engages its City Council and residents on matters of significance through duly noticed agendas and public meetings. The SCW Municipal Program Transfer Agreement was noticed, discussed and approved for execution by the City Council at its meeting on July 13, 2020 along with a tentative budget plan for expenditures during FY2021. In addition to the annual planning effort discussed in the previous section, the SCW Implementation Ordinance, Section 18.06.D., requires municipalities to prepare and submit an Annual Progress/Expenditure Report to the District summarizing expenditures during the previous fiscal year using SCW Municipal Program funds, describing the work accomplished and milestones or deliverables, discussing stakeholder engagement activities undertaken, and forecasting work anticipated during the next reporting period. The Annual Plans and Annual Progress/Expenditure Reports will be placed on future City Council agendas for consideration, discussion and approval prior to submission to the District and are anticipated to be publicly posted on the Safe, Clean Water Program website by District staff.

Safe Clean Water Goals

The City's SCW Municipal Program Planning and Outreach supports Safe Clean Water Program Goals defined by [Los Angeles County Flood Control District Code](#) Section 18.04. The planning effort to identify and prioritize projects and programs that will help meet MS4 Permit objectives will **contribute to the attainment of water quality requirements**. This planning effort, along with the Annual Progress/Expenditure Report, comprise an **iterative planning and evaluation process** as they provide opportunities for the City to assess its SCW Municipal Program expenditures and to modify its priority projects and programs to better meet water quality requirements using SCW funds, if needed.

Safe Clean Water Program Goals	
Contribute to Attainment of Water Quality Requirements	X
Implement an Iterative Planning and Evaluation Process	X

Post-Construction Monitoring, Operation and Maintenance Activities & Institute for Sustainable Infrastructure (ISI) Verification

Since this expenditure is not a physical infrastructure project, post construction monitoring, operation and maintenance activities, and ISI Envision Verification do not apply.

¹ Order No. R4-2012-0175 as amended by State Water Board Order WQ 2015-0075 and Regional Board Order R4-2012-0175-A01 (Order No. R4-2012-0175 as amended), also known as NPDES No. CAS004001.

Water Quality Monitoring

Description

The MS4 Permit issued under the authority of the Federal Clean Water Act and California's Porter Cologne Act regulates municipal stormwater and dry weather runoff discharges into the municipal storm drain system to protect the water quality of our local coastal streams, beaches, tidepools, harbors and fresh water bodies such as Machado Lake. The MS4 Permit requires a Monitoring and Reporting Program to assess the chemical, physical, and biological impacts of municipal stormwater discharges on local surface water quality, assess compliance with water quality objectives, characterize pollutant loads in municipal discharges, identify the source of pollutants in discharges, and measure the effectiveness of control measures in reducing pollutant loading. Following adoption of the MS4 Permit in December 2012, the City, along with the cities of Palos Verdes Estates, Rancho Palos Verdes, Rolling Hills Estates, the County of Los Angeles and the Los Angeles County Flood Control District (Palos Verdes Peninsula CIMP group), agreed to collaborate on the development of the [Coordinated Integrated Monitoring Program](#) (CIMP) to meet MS4 Permit requirements. The City is party to the Memorandum of Understanding regarding Administration and Cost Sharing for Implementing the Coordinated Integrated Monitoring Program for the Peninsula Agencies and contributes proportionate funds based on its 12% area share of the CIMP area on an annual basis to cooperatively fund and coordinate the payment and performance of monitoring and reporting services.

The City plans to spend 30%, or \$33,000, of its Municipal Program funds on the ongoing Coordinated Integrated Monitoring Program that is used to assess discharge and receiving water quality.

The City plans to spend \$33,000 or 30% of its Municipal Program funds to address a portion of the City's share of CIMP implementation costs during FY2021 for continuation of this monitoring program initiated prior to November 6, 2018. This scope of work includes but is not limited to:

- Receiving Water Monitoring: sampling and analysis of a required suite of analytical parameters at two (2) new near-shore monitoring locations in the Santa Monica Bay (approximately 1000 feet offshore) during three (3) wet weather events and two (2) dry weather events per year and weekly indicator bacteria monitoring at five (5) Santa Monica Bay shoreline locations, conducted in accordance with the Santa Monica Bay Beaches Bacteria TMDL.
- Outfall Monitoring: stormwater outfall water quality and flow monitoring at three (3) locations during three (3) wet weather events per year. Two (2) of these outfall monitoring locations are used to evaluate stormwater discharges from the Palos Verdes Peninsula to the Santa Monica Bay and one (1) outfall monitoring location is used to evaluate stormwater discharges from the Palos Verdes Peninsula to the Dominguez Channel Watershed, which includes the Wilmington Drain, Machado Lake and the Greater Los Angeles Harbor surface waterbodies. The CIMP also includes monthly monitoring of nitrogen and phosphorus in discharges from four storm drain locations to quantify discharges of these pollutant from the Peninsula to Machado Lake.

Stakeholder and Community Outreach and Engagement

A public workshop was held at the South Bay Botanic Garden on May 8, 2014 to present the CIMP to the community and key stakeholders, including multiple non-governmental and community-based organizations. Attendees were encouraged to provide feedback via email or a comment card. On July 3, 2014, the Regional Board provided public notice and a 46-day period to allow for public review and comment on the PV Peninsula Group's draft CIMP. A separate notice of availability regarding all of the Los Angeles region's draft CIMPs, including the Peninsula group's CIMP, was directed to State Senators and Assembly Members within the Coastal Watersheds of Los Angeles County. The Peninsula CIMP group revised the draft

CIMP to incorporate comments from the public and the Regional Board and resubmitted the CIMP on May 21, 2015, which was subsequently approved by the Regional Board.

Data collected under the CIMP are also made available to the public in a number of ways:

- The Los Angeles County Department of Public Health posts results of the [weekly shoreline bacteria data](#);
- Weekly shoreline bacteria monitoring results are also reviewed and interpreted by the environmental organization Heal the Bay, which posts its interpretation in the form of [beach water quality grades](#) and an annual compilation in its [Annual Heal the Bay Beach Report Card](#);
- All data collected under the CIMP are also sent to the Regional Board and posted [here](#);
- A comprehensive analysis and assessment of water quality based on the CIMP data is prepared by and reported in the Peninsula CIMP group's Annual Watershed Reports which are posted on the Regional Board's website [here](#).

Safe Clean Water Goals

Implementation of the CIMP supports multiple Safe Clean Water Program Goals as defined by [Los Angeles County Flood Control District Code](#) Section 18.04. The CIMP provides valuable data on the quality of municipal discharges and their impacts on receiving water quality. These data are evaluated on an annual basis thus supporting **improved water quality** and **protection of public health**.

Safe Clean Water Program Goals	
Improve Water Quality	X
Protect Public Health	X
Leverage Multiple Funding Sources	X

The CIMP further provides the opportunity to coordinate monitoring efforts on a watershed scale which allows for the **leveraging of multiple funding sources**, including the City's general fund which contributes the balance of the City's share of this program cost, thus increasing the cost-efficiency and effectiveness of water quality monitoring programs.

Post-Construction Monitoring and Operation and Maintenance Activities

Since the CIMP is not a physical infrastructure project, post-construction monitoring and typical operation and maintenance activities do not apply. The CIMP does include requirements for routine maintenance and calibration of monitoring equipment.

Institute for Sustainable Infrastructure (ISI) Verification

The CIMP is not eligible for ISI Envision verification since only physical infrastructure projects are eligible.

Rainwater Harvesting Outreach

Description

The MS4 Permit requires a program of public information and participation to involve and engage diverse communities in mitigating the impacts of storm water pollution, and encourages watershed-level implementation of the program. The watershed groups of the Palos Verdes Peninsula and the Beach Cities have been working for a number of years with the staff of the South Bay Cities Council of Government's (SBCCOG) Environmental Services Center (SBESC) to host [Sustainable Gardening and Landscaping and Integrated Pest Management \(IPM\) webpages](#) developed jointly for South Santa Monica Bay communities. These webpages disseminate information on CA friendly landscaping, responsible irrigation, integrated pest management and the proper use and disposal of pesticides and fertilizers. During FY1920, the two watershed groups worked cooperatively to develop [A Homeowner's Guide to Rainwater Harvesting in the South Bay](#) (Guide) to engage homeowners in implementing simple rainwater harvesting projects on their properties. During FY2021 these joint efforts will be further leveraged by developing additional webpage content on residential rainwater harvesting to add to the Sustainable Gardening and Landscaping and IPM webpages hosted by SBCCOG. The City has allocated \$7,320 of its SCW Municipal Program funds towards the joint development of this new outreach content and community engagement in rainwater harvesting activities.

The City plans to spend 7%, or \$7,320, of its Municipal Program funds on joint development of new outreach content and community engagement in Rainwater Harvesting activities.

Stakeholder and Community Outreach and Engagement

The central purpose of this program is community outreach and engagement in rainwater harvesting at the individual property level. The Guide and associated webpage content will be distributed to South Santa Monica Bay residents through the SBCCOG website as well as promoted by the participating cities on their individual City websites. In addition, multiple stakeholders were engaged in the development of this rainwater harvesting program with multiple City staff members, particularly building officials, as well as Los Angeles County Building & Safety staff involved in reviewing and commenting on the Guide to ensure that it would be consistent with local ordinances and policies. Several opportunities for input were provided and this constructive stakeholder feedback has improved the utility of the Guide.

Safe Clean Water Goals

Active engagement in rainwater harvesting is central to multiple SCW Program goals. Rainwater that is retained on properties and filtered through rain gardens will **improve the quality of stormwater runoff** through **nature-based solutions** and **increase drought preparedness** of residential landscapes by reducing use of potable water for landscaping. The program encourages **innovation and adoption of rainwater harvesting practices** at the parcel level. It leverages funding by encouraging individual homeowner investment in meeting these SCW program goals.

Safe Clean Water Program Goals Achieved	
Improve Water Quality	X
Prioritize Nature-Based Solutions	X
Provide a Spectrum of Project Sizes	X
Increase Drought Preparedness	X
Leverage Multiple Funding Sources	X
Increase Drought Preparedness	X
Encourage innovation and Adoption of New Technologies and Practices	X

Post-Construction Monitoring and Operation and Maintenance Activities

The Guide includes a section on Rainwater Harvesting System Maintenance and incorporates advice on periodic inspection of rainwater harvesting system post-construction and measures or adjustments to take to correct observed problems.

Institute for Sustainable Infrastructure (ISI) Verification - This expenditure is not eligible for ISI Envision verification.

Hydromodification Control Provisions

Description

It has been brought to City staff and Council attention that adverse hydromodification impacts have accrued at certain locations within natural drainage courses in the City. Given that natural drainage courses are the predominant means for conveying stormwater and single-family residential properties are the predominant form of development within the City, a process has been initiated to consider options for strengthening the hydromodification control provisions in its municipal code to prevent future hydromodification impacts. Many residential properties within the City are located on hillside properties so prevention of adverse hydromodification impacts will increase flood protection and reduce the likelihood of erosion damage to properties during severe storms. The City has allocated \$10,790 of its Municipal Program funds to consider options beyond the existing requirements in the MS4 Permit for increasing the stringency of hydromodification control provisions for single family residential new and redevelopment projects.

The City plans to spend 10%, or \$10,790, of its SCW Municipal Program funds to strengthen hydromodification controls to protect habitat and increase flood and erosion protection for residential properties within natural drainage courses.

Stakeholder and Community Outreach and Engagement

The City actively engages its City Council and its residents on matters of significance through duly noticed agendas and public meetings. This process for considering additional hydromodification controls is being undertaken at the request of City Council. During FY1920 initial work included development and presentation to City Council of various options for increasing the stringency of hydromodification provisions. The next steps to be undertaken during FY2021 are envisioned to include a public workshop to build City Council and community consensus for a preferred approach. Based on the outcome of the public workshop and direction from City Council the consensus approach will be translated into a set of redline changes to the relevant section of municipal code for consideration by the City Council.

Safe Clean Water Goals

This program incorporates an **iterative adaptive management** approach consistent with SCW Program Goals. This work will provide updated development/redevelopment guidelines for protecting and **improving water quality** by reducing erosion in natural canyons to reduce sediment loading in stormwater discharges from the City and protect natural habitat from erosion thereby **prioritizing nature-based solutions**. Certain of these natural drainage courses are designated as Significant Ecological Areas so prevention of adverse hydromodification impacts will help to protect this sensitive habitat. Increasing hydromodification control provisions will also increase the community's resilience to more severe storms that may result from **climate change**.

Safe Clean Water Program Goals Achieved	
Implement iterative Adaptive Management	X
Improve Water Quality	X
Adapt to Climate Change	X
Prioritize Nature-Based Solutions	X

Post-Construction Monitoring and Operation and Maintenance Activities

Consistent with MS4 Permit requirements, owners of new and redevelopment projects that become subject to the strengthened hydromodification requirements will be required to operate and maintain any structural hydromodification control systems on their property in perpetuity. These requirements will include periodic inspection by the owner or designee to ensure they continue to function properly and to identify need for maintenance.

Institute for Sustainable Infrastructure (ISI) Verification - This expenditure is not eligible for ISI Envision verification.

Enhanced Sediment Source Control

Description

The need for increased control of suspended sediment in stormwater discharges has been identified through analysis of data collected under the outfall water quality monitoring program described previously. Consequently and as required by the MS4 Permit, the City conducted an assessment of potential sources of sediment in stormwater discharges and prepared a plan for enhanced sediment control. Sources of sediment in stormwater from the City are erosion in natural canyons and poorly managed construction sites. The City's natural canyons are subject to erosion during intense storms and the foregoing hydromodification control provisions are anticipated to help mitigate this in the long term. To address construction sites, the City's sediment control plan identified enhancements to the MS4 Permit-required minimum control measures for sediment and erosion control on construction sites. For small construction sites disturbing less than one acre, these enhancements include additional education and outreach to project owners and contractors, including distribution of a brochure in English and Spanish illustrating and describing the required best management practices to control sediment and erosion. For large construction sites subject to the Statewide Construction General Permit, the City's sediment control plan increases the frequency of inspections of sites with Risk Levels 2 or 3 to once every two weeks, and before and after rain events with forecast of rainfall greater than 0.5 inches. During FY2018-19 the City created a new code enforcement officer position and one of the key duties of this position is to conduct outreach and provide additional oversight of construction sites beyond that being provided by contract building & safety inspectors. The City has allocated 10% of the code enforcement officers time in FY1920 and FY2021 (\$4,868 and \$4,962, respectively) for a total of \$9,830 or 9% of the City's FY2021 SCW Municipal Program funds for enhanced outreach and oversight of construction sites.

The City plans to spend 9%, or \$9,830 of its SCW Municipal Program funds to increase enforcement of source control measures to protect stormwater quality.

Stakeholder and Community Outreach and Engagement

Stakeholder outreach and engagement is integral to an effective source control program and is incorporated into the sediment control plan through direct outreach to construction site owners and contractors using educational materials.

Safe Clean Water Goals

This program is being implemented as a result of an **iterative adaptive management** process consistent with SCW Program Goals. This program will help to protect and **improve water quality** by controlling erosion on construction sites which will reduce sediment and associated pollutant loading in stormwater discharges. The majority of the code enforcement officer's position is funded by through the City's general fund which provides significant **leverage of the SCW Municipal funds**.

Safe Clean Water Program Goals Achieved	
Iterative Adaptive Management	X
Improve Water Quality	X
Leverage Multiple Funding Sources	X

Post-Construction Monitoring and Operation and Maintenance Activities

Since this expenditure is not a physical infrastructure project, post construction monitoring and operation and maintenance activities do not apply.

Institute for Sustainable Infrastructure (ISI) Verification

This expenditure is not eligible for ISI Envision verification since only physical infrastructure projects are eligible.

Sepulveda Canyon Monitoring Study

Description

The City plans to conduct a monitoring study within the largest canyon catchment in the City tributary to Machado Lake. The purpose of this monitoring study is to develop baseline water quality and flow data in support of a future feasibility study for a potential stormwater capture project to address Machado Lake TMDLs. Sepulveda Canyon is an unimproved natural drainage course with a tributary area of 280 acres comprised of single-family residential properties and open space. The monitoring site for this study is to be located in the lower section of the canyon at a road crossing and prior to the point where the flow exits the City and enters a storm drain tributary to Machado Lake.

The operating procedures for this monitoring study are consistent with and will be synchronized with the current MS4 outfall monitoring program being conducted under the Palos Verdes Peninsula CIMP and will include the collection of monthly dry weather nutrient and flow monitoring data along with field measurements and observations. Wet weather monitoring will be conducted for three wet weather events during the FY2021 wet weather season, including the first significant rain event that occurs after October 1 at the beginning of the wet season. Wet weather monitoring will include flow monitoring and manual grab samples at 20-minute intervals over a 3-hour duration for water chemistry analysis as well as sediment matrix samples to be composited and analyzed for sediment-borne pollutants. The data collected will be used to assess the potential feasibility and effectiveness of a stormwater capture project at the base of Sepulveda Canyon. The City has allocated \$44,600 or 41% of its SCW Municipal Program revenues to conduct this monitoring study of the Sepulveda Canyon catchment.

The City plans to spend 41%, or \$44,600, of its SCW Municipal Program funds to conduct a monitoring study of the Sepulveda Canyon catchment to establish baseline flow and water quality data to support a future feasibility study of a potential stormwater capture project.

Stakeholder and Community Outreach and Engagement

The City actively engages its City Council and residents on matters of significance through duly noticed agendas and public meetings. The concept for this study arose from City Council discussions and it is being undertaken with the authorization of City Council. Direct outreach prior to initiating the monitoring study will be provided to residents living in the vicinity of the monitoring site. Results of the monitoring study will be shared with the community and City Council.

Safe Clean Water Goals

This study marks the initiation of an **iterative planning process** for a potential stormwater capture project to support multiple Safe Clean Water Program Goals including **improving water quality** and protecting aquatic and riparian habitats and recreational uses of local waterbodies thereby **protecting public health**. If pursued, the feasibility study would prioritize **nature-based solutions** and **new technologies and practices** to improve water quality.

Safe Clean Water Program Goals Achieved	
Implement iterative Planning and Evaluation Process	X
Improve Water Quality	X
Protect Public Health	X
Prioritize Nature-Based Solutions	X
Encourage innovation and Adoption of New Technologies and Practices	X

Operation and Maintenance Activities

Since monitoring is not a physical infrastructure project, typical operation and maintenance activities do not apply, however routine maintenance and calibration of monitoring equipment will be conducted as part of this program.

Post-Construction Monitoring

The baseline monitoring data collected by this program will provide the reference against which post-construction monitoring can be conducted to verify performance and track effectiveness following completion of a potential future stormwater capture project in this catchment.

Institute for Sustainable Infrastructure (ISI) Envision Verification

Pre-project monitoring is a planning tool and as such is not eligible for ISI Envision verification on its own since only physical infrastructure projects are eligible. However, should a future infrastructure project be pursued in this catchment, the City could strive for ISI verification and this baseline monitoring would support the achievement of several of the Envision credits for such a project.

ELIGIBLE STORMWATER EXPENDITURES PROPOSED FOR RECOVERY of CITY'S FY2021 RETURN UNDER SCW MUNICIPAL PROGRAM - \$110,000

Item	Description (note: during this first year costs can be recovered back to FY1920)	Actual cost for Line Item	Cost to be Recovered under Ongoing Programs - up to 30% of municipal return or \$33,000	Cost to be Recovered under New Projects or Programs - at least 70% of municipal return or \$77,000	Source	Notes/Basis for categorization
1	Peninsula MS4 Permit and TMDL Monitoring Program including bacteria shoreline monitoring assumed from LACSD	\$ 48,719.00	\$ 33,000.00		CIMP MOU Cost share amount.	CIMP monitoring is an ongoing effort that consumes the full 30% allowed for ongoing efforts cost
2	Sepulveda Canyon baseline stormwater monitoring for future stormwater capture project	\$ 44,556.40		\$ 44,556.40	NV5 Revised Proposal maximum amount	Pending Council consideration.
3A	SCW Municipal Program Planning (FY1920)	\$ 1,358.60	\$ -	\$ 1,358.60	McGowan Task 1.4 SCW Municipal Program planning (FY1920)	Actual expenditure during FY1920
3B	SCW Municipal Program Planning (FY2021)	\$ 3,100.00		\$ 3,100.00	McGowan Task 2.2 SCW Program (FY2021)	Estimated based on proposal for FY2021
		Total for Items 3A+3B		\$ 4,458.60		
4A	Joint Development of South Bay Rainwater Harvesting Guide (FY1920)	\$ 2,062.70		\$ 2,062.70	McGowan Task 2.2 New Outreach Content/Materials (FY1920) plus subcontracted work by graphic designer	Actual expenditure for City share of work during FY1920
4B	Joint Development of New Rainwater Harvesting Webpages, Updated Sustainable Landscaping Webpages (FY2021)	\$ 5,250.00		\$ 5,250.00	McGowan Task 2.3 Develop and Update Joint Outreach Content (FY2021)	Estimated cost for City share of work based on proposal for FY2021, including subcontracted costs.
		Total for Items 4A+4B		\$ 7,312.70		
5A	Development of Strengthened Hydromodification Control Provisions (FY1920)	\$ 2,090.60		\$ 2,090.60	McGowan Task 4.1 Hydromodification Control Effort for FY1920 - effort under Task 4.1 from Feb 2020-March 2020 to address Hydromodification Control issue	Actual expenditure during FY1920. [9.1 hrs Principal time, 4.6 hrs Sr. Scientist time]
5B	Development of Strengthened Hydromodification Control Provisions (FY2021)	\$ 8,680.00		\$ 8,680.00	McGowan Task 4.2 Hydromodification Control Revision (FY2021)	Estimated based on proposal for FY2021.
		Total for Items 5A+5B		\$ 10,770.60		
6A	Code Enforcement of Stormwater Quality Protection (FY1920)	\$ 4,868.21		\$ 4,868.21		
6B	Code Enforcement of Stormwater Quality Protection (FY2021)	\$ 4,962.50		\$ 4,962.50		
		Total for Items 6A+6B		\$ 9,830.71		
	Totals		\$ 33,000.00	\$ 76,929.01	\$ 109,929.01	
	Remainder to be carried forward		\$ -	\$ 70.99		



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 7.B

Mtg. Date: 08/24/2020

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: MEREDITH ELGUIRA, PLANNING DIRECTOR

THRU: ELAINE JENG P.E., CITY MANAGER

**SUBJECT: CITY COUNCIL TO CONSIDER APPROVAL OF ORDINANCE NO. 365
REPEALING SECTIONS 10.12.050, 10.12.060, AND 9.44.020 OF THE
ROLLING HILLS MUNICIPAL CODE.**

DATE: August 24, 2020

BACKGROUND:

In February 2020, staff received a letter from Mr. Roger Hawkins requesting that the City amend Sections 9.44.020, 10.12.050 and 10.12.060 of the Rolling Hills Municipal Code pertaining to gate guards. The Rolling Hills Community Association (RHCA) concurred with Mr. Hawkins' recommendation with the stipulation that the proposed code amendment would not require additional changes to the code if the Association were to decide to hire security personnel or contract services.

On July 13, 2020, the City Council directed staff to prepare the requested amendment.

DISCUSSION:

Upon further review of the proposed changes to the code, the City's legal counsel determined that a repeal of the sections stated above is necessary. The City does not have the authority to oversee the Rolling Hills Community Association's operations and its staff and the Los Angeles County Sheriff's Department.

FISCAL IMPACT:

None.

RECOMMENDATION:

Approve Ordinance No. 365 repealing Sections 10.12.050, 10.12.060 and 9.44.020 of the City of Rolling Hills Municipal Code.

ATTACHMENTS:

Ordinance Repealing Gate Attendant Sections.pdf
LTR._TO_CITY_RE_AMENDMENTS_TO_MUNI._CODE_-_GATE_GUARDS_-
_FINAL_EDITION_2-10-2020.pdf

ORDINANCE NO. 365

AN ORDINANCE OF THE CITY OF ROLLING HILLS, CALIFORNIA, REPEALING SECTIONS 10.12.050 (AUTHORITY OF GATE GUARDS) AND 10.12.060 (UNAUTHORIZED TRAFFIC DIRECTION PROHIBITED) OF CHAPTER 10.12 (TRAFFIC ENFORCEMENT AUTHORITY) OF TITLE 10 (VEHICLES AND TRAFFIC); AND SECTION 9.44.020 (GIVING FALSE INFORMATION TO SECURITY OFFICERS PROHIBITED WHEN) OF CHAPTER 9.44 (ENTERING PRIVATE PROPERTY UNDER FALSE PRETENSES) OF TITLE 9 (PUBLIC PEACE, MORALS AND WELFARE) OF THE ROLLING HILLS MUNICIPAL CODE

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ROLLING HILLS DOES ORDAIN AS FOLLOWS:

SECTION 1. Section 10.12.050 (Authority of Gate Guards) of Chapter 10.12 (Traffic Enforcement Authority) of Title 10 (Vehicles and Traffic) of the Rolling Hills Municipal Code is hereby repealed.

SECTION 2. Section 10.12.060 (Unauthorized traffic direction prohibited) of Chapter 10.12 (Traffic Enforcement Authority) of Title 10 (Vehicles and Traffic) of the Rolling Hills Municipal Code is hereby repealed.

SECTION 3. Section 9.44.020 (Giving false information to security officers prohibited when) of Chapter 9.44 (Entering Private Property Under False Pretenses) of Title 9 (Public Peace, Morals and Welfare) of the Rolling Hills Municipal Code is hereby repealed.

SECTION 4. The City Council hereby finds and determines that this ordinance is exempt from the requirements of the California Environmental Quality Act pursuant to Section 15061(b)(3) ("Common Sense Exemption") of the CEQA Guidelines as it can be said with certainty that there will be no environmental impact from the collection of a deposit associated with a Construction/Demolition Hauling Permit.

SECTION 5. This ordinance shall take effect thirty days after its passage and adoption pursuant to California Government Code section 36937.

SECTION 6. The City Clerk is directed to certify the passage and adoption of this Ordinance; cause it to be entered into the City of Rolling Hills's book of original ordinances; make a note of the passage and adoption in the records of this meeting; and, within fifteen days after the passage and adoption of this Ordinance, cause it to be published or posted in accordance with California law.

PASSED, APPROVED and ADOPTED this ____ day of _____ 2020.

VOTE: AYES:
 NOES:
 ABSTAIN:
 ABSENT:

MAYOR

ATTEST:

City Clerk

February 10, 2020

VIA ELECTRONIC TRANSMISSION AND U.S. MAIL

City Council
City of Rolling Hills
2 Portuguese Bend Road
Rolling Hills, CA 90274
Attention: Elaine Jeng, City Manager

Re: Proposed Amendments to Municipal Code

Dear Council Members:

I recommend the following amendments to the Rolling Hills Municipal Code ("Code"), with the ordinance edits either delted or interlineated in red font:

10.12.050 - Authority of gate ~~representatives~~ guards.

Rolling Hills **Community Association** gate ~~representatives~~ guards are authorized to direct traffic at the gate entrances to the City; and, and, in case of an emergency and in the absence of a Deputy Sheriff, or at the direction of a Deputy Sheriff, **gate ~~representatives~~ guards** may direct traffic at all other places within the City. **(Emphasis added.)**

(Ord. 261 § 1(part), 1996: Ord. 116 § 12004, 1973).

Also:

9.44.020 - ~~Giving~~ Providing false information to gate ~~representatives~~ security officers prohibited ~~when~~.

It is unlawful for any person to wilfully give false information to, or to deceive by any other means, any **gate representative guard** ~~or security officer~~ employed by the Rolling Hills Community Association, for the purpose of ~~gain~~ **gaining** ~~permission~~ authorization **from said representative guard** ~~or security officer~~ to enter upon or use the private roads **and/or private bridle trails** in the City. **(Emphasis added.)**

(Ord. Ord. 149 § 1, 1977).

In an addendum to the **COVEREDSIX RHCA Security Assessment July 2019** ("Assessment"), on the ninth page is an interlineated comment by RHCA Association Manager, Kristen Raig, that states: "(t)he RHCA Board is aware that the current gate staff are not trained **security officers** and do not expect their training or the RHCA gates to meet the standards of

City Council
City of Rolling Hills
February 10, 2020
Page 2

state licensed security operations.” (See enclosed Ninth page of the Assessment, i.e., “*** RHCA note.”)

Also, RHCA staff has counseled that the Association employs **gate attendants, not guards** to work the gates and reminds that we should **not give people the impression or advise residents that the Association employs “guards” to work the gates**. The Association’s Gate Operations Manual 2020 describes these **attendants** as “**gate representatives**,” and, elsewhere, the Association uses the terms, “**gate attendants**” and “**gate representatives**,” interchangeably. **(Emphasis added.)**

To correct how these gate represented are identified in these Ordinances on the off chance a violation is ever prosecuted, to correctly identify their job title, kindly place this request on your Council’s agenda and consider editing the Ordinance to read “**gate representative, instead of “guard or security officer,”** as it now reads.

And, it would help to eliminate the phrase “employed by” so any gate representative, whether working as an employee of the Association or for a contractor hired by the Association, would be covered by the Ordinance.

The substitution of the word “authorization” for the word “permission” is recommended to reflect the current practice of gate representatives to verify that a person seeking entrance to the City has the permission of a resident or other authorized person, before such gate representative allows the visitor to enter.

Respectfully submitted,

Roger E. Hawkins

Roger E. Hawkins
37 Crest Road West
Rolling Hills, CA 90274

Enclosure: Ninth page of Assessment



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 8.A

Mtg. Date: 08/24/2020

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: MEREDITH ELGUIRA, PLANNING DIRECTOR

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: APPROVE RESOLUTION NO. 1261 TO ACCEPT FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) HAZARD MITIGATION GRANT FUNDS HMGP 4344-526-112R FIRE PREVENTION POWER LINE UNDERGROUNDING ALONG CREST ROAD EAST, PROVIDE LOCAL MATCH, AND AUTHORIZE THE CITY MANAGER, OR DESIGNEE, TO EXECUTE THE AGREEMENT; AND ALLOCATE THE REQUIRED FUNDS FROM THE UTILITY FUND.

DATE: August 24, 2020

BACKGROUND:

City Council approval is requested for the City of Rolling Hills to enter into an agreement with the Federal Emergency Management Agency (FEMA), to accept and expend grant funding for the “Fire Prevention Through Crest Power Line Undergrounding” project.

The City applied for and was awarded grant funding in the amount of \$1,145,487 with required local match in the amount of \$381,819, offset by Rule 20A credit that was purchased in 2018.

DISCUSSION:

The Project will underground existing overhead utilities lines and remove associated wooden utility poles majority along Crest Road East within the southeastern portion of the City to reduce the risk of wildfire and the associated risk of loss of life, property, and services in the area. The project will underground approximately 2,000 linear feet of power line (1,820 linear feet along Crest Road East and 180 linear feet between the existing power poles and three private residences within the City) and remove associated wooden utility poles. Transformers will be placed on the ground atop concrete pads situated at locations based on electrical demand and their current overhead location. The work schedule completion time frame is 33 months; May 7, 2023 as the project completion date.

FISCAL IMPACT:

Increase appropriations in the Utility Fund by \$1,527,306, with \$1,145,487 offset by grant revenue. The

Grant requires matching funds in the amount of \$381,819 offset by Rule 20A purchased credit. The split between Federal grant monies and local match is 75% -25%.

As of June 2020, the City's Rule 20A Work Credit Balance per Southern California Edison is \$1,201,768.

RECOMMENDATION:

Approve Resolution No. 1261 and authorize the City Manager, or designee, to execute an agreement, and any subsequent amendments, with FEMA, to accept and expend grant funding in an amount not to exceed \$1,145,487.

Increase appropriations in the Utility Fund by \$1,527,306 with \$1,145,487 offset by grant revenue and \$381,819 match funds, offset by Rule 20A credits.

ATTACHMENTS:

[Approval #4344-526-112 Rolling Hills - Undergrounding.pdf](#)

[16B0293_20I1190_City of Rolling Hills_ESA Review Form countersigned.pdf](#)

[HMGP_4344-526-112_REC.pdf](#)

[HMGP-4344-526-112_Rolling Hills_ESA letter.pdf](#)

[Project Management Report 4344-122R.pdf](#)

[Standard HMGP Conditions, August 2018.pdf](#)

[Copy of FEMA_Post-construction_Notification_Reporting_Form_4344-526-11.xlsx](#)

[ResolutionNo.1261 FEMA Grant Acceptance-c1.DOCX](#)



U.S. Department of Homeland Security
1111 Broadway, Suite 1200
Oakland, CA 94607-4052

FEMA

August 7, 2020

Mark S. Ghilarducci, Director
Governor's Authorized Representative
California Office of Emergency Services
3650 Schriever Avenue
Mather, CA 95655

Reference: Application Approval, HMGP #4344-526-112R
City of Rolling Hills, California
Fire Prevention Power Line Undergrounding
Supplement #129

Dear Mr. Ghilarducci:

The Federal Emergency Management Agency (FEMA) have approved and issued Hazard Mitigation Grant Program (HMGP) funds for the City of Rolling Hills (recipient), HMGP #4344-526-112R, Fire Prevention Power Line Undergrounding.

The total eligible costs are \$1,527,276. As shown in the enclosed Obligation Report - Supplement #129, we have obligated \$1,145,457 for up to 75 percent federal share; the non-Federal share match is \$381,819. These funds are available in Smartlink for eligible disbursements.

This HMGP grant approval and obligation of funds are subject to the following:

- 1. Scope of Work (SOW)** – The Project will underground existing overhead utilities lines and remove associated wooden utility poles along an unnamed road and Crest Road East within the southeastern portion of the City of Rolling Hills, Los Angeles County, California (33.747522, - 118.339223 at approximate midpoint) to reduce the risk of wildfire and the associated risk of loss of life, property, and services in the area. The project will underground roughly 2,000 linear feet of power line (1,820 linear feet along Crest Road East and 180 linear feet between the existing power poles and three private residences within the City) and remove associated wooden utility poles. Transformers will be placed on the ground atop concrete pads situated at locations based on electrical demand and their current overhead location.
- 2. Budget Revisions and Cost Overruns** - In accordance with the 2015 Hazard Mitigation Assistance Unified Guidance, Part VI D.3, when budget changes are made, all programmatic requirements continue to apply. Additional information regarding budget adjustments and revisions can be found in 2 CFR Part 200.308. The Recipient must obtain FEMA's prior written approval for any budget revisions.

Cost overruns must be approved by FEMA Region IX before implementation and the subgrant must continue to meet programmatic eligibility requirements, including cost effectiveness and cost share. Additional information can be found in 2 CFR Part 200.

3. **Activity Completion Date** – The work schedule in the application states the Phase One completion time frame is 33 months. We will annotate May 7, 2023 as the project completion date. Please inform the subrecipient that work completed after this date is not eligible for federal funding, and federal funds may be de-obligated for work not completed within schedule for which there is no approved time extension.
4. **Grant Period of Performance** – The POP is the period during which the Cal OES is expected to complete all subgrant activities and costs within the grant. For 4344-DR-CA, the POP ends no later than 48 months from the close of the application period of April 2, 2019. Additional extensions beyond the April 2, 2023 POP are approved by FEMA Headquarters. Please refer to Part VI.D.4 of the *Guidance* and advise the Subrecipient; FEMA may de-obligate Federal funds for any work not completed by **May 7, 2023** where no time extension is approved.
5. **National Environmental Policy Act (NEPA)** – Project activities are covered in the December 2014 Region IX Programmatic Environmental Assessment for Recurring Actions in Arizona, California, and Nevada, as described in Section 2.3.4 (Repairing, Realigning, or Otherwise Modifying Roads, Trails, Utilities, and Rail Lines) and Section 2.3.5 (Constructing New Facilities or Relocating Existing Facilities). Please see Enclosures for further information.
6. This award of funds is subject to the enclosed *Standard Hazard Mitigation Grant Program Conditions*, amended August 2018. Federal funds may be de-obligated for work that does not comply with these conditions.

If you have any questions or need further assistance please contact me, or your staff may contact Thomas Berry, Sr. Hazard Mitigation Assistance Specialist, at Thomas.Berry@fema.dhs.gov.

Sincerely,

For Juliette Hayes
Director
Mitigation Division
FEMA Region IX

cc: Jennifer Hogan, State Hazard Mitigation Officer
Emily Winchell, Cal OES
Anthony Roggio, Cal OES
Robin Shepard, Cal OES
Monika Saputra, Cal OES

Enclosures (6):
Obligation Report - Supplement #129
Project Management Report
Record of Environmental Considerations
Endangered Species Act (ESA) Letter
Endangered Species Act (ESA) Review Form
Standard HMGP Conditions

Appendix C-1

ESA Review Form for Projects Under FEMA's PBA with USFWS in California in the Carlsbad FWO Jurisdiction (to be submitted to USFWS)

INSTRUCTIONS: This Endangered Species Act (ESA) Review Form is for proposed projects that may be funded under various FEMA grants programs in California and that would be covered under FEMA's Programmatic Biological Assessment (PBA) and the corresponding U.S. Fish and Wildlife Service (USFWS) Programmatic Biological Opinion (PBO) from the Carlsbad Fish and Wildlife Office (FWO). This form must be filled out by a qualified Biologist¹ who is knowledgeable on the ESA, federally listed species² and their habitats, and Critical Habitat³. This form provides the information necessary for FEMA to make a determination of effects from the Subapplicant's proposed project for compliance with the ESA regarding federally listed species and their Critical Habitats. For subapplicant's proposed projects that meet the criteria for coverage under the PBA-PBO, FEMA would submit this completed form to the USFWS and request coverage under the PBA-PBO from the Carlsbad FWO. There are six sections in this form (check the sections being submitted):

- ☒ **Section A:** Information on the proposed project,
- ☒ **Section B:** Determination of effects to federally listed species and/or Critical Habitat protected under the ESA,
- ☒ **Section C:** ESA Review for Not Likely to Adversely Affect (NLAA) determinations for proposed projects under the applicable FEMA PBA-PBO, and
- ☐ **Section D:** ESA Review for Likely to Adversely Affect (LAA) determinations for proposed projects under the applicable FEMA PBA-PBO.
- ☒ **Section E:** For the Carlsbad FWO to complete and sign.
- ☒ **Section F:** For Subapplicant to complete and sign.

Please complete **Sections A and B**, and complete either **Section C or D** of the form, as needed. Use the highest level of the ESA determination to select whether to complete Section C or D of this form. If there is an LAA determination for at least one federally listed species and/or Critical Habitat, please complete Section D only and address the other species in that section as well. Attach photographs, relevant maps, preliminary engineering designs, and any additional

¹ A qualified Biologist consists of an environmental professional with at least a Bachelor's degree in Biology, Ecology, Natural Resources, Environmental Sciences, or similar, and has significant experience over multiple years working with federally listed species, their habitats, and Endangered Species Act implementation in the State of California.

² In this form, the term "federally listed species" includes species listed or proposed to be listed as threatened or endangered under Endangered Species Act.

³ In this form, the term "Critical Habitat" refers to designated Critical Habitat and proposed Critical Habitat for federally listed species protected under the Endangered Species Act.

information on the Subapplicant's proposed project. After completing the applicable sections of this form, please fill out the Summary Table below:

Summary Table Summary of ESA Effects Determination on Federally Listed Species and Critical Habitat			
FEMA Grant # or Disaster # and Project Worksheet # and Site/LOP #	Species Name	ESA Effects Determination	Critical Habitat
HMGP DR-4344-526-112R	Coastal California gnatcatcher (<i>Polioptila californica californica</i>)	May affect, but is not likely to adversely affect	May affect, but is not likely to adversely affect

Name of Qualified Biologist and Date of Preparation:

Ryan Myers, SWCA Environmental Consultants, prepared on March 23, 2020

Biologist's Qualifications:

Professional Degree: B.S., Biological Sciences

Years of experience working with federally listed species, their habitats, and Endangered Species Act implementation in the State of California: 7 years

SECTION A. INFORMATION ON PROPOSED PROJECT (press F11 to advance to the next field)**A.1. Project Name:**

Fire Prevention Through Power Line Undergrounding Project

A.2. FEMA Grant # or Disaster and Project Worksheet #s:

HMGP 4344-526-112R

A.3. Name of Subapplicant (Agency Name)⁴:

City of Rolling Hills

A.4. Project Location (street address, latitude/longitude, or UTM and Datum/Zone):

The project site is located adjacent to Crest Road East and an unnamed road within the southeastern portion of the incorporated city of Rolling Hills, Los Angeles County, California. The latitude/longitude coordinates are: 33.747522, -118.339223 at the approximate midpoint.

A.5. State/County/Municipality:

City of Rolling Hills, Los Angeles County, California

A.6. Description of the Action Area⁵:

Please attach a map(s), aerial image, photographs, GIS data layers, and other information on the Action Area. Please include a description of the vegetation communities, aquatic habitats, slope, ambient noise levels, and any sensitive biological resources in the Action Area.

The Action Area is generally developed with rural residential development, public facilities, recreational facilities, and ornamental landscaping. Interspersed native vegetation includes toyon (*Heteromeles arbutifolia*) and lemonade berry (*Rhus integrifolia*). The northwestern limits of the Action Area include a disturbed hillside comprised of upland mustards and other ruderal forbs (*Brassica nigra* - *Raphanus* spp. Herbaceous Semi-Natural Alliance), dominated by black mustard (*Brassica nigra*). The Action Area is slightly sloped, with an elevation range between 1,385 and 1,435 feet above mean sea level. There are no aquatic habitats or features located within the Action Area.

Briefly describe the project footprint⁶ in a few sentences below:

The project footprint includes portions of paved Crest Drive East, an intersecting unnamed road, disturbed utility easements, and road shoulders. The project footprint is comprised of approximately 2.6 acres along a 0.4-mile

⁴ In the case of a Tribe, the term to be used is "Applicant".

⁵ Action Area is defined as all areas to be affected directly or indirectly by the Federal action and not merely the immediate area involved in the action (50 CFR §402.02).

⁶ Project footprint corresponds to all the areas with structures affected by implementation of the Subapplicant's proposed project, including construction staging areas, spoils disposal sites, gravel or rock pits, access routes, any areas of ground disturbance, etc.

segment of Crest Road East and is generally developed with rural residential development, public facilities, recreational facilities, and ornamental landscaping.

Are any water bodies including rivers, streams, seasonal wetlands (i.e., vernal pools, ponds, wet meadows, etc.), estuaries, or coastal water bodies located within the Action Area?

☐ YES ☒ NO

If Yes, will in-water work be needed for completion of the Subapplicant's proposed project?

☐ YES ☐ NO

If No, how far is the water body from the limits of ground disturbance and/or vegetation removal?

There are several unnamed ephemeral drainages located between 200 and 900 feet from the Action Area.

What is the name of the river, stream, estuary, or coastal water body? If the river/stream is a tributary, provide the name of the receiving water body. For seasonal/annual bodies of water, describe the time of year and the duration of time that water is typically present. Describe the flow of water (i.e., still, slow moving, swift, etc.) anticipated during the scheduled activities for the proposed project.

The majority of the ephemeral drainages in the vicinity of the Action Area are unnamed. The only named drainage is Que Viento Canyon Creek. When water is present in drainages following storm events, it generally drains southwest toward the Pacific Ocean.

A.7. Proposed Project Schedule and Duration:

Please provide start and end dates (including month and year) of project implementation, number of work days, and number of work hours per day (e.g., 5 days of work for 10 hours per day).

Start Date: November 1, 2020 **End Date:** November 30, 2021

No work would occur during the typical breeding season (February 16 through August 31).

Number of work days: 140

Number of work hours per day: 8

Will any work activities occur during nighttime? If so, please describe them. None.

A.8. Description of Subapplicant's Proposed Project:

Describe the project activities in detail, including construction methods (i.e., equipment to be used, access routes, construction work areas, construction staging areas, spoils disposal sites, gravel or rock pits, etc). Include the Subapplicant's best management practices⁷ to be implemented, and post-construction activities, if applicable. (The details described here are as provided by the Subapplicant in their project description.) Attach project plans and layouts and post-project monitoring and reporting plans, if available.

Description of Proposed Project:

The City of Rolling Hills proposes to underground existing overhead utility lines and remove associated wooden utility poles along Crest Road East and an unnamed road that intersects with Crest Road East (approximately 600 feet west of the intersection of Crest Road East and Eastfield Drive) within the southeastern portion of the incorporated city of Rolling Hills, Los Angeles County, California. The purpose of the project is to reduce the risk of wildfire and the associated risk of loss of life, property, and services in the area. The entirety of the city of Rolling Hills is located within a Very High Fire Hazard Severity Zone (FHSZ) and the existing overhead electrical lines along Crest Road East extend through densely wooded areas. Historically, the City has

⁷ In this form, BMPs refer to standard measures proposed by the subapplicant as part of their proposed project. BMPs should not be confused with the Conservation Measures included in FEMA's PBA and the corresponding USFWS PBO.

experienced damage from wildfires originating from power lines and wildlife interference with above-ground transmitters. Electrical power lines pose a significant fire hazard if knocked down by high winds or an earthquake. The City of Rolling Hills is also located within close proximity to active earthquake faults, including the Palos Verdes Fault and the Cabrillo Fault; therefore, the City of Rolling Hills faces a threat from fire resulting from downed lines following an earthquake. In addition to reducing hazards from vegetation growth and wildlife, the proposed undergrounding and hardening of electrical facilities would reduce the risk of igniting fires due to falling utility poles in the event of an earthquake.

The City will have an agreement with Southern California Edison (SCE) to perform and manage the design, engineering, and construction of the project. The project will underground roughly 2,000 linear feet of power line (1,820 linear feet along the City street of Crest Road East and 180 linear feet between the existing power poles and three private residences within the incorporated city of Rolling Hills) and remove associated wooden utility poles. Transformers will be placed on the ground atop concrete pads situated at locations based on electrical demand and their current overhead location. A small easement will be necessary at each location for placement of the transformer if the unpaved portion of the right-of-way cannot be used.

The construction process will begin with construction equipment and materials being placed at a "laydown" area to be determined during the planning process. At each location to receive a new ground-mounted transformer, the unpaved portion of the right-of-way will be used, where feasible. At planned transformer locations where the surface area is insufficient, the SCE construction contractor will cut the street pavement, remove it, and dig a small pit. Construction equipment is anticipated to include two bucket trucks, two line trucks, an excavator, a drill, and hand tools. The same procedure will be done at the location of the next transformer to the north or south and a horizontal directional drill (about the size of a small subcompact automobile) will create a tunnel under the street pavement, run and install the conduit, then cap it. Upon completion of conduit installation, the SCE construction contractor will run and connect the underground lines to the transformer. Once the switchover to the new network is complete and the overhead facilities are no longer in use, SCE will remove all overhead lines, transformers and poles. Upon completion, the SCE construction contractor, or the chosen landscaping subcontractor, will begin restoring landscaping in affected easements/the right-of-way and screen the transformers in an acceptable manner. When landscaping is completed and the SCE construction contractor has met all terms and conditions of their contract, including correction of any punch list items noted in the final inspection of the work, the underground conversion will be completed. If the SCE construction contractor had to cut the road to provide service, those roads which were cut will be milled and resurfaced in accordance with City requirements. Construction staging areas would occur within existing road and utility easements within close proximity to the proposed utility lines to be undergrounded.

Select the applicable project type(s):

- | | |
|--|--|
| <input type="checkbox"/> Non-Emergency Debris Removal | <input type="checkbox"/> Airport Runway Construction |
| <input type="checkbox"/> Road and Trail Construction | <input type="checkbox"/> Facility Disaster Mitigation Activities |
| <input checked="" type="checkbox"/> Utility Construction | <input type="checkbox"/> Building and Facility Construction |
| <input type="checkbox"/> Rail Line Construction | <input type="checkbox"/> Channelization |
| <input type="checkbox"/> Flood Control Activities | <input type="checkbox"/> Stormwater Management |
| <input type="checkbox"/> Culvert Construction | <input type="checkbox"/> Dam Construction |
| <input type="checkbox"/> Bridge Construction | |
| <input type="checkbox"/> Bank Protection, Stabilization, and Erosion Control Activities | |
| <input type="checkbox"/> Detention/Retention, or Basin Water Storage Facility Construction | |
| <input type="checkbox"/> Linear Water Conveyance Facility Construction | |
| <input type="checkbox"/> Shoreline Facilities - Recreational or Maritime Use | |
| <input type="checkbox"/> Shoreline Facilities - Protection | |
| <input type="checkbox"/> Wildfire Risk reduction - Defensible Space Creation and Hazardous Fuels Reduction | |

Describe the access routes:

Access to the project site will be from Crest Drive East, adjacent residential and recreational lots, and utility easements.

Describe the construction staging and work areas:

The work area includes portions of paved Crest Drive East and disturbed utility easements and road shoulders, and is generally developed with rural residential development, public facilities, recreational facilities, and ornamental landscaping. Construction staging areas would be located within existing road and utility easements, and along road shoulders in close proximity to the proposed work areas.

If the Subapplicant's proposed project includes vegetation removal and/or trimming, describe the vegetation type and the extent that would be removed and/or trimmed. Describe the planned revegetation efforts, which should be consistent with the measures described in the applicable PBA-PBO.

No tree removal is required; however, a 10-foot clearance of vegetation surrounding utilities is generally required by SCE.

SECTION B. DETERMINATION OF EFFECTS TO FEDERALLY LISTED SPECIES AND/OR CRITICAL HABITAT PROTECTED UNDER ESA

B.1. Does the Action Area for the Subapplicant's proposed project have the potential to support federally listed species and/or does it contain Critical Habitat including physical or biological features essential for the conservation of the species? Also, describe the methods and results of any listed species surveys and/or habitat assessments conducted.

Surveys/Habitat Assessment:

A biological field survey was performed by SWCA biologist, Ryan Myers, on January 31, 2020 to determine the potential for critical habitat and federally listed species within the Action Area. Based on the habitat assessment performed, coastal California gnatcatcher (*Polioptila californica californica*) is the only species considered to have the potential to occur within the Action Area. Coastal California gnatcatcher Critical Habitat overlaps the eastern and northwestern limits of the Action Area. The eastern and northwestern portions of the Action Area consist primarily of ornamental landscaping; however, adjacent areas are best characterized as upland mustards and other ruderal forbs (*Brassica nigra* - *Raphanus* spp. Herbaceous Semi-Natural Alliance) dominated by black mustard (*Brassica nigra*). These areas could potentially be used by foraging coastal California gnatcatchers. Additionally, a small patch (less than 1 hectare) of California sagebrush (*Artemisia californica*) is located approximately 470 feet northeast of the northwestern limits of the Action Area and may be utilized by nesting coastal California gnatcatchers.

☐ **NO**

It has been determined that the Action Area occurs either:

- ☐ a) Outside the range of any federally listed species,
- ☐ b) Within the range of a federally listed species but outside of occupied or suitable habitat and outside Critical Habitat, or
- ☐ c) Within Critical Habitat designation but lacks the physical or biological features essential for the conservation of the species.

Go to B.2.

☒ **YES. List the federally listed species and Critical Habitat that is present or potentially present in the Action Area of the Subapplicant's proposed project (go to B.2)**

Coastal California gnatcatcher (*Polioptila californica californica*)

B.2. Could the Subapplicant's proposed project directly or indirectly affect federally listed species and/or Critical Habitat (i.e., the physical or biological features essential for the conservation of the species) in the Action Area?

☐ **NO**

No Effect. FEMA has determined that implementation of the proposed project would not affect federally listed species and/or Critical Habitat. If a No Effect determination has been made for the

proposed project, do **not** complete Section C (for NLAA determinations only), nor Section D (for LAA determinations only). No notification to FEMA is required.
No consultation with the USFWS is required under the ESA.

☒ YES (go to B.3)

B.3. Can the Subapplicant incorporate the general *Avoidance and Minimization Measures* and the species-specific *Conservation Measures* listed in the applicable FEMA PBA-PBO into the proposed project to avoid or minimize effects on federally listed species (including avoiding take⁸ as defined under ESA) and/or their Critical Habitat to levels that are insignificant, discountable, or wholly beneficial?

☒ YES

FEMA has determined that the proposed project May Affect, but is Not Likely to Adversely Affect (NLAA) federally listed species and/or their Critical Habitat. Direct and indirect effects would be insignificant, discountable or wholly beneficial. There are no adverse effects to species or their Critical Habitat. As such, take of individual(s) or destruction/adverse modification to Critical Habitat will not occur. Complete Section C of this form for NLAA determinations. FEMA will notify the USFWS by submitting the completed ESA Review Form for the proposed project and request that the proposed project be covered under the applicable FEMA PBA-PBO as an NLAA project.

☐ NO

FEMA has determined that the proposed project is Likely to Adversely Affect (LAA) at least one federally listed species and/or their Critical Habitat. Adverse effects to at least one federally listed species or at least one physical or biological feature of Critical Habitat may occur to reach an LAA determination. Complete the relevant portions of Section D of this form for LAA determinations. FEMA will notify the USFWS by submitting the completed ESA Review Form for the proposed project which may request coverage under the Incidental Take Statement (ITS) already included in the USFWS PBO issued to FEMA, if applicable.

SECTION C. ESA REVIEW FOR NLAA DETERMINATIONS FOR PROPOSED PROJECTS UNDER THE APPLICABLE FEMA PBA-PBO

C.1. Briefly describe the species potential to occur onsite (including closest CNDDDB occurrences, suitable habitat, etc.) and the potential direct and indirect effects from implementation of the Subapplicant's proposed project in the Action Area. Refer to the applicable FEMA PBA-PBO for a description of potential effects, and describe additional effects as applicable.

a. Direct and Indirect Effects on Federally Listed Species

The westernmost portion of the Action Area and portions of both proposed staging areas are located within designated critical habitat for coastal California gnatcatcher. Additionally, the southern limits of the Action Area overlaps with a California Natural Diversity Database (CNDDDB) occurrence of coastal California gnatcatcher documented in 2006 (CNDDDB Occ. 108). This occurrence covers an expansive area of open space known as Klondike Canyon. The areas where this occurrence overlaps the Action Area are generally developed with rural residential development, public facilities, recreational facilities, and ornamental landscaping. The Action Area lacks coastal sage scrub, a nesting requirement for coastal California gnatcatcher. During the biological survey conducted on January 31, 2020, a small patch (less than 1 hectare) of California sagebrush (*Artemisia californica*) was observed approximately 470 feet northeast of the northwestern limits of the Action Area, which may be utilized by nesting coastal California gnatcatchers. The northwestern limits of the Action Area consist of vegetation best described

⁸ Take: Under the ESA "take" means to harass, harm, pursue, hunt, shoot, wound, kill, trap, capture, or collect, or attempt to engage in any such conduct [ESA §3(19)].

as upland mustards and other ruderal forbs, which could support foraging coastal California gnatcatchers.

Coastal California gnatcatchers are not expected to nest in the Action Area due to the extent of existing development and lack of California sagebrush; therefore, breeding adults, nests, eggs, and nestlings are not considered to be at risk of direct effects from implementation of the proposed project.

Due to the presence of designated Critical Habitat for coastal California gnatcatcher within the Action Area and the vicinity, the proximity to suitable California sagebrush habitat, and the documented occurrence of coastal California gnatcatcher within the Action Area, implementation of the proposed project may have the potential to result in indirect effects to this species if present at the time of construction. It is possible that this species may move through and/or forage within the Action Area due to the presence of marginally suitable foraging habitat, and may nest in the vicinity of the Action Area due to the presence of California sagebrush habitat within 500 feet of the Action Area. Indirect effects to coastal California gnatcatcher could include noise generated by construction activities, which could disturb nesting coastal California gnatcatchers if nesting in the vicinity. Indirect effects could also include the spread of fugitive dust, the spread of invasive species, accidental release of hazardous materials used to maintain construction equipment, erosion, and runoff during construction activities, which could degrade the quality of nearby suitable habitat.

Given the size and scope of the proposed project, as well as implementation of general avoidance and minimization measures (AMMs) and species-specific conservation measures identified below, any potential direct and indirect effects would be insignificant and discountable.

b. Direct and Indirect Effects on Critical Habitat (including effects on specific Physical and Biological Features⁹)

The eastern and northwestern limits of the Action Area overlap designated critical habitat for coastal California gnatcatcher; however, the portions of the Action Area that are designated critical habitat do not support coastal sage scrub, a nesting requirement for coastal California gnatcatcher, and are generally developed with rural residential development, public facilities, recreational facilities, and ornamental landscaping and do not support specific physical and biological features (PBFs) necessary for coastal California gnatcatcher.

Indirect effects could also include the spread of fugitive dust, the spread of invasive species, accidental release of hazardous materials used to maintain construction equipment, erosion, and runoff during construction activities, which could degrade the quality of nearby critical habitat that does support specific PBFs necessary for nesting coastal California gnatcatchers.

Given the size and scope of the proposed project, as well as implementation of general AMMs and species-specific conservation measures identified below, any potential direct and indirect effects to critical habitat would be insignificant and discountable.

C.2. Please list all the general *Avoidance and Minimization Measures* and the species-specific *Conservation Measures* that are applicable from the FEMA PBA-PBO, and indicate which will be implemented and why implementation of others is not necessary for the Subapplicant's proposed project to avoid and minimize direct and indirect effects, and briefly note how they would reduce those effects within the Action Area on the following:

a. Federally Listed Species

General Avoidance and Minimization Measures

⁹ Per 81 FR 7414, the physical or biological features refer to the features that are present that are essential to the conservation of the species and may require special management considerations or protection, which were formerly referred to as "Primary Constituent Elements."

GEN AMM-3: Dust Control Measures
 GEN AMM-4: Spill Control Planning
 GEN AMM-5: Spill Prevention and Pollution Control Measures
 GEN AMM-6: Equipment Inspection and Maintenance
 GEN AMM-7: Fueling Activities
 GEN AMM-9: Materials Storage and Disposal
 GEN AMM-10: Fire Prevention
 GEN AMM-11: Waste Management
 GEN AMM-13: Work Area Designation to Minimize Disturbance
 GEN AMM-15: Environmental Awareness Training for Construction Personnel
 GEN AMM-17: Daily Work Hours
 GEN AMM-18: Entrapment Prevention
 GEN AMM-21: Restoration of Upland Areas to Pre-Project Conditions

The following general measures are not applicable to this project:

GEN AMM-1: Erosion and Sedimentation Prevention Measures: Not applicable because there is no work near water features.
 GEN AMM-2: Bank Stabilization: Not applicable because there is no work near water features.
 GEN AMM-8: Equipment Staging: Not applicable because there is no work near water features or PBFs.
 GEN AMM-12: Work Involving Boats and Barges: Not applicable because there will not be any boat or barge work.
 GEN AMM-14: Access Routes and Staging Areas: Not applicable because there is no work near water features or PBFs.
 GEN AMM-16: Biological Monitor: Not applicable because all work is proposed to occur outside of the known coastal California gnatcatcher season.
 GEN AMM-19: Water Quality Protection: Not applicable because there is no work near water features.
 GEN AMM-20: Revegetation of Steam Banks: Not applicable because there is no work near water features.
 GEN AMM-22: Invasive Aquatic Species: Not applicable because there is no work near water features.
 GEN AMM-23: Work below Mean Higher High Water: Not applicable because there will not be any in-water work.
 GEN AMM-24: Avoidance of Submerged Vegetation: Not applicable because there will not be any in-water work.
 GEN AMM-25: Minimization of Shading by Overwater Structures: Not applicable because there will not be any in-water work.
 GEN AMM-26: Water Diversion and Dewatering: Not applicable because there will not be any in-water work.
 GEN AMM-27: Fish Relocation: Not applicable because there will not be any in-water work.

Specific Conservation Measures for the Coastal California Gnatcatcher (CAGN)

CAGN-2: Seasonal Avoidance
 CAGN-4: Habitat Avoidance
 CAGN-5: Habitat Restoration Plan
 CAGN-6: Limits on Habitat Disturbance
 CAGN-7: No Permanent Loss of Habitat

The following CAGN-specific measures are not applicable to this project:

CAGN-1: Habitat Assessment: Not applicable because a habitat assessment was already conducted to determine habitat suitability within the Action Area.
 CAGN-3: Work Restrictions Near Active Nests: Not applicable because work will not occur during the nesting season

b. Critical Habitat

<p>The General AMMs and species-specific Conservation Measures identified for the CAGN would also reduce potential adverse effects on PBFs associated with designated critical habitat.</p> <p>Note: Please note that take (as defined under the ESA) of federally listed species is not allowed under the NLAA determination. If take of a federally listed species is reasonably certain to occur, then please fill out Section D for LAA determinations instead of this one.</p>
<p>C.3. Are there any interrelated¹⁰ and/or interdependent¹¹ actions associated with the Subapplicant's proposed project? If so, please describe them.</p> <p>None.</p>
<p>C.4. Are there any other FEMA funded projects occurring within 1 mile of the Subapplicant's proposed project? If so, please list the disaster number (DR), Project Worksheet (PW), project name, and distance to this proposed project.</p> <p>None.</p>
<p>C.5. Summary of FEMA's NLAA Determination for Federally Listed Species and Critical Habitat from implementation of the Subapplicant's proposed project to demonstrate that the subapplicant's proposed project will have <u>insignificant, discountable, or wholly beneficial</u> effects to federally listed species or their Critical Habitat. List all the federally listed species and/or Critical Habitat covered under this NLAA determination. An ESA determination for each federally listed species and/or Critical Habitat is required.</p> <p>Species: Coastal California Gnatcatcher</p> <p>Determination Rationale for Species:</p> <p>This project may affect, but is not likely to adversely affect coastal California gnatcatcher with implementation of the AMMs and CAGN-specific measures designed to avoid and/or minimize direct and indirect effects to this species during implementation of the proposed project. With implementation of the identified AMMS and CAGN-specific measures, the proposed project will have insignificant effects to federally listed species.</p> <p>Determination Rationale for Critical Habitat:</p> <p>This project may affect, but is not likely to adversely affect designated critical habitat for coastal California gnatcatcher with implementation of the AMMs and CAGN-specific measures designed to avoid and/or minimize direct and indirect effects to designated critical habitat during implementation of the proposed project. With implementation of the identified AMMS and CAGN-specific measures, the proposed project will have insignificant effects to federally designated critical habitat.</p>
<p>SECTION E. FOR THE CARLSBAD FWO TO COMPLETE AND SIGN</p>
<p>Project Name: City of Rolling Hills Fire Prevention Power Line Undergrounding Project (4344-526-112R)(FWS-LA-16B0293-20I1190)</p> <p><input checked="" type="checkbox"/> I concur with FEMA's determination on federally listed species and critical habitat as described in this ESA Review Form, pursuant to Section 7 of the Endangered Species Act. The proposed projects are covered activities, and the effects to the listed species presented in this ESA Review Form have been analyzed in FEMA's May 31, 2019, <i>Section 7 Consultation on FEMA Disaster, Mitigation, and Preparedness Programs in Imperial, Inyo, Kern, Los Angeles, Orange, Riverside, San Bernardino, and San Diego Counties, California</i> (FWS-CFWO-16B0293-18F1358) (programmatic biological opinion).</p>

¹⁰ Interrelated actions are actions that are part of a larger action and depend on the larger action for their justification (50 CFR §402.02).

¹¹ Interdependent actions are actions having no independent utility apart from the proposed action (50 CFR §402.02).

☐ Take for listed species presented in Section D of this ESA Review Form are exempt under the May 31, 2019, programmatic biological opinion.

The proposed projects are appended to the May 31, 2019, programmatic biological opinion under Service File Number FWS-CFWO-16B0293-18F1358-____. Therefore, no further action pursuant to the Act is necessary for the proposed projects unless new information reveals effects of the action that may affect listed species or critical habitat in a manner or to an extent not previously considered; the action is subsequently modified in a manner that causes an effect to the listed species or critical habitat that was not considered; or a new species is listed or critical habitat designated that may be affected by the identified action.

☐ I do not concur with FEMA's determination for the following reason(s):

Signature is listed below:

JONATHAN
SNYDER

Digitally signed by
JONATHAN SNYDER
Date: 2020.06.10 08:57:04
-07'00'

June 10, 2020

for
Assistant Field Supervisor
Carlsbad Fish and Wildlife Office
U.S. Fish and Wildlife Service

Date

SECTION F. FOR SUBAPPLICANT TO COMPLETE AND SIGN

On behalf of

CITY OF ROLLING HILLS

(Subapplicant agency name), I have read the requirements from FEMA's Programmatic Biological Opinion with the USFWS that are specific to the subject project and plan to implement them accordingly. I understand that failure to implement the required General Avoidance and Minimization Measures and Species-Specific Conservation Measures may jeopardize funding for the subject project. The

CITY OF ROLLING HILLS (Subapplicant agency name) accepts implementation of the required measures described in this ESA Review Form as a stipulation of funding for FIRE PREVENTION THROUGH POWER LINE UNDERGROUNDING

(project name, FEMA Grant # or Disaster and Project Worksheet #s). HUGP 4344-526-42R

Signature is listed below:

 ELAINE JENG

Date

Print and sign name

City of Rolling Hills
(Subapplicant agency name)

7/09/2020

SPECIES LIST ATTACHMENT

<p align="center">Summary Table</p> <p align="center">Summary of ESA Effects Determination on Federally Listed Species and Critical Habitat</p>			
FEMA Grant # or Disaster # and Project Worksheet # and Site/LOP #	Species Name	ESA Effects Determination	Critical Habitat
HMGP DR-4344-526-112R	Pacific pocket mouse (<i>Perognathus longimembris pacificus</i>)	No effect	No effect
HMGP DR-4344-526-112R	California least tern (<i>Sterna antillarum browni</i>)	No effect	No effect
HMGP DR-4344-526-112R	Coastal California gnatcatcher (<i>Poliophtila californica californica</i>)	May affect, but is not likely to adversely affect	May affect, but is not likely to adversely affect critical habitat
HMGP DR-4344-526-112R	Western snowy plover (<i>Charadrius nivosus nivosus</i>)	No effect	No effect
HMGP DR-4344-526-112R	Palos Verdes blue butterfly (<i>Glaucopsyche lygdamus palosverdesensis</i>)	No effect	No effect
HMGP DR-4344-526-112R	Mohave tui chub (<i>Siphateles bicolor mohavensis</i>)	No effect	No effect
HMGP DR-4344-526-112R	Lyon's pentachaeta (<i>Pentachaeta lyonia</i>)	No effect	No effect
HMGP DR-4344-526-112R	Salt marsh bird's-beak (<i>Chloropyron maritimum</i> ssp. <i>maritimum</i>)	No effect	No effect
HMGP DR-4344-526-112R	El Segundo blue butterfly (<i>Euphilotes battoides allyni</i>)	No effect	No effect

IPaC resource list

This report is an automatically generated list of species and other resources such as critical habitat (collectively referred to as *trust resources*) under the U.S. Fish and Wildlife Service's (USFWS) jurisdiction that are known or expected to be on or near the project area referenced below. The list may also include trust resources that occur outside of the project area, but that could potentially be directly or indirectly affected by activities in the project area. However, determining the likelihood and extent of effects a project may have on trust resources typically requires gathering additional site-specific (e.g., vegetation/species surveys) and project-specific (e.g., magnitude and timing of proposed activities) information.

Below is a summary of the project information you provided and contact information for the USFWS office(s) with jurisdiction in the defined project area. Please read the introduction to each section that follows (Endangered Species, Migratory Birds, USFWS Facilities, and NWI Wetlands) for additional information applicable to the trust resources addressed in that section.

Location

Los Angeles County, California



Local office

Carlsbad Fish And Wildlife Office

☎ (760) 431-9440

📠 (760) 431-5901

2177 Salk Avenue - Suite 250

Carlsbad, CA 92008-7385

<http://www.fws.gov/carlsbad/>

Endangered species

This resource list is for informational purposes only and does not constitute an analysis of project level impacts.

The primary information used to generate this list is the known or expected range of each species. Additional areas of influence (AOI) for species are also considered. An AOI includes areas outside of the species range if the species could be indirectly affected by activities in that area (e.g., placing a dam upstream of a fish population, even if that fish does not occur at the dam site, may indirectly impact the species by reducing or eliminating water flow downstream). Because species can move, and site conditions can change, the species on this list are not guaranteed to be found on or near the project area. To fully determine any potential effects to species, additional site-specific and project-specific information is often required.

Section 7 of the Endangered Species Act **requires** Federal agencies to "request of the Secretary information whether any species which is listed or proposed to be listed may be present in the area of such proposed action" for any project that is conducted, permitted, funded, or licensed by any Federal agency. A letter from the local office and a species list which fulfills this requirement can **only** be obtained by requesting an official species list from either the Regulatory Review section in IPaC (see directions below) or from the local field office directly.

For project evaluations that require USFWS concurrence/review, please return to the IPaC website and request an official species list by doing the following:

1. Draw the project location and click CONTINUE.
2. Click DEFINE PROJECT.
3. Log in (if directed to do so).
4. Provide a name and description for your project.
5. Click REQUEST SPECIES LIST.

Listed species¹ and their critical habitats are managed by the [Ecological Services Program](#) of the U.S. Fish and Wildlife Service (USFWS) and the fisheries division of the National Oceanic and Atmospheric Administration (NOAA Fisheries²).

Species and critical habitats under the sole responsibility of NOAA Fisheries are **not** shown on this list. Please contact [NOAA Fisheries](#) for [species under their jurisdiction](#).

1. Species listed under the [Endangered Species Act](#) are threatened or endangered; IPaC also shows species that are candidates, or proposed, for listing. See the [listing status page](#) for more information.
2. [NOAA Fisheries](#), also known as the National Marine Fisheries Service (NMFS), is an office of the National Oceanic and Atmospheric Administration within the Department of Commerce.

The following species are potentially affected by activities in this location:

Mammals

NAME

STATUS

Pacific Pocket Mouse *Perognathus longimembris pacificus***Endangered**

No critical habitat has been designated for this species.

<https://ecos.fws.gov/ecp/species/8080>

Birds

NAME

STATUS

California Least Tern *Sterna antillarum browni***Endangered**

No critical habitat has been designated for this species.

<https://ecos.fws.gov/ecp/species/8104>**Coastal California Gnatcatcher** *Poliophtila californica californica***Threatened**There is **final** critical habitat for this species. Your location overlaps the critical habitat.<https://ecos.fws.gov/ecp/species/8178>**Western Snowy Plover** *Charadrius nivosus nivosus***Threatened**There is **final** critical habitat for this species. Your location is outside the critical habitat.<https://ecos.fws.gov/ecp/species/8035>

Insects

NAME

STATUS

Palos Verdes Blue Butterfly *Glaucopsyche lygdamus palosverdesensis***Endangered**There is **final** critical habitat for this species. Your location is outside the critical habitat.<https://ecos.fws.gov/ecp/species/8535>

Critical habitats

Potential effects to critical habitat(s) in this location must be analyzed along with the endangered species themselves.

This location overlaps the critical habitat for the following species:

NAME

TYPE

Coastal California Gnatcatcher *Poliophtila californica californica***Final**<https://ecos.fws.gov/ecp/species/8178#crithab>

Migratory birds

Certain birds are protected under the Migratory Bird Treaty Act¹ and the Bald and Golden Eagle Protection Act².

Any person or organization who plans or conducts activities that may result in impacts to migratory birds, eagles, and their habitats should follow appropriate regulations and consider implementing appropriate conservation measures, as described [below](#).

1. The [Migratory Birds Treaty Act](#) of 1918.
2. The [Bald and Golden Eagle Protection Act](#) of 1940.

Additional information can be found using the following links:

- Birds of Conservation Concern <http://www.fws.gov/birds/management/managed-species/birds-of-conservation-concern.php>
- Measures for avoiding and minimizing impacts to birds <http://www.fws.gov/birds/management/project-assessment-tools-and-guidance/conservation-measures.php>
- Nationwide conservation measures for birds <http://www.fws.gov/migratorybirds/pdf/management/nationwidestandardconservationmeasures.pdf>

The birds listed below are birds of particular concern either because they occur on the [USFWS Birds of Conservation Concern](#) (BCC) list or warrant special attention in your project location. To learn more about the levels of concern for birds on your list and how this list is generated, see the FAQ [below](#). This is not a list of every bird you may find in this location, nor a guarantee that every bird on this list will be found in your project area. To see exact locations of where birders and the general public have sighted birds in and around your project area, visit the [E-bird data mapping tool](#) (Tip: enter your location, desired date range and a species on your list). For projects that occur off the Atlantic Coast, additional maps and models detailing the relative occurrence and abundance of bird species on your list are available. Links to additional information about Atlantic Coast birds, and other important information about your migratory bird list, including how to properly interpret and use your migratory bird report, can be found [below](#).

For guidance on when to schedule activities or implement avoidance and minimization measures to reduce impacts to migratory birds on your list, click on the PROBABILITY OF PRESENCE SUMMARY at the top of your list to see when these birds are most likely to be present and breeding in your project area.

NAME

BREEDING SEASON (IF A BREEDING SEASON IS INDICATED FOR A BIRD ON YOUR LIST, THE BIRD MAY BREED IN YOUR PROJECT AREA SOMETIME WITHIN THE TIMEFRAME SPECIFIED, WHICH IS A VERY LIBERAL ESTIMATE OF THE DATES INSIDE WHICH THE BIRD BREEDS ACROSS ITS ENTIRE RANGE. "BREEDS ELSEWHERE" INDICATES

THAT THE BIRD DOES NOT LIKELY
BREED IN YOUR PROJECT AREA.)

Allen's Hummingbird *Selasphorus sasin*

This is a Bird of Conservation Concern (BCC) throughout its range in the continental USA and Alaska.

<https://ecos.fws.gov/ecp/species/9637>

Breeds Feb 1 to Jul 15

Bald Eagle *Haliaeetus leucocephalus*

This is not a Bird of Conservation Concern (BCC) in this area, but warrants attention because of the Eagle Act or for potential susceptibilities in offshore areas from certain types of development or activities.

<https://ecos.fws.gov/ecp/species/1626>

Breeds Jan 1 to Aug 31

Black Oystercatcher *Haematopus bachmani*

This is a Bird of Conservation Concern (BCC) throughout its range in the continental USA and Alaska.

<https://ecos.fws.gov/ecp/species/9591>

Breeds Apr 15 to Oct 31

Black Skimmer *Rynchops niger*

This is a Bird of Conservation Concern (BCC) throughout its range in the continental USA and Alaska.

<https://ecos.fws.gov/ecp/species/5234>

Breeds May 20 to Sep 15

Black Turnstone *Arenaria melanocephala*

This is a Bird of Conservation Concern (BCC) throughout its range in the continental USA and Alaska.

Breeds elsewhere

Black-chinned Sparrow *Spizella atrogularis*

This is a Bird of Conservation Concern (BCC) throughout its range in the continental USA and Alaska.

<https://ecos.fws.gov/ecp/species/9447>

Breeds Apr 15 to Jul 31

Burrowing Owl *Athene cunicularia*

This is a Bird of Conservation Concern (BCC) only in particular Bird Conservation Regions (BCRs) in the continental USA

<https://ecos.fws.gov/ecp/species/9737>

Breeds Mar 15 to Aug 31

California Thrasher *Toxostoma redivivum*

This is a Bird of Conservation Concern (BCC) throughout its range in the continental USA and Alaska.

Breeds Jan 1 to Jul 31

Clark's Grebe *Aechmophorus clarkii*

This is a Bird of Conservation Concern (BCC) throughout its range in the continental USA and Alaska.

Breeds Jan 1 to Dec 31

Common Yellowthroat <i>Geothlypis trichas sinuosa</i> This is a Bird of Conservation Concern (BCC) only in particular Bird Conservation Regions (BCRs) in the continental USA https://ecos.fws.gov/ecp/species/2084	Breeds May 20 to Jul 31
Costa's Hummingbird <i>Calypte costae</i> This is a Bird of Conservation Concern (BCC) only in particular Bird Conservation Regions (BCRs) in the continental USA https://ecos.fws.gov/ecp/species/9470	Breeds Jan 15 to Jun 10
Lawrence's Goldfinch <i>Carduelis lawrencei</i> This is a Bird of Conservation Concern (BCC) throughout its range in the continental USA and Alaska. https://ecos.fws.gov/ecp/species/9464	Breeds Mar 20 to Sep 20
Long-billed Curlew <i>Numenius americanus</i> This is a Bird of Conservation Concern (BCC) throughout its range in the continental USA and Alaska. https://ecos.fws.gov/ecp/species/5511	Breeds elsewhere
Marbled Godwit <i>Limosa fedoa</i> This is a Bird of Conservation Concern (BCC) throughout its range in the continental USA and Alaska. https://ecos.fws.gov/ecp/species/9481	Breeds elsewhere
Nuttall's Woodpecker <i>Picoides nuttallii</i> This is a Bird of Conservation Concern (BCC) only in particular Bird Conservation Regions (BCRs) in the continental USA https://ecos.fws.gov/ecp/species/9410	Breeds Apr 1 to Jul 20
Rufous Hummingbird <i>selasphorus rufus</i> This is a Bird of Conservation Concern (BCC) throughout its range in the continental USA and Alaska. https://ecos.fws.gov/ecp/species/8002	Breeds elsewhere
Song Sparrow <i>Melospiza melodia</i> This is a Bird of Conservation Concern (BCC) only in particular Bird Conservation Regions (BCRs) in the continental USA	Breeds Feb 20 to Sep 5
Spotted Towhee <i>Pipilo maculatus clementae</i> This is a Bird of Conservation Concern (BCC) only in particular Bird Conservation Regions (BCRs) in the continental USA https://ecos.fws.gov/ecp/species/4243	Breeds Apr 15 to Jul 20

Whimbrel *Numenius phaeopus*

Breeds elsewhere

This is a Bird of Conservation Concern (BCC) throughout its range in the continental USA and Alaska.

<https://ecos.fws.gov/ecp/species/9483>

Willet *Tringa semipalmata*

Breeds elsewhere

This is a Bird of Conservation Concern (BCC) throughout its range in the continental USA and Alaska.

Wrentit *Chamaea fasciata*

Breeds Mar 15 to Aug 10

This is a Bird of Conservation Concern (BCC) throughout its range in the continental USA and Alaska.

Probability of Presence Summary

The graphs below provide our best understanding of when birds of concern are most likely to be present in your project area. This information can be used to tailor and schedule your project activities to avoid or minimize impacts to birds. Please make sure you read and understand the FAQ "Proper Interpretation and Use of Your Migratory Bird Report" before using or attempting to interpret this report.

Probability of Presence (■)

Each green bar represents the bird's relative probability of presence in the 10km grid cell(s) your project overlaps during a particular week of the year. (A year is represented as 12 4-week months.) A taller bar indicates a higher probability of species presence. The survey effort (see below) can be used to establish a level of confidence in the presence score. One can have higher confidence in the presence score if the corresponding survey effort is also high.

How is the probability of presence score calculated? The calculation is done in three steps:

1. The probability of presence for each week is calculated as the number of survey events in the week where the species was detected divided by the total number of survey events for that week. For example, if in week 12 there were 20 survey events and the Spotted Towhee was found in 5 of them, the probability of presence of the Spotted Towhee in week 12 is 0.25.
2. To properly present the pattern of presence across the year, the relative probability of presence is calculated. This is the probability of presence divided by the maximum probability of presence across all weeks. For example, imagine the probability of presence in week 20 for the Spotted Towhee is 0.05, and that the probability of presence at week 12 (0.25) is the maximum of any week of the year. The relative probability of presence on week 12 is $0.25/0.25 = 1$; at week 20 it is $0.05/0.25 = 0.2$.
3. The relative probability of presence calculated in the previous step undergoes a statistical conversion so that all possible values fall between 0 and 10, inclusive. This is the probability of presence score.

To see a bar's probability of presence score, simply hover your mouse cursor over the bar.

Breeding Season (■)

Yellow bars denote a very liberal estimate of the time-frame inside which the bird breeds across its entire range. If there are no yellow bars shown for a bird, it does not breed in your project area.

Survey Effort (I)

Vertical black lines superimposed on probability of presence bars indicate the number of surveys performed for that species in the 10km grid cell(s) your project area overlaps. The number of surveys is expressed as a range, for example, 33 to 64 surveys.

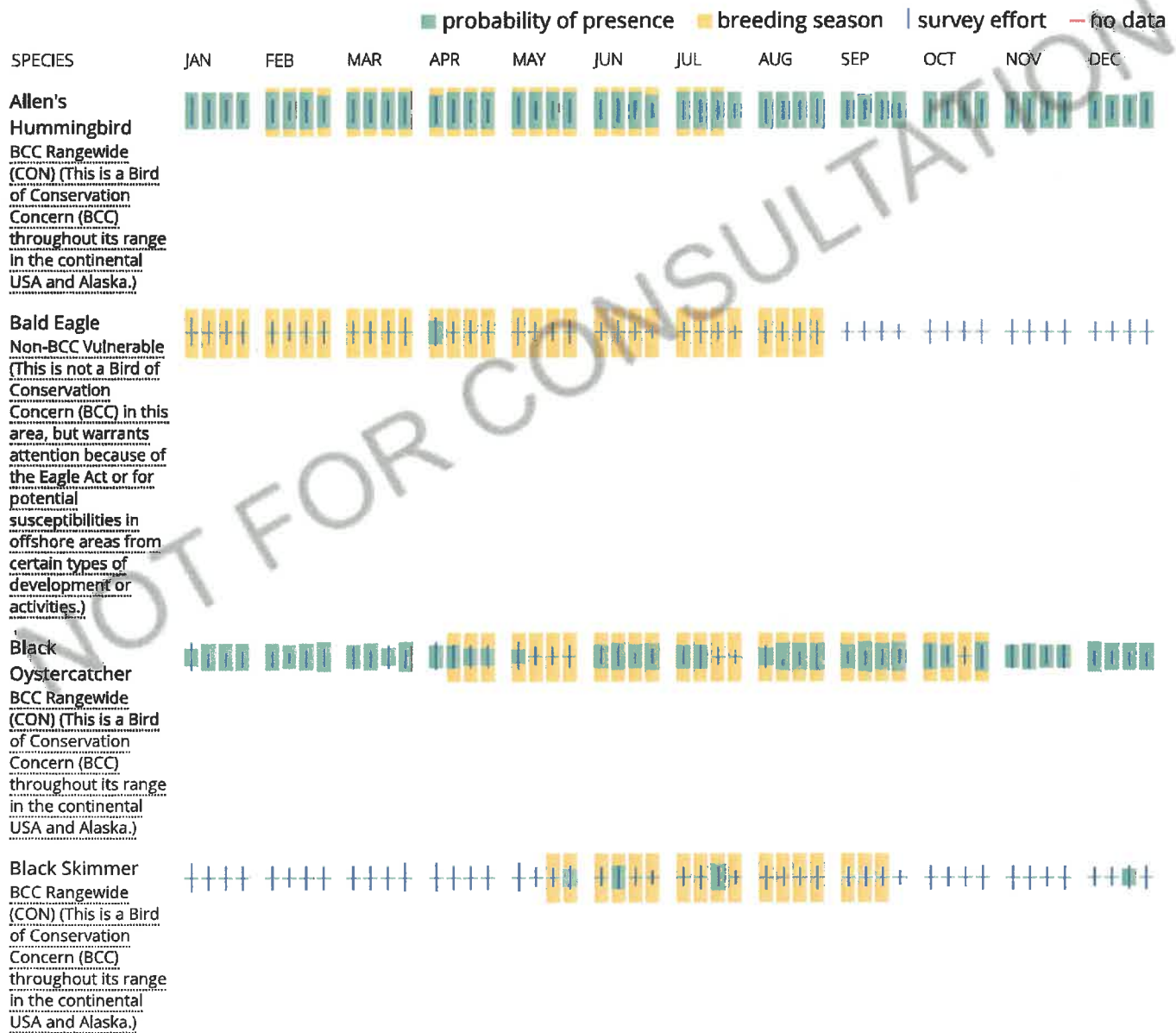
To see a bar's survey effort range, simply hover your mouse cursor over the bar.

No Data (—)

A week is marked as having no data if there were no survey events for that week.

Survey Timeframe

Surveys from only the last 10 years are used in order to ensure delivery of currently relevant information. The exception to this is areas off the Atlantic coast, where bird returns are based on all years of available data, since data in these areas is currently much more sparse.



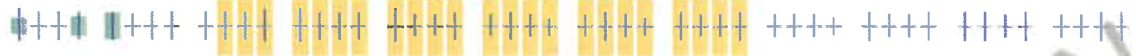
Black Turnstone
BCC Rangewide
(CON) (This is a Bird
of Conservation
Concern (BCC)
throughout its range
in the continental
USA and Alaska.)



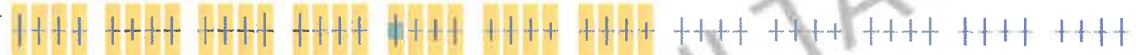
Black-chinned
Sparrow
BCC Rangewide
(CON) (This is a Bird
of Conservation
Concern (BCC)
throughout its range
in the continental
USA and Alaska.)



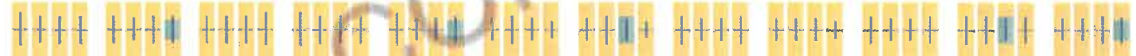
Burrowing Owl
BCC - BCR (This is a
Bird of Conservation
Concern (BCC) only in
particular Bird
Conservation Regions
(BCRs) in the
continental USA)



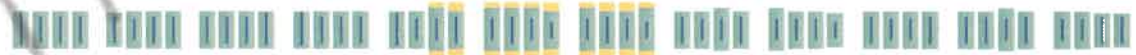
California Thrasher
BCC Rangewide
(CON) (This is a Bird
of Conservation
Concern (BCC)
throughout its range
in the continental
USA and Alaska.)



Clark's Grebe
BCC Rangewide
(CON) (This is a Bird
of Conservation
Concern (BCC)
throughout its range
in the continental
USA and Alaska.)

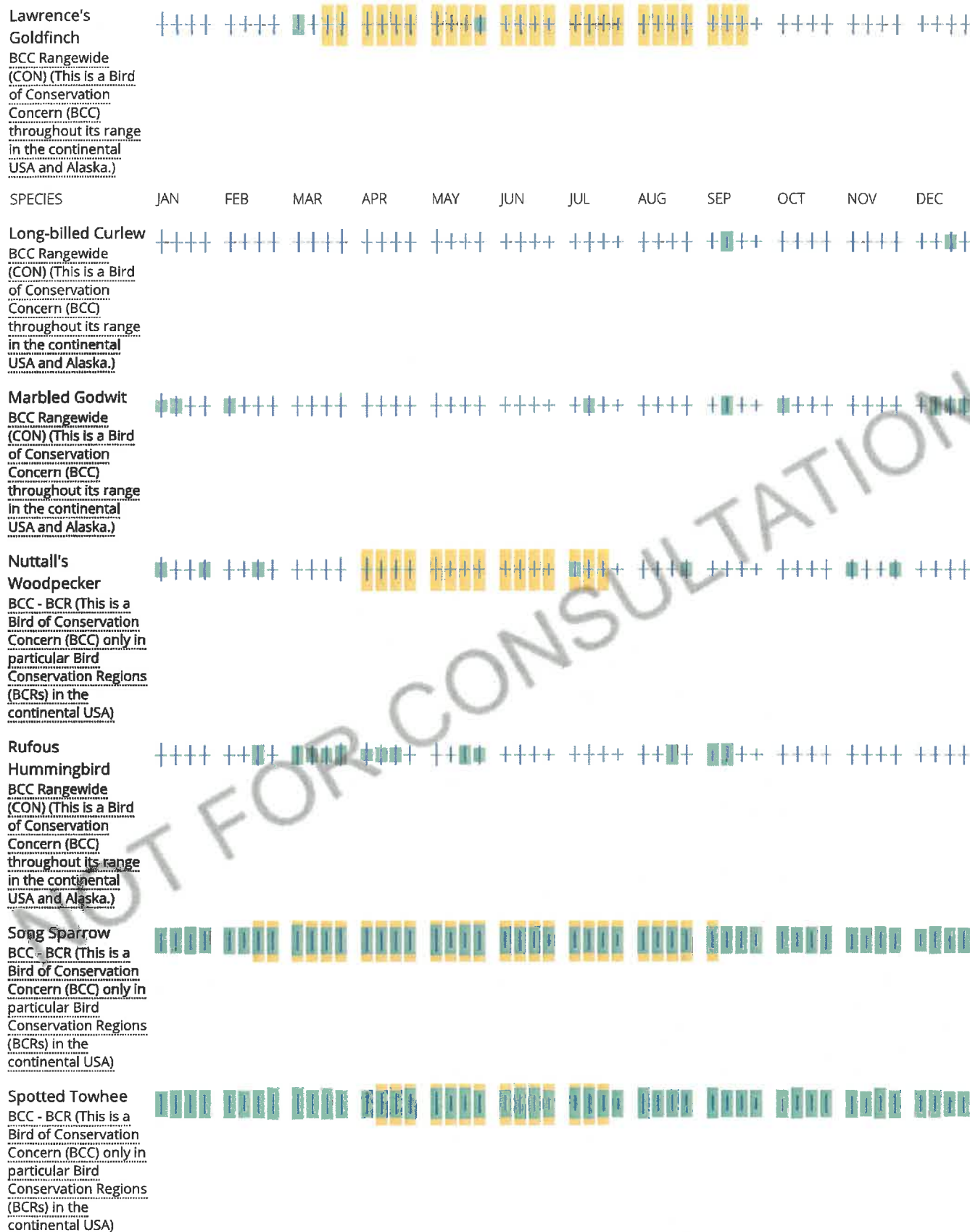


Common
Yellowthroat
BCC - BCR (This is a
Bird of Conservation
Concern (BCC) only in
particular Bird
Conservation Regions
(BCRs) in the
continental USA)



Costa's
Hummingbird
BCC - BCR (This is a
Bird of Conservation
Concern (BCC) only in
particular Bird
Conservation Regions
(BCRs) in the
continental USA)





Whimbrel
BCC Rangewide
(CON) (This is a Bird
of Conservation
Concern (BCC)
throughout its range
in the continental
USA and Alaska.)



Willet
BCC Rangewide
(CON) (This is a Bird
of Conservation
Concern (BCC)
throughout its range
in the continental
USA and Alaska.)



Wrentit
BCC Rangewide
(CON) (This is a Bird
of Conservation
Concern (BCC)
throughout its range
in the continental
USA and Alaska.)



Tell me more about conservation measures I can implement to avoid or minimize impacts to migratory birds.

[Nationwide Conservation Measures](#) describes measures that can help avoid and minimize impacts to all birds at any location year round. Implementation of these measures is particularly important when birds are most likely to occur in the project area. When birds may be breeding in the area, identifying the locations of any active nests and avoiding their destruction is a very helpful impact minimization measure. To see when birds are most likely to occur and be breeding in your project area, view the Probability of Presence Summary. [Additional measures](#) and/or [permits](#) may be advisable depending on the type of activity you are conducting and the type of infrastructure or bird species present on your project site.

What does IPaC use to generate the migratory birds potentially occurring in my specified location?

The Migratory Bird Resource List is comprised of USFWS [Birds of Conservation Concern \(BCC\)](#) and other species that may warrant special attention in your project location.

The migratory bird list generated for your project is derived from data provided by the [Avian Knowledge Network \(AKN\)](#). The AKN data is based on a growing collection of [survey, banding, and citizen science datasets](#) and is queried and filtered to return a list of those birds reported as occurring in the 10km grid cell(s) which your project intersects, and that have been identified as warranting special attention because they are a BCC species in that area, an eagle ([Eagle Act](#) requirements may apply), or a species that has a particular vulnerability to offshore activities or development.

Again, the Migratory Bird Resource list includes only a subset of birds that may occur in your project area. It is not representative of all birds that may occur in your project area. To get a list of all birds potentially present in your project area, please visit the [AKN Phenology Tool](#).

What does IPaC use to generate the probability of presence graphs for the migratory birds potentially occurring in my specified location?

The probability of presence graphs associated with your migratory bird list are based on data provided by the [Avian Knowledge Network \(AKN\)](#). This data is derived from a growing collection of [survey, banding, and citizen science datasets](#).

Probability of presence data is continuously being updated as new and better information becomes available. To learn more about how the probability of presence graphs are produced and how to interpret them, go the Probability of Presence Summary and then click on the "Tell me about these graphs" link.

How do I know if a bird is breeding, wintering, migrating or present year-round in my project area?

To see what part of a particular bird's range your project area falls within (i.e. breeding, wintering, migrating or year-round), you may refer to the following resources: [The Cornell Lab of Ornithology All About Birds Bird Guide](#), or (if you are unsuccessful in locating the bird of interest there), the [Cornell Lab of Ornithology Neotropical Birds guide](#). If a bird on your migratory bird species list has a breeding season associated with it, if that bird does occur in your project area, there may be nests present at some point within the timeframe specified. If "Breeds elsewhere" is indicated, then the bird likely does not breed in your project area.

What are the levels of concern for migratory birds?

Migratory birds delivered through IPaC fall into the following distinct categories of concern:

1. "BCC Rangewide" birds are [Birds of Conservation Concern](#) (BCC) that are of concern throughout their range anywhere within the USA (including Hawaii, the Pacific Islands, Puerto Rico, and the Virgin Islands);
2. "BCC - BCR" birds are BCCs that are of concern only in particular Bird Conservation Regions (BCRs) in the continental USA; and
3. "Non-BCC - Vulnerable" birds are not BCC species in your project area, but appear on your list either because of the [Eagle Act](#) requirements (for eagles) or (for non-eagles) potential susceptibilities in offshore areas from certain types of development or activities (e.g. offshore energy development or longline fishing).

Although it is important to try to avoid and minimize impacts to all birds, efforts should be made, in particular, to avoid and minimize impacts to the birds on this list, especially eagles and BCC species of rangewide concern. For more information on conservation measures you can implement to help avoid and minimize migratory bird impacts and requirements for eagles, please see the FAQs for these topics.

Details about birds that are potentially affected by offshore projects

For additional details about the relative occurrence and abundance of both individual bird species and groups of bird species within your project area off the Atlantic Coast, please visit the [Northeast Ocean Data Portal](#). The Portal also offers data and information about other taxa besides birds that may be helpful to you in your project review. Alternately, you may download the bird model results files underlying the portal maps through the [NOAA NCCOS Integrative Statistical Modeling and Predictive Mapping of Marine Bird Distributions and Abundance on the Atlantic Outer Continental Shelf](#) project webpage.

Bird tracking data can also provide additional details about occurrence and habitat use throughout the year, including migration. Models relying on survey data may not include this information. For additional information on marine bird tracking data, see the [Diving Bird Study](#) and the [nanotag studies](#) or contact [Caleb Spiegel](#) or [Pam Loring](#).

What if I have eagles on my list?

If your project has the potential to disturb or kill eagles, you may need to [obtain a permit](#) to avoid violating the Eagle Act should such impacts occur.

Proper Interpretation and Use of Your Migratory Bird Report

The migratory bird list generated is not a list of all birds in your project area, only a subset of birds of priority concern. To learn more about how your list is generated, and see options for identifying what other birds may be in your project area, please see the FAQ "What does IPaC use to generate the migratory birds potentially occurring in my specified location". Please be aware this report provides the "probability of presence" of birds within the 10 km grid cell(s) that overlap your project; not your exact project footprint. On the graphs provided, please also look

carefully at the survey effort (indicated by the black vertical bar) and for the existence of the “no data” indicator (a red horizontal bar). A high survey effort is the key component. If the survey effort is high, then the probability of presence score can be viewed as more dependable. In contrast, a low survey effort bar or no data bar means a lack of data and, therefore, a lack of certainty about presence of the species. This list is not perfect; it is simply a starting point for identifying what birds of concern have the potential to be in your project area, when they might be there, and if they might be breeding (which means nests might be present). The list helps you know what to look for to confirm presence, and helps guide you in knowing when to implement conservation measures to avoid or minimize potential impacts from your project activities, should presence be confirmed. To learn more about conservation measures, visit the FAQ “Tell me about conservation measures I can implement to avoid or minimize impacts to migratory birds” at the bottom of your migratory bird trust resources page.

Facilities

National Wildlife Refuge lands

Any activity proposed on lands managed by the [National Wildlife Refuge](#) system must undergo a 'Compatibility Determination' conducted by the Refuge. Please contact the individual Refuges to discuss any questions or concerns.

THERE ARE NO REFUGE LANDS AT THIS LOCATION.

Fish hatcheries

THERE ARE NO FISH HATCHERIES AT THIS LOCATION.

Wetlands in the National Wetlands Inventory

Impacts to [NWI wetlands](#) and other aquatic habitats may be subject to regulation under Section 404 of the Clean Water Act, or other State/Federal statutes.

For more information please contact the Regulatory Program of the local [U.S. Army Corps of Engineers District](#).

THERE ARE NO KNOWN WETLANDS AT THIS LOCATION.

Data limitations

The Service's objective of mapping wetlands and deepwater habitats is to produce reconnaissance level information on the location, type and size of these resources. The maps are prepared from the analysis of high altitude imagery. Wetlands are identified based on vegetation, visible hydrology and geography. A margin of error is inherent in the use of imagery; thus, detailed on-the-ground inspection of any particular site may result in revision of the wetland boundaries or classification established through image analysis.

The accuracy of image interpretation depends on the quality of the imagery, the experience of the image analysts, the amount and quality of the collateral data and the amount of ground truth verification work conducted. Metadata should be consulted to determine the date of the source imagery used and any mapping problems.

Wetlands or other mapped features may have changed since the date of the imagery or field work. There may be occasional differences in polygon boundaries or classifications between the information depicted on the map and the actual conditions on site.

Data exclusions

Certain wetland habitats are excluded from the National mapping program because of the limitations of aerial imagery as the primary data source used to detect wetlands. These habitats include seagrasses or submerged aquatic vegetation that are found in the intertidal and subtidal zones of estuaries and nearshore coastal waters. Some deepwater reef communities (coral or tubercid worm reefs) have also been excluded from the inventory. These habitats, because of their depth, go undetected by aerial imagery.

Data precautions

Federal, state, and local regulatory agencies with jurisdiction over wetlands may define and describe wetlands in a different manner than that used in this inventory. There is no attempt, in either the design or products of this inventory, to define the limits of proprietary jurisdiction of any Federal, state, or local government or to establish the geographical scope of the regulatory programs of government agencies. Persons intending to engage in activities involving modifications within or adjacent to wetland areas should seek the advice of appropriate federal, state, or local agencies concerning specified agency regulatory programs and proprietary jurisdictions that may affect such activities.

City of Rolling Hills: Fire Prevention Through Power Line Undergrounding Project

USFWS and NMFS Critical Habitat Within 10 Miles

Coastal California gnatcatcher – 0 Miles (portion of the project is in critical habitat). It is likely that 1 Physical and Biological Feature occurs in the study area. (PBF #2 Non-sage scrub habitats such as chaparral, grassland, riparian areas, in proximity to sage scrub habitats as described for PCE 1 above that provide space for dispersal, foraging, and nesting.)

Palos Verdes blue butterfly – 3.2 miles

Western snowy plover – 8.26 miles

Black Abalone Critical Habitat – (San Pedro Quad)

rom: NMFSWCRCA Specieslist - NOAA Service Account
<nmfswcrca.specieslist+canned.response@noaa.gov>
Sent: Wednesday, September 18, 2019 2:51 PM
To: John Moule
Subject: Re: FEMA - Fire Prevention Through Power Line
Undergrounding Project

EXTERNAL: This email originated from outside SWCA. Please use caution when replying.

Receipt of this message confirms that NMFS has received your email to nmfswcrca.specieslist@noaa.gov. If you are a federal agency (or representative) and have followed the steps outlined on the California Species List Tools web page (http://www.westcoast.fisheries.noaa.gov/maps_data/california_species_list_tools.html), you have generated an official Endangered Species Act species list.

Messages sent to this email address are not responded to directly. For project specific questions, please contact your local NMFS office.

Northern California/Klamath (Arcata) 707-822-7201

North-Central Coast (Santa Rosa) 707-387-0737

Southern California (Long Beach) 562-980-4000

California Central Valley (Sacramento) 916-930-3600

From: John Moule
Sent: Wednesday, September 18, 2019 2:51 PM
To: NMFSWCRCA Specieslist - NOAA Service Account
Subject: FEMA - Fire Prevention Through Power Line Undergrounding Project

Federal Emergency Management Administration (FEMA)
Fire Prevention Through Power Line Undergrounding Project
City of Rolling Hills

Quad Name **Torrance**
Quad Number **33118-G3**

ESA Anadromous Fish

SONCC Coho ESU (T) -
CCC Coho ESU (E) -
CC Chinook Salmon ESU (T) -
CVSR Chinook Salmon ESU (T) -

SRWR Chinook Salmon ESU (E) -
NC Steelhead DPS (T) -
CCC Steelhead DPS (T) -
SCCC Steelhead DPS (T) -
SC Steelhead DPS (E) -
CCV Steelhead DPS (T) -
Eulachon (T) -
sDPS Green Sturgeon (T) -

X

ESA Anadromous Fish Critical Habitat

SONCC Coho Critical Habitat -
CCC Coho Critical Habitat -
CC Chinook Salmon Critical Habitat -
CVSR Chinook Salmon Critical Habitat -
SRWR Chinook Salmon Critical Habitat -
NC Steelhead Critical Habitat -
CCC Steelhead Critical Habitat -
SCCC Steelhead Critical Habitat -
SC Steelhead Critical Habitat -
CCV Steelhead Critical Habitat -
Eulachon Critical Habitat -
sDPS Green Sturgeon Critical Habitat -

ESA Marine Invertebrates

Range Black Abalone (E) -
Range White Abalone (E) -

ESA Marine Invertebrates Critical Habitat

Black Abalone Critical Habitat -

ESA Sea Turtles

East Pacific Green Sea Turtle (T) -
Olive Ridley Sea Turtle (T/E) -
Leatherback Sea Turtle (E) -
North Pacific Loggerhead Sea Turtle (E) -

X

ESA Whales

Blue Whale (E) -
Fin Whale (E) -
Humpback Whale (E) -
Southern Resident Killer Whale (E) -
North Pacific Right Whale (E) -
Sei Whale (E) -
Sperm Whale (E) -

ESA Pinnipeds

Guadalupe Fur Seal (T) -
Steller Sea Lion Critical Habitat -

Essential Fish Habitat

Coho EFH -
Chinook Salmon EFH -
Groundfish EFH - **X**
Coastal Pelagics EFH - **X**
Highly Migratory Species EFH -

MMPA Species (See list at left)

ESA and MMPA Cetaceans/Pinnipeds

**See list at left and consult the NMFS Long Beach office
562-980-4000**

MMPA Cetaceans -
MMPA Pinnipeds - **X**

Quad Name **San Pedro**
Quad Number **33118-F3**

ESA Anadromous Fish

SONCC Coho ESU (T) -
CCC Coho ESU (E) -
CC Chinook Salmon ESU (T) -
CVSR Chinook Salmon ESU (T) -
SRWR Chinook Salmon ESU (E) -
NC Steelhead DPS (T) -

CCC Steelhead DPS (T) -
 SCCC Steelhead DPS (T) -
 SC Steelhead DPS (E) - X
 CCV Steelhead DPS (T) -
 Eulachon (T) -
 sDPS Green Sturgeon (T) - X

ESA Anadromous Fish Critical Habitat

SONCC Coho Critical Habitat -
 CCC Coho Critical Habitat -
 CC Chinook Salmon Critical Habitat -
 CVSR Chinook Salmon Critical Habitat -
 SRWR Chinook Salmon Critical Habitat -
 NC Steelhead Critical Habitat -
 CCC Steelhead Critical Habitat -
 SCCC Steelhead Critical Habitat -
 SC Steelhead Critical Habitat -
 CCV Steelhead Critical Habitat -
 Eulachon Critical Habitat -
 sDPS Green Sturgeon Critical Habitat -

ESA Marine Invertebrates

Range Black Abalone (E) - X
 Range White Abalone (E) - X

ESA Marine Invertebrates Critical Habitat

Black Abalone Critical Habitat - X

ESA Sea Turtles

East Pacific Green Sea Turtle (T) - X
 Olive Ridley Sea Turtle (T/E) - X
 Leatherback Sea Turtle (E) - X
 North Pacific Loggerhead Sea Turtle (E) - X

ESA Whales

Blue Whale (E) -	X
Fin Whale (E) -	X
Humpback Whale (E) -	X
Southern Resident Killer Whale (E) -	X
North Pacific Right Whale (E) -	X
Sei Whale (E) -	X
Sperm Whale (E) -	X

ESA Pinnipeds

Guadalupe Fur Seal (T) - X
 Steller Sea Lion Critical Habitat -

Essential Fish Habitat

Coho EFH -
 Chinook Salmon EFH -
 Groundfish EFH - X
 Coastal Pelagics EFH - X
 Highly Migratory Species EFH - X

MMPA Species (See list at left)

ESA and MMPA Cetaceans/Pinnipeds

**See list at left and consult the NMFS Long Beach office
 562-980-4000**

MMPA Cetaceans - X
 MMPA Pinnipeds - X

John Moule
 Biologist

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Selected Elements by Scientific Name
California Department of Fish and Wildlife
California Natural Diversity Database



Query Criteria: BIOS selection

Species	Element Code	Federal Status	State Status	Global Rank	State Rank	Rare Plant Rank/CDFW SSC or FP
<i>Agelaius tricolor</i> tricolored blackbird	ABPBXB0020	None	Threatened	G2G3	S1S2	SSC
<i>Anniella stebbinsi</i> southern California legless lizard	ARACC01060	None	None	G3	S3	SSC
<i>Aphanisma blitoides</i> aphanisma	PDCHE02010	None	None	G3G4	S2	1B.2
<i>Atriplex coulteri</i> Coulter's saltbush	PDCHE040E0	None	None	G3	S1S2	1B.2
<i>Atriplex pacifica</i> south coast saltscale	PDCHE041C0	None	None	G4	S2	1B.2
<i>Atriplex parishii</i> Parish's brittlescale	PDCHE041D0	None	None	G1G2	S1	1B.1
<i>Atriplex serenana</i> var. <i>dauidsonii</i> Davidson's saltscale	PDCHE041T1	None	None	G5T1	S1	1B.2
<i>Bombus crotchii</i> Crotch bumble bee	IIHYM24480	None	Candidate Endangered	G3G4	S1S2	
<i>Brennania belkini</i> Belkin's dune tabanid fly	IIDIP17010	None	None	G1G2	S1S2	
<i>Centromadia parryi</i> ssp. <i>australis</i> southern tarplant	PDAST4R0P4	None	None	G3T2	S2	1B.1
<i>Centromadia pungens</i> ssp. <i>laevis</i> smooth tarplant	PDAST4R0R4	None	None	G3G4T2	S2	1B.1
<i>Chloropyron maritimum</i> ssp. <i>maritimum</i> salt marsh bird's-beak	PDSCR0J0C2	Endangered	Endangered	G4?T1	S1	1B.2
<i>Cicindela gabbii</i> western tidal-flat tiger beetle	IICOL02080	None	None	G2G4	S1	
<i>Cicindela hirticollis gravida</i> sandy beach tiger beetle	IICOL02101	None	None	G5T2	S2	
<i>Cicindela latesignata latesignata</i> western beach tiger beetle	IICOL02113	None	None	G2G4T1T2	S1	
<i>Cicindela senilis frosti</i> senile tiger beetle	IICOL02121	None	None	G2G3T1T3	S1	
<i>Coccyzus americanus occidentalis</i> western yellow-billed cuckoo	ABNRB02022	Threatened	Endangered	G5T2T3	S1	
<i>Coturnicops noveboracensis</i> yellow rail	ABNME01010	None	None	G4	S1S2	SSC
<i>Crossosoma californicum</i> Catalina crossosoma	PDCRO02020	None	None	G3	S3	1B.2
<i>Danaus plexippus</i> pop. 1 monarch - California overwintering population	IILEPP2012	None	None	G4T2T3	S2S3	



Selected Elements by Scientific Name
California Department of Fish and Wildlife
California Natural Diversity Database



Species	Element Code	Federal Status	State Status	Global Rank	State Rank	Rare Plant Rank/CDFW SSC or FP
<i>Dithyrea maritima</i> beach spectaclepod	PDBRA10020	None	Threatened	G1	S1	1B.1
<i>Dudleya virens ssp. insularis</i> island green dudleya	PDCRA040S2	None	None	G3?T3	S3	1B.2
<i>Eumops perotis californicus</i> western mastiff bat	AMACD02011	None	None	G5T4	S3S4	SSC
<i>Euphilotes battoides allyni</i> El Segundo blue butterfly	IILEPG201B	Endangered	None	G5T1	S1	
<i>Glaucopsyche lygdamus palosverdesensis</i> Palos Verdes blue butterfly	IILEPG402A	Endangered	None	G5T1	S1	
<i>Horkelia cuneata var. puberula</i> mesa horkelia	PDR0S0W045	None	None	G4T1	S1	1B.1
<i>Isocoma menziesii var. decumbens</i> decumbent goldenbush	PDAST57091	None	None	G3G5T2T3	S2	1B.2
<i>Lasionycteris noctivagans</i> silver-haired bat	AMACC02010	None	None	G5	S3S4	
<i>Lasthenia glabrata ssp. coulteri</i> Coulter's goldfields	PDAST5L0A1	None	None	G4T2	S2	1B.1
<i>Lycium brevipes var. hassei</i> Santa Catalina Island desert-thorn	PDSOL0G0N0	None	None	G5T1Q	S1	3.1
<i>Nama stenocarpa</i> mud nama	PDHYD0A0H0	None	None	G4G5	S1S2	2B.2
<i>Navarretia prostrata</i> prostrate vernal pool navarretia	PDPLM0C0Q0	None	None	G2	S2	1B.1
<i>Nemacaulis denudata var. denudata</i> coast woolly-heads	PDPGN0G011	None	None	G3G4T2	S2	1B.2
<i>Neotoma lepida intermedia</i> San Diego desert woodrat	AMAFF08041	None	None	G5T3T4	S3S4	SSC
<i>Nyctinomops femorosaccus</i> pocketed free-tailed bat	AMACD04010	None	None	G4	S3	SSC
<i>Nyctinomops macrotis</i> big free-tailed bat	AMACD04020	None	None	G5	S3	SSC
<i>Pelecanus occidentalis californicus</i> California brown pelican	ABNFC01021	Delisted	Delisted	G4T3T4	S3	FP
<i>Pentachaeta lyonii</i> Lyon's pentachaeta	PDAST6X060	Endangered	Endangered	G1	S1	1B.1
<i>Perognathus longimembris pacificus</i> Pacific pocket mouse	AMAFD01042	Endangered	None	G5T1	S1	SSC
<i>Phacelia stellaris</i> Brand's star phacelia	PDHYD0C510	None	None	G1	S1	1B.1
<i>Phrynosoma blainvillii</i> coast horned lizard	ARACF12100	None	None	G3G4	S3S4	SSC



Selected Elements by Scientific Name

California Department of Fish and Wildlife

California Natural Diversity Database



Species	Element Code	Federal Status	State Status	Global Rank	State Rank	Rare Plant Rank/CDFW SSC or FP
<i>Polioptila californica californica</i> coastal California gnatcatcher	ABPBJ08081	Threatened	None	G4G5T2Q	S2	SSC
<i>Rhaphiomidas terminatus terminatus</i> El Segundo flower-loving fly	IIDIP05022	None	None	G1T1	S1	
<i>Riparia riparia</i> bank swallow	ABPAU08010	None	Threatened	G5	S2	
<i>Siphateles bicolor mohavensis</i> Mohave tui chub	AFCJB1303H	Endangered	Endangered	G4T1	S1	FP
<i>Southern Coastal Bluff Scrub</i> Southern Coastal Bluff Scrub	CTT31200CA	None	None	G1	S1.1	
<i>Sternula antillarum browni</i> California least tern	ABNNM08103	Endangered	Endangered	G4T2T3Q	S2	FP
<i>Streptocephalus woottoni</i> Riverside fairy shrimp	ICBRA07010	Endangered	None	G1G2	S1S2	
<i>Suaeda esteroa</i> estuary seablite	PDCHE0P0D0	None	None	G3	S2	1B.2
<i>Symphotrichum defoliatum</i> San Bernardino aster	PDASTE80C0	None	None	G2	S2	1B.2
<i>Tryonia imitator</i> mimic tryonia (=California brackishwater snail)	IMGASJ7040	None	None	G2	S2	

Record Count: 51

FIGURES ATTACHMENT



Location Map, Fire Prevention Through Power Line Undergrounding Project

Project ID: HMGP DR-4344-526-112R
 Project Name: Fire Prevention Through Power Line Undergrounding Project
 Recipient/Subrecipient: City of Rolling Hills



0 125 250 500 Feet



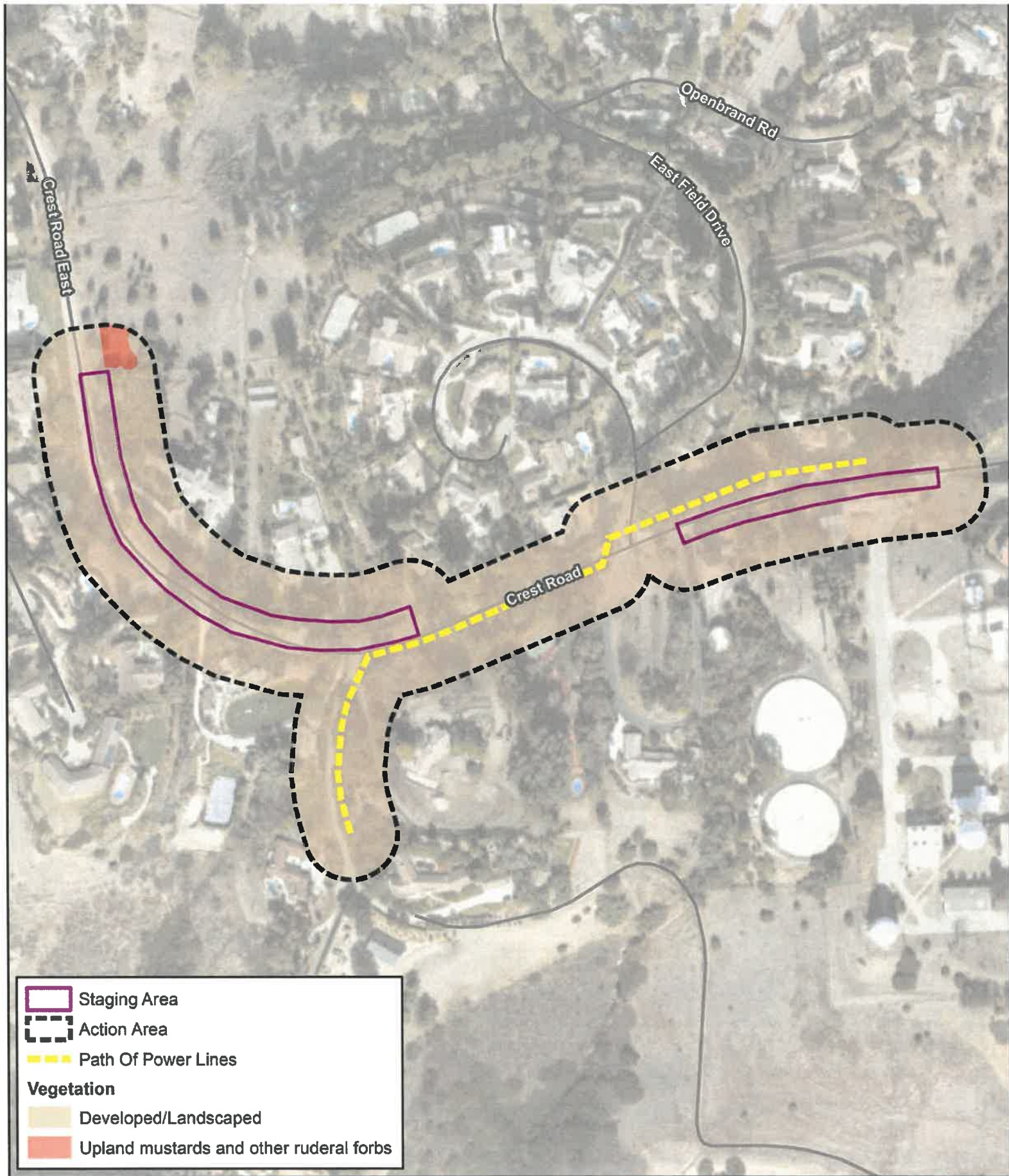
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T05S, R14W, S10
 Mt Diablo Meridian
 San Pedro Quadrangle
 Basemap: ESRI and USGS, 2019.

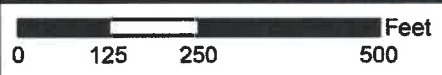
SWCA
 ENVIRONMENTAL CONSULTANTS

APE Map

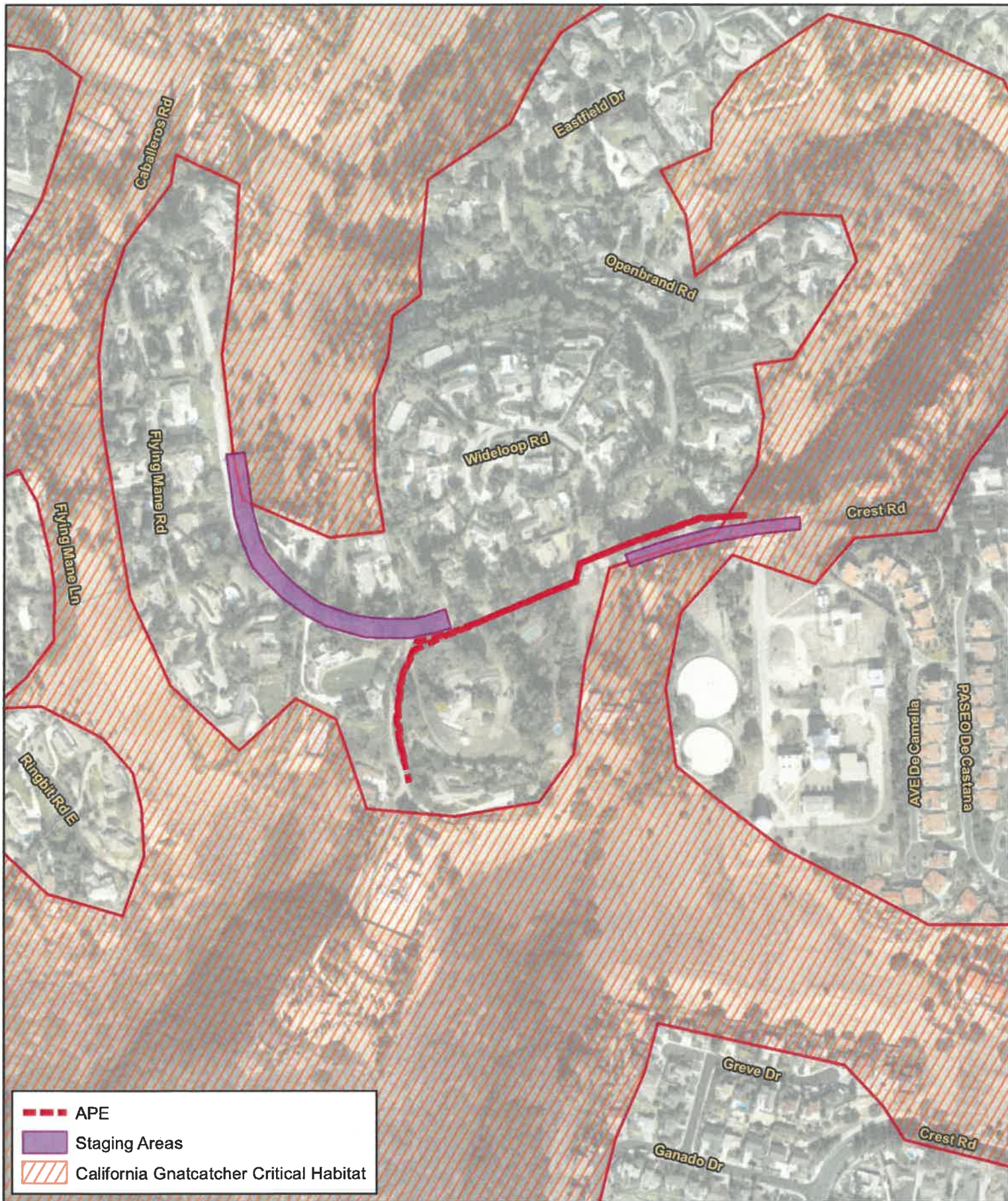
Project ID: HMGP DR-4344-526-112R
 Project Name: Fire Prevention Through Power Line Undergrounding Project
 Recipient/Subrecipient: City of Rolling Hills



-  Staging Area
-  Action Area
-  Path Of Power Lines
- Vegetation**
-  Developed/Landscaped
-  Upland mustards and other ruderal forbs



Vegetation Map



0 125 250 500 Feet



1:6,000

T05S, R14W, S10
Mt Diablo Meridian
San Pedro Quadrangle
Basemap: ESRI and USGS, 2019.

SWCA
ENVIRONMENTAL CONSULTANTS

California Gnatcatcher Critical Habitat Map

Project ID: HMGP DR-4344-526-112R
Project Name: Fire Prevention Through Power Line Undergrounding Prc
Recipient/Subrecipient: City of Rolling Hills

PHOTOS ATTACHMENT



Figure 1. View of western limits of Action Area, facing northwest. Power lines proposed for undergrounding visible within dense landscaped vegetation.



Figure 2. Northwestern view of Action Area. Powerlines proposed for undergrounding parallel to Crest Road.



Figure 3. Example of pole and power lines proposed for undergrounding, facing north. Adjacent vegetation is mostly landscaped trees and shrubs.

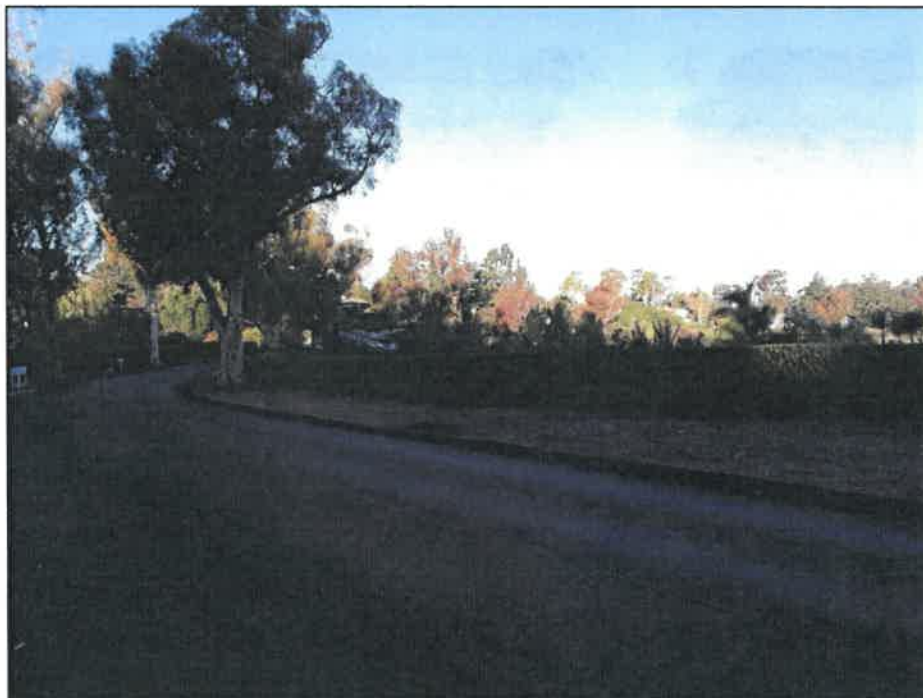


Figure 4. View of proposed staging area within unvegetated curb strip adjacent to Crest Road.



Figure 5. View of southern limits of project footprint along unnamed residential road, facing south.



Figure 6. View of northwestern limits of staging area, facing north.



Figure 7. View of northwestern limits of Action Area, facing northeast. Visible west-facing slope supports foraging habitat for coastal California gnatcatcher.

RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project HMGP 4344-526-112

Title: Fire Prevention Power Line Undergrounding

NEPA DETERMINATION

Non Compliant Flag: No	EA Draft Date: 10/21/2014	EA Final Date: 03/01/2019
EA Public Notice Date: 03/01/2019	EA Fonsi 03/08/2019	Level: EA
EIS Notice of Intent	EIS ROD Date:	

Comment The City of Rolling Hills proposes to underground existing overhead utilities lines and remove associated wooden utility poles along an unnamed road and Crest Road East within the southeastern portion of the City of Rolling Hills, Los Angeles County, California (33.747522, -118.339223 at approximate midpoint) to reduce the risk of wildfire and the associated risk of loss of life, property, and services in the area. The project would underground roughly 2,000 linear feet of power line (1,820 linear feet along Crest Road East and 180 linear feet between the existing power poles and three private residences within the City) and remove associated wooden utility poles. Transformers would be placed on the ground atop concrete pads situated at locations based on electrical demand and their current overhead location. The project would not require any ground disturbance within floodplains or wetlands.

Project activities are covered in the December 2014 Region IX Programmatic Environmental Assessment for Recurring Actions in Arizona, California, and Nevada, as described in Section 2.3.4 (Repairing, Realigning, or Otherwise Modifying Roads, Trails, Utilities, and Rail Lines) and Section 2.3.5 (Constructing New Facilities or Relocating Existing Facilities).
- kschill1 - 07/16/2020 01:27:17 GMT

EXTRAORDINARY

Extraordinary Circumstance Code	Description	Selected ?
	No Extraordinary Circumstances were selected	

ENVIRONMENTAL LAW / EXECUTIVE ORDER

Environmental Law/ Executive Order	Status	Description	Comment
Clean Air Act (CAA)	Completed	Project is located in a non-attainment area	The project is in the South Coast Air Basin in Los Angeles County, which is within a nonattainment area for lead, PM2.5, and ozone according to the U.S. Environmental Protection Agency (USEPA) (https://www3.epa.gov/airquality/greenbook/ancl.html), updated February 29, 2020. Based on the scope of work, the potential emissions from project activities are below de minimis thresholds for the General Conformity Rule. Therefore, the project is exempt from a conformity determination. See Condition. - kschill1 - 07/16/2020 01:43:39 GMT
	Completed	Coordination required with applicable state administering agency - Review concluded	
Coastal Barrier Resources Act (CBRA)	Completed	Project is not on or connected to CBRA Unit or otherwise protected area - Review concluded	

RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project HMGP 4344-526-112

Title: Fire Prevention Power Line Undergrounding

Environmental Law/ Executive Order	Status	Description	Comment
Clean Water Act (CWA)	Completed	Project would not affect any water of the U.S. - Review concluded	
Coastal Zone Management Act (CZMA)	Completed	Project is not located in a coastal zone area and does not affect a coastal zone area - Review concluded	
Executive Order 11988 - Floodplains	Completed	No effect on floodplain/flood levels and project outside floodplain - Review concluded	According to the FEMA Flood Insurance Rate Map (FIRM) panel 06037C2027F (effective September 26, 2018), all project activities would occur in an area of minimal flood hazard (Zone X). - kschill1 - 07/16/2020 01:49:00 GMT
Executive Order 11990 - Wetlands	Completed	No effects on wetlands and project outside wetlands - Review concluded	Review of the National Wetlands Inventory database (reviewed March 31, 2020) indicates that project activities are not within or would not affect any wetland resources. - kschill1 - 07/16/2020 01:49:51 GMT
Executive Order 12898 - Environmental Justice for Low Income and Minority Populations	Completed	Low income or minority population in or near project area	According to the Environmental Protection Agency's (EPA) Environmental Justice Screening and Mapping Tool (Version 2019), low income and minority populations are within 1 mile of the project site. This project would not result in any disproportionately high or adverse impact on any minority or low-income populations. - kschill1 - 07/16/2020 01:50:55 GMT
	Completed	No disproportionately high and adverse impact on low income or minority population - Review concluded	
Endangered Species Act (ESA)	Completed	Listed species and/or designated critical habitat present in areas affected directly or indirectly by the federal action	Per biological review and a biological survey conducted by Ryan Myers a biologist with SWCA Environmental Consultants, coastal California gnatcatcher (<i>Polioptila californica californica</i>) is the only federally-listed species considered to have the potential to occur within the project Action Area. The eastern and northwestern limits of the Action Area overlap designated critical habitat for coastal California gnatcatcher; however, the portions of the Action Area that are designated critical habitat do not support specific physical and biological features necessary for coastal California gnatcatcher. Given the size and scope of the proposed project, as well as implementation of general avoidance and minimization measures (AMMs) and species-specific conservation measures (CMs) identified below, any potential direct and indirect effects would be insignificant and discountable. Therefore, the project

RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project HMGP 4344-526-112

Title: Fire Prevention Power Line Undergrounding

Environmental Law/ Executive Order	Status	Description	Comment
			may affect, but is not likely to adversely affect, coastal California gnatcatcher and Critical Habitat with implementation of identified AMMs and CMs. FEMA received concurrence from USFWS on June 10, 2020. See Attachment 4. - kschill1 - 07/16/2020 01:38:57 GMT
	Completed	May affect, but not likely to adversely affect species or designated critical habitat (FEMA determination/USFWS/NMFS concurrence attached) - Review concluded	
Farmland Protection Policy Act (FPPA)	Completed	Project does not affect designated prime or unique farmland - Review concluded	According to the Natural Resources Conservation Service (NRCS) Soil Survey, the project site is located on three soil types: Lunada-Zaca complex, 30 to 70 percent slopes; Dapplegray-Urban land complex, 10 to 35 percent slopes, terraced; and Dapplegray-Urban land-Lunada complex, 20 to 55 percent slopes. None of the soil types within the project site are considered prime or unique farmland; therefore, the project would not result in the conversion of, or other adverse impacts to, prime or unique farmland. - kschill1 - 07/16/2020 01:45:20 GMT
Fish and Wildlife Coordination Act (FWCA)	Completed	Project does not affect, control, or modify a waterway/body of water - Review concluded	
Migratory Bird Treaty Act (MBTA)	Completed	Project located within a flyway zone	The project location is within the Pacific Flyway; however, based on the activities associated with this scope of work, no take of migratory birds would occur. - kschill1 - 07/16/2020 01:46:20 GMT
	Completed	Project does not have potential to take migratory birds - Review concluded	
Magnuson-Stevens Fishery Conservation and Management Act (MSA)	Completed	Project not located in or near Essential Fish Habitat - Review concluded	
National Historic Preservation Act (NHPA)	Completed	Applicable executed Programmatic Agreement (enter date in comments).	The Undertaking was reviewed by Joe Tomberlin, an architectural historian from SWCA Environmental Consultants, and Chris Millington, an archaeologist from SWCA Environmental Consultants, both of whom meet the applicable Secretary of the Interior's Professional Qualification in accordance with Stipulation I.B.1.a of the October 2019 CA Programmatic Agreement (Programmatic Agreement) among the Federal Emergency

RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project HMGP 4344-526-112

Title: Fire Prevention Power Line Undergrounding

Environmental Law/
Executive Order

Status

Description

Comment

Management Agency, the California State Historic Preservation Office (SHPO), and the California Governor's Office of Emergency Services. By letter dated April 7, 2020, FEMA determined the project would have No Historic Properties Affected in accordance with Stipulation II.C.4.a of the Programmatic Agreement. FEMA also consulted with the Soboba Band of Luiseno Indians, Torres-Martinez Desert Cahuilla Indians, Gabrieleno Band of Mission Indians - Kizh Nation, Gabrieleno/Tongva San Gabriel Band of Mission Indians, Gabrieleno/Tongva Nation, Gabrielino Tongva Indians of California Tribal Council, and the Gabrielino/Tongva Tribe to solicit information or concerns about the Undertaking. The Gabrielino/Tongva Indians of California Tribal Council requested to monitor any ground disturbance within the project area. By letter dated April 24, 2020, the SHPO concurred with FEMA's determination. - kschill1 - 07/16/2020 01:36:07 GMT

Completed No properties in the project area are 50 years or older or listed on the National Register - Review concluded

Completed Archeological Resources

Completed Project affects undisturbed ground

Completed Project area has potential for presence of archeological resources

Completed Determination of no historic properties affected (FEMA finding/SHPO/THPO concurrence attached) - Review concluded

Wild and Scenic Rivers Act
(WSR)

Completed Project is not along and does not affect Wild and Scenic River - Review concluded

Per review of the National Wild and Scenic Rivers System at Rivers.gov on March 31, 2020, the nearest Wild and Scenic River is Sespe Creek, which is 56 miles northwest of the project area. Based on the distance to the project site, no direct or adverse effects are anticipated from implementation of this project. - kschill1 - 07/16/2020 01:47:41 GMT

CONDITIONS

RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project HMGP 4344-526-112

Title: Fire Prevention Power Line Undergrounding

Special Conditions required on implementation of Projects:

The Subrecipient is responsible for complying with all applicable subparts of the Clean Air Act. Failure to comply with this condition may jeopardize federal assistance, including funding. Any change to the approved scope of work will require re-evaluation for compliance with the Clean Air Act.

Source of condition: Clean Air Act (CAA)

Monitoring Required: No

The Subrecipient will be responsible for ensuring the following general AMMs and species-specific conservation measures are implemented prior to and during ground-disturbing construction activities, as stipulated in the ESA Review Form.

GEN AMM-3: Dust Control Measures.

To reduce dust, all traffic associated with the subapplicant's construction activities will be restricted to a speed limit of 20 miles per hour when traveling off of highways or county roads.

Stockpiles of material that are susceptible to wind-blown dispersal will be covered with plastic sheeting or other suitable material to prevent movement of the material.

During construction, water or other binding materials will be applied to disturbed ground that may become windborne. If binding agents are used, all manufacturers' recommendations for use will be followed.

Source of condition: Endangered Species Act (ESA)

Monitoring Required: Yes

GEN AMM-4: Spill Control Planning

The subapplicant will prepare a Spill Prevention and Pollution Control Plan to address the storage of hazardous materials and emergency cleanup of any hazardous material and will be available on site, if applicable. The plan will incorporate hazardous waste, stormwater, and other emergency planning requirements.

Source of condition: Endangered Species Act (ESA)

Monitoring Required: Yes

GEN AMM-5: Spill Prevention and Pollution Control Measures

The subapplicant will exercise every reasonable precaution to protect federally listed species and their habitats from pollution due to fuels, oils, lubricants, construction by-products, and pollutants such as construction chemicals, fresh cement, saw-water, or other harmful materials. Water containing mud, silt, concrete, or other by-products or pollutants from construction activities will be treated by filtration, retention in a settling pond, or similar measures. Fresh cement or concrete will not be allowed to enter the flowing water of streams, and curing concrete will not come into direct contact with waters supporting federally listed species. Construction pollutants will be collected and transported to an authorized disposal area, as appropriate, per all Federal, State, and local laws and regulations.

To reduce bottom substrate disturbance and excessive turbidity, removal of existing piles by cutting at the substrate surface or reverse pile driving with a sand collar at the base to minimize resuspension of any toxic substances is preferable; hydraulic jetting will not be used. No petroleum product chemicals, silt, fine soils, or any substance or material deleterious to federally listed species will be allowed to pass into or be placed where it can pass into a stream channel. There will be no side-casting of material into any waterway.

All concrete or other similar rubble will be free of trash and reinforcement steel. No petroleum-based products (e.g., asphalt) will be used as a stabilizing material.

The subapplicant will store all hazardous materials in properly designated containers in a storage area with an impermeable membrane between the ground and the hazardous materials. The storage area will be encircled by a berm to prevent the discharge of pollutants to ground water or runoff into the habitats of federally listed species. A plan for the emergency cleanup of any hazardous material will be available on site, and adequate materials for spill cleanup will be maintained on-site.

Source of condition: Endangered Species Act (ESA)

Monitoring Required: Yes

GEN AMM-6: Equipment Inspection and Maintenance

Well-maintained equipment will be used to perform the work and, except in the case of a failure or breakdown, equipment maintenance will be performed off site. Equipment will be inspected daily by the operator for leaks or spills. If leaks or spills are encountered, the source of the leak will be identified, leaked material will be cleaned up, and the cleaning materials will be collected and disposed of properly.

Fueling of land- and marine-based equipment will be conducted in accordance with procedures to be developed in the Spill Prevention and Pollution Control Plan.

Vehicles and equipment that are used during the course of a project will be fueled and serviced in a safe area (i.e., outside of sensitive habitats) in a manner that will not affect federally listed species or their habitats. Spills, leaks, and other problems of a similar nature will be resolved immediately to prevent unnecessary effects on federally listed species and their habitats. A plan for the emergency cleanup of any spills of fuel or other material will be available on site, and adequate materials for spill cleanup will be maintained onsite.

Source of condition: Endangered Species Act (ESA)

Monitoring Required: Yes

RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project HMGP 4344-526-112

Title: Fire Prevention Power Line Undergrounding

GEN AMM-7: Fueling Activities

Avoidance and minimization measures will be applied to protect federally listed species and their habitats from pollution due to fuels, oils, lubricants, and other harmful materials. Vehicles and equipment that are used during project implementation will be fueled and serviced in a manner that will not affect federally listed species or their habitats. Machinery and equipment used during work will be serviced, fueled, and maintained on uplands to prevent contamination to surface waters. Fueling equipment and vehicles will be kept more than 200 feet away from waters of the State. Exceptions to this distance requirement may be allowed for large cranes, pile drivers, and drill rigs, if they cannot be easily moved.

Source of condition: Endangered Species Act (ESA)

Monitoring Required: Yes

GEN AMM-9: Materials Storage and Disposal

Stockpiled soils will be adequately covered to prevent sedimentation from runoff and wind. All hazardous materials will be stored in upland areas in storage trailers and/or shipping containers designed to provide adequate containment. Short-term laydown of hazardous materials for immediate use will be permitted provided the same containment precautions are taken as described for hazardous materials storage. All construction materials, wastes, debris, sediment, rubbish, trash, and fencing will be removed from the site once project construction is complete and transported to an authorized disposal area, as appropriate, in compliance with applicable Federal, State, and local laws and regulations. No disposal of construction materials or debris will occur in a floodplain. No storage of construction materials or debris will occur in a floodplain during flood season.

Source of condition: Endangered Species Act (ESA)

Monitoring Required: Yes

GEN AMM-10: Fire Prevention

With the exception of vegetation-clearing equipment, no vehicles or construction equipment will be operated in areas of tall, dry vegetation. The subapplicant will develop and implement a fire prevention and suppression plan for all maintenance and repair activities that require welding or otherwise have a risk of starting a wildfire. Also, fire extinguishers will be required for all vehicles used within or adjacent to undeveloped open spaces.

Source of condition: Endangered Species Act (ESA)

Monitoring Required: Yes

GEN AMM-11: Waste Management

The work area will be kept free of loose trash, including small pieces of residual construction material, such as metal cuttings, broken glass, and hardware.

All food waste will be removed from the site on a daily basis.

All construction material, wastes, debris, sediment, rubbish, vegetation, trash, and fencing will be removed from the site once the project is completed and will be transported to an authorized disposal area, as appropriate, per all Federal, State, and local laws and regulations.

Source of condition: Endangered Species Act (ESA)

Monitoring Required: Yes

GEN AMM-13: Work Area Designation to Minimize Disturbance

The subapplicant will reduce, to the maximum extent practicable, the amount of disturbance at a site to the absolute minimum necessary to accomplish the project. Wherever possible, existing vegetation will be salvaged from the project area and stored for replanting after earthmoving activities are completed. Topsoil will be removed, stockpiled, covered, and encircled with silt fencing to prevent loss or movement of the soil into federally listed species habitats. All topsoil will be replaced in a manner to recreate pre-disturbance conditions as closely as possible.

Project planning must consider not only the effects of the action itself, but also all ancillary activities associated with the actions, such as equipment staging and refueling areas, topsoil or spoils stockpiling areas, material storage areas, disposal sites, routes of ingress and egress to the project site, and all other related activities necessary to complete the project.

Source of condition: Endangered Species Act (ESA)

Monitoring Required: Yes

GEN AMM-15: Environmental Awareness Training for Construction Personnel

All construction personnel will be given environmental awareness training by the project's environmental inspector or biological monitor before the start of construction. The training will familiarize all construction personnel with the federally listed species that may occur on site, their habitats, general provisions and protections afforded by the Act, measures to be implemented to protect these species, and the project boundaries. This training will be provided within 3 days of the arrival of any new worker.

As part of the environmental awareness training, construction personnel will be notified that no dogs or any other pets under control of construction personnel will be allowed in the construction area, and that no firearms will be permitted in the construction area, unless carried by authorized security personnel or law enforcement.

Source of condition: Endangered Species Act (ESA)

Monitoring Required: Yes

RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project HMGP 4344-526-112

Title: Fire Prevention Power Line Undergrounding

GEN AMM-17: Daily Work Hours

Construction activities that could affect suitable habitat for federally listed species will be limited to daylight hours during weekdays, leaving a nighttime and weekend period for the species. Work will be allowed on weekends if the proposed construction is 14 days or less in length.

Source of condition: Endangered Species Act (ESA)

Monitoring Required: Yes

GEN AMM-18: Entrapment Prevention

To prevent entrapment of covered species, all vertically-sided holes or trenches will be covered at the end of the workday, or have escape ramps built into the walls of the excavation. If pipes are stored onsite or in associated staging areas, they will be capped when not in use. Construction materials that have the potential to entangle or entrap wildlife will be properly contained so that wildlife cannot interact with the materials. If a covered species is identified onsite, crews will immediately stop work within 50 feet of the individual, and inform the construction supervisor and the Service-approved biologist. Work will not continue within 50 feet of the individual until it has traveled off the project site of its own volition. For covered species, please refer to the species-specific Conservation Measures section of the programmatic biological opinion.

Source of condition: Endangered Species Act (ESA)

Monitoring Required: Yes

GEN AMM-21: Restoration of Upland Areas to Pre-Project Conditions

For projects that require restoration of upland areas to pre-project conditions as a result of ground disturbance during construction activities, the subapplicant will use native plants to the maximum extent practicable. Similarly, when hydroseeding, only native seed mix will be used.

Source of condition: Endangered Species Act (ESA)

Monitoring Required: Yes

CAGN-2: Seasonal Avoidance

Seasonal Avoidance: To minimize direct effects to nesting gnatcatchers, all clearing of vegetation within occupied or designated critical habitat (gnatcatcher habitat) will occur outside the breeding season (February 15-August 30) to the maximum extent practicable. If the breeding season cannot be avoided, a CFWO-approved biologist will conduct preconstruction nesting bird surveys prior to vegetation removal. If no active nests are found to occur within 300 feet of the area of disturbance, project activities may proceed.

Source of condition: Endangered Species Act (ESA)

Monitoring Required: Yes

CAGN-4: Habitat Avoidance

Habitat Avoidance: Project impacts will be avoided or minimized in coastal sage scrub, alluvial fan scrub, and other vegetation communities known to be occupied by the gnatcatcher. Staging and temporary construction areas will be located outside of suitable habitat and will use existing roads and developed areas to the maximum extent possible. If impacts to these habitats cannot be avoided, effects to gnatcatcher individuals will be avoided or minimized through implementation of the measures listed above.

Source of condition: Endangered Species Act (ESA)

Monitoring Required: Yes

CAGN-5: Habitat Restoration Plan

Habitat Restoration Plan: Prior to construction, a Restoration Plan will be prepared that describes the efforts to restore all the areas that had temporary impacts on suitable habitat for the gnatcatcher. Restoration of temporary impacts will occur in accordance with a restoration plan that is reviewed and approved by the CFWO prior to the proposed project.

Source of condition: Endangered Species Act (ESA)

Monitoring Required: Yes

CAGN-6: Limits on Habitat Disturbance

For any specific project, temporary impacts on occupied or designated critical habitat for the gnatcatcher will be limited to a maximum of 1 acre. Temporary impacts from all the projects covered under this programmatic consultation will also be limited to a maximum of 20 acres of gnatcatcher occupied or designated critical habitat. In addition, impacts will be limited to 10 gnatcatcher territories.

Source of condition: Endangered Species Act (ESA)

Monitoring Required: Yes

CAGN-7: No Permanent Loss of Habitat

No permanent loss of occupied or designated critical habitat for the gnatcatcher will occur.

Source of condition: Endangered Species Act (ESA)

Monitoring Required: Yes

RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project HMGP 4344-526-112

Title: Fire Prevention Power Line Undergrounding

The Subrecipient is responsible for retaining a qualified archaeologist, who meets the Secretary of the Interior's Professional Qualification Standards in archeology, to prepare and implement a Monitoring Plan for the proposed project. The Monitoring Plan shall include monitoring by a Native American monitor of the Gabrielino/Tongva Indians of California and shall include a worker training that presents a summary of the monitoring plan to construction personnel at the onset of construction. The frequency and duration of the monitoring will be determined by the qualified archaeologist in consultation with a Native American monitor of the Gabrielino/Tongva Indians of California: Chairperson Robert Dorame, (562) 761-6417, gtongva@gmail.com. The archaeological monitoring report must be provided to Cal OES and FEMA EHP upon completion.

Source of condition: National Historic Preservation Act (NHPA)

Monitoring Required: Yes

The Subrecipient is responsible for implementing best management practices (BMPs) appropriate for this scope of work. A list of Typical BMPs is attached. Any changes to this scope of work must be resubmitted to FEMA for review prior to initiation of any work. Noncompliance with this requirement may jeopardize federal funding.

Source of condition: NEPA Determination

Monitoring Required: No

Standard Conditions:

Any change to the approved scope of work will require re-evaluation for compliance with NEPA and other Laws and Executive Orders.

This review does not address all federal, state and local requirements. Acceptance of federal funding requires recipient to comply with all federal, state and local laws. Failure to obtain all appropriate federal, state and local environmental permits and clearances may jeopardize federal funding.

If ground disturbing activities occur during construction, applicant will monitor ground disturbance and if any potential archeological resources are discovered, will immediately cease construction in that area and notify the State and FEMA.



FEMA

July 24, 2020

Elaine Jeng
City of Rolling Hills

Re: Fire Prevention Power Line Undergrounding project
HMGP-4344-526-112
Subrecipient: City of Rolling Hills

Dear Ms. Jeng:

On June 10, 2020 FEMA Environmental and Historic Preservation (EHP) received the enclosed Endangered Species Act (ESA) Review Form with concurrence from the U.S. Fish and Wildlife Service (USFWS) Carlsbad office. On July 9, 2020, the form was countersigned by the City of Rolling Hills. This completes the Section 7 consultation for your Hazard Mitigation Grant Program (HMGP) project application.

The proposed project activities are covered and have been appended to FEMA's March 2019 *Programmatic Formal Section 7 Consultation on Federal Emergency Management Agency's Disaster, Mitigation, and Preparedness Programs within the Carlsbad Fish and Wildlife Office's Jurisdiction, California* (USFWS PBO). The ESA Review Form describes the potential impacts and contains a list of applicable General Avoidance and Minimization Measures (AMMs) and Species-Specific Conservation Measures (CMs) which the City of Rolling Hills (Subrecipient) shall implement for the duration of the proposed project. The corresponding AMMs and CMs are described in detail in the USFWS PBO. **It is responsibility of the Subrecipient to comply with all applicable AMMs, CMs, and terms and conditions of the ESA Review Form and the USFWS PBO.**

Of particular note are:

- *CAGN 2 Seasonal Avoidance* - All clearing of vegetation within occupied or designated critical habitat (gnatcatcher habitat) must occur outside the breeding season, February 15-August 30. If the breeding season cannot be avoided, a California USFWS-approved biologist must conduct preconstruction nesting bird surveys prior to vegetation removal. If no active nests are found to occur within 300 feet of the area of disturbance, project activities may proceed.
- *CAGN 5 Habitat Restoration Plan* - Prior to construction, a Restoration Plan must be prepared that describes the efforts to restore all the areas of suitable habitat for the gnatcatcher that will be temporarily impacted. Restoration of temporary impacts must occur in accordance with a

restoration plan that is reviewed and approved by the California USFWS prior to the proposed project.

In addition to implementation of the applicable AMMs and CMs, the Subrecipient must submit the attached Post-Construction Notification Reporting Form included in this transmittal to FEMA EHP and the Carlsbad USFWS Office **within 45 days of project construction completion**. Failure to comply with any of the AMMs, CMs, and terms and conditions listed within the ESA Review Form may jeopardize federal assistance including funding.

If you require additional information related to this correspondence, please contact me via email (david.cohen@fema.dhs.gov) or phone (510) 627-7063. For information regarding the USFWS determination, please contact Scott Sobiech, Field Supervisor (scott_sobiech@fws.gov); (760) 431-9440 ext 248, or Jesse Bennett, Fish and Wildlife Biologist (jesse_bennett@fws.gov); (760) 431-9440 ext 305.

Sincerely,



David R. Cohen, for
Alessandro Amaglio
Environmental Officer
FEMA Region IX

Attachments:

List of AMMs and CMs

July 9, 2020 signed Endangered Species Act Review Form

FEMA PBO Post-construction Notification Reporting Form

2019 PBO with USFWS Carlsbad Office

HMGP 4344-526-112R / Fire Prevention Power Line Undergrounding (City of Rolling Hills)

Carlsbad USFWS Programmatic Biological Opinion

General Avoidance and Minimization Measures

GEN AMM-3 Dust Control Measures: To reduce dust, all traffic associated with the subapplicant's construction activities will be restricted to a speed limit of 20 miles per hour when traveling off of highways or county roads. Stockpiles of material that are susceptible to wind-blown dispersal will be covered with plastic sheeting or other suitable material to prevent movement of the material. During construction, water or other binding materials will be applied to disturbed ground that may become windborne. If binding agents are used, all manufacturers' recommendations for use will be followed.

GEN AMM-4 Spill Control Planning: The subapplicant will prepare a Spill Prevention and Pollution Control Plan to address the storage of hazardous materials and emergency cleanup of any hazardous material and will be available on site, if applicable. The plan will incorporate hazardous waste, stormwater, and other emergency planning requirements.

GEN AMM-5 Spill Prevention and Pollution Control Measures: The subapplicant will exercise every reasonable precaution to protect federally listed species and their habitats from pollution due to fuels, oils, lubricants, construction by-products, and pollutants such as construction chemicals, fresh cement, saw-water, or other harmful materials. Water containing mud, silt, concrete, or other by-products or pollutants from construction activities will be treated by filtration, retention in a settling pond, or similar measures. Fresh cement or concrete will not be allowed to enter the flowing water of streams, and curing concrete will not come into direct contact with waters supporting federally listed species. Construction pollutants will be collected and transported to an authorized disposal area, as appropriate, per all Federal, State, and local laws and regulations.

To reduce bottom substrate disturbance and excessive turbidity, removal of existing piles by cutting at the substrate surface or reverse pile driving with a sand collar at the base to minimize resuspension of any toxic substances is preferable; hydraulic jetting will not be used.

No petroleum product chemicals, silt, fine soils, or any substance or material deleterious to federally listed species will be allowed to pass into or be placed where it can pass into a stream channel. There will be no side-casting of material into any waterway.

All concrete or other similar rubble will be free of trash and reinforcement steel. No petroleum-based products (e.g., asphalt) will be used as a stabilizing material.

The subapplicant will store all hazardous materials in properly designated containers in a storage area with an impermeable membrane between the ground and the hazardous materials. The storage area will be encircled by a berm to prevent the discharge of pollutants to ground water or runoff into the habitats of federally listed species. A plan for the emergency cleanup of any hazardous material will be available on site, and adequate materials for spill cleanup will be maintained on-site.

GEN AMM-6 Equipment Inspection and Maintenance: Well-maintained equipment will be used to perform the work and, except in the case of a failure or breakdown, equipment maintenance will be performed off site. Equipment will be inspected daily by the operator for leaks or spills. If leaks or spills are encountered, the source of the leak will be identified, leaked material will be cleaned up, and the

cleaning materials will be collected and disposed of properly. Fueling of land- and marine-based equipment will be conducted in accordance with procedures to be developed in the Spill Prevention and Pollution Control Plan.

Vehicles and equipment that are used during the course of a project will be fueled and serviced in a “safe” area (i.e., outside of sensitive habitats) in a manner that will not affect federally listed species or their habitats. Spills, leaks, and other problems of a similar nature will be resolved immediately to prevent unnecessary effects on federally listed species and their habitats. A plan for the emergency cleanup of any spills of fuel or other material will be available on site, and adequate materials for spill cleanup will be maintained onsite.

GEN AMM-7 Fueling Activities: Avoidance and minimization measures will be applied to protect federally listed species and their habitats from pollution due to fuels, oils, lubricants, and other harmful materials. Vehicles and equipment that are used during project implementation will be fueled and serviced in a manner that will not affect federally listed species or their habitats. Machinery and equipment used during work will be serviced, fueled, and maintained on uplands to prevent contamination to surface waters. Fueling equipment and vehicles will be kept more than 200 feet away from waters of the State. Exceptions to this distance requirement may be allowed for large cranes, pile drivers, and drill rigs, if they cannot be easily moved.

GEN AMM-9 Materials Storage and Disposal: Stockpiled soils will be adequately covered to prevent sedimentation from runoff and wind. All hazardous materials will be stored in upland areas in storage trailers and/or shipping containers designed to provide adequate containment. Short-term laydown of hazardous materials for immediate use will be permitted provided the same containment precautions are taken as described for hazardous materials storage. All construction materials, wastes, debris, sediment, rubbish, trash, and fencing will be removed from the site once project construction is complete and transported to an authorized disposal area, as appropriate, in compliance with applicable Federal, State, and local laws and regulations. No disposal of construction materials or debris will occur in a floodplain. No storage of construction materials or debris will occur in a floodplain during flood season.

GEN AMM-10 Fire Prevention: With the exception of vegetation-clearing equipment, no vehicles or construction equipment will be operated in areas of tall, dry vegetation.

The subapplicant will develop and implement a fire prevention and suppression plan for all maintenance and repair activities that require welding or otherwise have a risk of starting a wildfire. Also, fire extinguishers will be required for all vehicles used within or adjacent to undeveloped open spaces.

GEN AMM-11 Waste Management: The work area will be kept free of loose trash, including small pieces of residual construction material, such as metal cuttings, broken glass, and hardware.

All food waste will be removed from the site on a daily basis.

All construction material, wastes, debris, sediment, rubbish, vegetation, trash, and fencing will be removed from the site once the project is completed and will be transported to an authorized disposal area, as appropriate, per all Federal, State, and local laws and regulations.

GEN AMM-13 Work Area Designation to Minimize Disturbance: The subapplicant will reduce, to the maximum extent practicable, the amount of disturbance at a site to the absolute minimum necessary to accomplish the project. Wherever possible, existing vegetation will be salvaged from the project area and stored for replanting after earthmoving activities are completed. Topsoil will be removed, stockpiled, covered, and encircled with silt fencing to prevent loss or movement of the soil into federally listed species habitats. All topsoil will be replaced in a manner to recreate pre-disturbance conditions as closely as possible.

Project planning must consider not only the effects of the action itself, but also all ancillary activities associated with the actions, such as equipment staging and refueling areas, topsoil or spoils stockpiling areas, material storage areas, disposal sites, routes of ingress and egress to the project site, and all other related activities necessary to complete the project.

GEN AMM-15 Environmental Awareness Training for Construction Personnel: All construction personnel will be given environmental awareness training by the project's environmental inspector or biological monitor before the start of construction. The training will familiarize all construction personnel with the federally listed species that may occur on site, their habitats, general provisions and protections afforded by the Act, measures to be implemented to protect these species, and the project boundaries.

This training will be provided within 3 days of the arrival of any new worker.

As part of the environmental awareness training, construction personnel will be notified that no dogs or any other pets under control of construction personnel will be allowed in the construction area, and that no firearms will be permitted in the construction area, unless carried by authorized security personnel or law enforcement.

GEN AMM-17 Daily Work Hours: Construction activities that could affect suitable habitat for federally listed species will be limited to daylight hours during weekdays, leaving a nighttime and weekend period for the species. Work will be allowed on weekends if the proposed construction is 14 days or less in length.

GEN AMM-18 Entrapment Prevention: To prevent entrapment of covered species, all vertically-sided holes or trenches will be covered at the end of the workday, or have escape ramps built into the walls of the excavation. If pipes are stored onsite or in associated staging areas, they will be capped when not in use. Construction materials that have the potential to entangle or entrap wildlife will be properly contained so that wildlife cannot interact with the materials. If a covered species is identified onsite, crews will immediately stop work within 50 feet of the individual, and inform the construction supervisor and the Service-approved biologist. Work will not continue within 50 feet of the individual until it has traveled off the project site of its own volition. For covered species, please refer to the species-specific Conservation Measures section of the programmatic biological opinion.

GEN AMM-21 Restoration of Upland Areas to Pre-Project Conditions: For projects that require restoration of upland areas to pre-project conditions as a result of ground disturbance during construction activities, the subapplicant will use native plants to the maximum extent practicable. Similarly, when hydroseeding, only native seed mix will be used.

Coastal California Gnatcatcher Conservation Measures

CAGN 2 Seasonal Avoidance: To minimize direct effects to nesting gnatcatchers, all clearing of vegetation within occupied or designated critical habitat (gnatcatcher habitat) will occur outside the breeding season (February 15-August 30) to the maximum extent practicable. If the breeding season cannot be avoided, a CFWO-approved biologist will conduct preconstruction nesting bird surveys prior to vegetation removal. If no active nests are found to occur within 300 feet of the area of disturbance, project activities may proceed.

CAGN 4 Habitat Avoidance: Project impacts will be avoided or minimized in coastal sage scrub, alluvial fan scrub, and other vegetation communities known to be occupied by the gnatcatcher. Staging and temporary construction areas will be located outside of suitable habitat and will use existing roads and developed areas to the maximum extent possible. If impacts to these habitats cannot be avoided, effects to gnatcatcher individuals will be avoided or minimized through implementation of the measures listed above.

CAGN 5 Habitat Restoration Plan: Prior to construction, a Restoration Plan will be prepared that describes the efforts to restore all the areas that had temporary impacts on suitable habitat for the gnatcatcher. Restoration of temporary impacts will occur in accordance with a restoration plan that is reviewed and approved by the CFWO prior to the proposed project.

CAGN 6 Limits on Habitat Disturbance: For any specific project, temporary impacts on occupied or designated critical habitat for the gnatcatcher will be limited to a maximum of 1 acre. Temporary impacts from all the projects covered under this programmatic consultation will also be limited to a maximum of 20 acres of gnatcatcher occupied or designated critical habitat. In addition, impacts will be limited to 10 gnatcatcher territories.

CAGN 7 No Permanent Loss of Habitat: No permanent loss of occupied or designated critical habitat for the gnatcatcher will occur.

HAZARD MITIGATION GRANT PROGRAM

Project Management Report

Disaster Number	FEMA Project Number	Amendment Number	App ID	State	Recipient
4344	112 - R	0	526	CA	Statewide

Subrecipient: Rolling Hills

FIPS Code: 037-62602

Project Title : Rolling Hills Fire Prevention Through Power Line Undergrounding

Mitigation Project Description**Amendment Status :** Approved**Approval Status:** Approved

Project Title : Rolling Hills Fire Prevention Through Power Line Undergrounding

Recipient : Statewide**Subrecipient :** Rolling Hills

Recipient County Name : Los Angeles

Subrecipient County Name : Los Angeles

Recipient County Code : 37

Subrecipient County Code : 37

Recipient Place Name : Rolling Hills

Subrecipient Place Name : Rolling Hills

Recipient Place Code : 0

Subrecipient Place Code : 62602

Project Closeout Date : 00/00/0000

Work Schedule Status

<u>Amend #</u>	<u>Description</u>	<u>Time Frame</u>	<u>Due Date</u>	<u>Revised Date</u>	<u>Completion Date</u>
0	Technical Evaluations Finalized	2m	00/00/0000	00/00/0000	00/00/0000
0	Geotechnical and Surveying	2m	00/00/0000	00/00/0000	00/00/0000
0	Final Design Plans, Specs, and Cost Estimates	7m	00/00/0000	00/00/0000	00/00/0000
0	Development of CEQA Documents (as applicable)	2m	00/00/0000	00/00/0000	00/00/0000
0	Perparation and Advertisement for Bid	3m	00/00/0000	00/00/0000	00/00/0000
0	Board Approval of Construction Awards	3m	00/00/0000	00/00/0000	00/00/0000
0	Construction Begins	1m	00/00/0000	00/00/0000	00/00/0000
0	Construction Mobilization	1m	00/00/0000	00/00/0000	00/00/0000
0	Undergrounding	10m	00/00/0000	00/00/0000	00/00/0000
0	Punchlist Completion	1m	00/00/0000	00/00/0000	00/00/0000
0	Demobilization	1m	00/00/0000	00/00/0000	00/00/0000
0	Grant Close-out	3m	00/00/0000	00/00/0000	00/00/0000

Approved Amounts

Total Approved Net Eligible	Federal Share Percent	Total Approved Federal Share Amount	Non-Federal Share Percent	Total Approved Non-Fed Share Amount
\$1,527,276	75.000000000	\$1,145,457	25.00000000	\$381,819

Allocations

Allocation Number	IFMIS Status	IFMIS Date	Submission Date	FY	ES/DFSC Support Req in	ES/DFSC Amend Nr	Proj Alloc Amount Fed Share	Subrecipient Management Cost	Total Alloc Amount
62	A	08/07/2020	08/07/2020	2020	2913043	33	\$1,145,457.00	\$0.00	\$1,818,075.75
Total							\$1,145,457.00	\$0.00	\$1,818,075.75

FEDERAL EMERGENCY MANAGEMENT AGENCY
HAZARD MITIGATION GRANT PROGRAM

Project Management Report

Disaster Number	FEMA Project Number	Amendment Number	App ID	State	Recipient
4344	112 - R	0	526	CA	Statewide

Subrecipient: Rolling Hills

FIPS Code: 037-62602

Project Title : Rolling Hills Fire Prevention Through Power Line Undergrounding

Obligations

Action Nr	IFMIS Status	IFMIS Date	Submission Date	FY	SFS Support Req ID	SFS Amend Number	Suppl Nr	Project Obligated Amt - Fed Share	Subrecipient Management Cost	Total Obligated Amount
1	A	08/07/202	08/07/2020	2020	3043572	0	129	\$1,145,457.00	\$0.00	\$1,145,457.00
Total								\$1,145,457.00	\$0.00	\$1,145,457.00

Standard Mitigation Grant Program (HMGP) Conditions

FEMA Region IX, August, 2018

The following list applies to Recipients and Subrecipients accepting HMGP funds from the Federal Emergency Management Agency (FEMA) of the Department of Homeland Security (DHS):

1. **Applicable Federal, State, and Local Laws and Regulations.** The Recipient/Subrecipient must comply with all applicable Federal, State, and Local laws and regulations, regardless of whether they are on this list or other project documents. DHS financial assistance Recipients and Subrecipients are required to follow the provisions of the State HMGP Administrative Plan, applicable Hazard Mitigation Assistance Uniform Guidance, and Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located in Title 2 of the Code of Federal Regulations (CFR) Part 200, adopted by DHS in 2 CFR 3002.
2. **Financial Management Systems.** The Recipient and Subrecipient must maintain financial management systems to account for and track funds, as referenced in 2 CFR 200.302.
3. **Match or Cost Share.** Non-federal match or cost share must comply with 2 CFR 200.306, the scope of work (SOW), and any agreements among the Subrecipient, the Recipient, and FEMA.
4. **Budget Changes.** Unanticipated adjustments are permitted within the approved total cost. However, if costs exceed the federal share, the Subrecipient must notify the Governor's Authorized Representative (GAR) of overruns before implementation. The GAR shall submit a written request for approval to FEMA Region IX. The subaward must continue to meet HMGP requirements, including cost effectiveness and cost share. Refer to 2 CFR 200.308 for additional information.
5. **Real Property and Land.** The acquisition, use, and disposition must comply with 2 CFR 200.311.
6. **Equipment.** The acquisition, use, and disposition must comply with 2 CFR 200.313.
7. **Supplies.** Upon project completion, FEMA must be compensated for unused supplies, exceeding \$5,000 (fair market value), and not needed for other federal programs. Refer to 2 CFR 200.314.
8. **Procurement.** Procurement procedures must be in conformance with 2 CFR 200.318-320.
9. **Monitoring and Reporting Program Performance.** The Recipient and Subrecipient must submit quarterly progress reports, as referenced in the 2 CFR 200.328 and State HMGP Administrative Plan.
10. **Records Retention.** In accordance with 2 CFR 200.333, financial/ programmatic records related to expenditures must be maintained at least 3 years after the date of Recipient's final expenditure report.
11. **Enforcement and Termination.** If the Recipient or Subrecipient fails to comply with the award or subaward terms, whether stated in a Federal statute or regulation, the State HMGP Administrative Plan, subapplication, a notice of award, an assurance, or elsewhere, FEMA may take one or more of the actions outlined in 2 CFR 200.338, including termination or partial termination of the award or subaward outlined in 2 CFR 200.339.
12. **Allowable Costs.** Funds are to be used for allowable costs in compliance with 2 CFR 200.403, the approved SOW, and any agreements among the Subrecipient, Recipient, and FEMA.

13. **Non-Federal Audit.** The Recipient and Subrecipient are responsible for obtaining audits in accordance with the Single Audit Act of 1984, in compliance with 2 CFR 200.501.
14. **Debarred and Suspended Parties.** Recipients and Subrecipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, and 2 CFR 180. These regulations restrict federal financial assistance awards, subawards, and contracts with parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in the federal assistance programs or activities.
15. **Equipment Rates.** Rates claimed for use of Subrecipient-owned equipment in excess of the FEMA-approved rates must be approved under State guidelines issued by the State Comptroller's Office or must be certified by the Recipient to include only those costs attributable to equipment usage less any fixed overhead and/or profit.
16. **Duplication of Funding between Public Assistance (PA) and HMGP.** Funding for PA Section 406 and HMGP Section 404 are permitted on the same facility/location, but the activities identified under each program must be distinct with separately accounted funds. At closeout, FEMA may adjust the funding to ensure the Subrecipient was reimbursed for eligible work from only one funding source.
17. **Historic Properties and Cultural Resources.** In compliance with 2 CFR 800, if a potential historic property or cultural resource is discovered during construction, the Subrecipient must cease work in the area and take all reasonable measures to avoid or minimize harm to the discovered property/resource. During construction, the Subrecipient will monitor ground disturbance activity, and if any potential archeological resources are discovered, will immediately cease work in that area, and notify the Recipient and FEMA. Construction in the area may resume with FEMA's written approval after FEMA's consultation, if applicable, with the State Historic Preservation Officer (SHPO).
18. **NEPA and Changes to the Scope of Work (SOW).** To comply with the National Environmental Policy Act (NEPA), and other Laws and Executive Orders, any change to the approved SOW shall be re-evaluated before implementation. Construction associated with a SOW change, prior to FEMA approval, may be ineligible for funding. Acceptance of federal funding requires environmental permits and clearances in compliance with all appropriate federal, state and local laws, and failure to comply may jeopardize funding.

Within their authority, the Recipient and Subrecipient must use of all practicable means, consistent with other essential policies, to create and maintain productive harmony for people and nature, and fulfill the social, economic, and other needs of present and future generations of Americans.

FEMA Programmatic Biological Opinion (PBO) with the U.S. Fish and Wildlife Service (USFWS)
Post-Construction Monitoring and Reporting Requirements

Information Type	Information Request	Subapplicant/Subrecipient Provided
Information on the Project	A1 . FEMA Grant # or Disaster and Project Worksheet (PW) #s	HMGP 4344-526-112
	A2. Project Name	Fire Prevention Power Line Undergrounding
	A3. Name of Subapplicant/Subrecipient (Agency Name)	City of Rolling Hills
	A4. Project Location (street address, latitude/longitude, or	
	A5. Municipality / County /State	
	A6. Date of project initiation	
	A7. Date of project completion	
	A8. Is this project 100% complete?	
Information on Impacts to Covered Federally Listed Species under USFWS Jurisdiction	Impacts to Covered Federally Listed Species A	
	A9. Species name	
	A10. Actual acres of habitat affected for this Covered	
	A11. Brief description of restoration efforts for the affected habitat. Attach a report if applicable.	
	A12. Number of individuals of this species that were killed, if any, and the date.	
	A13. Number of individuals of this species that were injured, if any, and the date.	
	A14. Number of individuals of this species that were harassed, if any, and the date.	
	A15. Number of observations of live, uninjured individuals, date observed, and the GIS coordinates where observed	
	A16. If this project required implementation of AMM-20, Revegetation of Stream Banks , provide the Revegetation Monitoring Report (attach separately if necessary).	
	A17. If this project required the handling, capture, and/or relocation of individuals of this species per the Species-Specific Conservation Measures in the USFWS PBO, provide the associated Monitoring Report (attach separately if necessary).	
	A18. Information regarding success in meeting the Avoidance and Minimization Measures (AMMs) and Species-Specific Conservation Measures required in the PBO.	
	A19. Explanation of any failure to follow the AMMs and Species-Specific Conservation Measures required in the PBO.	
	A20. Indicate if a written report of biological survey and monitoring results is attached, if applicable	
Information on Impacts to Covered Federally Listed Species under USFWS Jurisdiction	Impacts to Covered Federally Listed Species B	
	A9. Species name	

Information Type	Information Request	Subapplicant/Subrecipient Provided
	A10. Actual acres of habitat affected for this Covered Federally Listed Species	
	A11. Brief description of restoration efforts for the affected habitat. Attach a report if applicable.	
	A12. Number of individuals of this species that were killed, if any, and the date.	
	A13. Number of individuals of this species that were injured, if any, and the date.	
	A14. Number of individuals of this species that were harassed, if any, and the date.	
	A15. Number of observations of live, uninjured individuals, date observed, and the GIS coordinates where observed	
	A16. If this project required implementation of AMM-20, Revegetation of Stream Banks , provide the Revegetation Monitoring Report (attach separately if necessary).	
	A17. If this project required the handling, capture, and/or relocation of individuals of this species per the Species-Specific Conservation Measures in the USFWS PBO, provide the associated Monitoring Report (attach separately if necessary).	
	A18. Information regarding success in meeting the Avoidance and Minimization Measures (AMMs) and Species-Specific Conservation Measures required in the PBO.	
	A19. Explanation of any failure to follow the AMMs and Species-Specific Conservation Measures required in the PBO.	
	A20. Indicate if a written report of biological survey and monitoring results is attached, if applicable	
Information on Impacts to Covered Federally Listed Species under USFWS Jurisdiction	Impacts to Covered Federally Listed Species C	
	A9. Species name	
	A10. Actual acres of habitat affected for this Covered Federally Listed Species	
	A11. Brief description of restoration efforts for the affected habitat. Attach a report if applicable.	
	A12. Number of individuals of this species that were killed, if any, and the date.	
	A13. Number of individuals of this species that were injured, if any, and the date.	
	A14. Number of individuals of this species that were harassed, if any, and the date.	
	A15. Number of observations of live, uninjured individuals, date observed, and the GIS coordinates where observed	
	A16. If this project required implementation of AMM-20, Revegetation of Stream Banks , provide the Revegetation Monitoring Report (attach separately if necessary).	

Information Type	Information Request	Subapplicant/Subrecipient Provided
	A17. If this project required the handling, capture, and/or relocation of individuals of this species per the Species-Specific Conservation Measures in the USFWS PBO, provide the associated Monitoring Report (attach separately if necessary).	
	A18. Information regarding success in meeting the Avoidance and Minimization Measures (AMMs) and Species-Specific Conservation Measures required in the PBO.	
	A19. Explanation of any failure to follow the AMMs and Species-Specific Conservation Measures required in the PBO.	
	A20. Indicate if a written report of biological survey and monitoring results is attached, if applicable	
Information on Impacts to Covered Federally Listed Species under USFWS Jurisdiction	Impacts to Covered Federally Listed Species D	
	A9. Species name	
	A10. Actual acres of habitat affected for this Covered Federally Listed Species	
	A11. Brief description of restoration efforts for the affected habitat. Attach a report if applicable.	
	A12. Number of individuals of this species that were killed, if any, and the date.	
	A13. Number of individuals of this species that were injured, if any, and the date.	
	A14. Number of individuals of this species that were harassed, if any, and the date.	
	A15. Number of observations of live, uninjured individuals, date observed, and the GIS coordinates where observed	
	A16. If this project required implementation of AMM-20, Revegetation of Stream Banks , provide the Revegetation Monitoring Report (attach separately if necessary).	
	A17. If this project required the handling, capture, and/or relocation of individuals of this species per the Species-Specific Conservation Measures in the USFWS PBO, provide the associated Monitoring Report (attach separately if necessary).	
	A18. Information regarding success in meeting the Avoidance and Minimization Measures (AMMs) and Species-Specific Conservation Measures required in the PBO.	
	A19. Explanation of any failure to follow the AMMs and Species-Specific Conservation Measures required in the PBO.	
	A20. Indicate if a written report of biological survey and monitoring results is attached, if applicable	

Information Type	Information Request	Subapplicant/Subrecipient Provided
Information on Impacts to Covered Federally Listed Species under USFWS Jurisdiction	Impacts to Covered Federally Listed Species E	
	A9. Species name	
	A10. Actual acres of habitat affected for this Covered Federally Listed Species	
	A11. Brief description of restoration efforts for the affected habitat. Attach a report if applicable.	
	A12. Number of individuals of this species that were killed, if any, and the date.	
	A13. Number of individuals of this species that were injured, if any, and the date.	
	A14. Number of individuals of this species that were harassed, if any, and the date.	
	A15. Number of observations of live, uninjured individuals, date observed, and the GIS coordinates where observed	
	A16. If this project required implementation of AMM-20, Revegetation of Stream Banks , provide the Revegetation Monitoring Report (attach separately if necessary).	
	A17. If this project required the handling, capture, and/or relocation of individuals of this species per the Species-Specific Conservation Measures in the USFWS PBO, provide the associated Monitoring Report (attach separately if necessary).	
	A18. Information regarding success in meeting the Avoidance and Minimization Measures (AMMs) and Species-Specific Conservation Measures required in the PBO.	
	A19. Explanation of any failure to follow the AMMs and Species-Specific Conservation Measures required in the PBO.	
	A20. Indicate if a written report of biological survey and monitoring results is attached, if applicable	

RESOLUTION NO. 1261

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROLLING HILLS AUTHORIZING ACCEPTANCE OF GRANT FUNDING FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY IN THE AMOUNT OF \$1,145,487 WITH THE REQUIRED LOCAL MATCH OF \$381,819; AND AUTHORIZING THE CITY MANAGER, OR DESIGNEE, TO EXECUTE ANY NECESSARY DOCUMENTS TO MEET THE GRANT REQUIREMENTS AND TO COMPLETE THE CREST ROAD EAST PROJECT.

THE CITY COUNCIL OF THE CITY OF ROLLING HILLS, CALIFORNIA, DOES HEREBY RESOLVE, DECLARE, DETERMINE, AND ORDER AS FOLLOWS:

Section 1. Recitals.

A. The City of Rolling Hills (“City”) applied to the Federal Emergency Management Agency (“FEMA”) for Hazard Mitigation Grant Funds 4434-526-112R to use on its Fire Prevention Through Power Line Undergrounding project (the “Crest Road East Project”).

B. The Crest Road East Project includes undergrounding roughly 2,000 linear feet of overhead utilities lines (1,820 linear feet along Crest Road East and 180 linear feet between existing poles and three private residences within the City) and removing associated wooden utility poles along an unnamed road and Crest Road East within the southeastern portion of the City (33.747522, - 118.339223 at approximate midpoint) to reduce risk of wildfire and the associated risk of loss of life, property, and services in the area. Transformers will be placed on top of concrete pads on the ground situated at locations based on electrical demand and the transformers’ current overhead location.

C. FEMA awarded the City grant funds in the amount of \$1,145,487 with required local matching in the amount of \$381,819 to be used on the Crest Road East Project.

D. The City Council desires to accept the grant funds from FEMA to be used on the Crest Road East Project and to direct the City Manager to execute any necessary documents to meet the grant requirements and to complete the Crest Road East Project in compliance with the grant requirements.

Section 2. The City Council hereby accepts the award of the Hazard Mitigation Funds 4434-526-112R from FEMA in the amount of \$1,145,487 to be used on the Crest Road East Project.

Section 3. The City Council hereby authorizes the City’s expenditure of \$381,819 as local matching funds for the Crest Road East Project.

Section 4. The City Council hereby authorizes the City Manager, or her designee, to execute any necessary documents to meet the grant requirements. The City Manager or her designee is also authorized to take necessary action to complete the Crest Road East Project in compliance with the grant requirements.

Section 5. This Resolution shall take effect immediately upon its adoption by the City Council, and the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original resolutions.

PASSED, APPROVED, AND ADOPTED this 24th day of August, 2020.

JEFF PIEPER
MAYOR

ATTEST:

ELAINE JENG, P.E.
ACTING CITY CLERK

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) §§
CITY OF ROLLING HILLS)

The foregoing Resolution No. entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROLLING HILLS AUTHORIZING ACCEPTANCE OF GRANT FUNDING FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY IN THE AMOUNT OF \$1,145,487 WITH THE REQUIRED LOCAL MATCH OF \$381,819; AND AUTHORIZING THE CITY MANAGER, OR DESIGNEE, TO EXECUTE ANY NECESSARY DOCUMENTS TO MEET THE GRANT REQUIREMENTS AND TO COMPLETE THE CREST ROAD EAST PROJECT.

was approved and adopted at a regular meeting of the City Council on the 24th day of August, 2020, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ELAINE JENG, P.E.
ACTING CITY CLERK



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 8.B
Mtg. Date: 08/24/2020

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: ALAN PALERMO, PROJECT MANAGER

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: CONSIDER AND APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH NV5 TO PROVIDE ENGINEERING SERVICES FOR THE DESIGN OF THE 8 INCH SEWER MAIN ALONG PORTUGUESE BEND ROAD AND ROLLING HILLS ROAD.

DATE: August 24, 2020

BACKGROUND:

At the May 13, 2019 City Council Meeting, City Council considered and approved a Professional Services Agreement with Willdan Engineering for the Phase II Sanitary Sewer Improvement Feasibility Study. In July 2019 Willdan Engineering kicked off the project and submitted the first draft of the Phase II Sewer Feasibility Study Report in October 2019. This draft report was submitted to the City of Rolling Hills, Rolling Hills Estate, and City of Torrance for review and comments. Concurrently, Will Serve Letter requests (2 letters) were submitted to Sanitation Districts of Los Angeles County for downstream treatment of wastewater. The first Will Serve Letter request was for connecting the City Hall and Tennis Court Site. The second Will Serve Letter request was for connecting existing 235 single family homes in the City of Rolling Hills.

Rolling Hills Estates provided comments in October 2019 (Appendix O of the Final Report). City of Rolling Hills Consultant, Alan Palermo reviewed the report on behalf of the City and provided comments on November 27, 2019 (Appendix N of the Final Report). Sanitation Districts of Los Angeles County provided the Will Serve Letter for connecting City Hall and the Tennis Court Site on November 5, 2019 (Appendix A of the Final report).

Willdan Engineering submitted the Final Report in December 2019. This final report addressed comments received from all agencies that reviewed the first draft including review comments from the City of Torrance (dated November 26, 2019, Appendix P of the Final Report). Comments from the City of Torrance include upsizing two additional segments of sewer pipe from 8-inches to 10-inches for the

following reasons:

- The first draft report recommended upsizing one segment of sewer pipe from 8-inch to 10-inch and then connecting back to an 8-inch sewer pipe. This situation could result in a restriction in the sewer line and result in obstructions or plugging. Request the downstream segment also be upsized from 8-inch to 10-inch sewer pipe.
- Another sewer pipe segment adjacent to the upsized segment will be flowing near design capacity after new flows are added, request this segment also be upsized from 8-inch to 10-inch sewer pipe.

Sanitation Districts of Los Angeles County provided the second Will Serve Letter for connecting existing 235 single family homes in the City of Rolling Hills on December 5,

2019 (Appendix A of the Final report).

City of Rolling Hills Consultant, Alan Palermo reviewed the final report on behalf of the City and confirmed comments from previous review were addressed. The Sewer Feasibility Study Phase II has been submitted to Los Angeles County Department of Public Works (LACDPW) for final review and approval with this review expected to be completed by January 27, 2020.

The information above was presented in an update to City Council at the January 27, 2020 City Council Meeting.

Since the January 27, 2020 update to City Council, Los Angeles County Department of Public Works (LACDPW) approved the Sewer Feasibility Study Phase II Report May 6, 2020.

DISCUSSION:

On June 15, 2020, staff advertised a Request for Proposal (RFP) for professional consultant firms to submit proposals to provide Engineering Design services to prepare Sewer Improvement Plans for a sewer connection to City of Rolling Hills terminating at the City Hall Building. The proposer applying should have significant experience in providing the services required under this RFP and performing the necessary analysis and preparing plans, specifications & cost estimates (PS&E) as well as making recommendations. The objective of this Project is to connect the City Hall Building, Guard Gate, and future Tennis Court Facilities and 235 residential lots to a sewer system and eliminate existing septic systems currently used for wastewater disposal.

On July 13, 2020, four (4) proposals were received. Each proposal was evaluated by and ranked based the proposer's expertise, experience; project approach, fee, and compliance with the RFP. Based on the RFP'S evaluation criteria, NV5 was identified as being the most qualified firm that submitted proposals for this RFP based on their overall experience with Municipalities and previous sewer improvement plan work.

It is staff's recommendation to award the Engineering Design Services to prepare Sewer Improvement Plans for Rolling Hills to NV5 for the not to exceed lump sum amount of \$81,196, see Exhibit B.

FISCAL IMPACT:

In the approved budget for FY2020-20201, \$85,000 is budgeted in the Utility Fund for the engineering design of the 8" sewer main. The budgeted amount is sufficient to fund the proposed fee of \$81,196.

There was a savings of \$37,490 from the sewer feasibility studies in Fiscal Year 2019-2020 that will be applied towards the engineering design of the project in FY 2020-20201.

RECOMMENDATION:

Approve as presented.

ATTACHMENTS:

[NV5_Rolling Hills_Sewer Improvement_07.13.20.pdf](#)

[NV5_Rolling Hills_Sewer Improvement Fee_07.13.20.pdf](#)

[PACE Proposal - Engineering Services to prepare Sewer Improvement Plans for the City of Rolling Hills.pdf](#)

[PACE Fee Proposal.pdf](#)

[Quantum Consulting_Proposal Engineering Services to prepare Sewer Improvement Plans.pdf](#)

[Quantum Consulting_Fee Proposal Engineering Services to prepare Sewer Improvement Plans.pdf](#)

[Willdan Proposal for City of Rolling Hills Engineering Services to Prepare Sewer Improv Plans.pdf](#)

[Wildan Fee Schedule for City of Rolling Hills Proposal for Engineering Services to Prepare Sewer Improvement Plans.pdf](#)

[Agreement RE Sewer Improvement Design.pdf](#)

[Sewer Improvement Design Exhibit A - Scope of Work-c1.PDF](#)

[Sewer Improvement Design Exhibit B - Fees \(2\)-c1.PDF](#)



PROPOSAL

Submitted by NV5, Inc.

163 Technology Drive, Suite 100, Irvine, CA 92618

City of Rolling Hills

8" Sewer Main along Portuguese Bend Road/
Rolling Hills Road

July 13, 2020

TABLE OF CONTENTS

Cover Letter 01

Proposer’s Background 02

Qualifications + Experience 04

Project Approach 07

Proposed Personnel 10

Quality Assurance/Quality Control Procedures 22

References 23

Schedule + Schedule Control 24

Fee Schedule/Cost Proposal 26

July 13, 2020

City of Rolling Hills
Attn: Elaine Jeng, P.E., City Manager
2 Portuguese Bend Road
Rolling Hills, CA 90274

SUBJECT: Engineering Services to Prepare Sewer Improvement Plans

Dear Ms. Jeng,

NV5, Inc. is excited to have the opportunity to provide Engineering Services to the City of Rolling Hills (City) for its 8" Sewer Main along Portuguese Bend Road/Rolling Hills Road project. Our team has the knowledge and experience to assure your project is completed on schedule and within budget. NV5's strengths include the following:

Current Partnership: NV5 is contracted through the City of Rancho Palos Verdes for the **Rolling Hills Sewer Connection Concept Design**, which explores the feasibility of a sewer connection for the residents adjacent to the Portuguese Bend area of Rolling Hills. The parcels are currently utilizing on-site septic disposal systems and our team is evaluating the concept of a sewer connection to include the required conveyance and pumping facilities to provide discharge of wastewater generated in portions of Rolling Hills' tributary to the existing Rancho Palos Verdes' collection system. The project requires involvement from City staff and stakeholders from Rolling Hills and Rancho Palos Verdes.

In addition, NV5 is working with the City and directly with Ms. Jeng on the formation of the **Eastfield Drive Utility Undergrounding Assessment District**. Our services include preparing a preliminary and final Engineer's Report, boundary map and diagram; attending City Council meetings, staff meetings and utility coordination meetings; recording documents and maps, and more. Our constant communication with City staff for this project and knowledge of your community and stakeholders has given us insight into how the City operates, enabling us to provide outstanding cost- and time-efficient services.

Relevant Experience: NV5 has a proven track record of successfully providing professional engineering design services to municipalities throughout Southern California, most of which have been repeat clients. Our proposed project team has completed several pipeline improvement projects for various clients, and details on our most relevant project experience can be found starting on **page 4**.


Proposed Team: NV5 offers the City a team of dedicated engineering design professionals with an unparalleled reputation and proven expertise. Understanding both the project requirements and scope of work requested by the City, we have selected **David Maher, PE, QSD/QSP, as Project Manager**. Mr. Maher has more than 14 years of Public Works experience, which includes water/wastewater pipeline improvement projects throughout Southern California.

COVID-19: The health and safety of our employees and those that they come into contact with is of highest importance. NV5 has instituted field safety protocols based on guidelines from the CDC, WHO and OSHA to help reduce our staff's risk of exposure to COVID-19. In addition, all of our staff are provided with the necessary equipment and are up-to-date and have access to the latest technologies, allowing them to work remotely effectively.

Statement: I have read, understood, and agreed to all statements in this request for proposal and acknowledge receipt of all addendums/amendments as well as to the terms, conditions, and attachments referenced.

NV5 looks forward to the opportunity to work with the City and help you achieve your goals and objectives. If you need further information, we may be reached by phone at (949) 585-0477, or electronically at jeff.cooper@nv5.com and david.maher@nv5.com. Thank you for your time and consideration.

Sincerely,
NV5



Jeffrey M. Cooper, PE
Director of Infrastructure



David Maher, PE
Project Manager

COMPANY INFORMATION/CONTACT

Name: NV5, Inc.
Authorized Signer: Jeffrey M. Cooper, PE
Address: 163 Technology Drive, Suite 100,
Irvine, CA 92618
Telephone Number: (949) 585-0477
Email of Contact: jeff.cooper@nv5.com

PROPOSER'S BACKGROUND

FIRM PROFILE

NV5, Inc. has been providing engineering and consulting services to public and private sectors for more than 70 years, delivering solutions through five business verticals: Construction Quality Assurance, Infrastructure, Energy, Program Management, and Environmental. With more than 100 offices nationwide and abroad, NV5 has access to over 2,000 employees in a variety of fields who help clients plan, design, build, test, certify and operate projects that improve the communities where we live and work.

Our Irvine office specializes in the engineering design, construction management and inspection of capital improvement projects, including: streets, traffic systems, water and wastewater systems, drainage and flood control, parks and recreational facilities, vertical construction, and landscaping and grading. Our team includes licensed civil engineers, licensed contractors, construction managers, certified inspectors and experienced public works professionals. All team members have extensive experience working within the structure of municipal government and public construction policy and will seamlessly integrate with the City's team.

KEY SERVICES

The successful delivery of our products and services has resulted in repeat clients for a broad range of municipal projects. Our key services include:



CIVIL ENGINEERING
DESIGN



CONSTRUCTION
MANAGEMENT +
INSPECTION



PLAN CHECK
AND REVIEW



STAFF
AUGMENTATION



STRUCTURAL
ENGINEERING



PROJECT
MANAGEMENT



CONSTRUCTABILITY
REVIEW



FEDERAL
FUNDING
MANAGEMENT



SURVEY



MATERIALS
TESTING +
INSPECTION

We maintain an extensive history of working with various local agencies. Throughout the course of completing myriad public works capital improvement projects, our team has demonstrated an unparalleled ability to work well with local agency staff, project stakeholders, engineers and contractors. We have successfully delivered projects in a timely and cost-effective manner, and we have acquired a keen understanding of local agency requirements, a critical element in the facilitation and resolution of project issues. We are excited about the opportunity to continue to serve the City and are committed to maintaining effective working relationships with your staff, relevant government agencies and project stakeholders.

With a demonstrated ability to address public concerns, we are experts in a broad range of governmental interface, public outreach and community involvement, and we are genuinely committed to public participation as a way of planning and completing projects. Our team routinely performs these services as part of our delivery of public works projects and regard them as a vital component to project success.

PROPOSER'S BACKGROUND

ECORP FIRM OVERVIEW

Founded in 1987, ECORP is a California corporation that specializes in assisting government agencies and private clients with a wide range of environmental services including technical expertise in land use planning; biological, cultural, and water resources; and regulatory compliance with California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA), Clean Water Act, federal and state Endangered Species Acts, NHPA, and other laws and regulations. They have well-established working relationships with the resources agencies, including the U.S. Army Corps of Engineers (USACE), California Department of Fish and Wildlife (CDFW), Regional Water Quality Control Board (RWQCB), and the U.S. Fish and Wildlife Service (USFWS).



ECORP Consulting, Inc.
2861 Pullman Street
Santa Ana, CA 92705

ECORP provides support over the life of a project, from initial baseline studies; to environmental planning, documentation, and review; permit negotiation, liaison with resource agencies, and mitigation design; and through to construction supervision, monitoring, and compliance reporting. ECORP brings to the City an experienced team of more than 100 CEQA and NEPA specialists, environmental permitting specialists, environmental analysts, terrestrial and aquatic biologists, wetland specialists, landscape architects, engineers, hydrologists, archaeologists/cultural resource specialists, and GIS specialists. Our current clients include numerous Public Works departments, utilities and special districts statewide.

RELEVANT PROJECT EXPERIENCE

On-Call Master Services Agreement for Environmental Services, San Bernardino and Riverside Counties – Yucaipa Valley Water District

ECORP is providing on-call environmental services for water and wastewater projects in the cities of Yucaipa and Calimesa with the Yucaipa Valley Water District. Under this contract, ECORP is responsible for determining the appropriate environmental documentation and studies needed to comply with CEQA and to obtain the appropriate environmental permits for YVWD projects. Task orders completed under this on-call contract include the preparation and filing of categorical exemptions for small projects, the preparation of IS/MNDs for potable and non-potable pipelines, sewers and reservoirs, and construction monitoring.

CEQA Plus IS/MND for Slack Sewer Assessment District. YVWD proposed to create a sewer assessment district to connect approximately 200 parcels that were served by individual septic systems to the sanitary sewer system. An Initial Study/Mitigated Negative Declaration was prepared for the installation of approximately 9,100 linear feet (1.7 miles) of sewer lines. Because the project would be funded by the State Revolving Fund loan program, the IS/MND was prepared to CEQA-Plus specifications.

MND Addendum for the Expansion and Upgrade of the Henry N. Wachholz Wastewater Treatment Plant. The Yucaipa Valley Water District proposed upgrades and an expansion of its existing wastewater treatment plant. Environmental documentation (a Mitigated Negative Declaration) had been prepared and approved for the project. Subsequent changes to the plan were proposed that necessitated an Addendum to the MND.

IS/MND and Permitting for a 30" Potable Water Pipeline. Prepared an IS/MND and associated permit applications for a new, 2-mile, 30" potable water pipeline, which would cross Wildwood Creek. Coordinated with City of Yucaipa, who was proposing a new bridge at the pipeline location.

Road Non-Potable Water Pipelines. Prepared an IS/MND for the installation of non-potable water pipelines in 2 roadways in the City of Yucaipa. The IS/MND was prepared on an expedited schedule to meet construction deadlines. A cultural resources survey of pipeline alignments was completed.

Santa Ana Septic to Sewer Project – City of Santa Ana

ECORP prepared a Draft IS/MND for the proposed Septic to Sewer Conversion Project ("Project") in Santa Ana. The Project proposes installing sewer mains and laterals and transferring existing residences and business from septic systems to the City's sewer system in the Pasadena Street/Medford Avenue/Deodar Street and Ponderosa Street neighborhoods previously unserved by the City. Technical studies included Air Quality/Greenhouse Gases, Energy, Noise and Phase 1 Environmental Site Assessment. The IS/MND was prepared in order to support anticipated applications for State grant funding for sewer improvements.

QUALIFICATIONS + EXPERIENCE

ROLLING HILLS SEWER CONNECTION CONCEPT DESIGN

CITY OF RANCHO PALOS VERDES | RANCHO PALOS VERDES, CA

The residents adjacent to the Portuguese Bend area of the **City of Rolling Hills** are currently utilizing on-site septic disposal systems for wastewater disposal. Our team is contracted by the City of Rancho Palos Verdes to explore the feasibility of providing sewer service to these parcels in Rolling Hills. NV5 is evaluating the concept of a sewer connection to include required conveyance and pumping facilities to provide discharge of wastewater generated in portions of Rolling Hills' tributary to the existing Rancho Palos Verdes' collection system. General requirements for sewer facility implementation will be identified, and an opinion of total construction and project costs will be prepared.

DATES: JANUARY
2020-CURRENT
KEY PERSONNEL:
JEFF COOPER,
VANESSA PANETO

CERRITOS AVENUE & SOUTH STREET WATER MAIN REPLACEMENT

CITY OF ANAHEIM | ANAHEIM, CA

The project includes replacing existing 10-inch Cast Iron Pipe (CIP) and 6-inch Asbestos-Cement Pipe (ACP) with approximately 2,700 LF of new 12-inch Ductile Iron Pipe (DIP) with four tie-in connections to existing water mains; replacing existing 8-inch CIP with approximately 350 LF of new 12-inch DIP with three tie-in connections to existing water mains; installing nine 12-inch gate valves and four fire hydrant assemblies on the new 12-inch mains; disconnecting and removing four hydrants on the existing mains; and replacing all existing lateral domestic water services on the existing 8- and 10-inch CIP and 6-inch ACP with new services on the 12-inch DIP.

DATES: MARCH
2020-CURRENT
KEY PERSONNEL:
DAVID MAHER

SEWER MAIN IMPROVEMENTS

CITY OF SANTA ANA | SANTA ANA, CA

Our team is currently providing engineering design services for the Old Grand Street, Santa Clara Avenue and Wright Street Sewer Main improvements. The project consists of replacing approximately 5,900 LF of existing sewer pipe, related laterals and manholes. Existing sewer main pipes include 3,000 LF of 15-inch and 2,900 LF of 12-inch sewer main. Existing sewer laterals will be replaced to the edge of the right-of-way to each property line. Services include preparation of plans, specifications and cost estimates, topographic survey, manhole details and utility research/investigation.

DATES: MARCH
2019-CURRENT
KEY PERSONNEL:
DAVID MAHER,
KHANH NGUYEN,
NHAN LY



Sewer Connection Concept Design | City of Rancho Palos Verdes



Sewer Main Improvements | City of Santa Ana

QUALIFICATIONS + EXPERIENCE

NON-POTABLE WATER MAIN EXPANSION

CITY OF SANTA MONICA | SANTA MONICA, CA

NV5 is currently providing engineering design services for the expansion of the city's non-potable water main system at various locations citywide. The system currently consists of more than 26,000 LF of ductile iron pipe ranging in diameter from 4 inches to 12 inches. Our team is responsible for providing all PS&E, including construction drawings, documents, cost estimates, survey, utility research, construction bidding support, traffic control plans, and construction phase support services for this expansion. The project is being broken up into two phases. Phase 1 consists of the design of 1,400 LF of non-potable water pipe on 5th Street from Santa Monica Boulevard to Colorado Avenue. Phase 2 includes the connection of the existing non-potable water main running along Olympic Boulevard to the City Yards (2500 Michigan Avenue).

DATES: APRIL
2019-CURRENT

KEY PERSONNEL:
DAVID MAHER,
KHANH NGUYEN,
NHAN LY

WALNUT STREET WATER MAIN REPLACEMENT

CITY OF LOMITA | LOMITA, CA

Our team provided engineering design services for the Walnut Street Water Main Replacement and Street Rehabilitation. The objective of the project is to replace and upsize 1,800-LF of aging water main and to rehab Walnut Street within the water main replacement project limit, including design of ADA curb ramps. The project was originally designed by another firm and then revived several years later after the City obtained the funds necessary to complete construction. Services included reviewing and revising the existing plans, specifications and cost estimates. Design services included utility research, constructability review, and obtaining the required Caltrans encroachment permit for the water main connection.

DATES: APRIL 2018-
MAY 2019

KEY PERSONNEL:
DAVID MAHER,
VANESSA PANETO

CORRYNE AND SLAUSON AREA MAIN REPLACEMENTS

GOLDEN STATE WATER COMPANY | CULVER CITY, CA

Our team provided engineering design services for water line improvements for GSWC in its Culver City Water System, located in Los Angeles County. The design consisted of replacing and abandoning 1,600 LF of undersized pipe with 8-inch and 12-inch PVC, connections to existing mains, and replacement of existing fire hydrants and water services. The project was located in the public right-of-way (ROW) along with a portion in the Caltrans ROW. Significant coordination with Caltrans took place throughout the project, as a section was located under the freeway overpass. Our team also created in-house traffic control plans and obtained a Caltrans Encroachment Permit.

DATES: FEBRUARY
2017-DECEMBER
2017

KEY PERSONNEL:
KHANH NGUYEN,
VANESSA PANETO



Non-Potable Water Main Expansion | City of Santa Monica



Walnut Street Water Main Replacement | City of Lomita

QUALIFICATIONS + EXPERIENCE

KEY STAFF QUALIFICATIONS			
Name/Office Location	Role	Years	Education, Certifications & Licenses
David Maher, PE, QSD/QSP <i>Irvine, CA</i>	Project Manager	14	B.S. Civil Engineering Civil Engineer (CA) No. 86136 Qualified SWPPP Developer/Practitioner
Luanne Bean, PE <i>Irvine, CA</i>	QA/QC Manager	30	M.S. Civil Engineering B.S. Civil Engineering Civil Engineer (CA) No. 50129 FEMA OPS - I HAZMAT First Responder/Operations Level DOT Offers of Bulk and Non-Bulk HAZMAT Packages Nuclear Waste Safety for Workers
Vanessa Paneto, PE <i>Irvine, CA</i>	Project Engineer/Designer	4	M.S. Civil Engineering B.S. Civil Engineering Civil Engineer (CA) No. 91559
Khanh Nguyen <i>Irvine, CA</i>	Project Engineer/Designer	17	B.S. Civil Engineering
Nhan Ly <i>Irvine, CA</i>	Project Engineer/Designer	5	B.S. Civil Engineering OCTA Certified: Portland Cement Concrete (PCC) Distress Training OCTA Certified: Asphalt Concrete (AC) Distress Training
Pete Golding, PLS <i>San Diego, CA</i>	Survey	45	B.A. Mathematics Professional Land Surveyor (CA) No. 4768
James Nicolau IV, PLS <i>Irvine, CA</i>	Survey	14	Professional Land Surveyor (CA) No. 9238 Envision Sustainability Professional/Institute for Sustainable Infrastructure
Tom Holm, AICP <i>Santa Ana, CA</i>	Environmental	35	M.A. Urban and Regional Planning B.A. Political Science American Institute of Certified Planners (AICP)
Alfredo Aguirre, AICP <i>Santa Ana, CA</i>	Environmental	10	B.S. Urban and Regional Planning American Institute of Certified Planners (AICP)
Seth Myers <i>Santa Ana, CA</i>	Environmental	14	B.A. Environmental Studies and Planning

PROJECT APPROACH

PROJECT UNDERSTANDING

The City of Rolling Hills evaluated the feasibility of connecting a portion of the City to a nearby existing wastewater conveyance system. Based on the sewer feasibility study, it is recommended to install a new 8" sewer main along Portuguese Bend Road and upgrade existing sewer main along Rolling Hills Road to a 10" and 12" sewer main prior to connecting to the Los Angeles County Trunk line. The new sewer extension will serve the City Hall, a Tennis Court Site and upstream properties. NV5 will note the recommendations expressed by Wildan in the Sewer Feasibility Study and make recommendations as discovered during the design process.

SCOPE OF WORK

The NV5 team has the size, depth and experience to commit the necessary personnel to meet your schedules and deadlines. The scope of work includes the preparation of plans, specifications, engineer's estimate of probable construction cost and bid support services for the installation of the new gravity sewer line. We are represented by highly experienced professionals who have proven track records managing public works projects. Our professional engineering design services for this project will include all services as listed in the Request for Proposal (RFP) including but not limited to the following:

1. Project Management and Administration

1.1 Meetings

We have included sufficient time and budget in our proposal to manage the project from start to finish including progress, budget and schedule oversight for in-house and sub consultant work. Our tasks for project management and administration include:

- Following the notice to proceed, NV5 will schedule and attend a kick-off meeting with City staff to initiate the project; establish lines of communication; review and refine, if needed, the project scope of work and schedule; establish design guidelines; discuss project parameters and constraints; and obtain background information.
- Participate in meeting(s) with City staff to discuss the project objectives and attend City Council meeting to answer any questions. Expected meetings listed below.
 - Scoping/Kick Off (2)
 - Utility (2)
 - Stakeholders (2)
 - City Council (2)
 - Design Review with Staff (2)

1.2. CEQA Process Overview

Our subconsultant ,ECORP, will prepare a technical memorandum that specifically addresses the feasibility of pursuing the following CEQA processes and determinations for the project – CEQA Statutory Exemption; or CEQA Categorical Exemption; or CEQA Initial Study and Mitigated Negative Declaration (IS/MND). Considerations associated with each approach are briefly described as follows.

Statutory Exemption

Using the Project information provided by the City, our team will determine if the Project fits the requirements for a statutory exemption. A preliminary review of the Project indicates that the Sewer Main Improvement project may qualify for a Statutory Exemption in accordance with Section 15282(k) of the CEQA Guidelines. This exemption allows for installation of new pipeline or the maintenance, repair, restoration, reconditioning, relocation, replacement, removal, or demolition of an existing pipeline within a public street or highway or any other public right-of-way as long as the project does not exceed one mile in length. There are no CEQA exceptions to review for a Statutory Exemption. Environmental process issues and feasibility of this approach will be addressed in the memorandum.

Categorical Exemption (CE)

Our team will review the list of Categorical Exemptions (CE) in CEQA §15300 to 15332 to determine if the Project fits any of the requirements for a CE. The technical memorandum will address the CE Exceptions (§15300.2) for CE Classes where these exceptions apply. Environmental considerations, the potential need for any supporting technical studies, and feasibility of this approach will be discussed in the memorandum.

Initial Study and Mitigated Negative Declaration (IS/MND)

Our team's technical memorandum will evaluate any project environmental issues and process considerations that would require preparation of a CEQA IS/MND. Environmental issues, provisions for public comment, process schedule, and potential need and advantages of this type of CEQA document in support of future grant funding applications, are among the issues to be considered.

Deliverable:

Our team will submit the CEQA Process Overview and meet with the project team and City to discuss findings and recommendations. Should a determination be made that a CEQA IS/MND is needed, our team will initiate this process with preparation of the Initial Study (Task 8).

PROJECT APPROACH

1.3. Utility Research

NV5 will research and review available records and utilities, and confirm all known underground and overhead utilities on the project base map. The plans and specifications will require the Contractor to pothole locations where conflicts may occur, and those potential locations will be clearly identified on the plans.

1.4. Project Schedule Records

NV5 will develop and maintain a project schedule for approval based on the City approval process and grant restrictions if applicable.

1.5. Research, Survey, and Base map Preparation

- Perform field reconnaissance to inspect, photograph and make field notes to document the existing site and surrounding environment and become familiar with project conditions, limitations and possibilities.
- Research and review existing plans. The City will provide existing plans if available. We will research the City’s records to obtain all available as-built improvement plans and record drawings, water and sewer atlas maps, sewer feasibility study, parcel maps, right-of-way data, address/business lists, reports, sample specifications and contract documents and any other information pertinent to the project. Collection of data will also include contact and coordination with public and private agencies that have utilities or facilities in the vicinity of the project area to obtain their records and requirements.
- NV5 will provide a base map for the sewer main realignment project.
 - The base map will include aerial photogrammetry for preparation of the base construction drawings.
 - The base map will include all manholes, water valves, utility vaults, power poles, and other visible facilities. These will all be identified on the map.
 - NV5 will prepare base construction drawings on 24”x36” sheets with a standard City title block, using AutoCAD format. The plan and profile sheet(s) will be prepared at a horizontal scale of 1” = 40’ and a vertical scale of 1” = 4’.
 - The base construction drawings will include the standard signature block, sewer general notes, locations/sizes of all utilities, locations of buried infrastructure, above ground improvements, easements, property lines, rights-of-way, property addresses and pertinent survey data.

2. Design (Plans Specifications and Cost Estimate)

The construction plans will be prepared to conform to the

general requirements of the City with consideration for the needs of the contractor’s construction operations. NV5 will deliver completed and approved construction drawings on or ahead of the project schedule. All plans will be prepared and submitted considering value engineering and in a manner that ensures a complete design approved by the City with assumed three (4) plan checks during the submittals (65%, 90% and 100% and Final). The construction drawings will conform to the appropriate applicable standards and as approved by the City. We will meet with the City to discuss and review comments before proceeding to prepare the next step plans. NV5 will process the plans through the City and other agencies for approval.

Construction plans will include plan and profile sheets for the new and all details necessary for the construction of the proposed facilities. Plans will be prepared in the latest version of AutoCAD and using City’s drafting standards. Each plan sheet shall be on the standard 24-inch by 36-inch sheet size. Plan and profile sheets will be scaled at 1-inch equals 40-feet horizontal

A. It is anticipated that the design plans will include the following 9 plan sheets:

SHEET	TITLE
T-1	Title Sheet
G-1	General Notes, Legend, Abbreviations, Basis of Bearings
C-1-5(5 Sheets)	Rolling Hills Road Sewer – Plan & Profile
C-6-8(2 Sheets)	Details

Deliverables:

NV5 will submit the following deliverables:

1. Mylar Plots
2. Record Drawings

NV5 will prepare record drawings for the 8-inch Sewer Main along Portuguese Bend Road/Rolling Hills Road installation. We will incorporate field as-built information provided by the City.

3. Specifications

NV5 will prepare Project Specifications at 65%, 90%, 100% and Final submittal: The specifications will conform with the current Standard Specifications for Public Works Construction (Greenbook). The Specifications will provide the required permits, standards and reference materials.

PROJECT APPROACH

4. Cost Estimate

NV5 will prepare an engineer's construction estimate for the designed Project at the 65% submittal and 100% submittal.

5. Permitting and Regulations

NV5 will prepare all necessary documents and will apply for encroachment permits with the Cities of Rolling Hills Estates, Torrance and Los Angeles County in order to install the proposed sewer line within their respective areas.

NV5 will coordinate the connection fee payment to the California Health and Safety Code in order to discharge into LA County's Palos Verdes North Slope Relief Trunk Sewer Section 1. We will meet with these agencies and will address their comments as necessary to obtain required permits. Permit documents and approvals will be included as an appendix to the contract documents.

6. Bid Support

We will provide bidding assistance including responding to RFI's and RFC's, and provide sketches for clarification if needed.

7. Construction Support Services

The NV5 team will be available to attend the preconstruction meeting and other meetings with staff, agencies, and the public as required. We will also review the Contractor's submittals for conformance with contractor documents and respond to Requests for Information. We will also be available to clarify design related issues at all times and obtain necessary permits from affected agencies and utility companies.

8. Level of CEQA Service (Optional)

Pending results of the CEQA Process Review (Task 1.2), an Initial Study/Mitigated Negative Declaration may be required to support CEQA approvals.

CEQA Initial Study/Mitigated Negative Declaration (IS/MND): The CEQA IS would be prepared using the approved checklist format from the City or most recent revisions to Appendix G of the CEQA Guidelines. Our team will prepare a description of the project including the location of the project area; a brief description of the environmental setting; an identification of environmental effects using the above-referenced checklist format; substantial evidence to support the checklist entries; and a list of references and preparers.

A Phase 1 Environmental Site Assessment and technical assessments for Air Quality and Greenhouse Gas Emissions, and Noise and Vibration are proposed.

Phase 1 Environmental Site Assessment: A Phase I Environmental Site Assessment (ESA) will be performed for the subject site in accordance with the ASTM Standard Practice for Environmental site Assessments Designation E 1527-13. The ESA report will provide a discussion of any identified recognized environmental conditions (RECs) and areas of concern. Indications of prior releases of hazardous substances will be obtained via multiple sources including but not limited to: regulatory agency database searches, agency file searches, interviews with personnel familiar with current and past land use practices, review of aerial photographs, and a site reconnaissance. Assessments for prior releases of hazardous substances will also be made for adjacent and/or nearby properties.

Deliverables:

- Draft/Final Technical Studies
- Administrative Draft IS/MND
- Public Review Draft IS/MND
- CEQA Notices
- Final IS/MND & MMRP

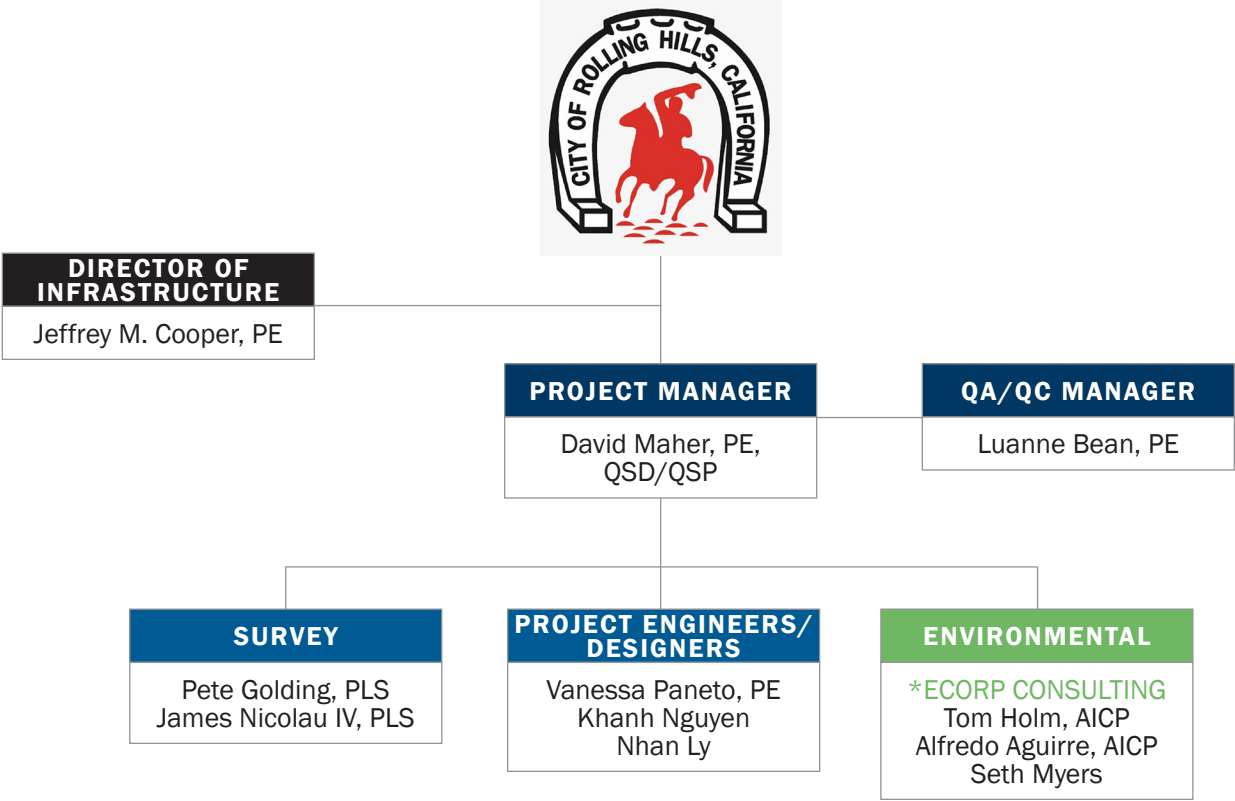
CEQA Schedule

TASK/ACTIVITY	TIME FRAME FOR COMPLETION
CEQA Project Kickoff/AB 52 Tribal Notification(s) by City	NTP/CEQA Project Kickoff
Admin Draft IS/MND	No later than 5 weeks from 65% Design Plans
City Review	2 weeks
Close of AB 52 Tribal Resources Consultation	Prior to Draft IS/MND publication
Draft IS/MND	1 week
Notice of Intent/ Notice of Completion	With Draft IS/MND
Agency/Public Review	30 calendar days
Final IS/MND (includes Responses to Comments)	2 weeks
City Review	1 week
Notice of Determination	Filed with the Los Angeles County Clerk Recorder within 5 days of MND adoption

PROPOSED PERSONNEL

ORGANIZATION CHART

Our team of experts brings direct, relevant, successful and current experience working on projects of similar scope and complexity. We are equipped with the resources to provide the City with the requested engineering services. Shown below are team roles and responsibilities.



* SUBCONSULTANT

PROPOSED PERSONNEL

CONTACT INFO

david.maher@nv5.com

EXPERIENCE

14 years

EDUCATION

B.S. Civil Engineering

LICENSES/CERTIFICATES

Civil Engineer (CA)
No. 86136

Qualified SWPPP
Developer

Qualified SWPPP
Practitioner

DAVID MAHER, PE, QSD/QSP

Project Manager

Mr. Maher has more than 14 years of experience with various capital improvement and utility projects. His qualifications include designing various water and wastewater projects, including mechanical, structural, civil elements utilizing CAD software, and project coordination. He has both design and construction management experience with projects, such as sewage treatment plants that included several types of buildings like above-ground and underground concrete tanks, precast concrete manholes, retaining walls, administration buildings, and tankers discharge facilities. He has extensive real-world knowledge in the fields of construction superintendent experience, project cost control, subcontracts management, scheduling and cost estimation, plan checking, and permit coordination.

Project Experience

Non-Potable Water Main Expansion

CITY OF SANTA MONICA | SANTA MONICA, CA

Project Manager. Mr. Maher is responsible for preparation of plans, specifications, cost estimates, and oversight for the expansion of the city's non-potable water main system at various locations citywide. The system currently consists of more than 26,000 LF of ductile iron pipe, ranging in diameter from 4 inches to 12 inches. Our team is responsible for providing all PS&E, including construction drawings, documents, cost estimates, survey, utility research, construction bidding support, traffic control plans, and construction phase support services for this expansion.

Cerritos Avenue & South Street Water Main Replacement

CITY OF ANAHEIM | ANAHEIM, CA

Project Manager. Mr. Maher is managing the team preparing the plans, specifications and cost estimates for the installation of new water mains at Cerritos Avenue and South Street. The project includes replacing existing 10-inch Cast Iron Pipe (CIP) and 6-inch Asbestos-Cement Pipe (ACP) with approximately 2,700 LF of new 12-inch Ductile Iron Pipe (DIP) from Brookhurst Street to Nutwood Street with four tie-in connections to existing water mains; replacing existing 8-inch CIP with approximately 350 LF of new 12-inch DIP from Disneyland Drive to Hazelwood Street with three tie-in connections to existing water mains; installing nine 12-inch gate valves and four fire hydrant assemblies on the new 12-inch mains; disconnecting and removing four hydrants on the existing mains; and replacing all existing lateral domestic water services on the existing 8- and 10-inch CIP and 6-inch ACP with new services on the 12-inch DIP.

Walnut Street Water Main Replacement and Street Rehabilitation

CITY OF LOMITA | LOMITA, CA

Project Manager. Mr. Maher provided engineering design services for the Walnut Street Water Main Replacement and Street Rehabilitation. The project was originally designed by another firm and then revived several years later after the City obtained the funds necessary to complete construction. Services included reviewing and revising the existing plans, specifications and cost estimates, including conducting utility investigation, constructability review, and obtaining the required Caltrans encroachment permit for the water main connection.



PROPOSED PERSONNEL

Flower Street, 17th Street & Greenleaf Street Sewer Main Improvements

CITY OF SANTA ANA | SANTA ANA, CA

Project Manager. Mr. Maher oversaw the team that provided engineering design services for the Flower Street, 17th Street and Greenleaf Street Sewer Main Improvements project. The project consists of replacing approximately 4,500 LF of existing sewer pipe, related laterals and manholes. Pipe diameters range from 8 inches to 15 inches. Existing sewer laterals will be replaced to the edge of the right-of-way to each property line. Services include preparation of plans, specifications and cost estimates, topographic survey and utility research/investigation.

Grandview Pump Station

CITY OF GLENDALE DEPARTMENT OF WATER & POWER | GLENDALE, CA

Project Manager. Mr. Maher is leading the team providing engineering services for design and construction support of the Grandview Pump Station Replacement. Our team is preparing plans, specifications and cost estimate for the removal and replacement of the existing Pump and Motor No. 2 with a new pump and motor. Grandview Pump Station is more than 70 years old and pumps about 25 percent of the City's water supply. The main goal of the project is to increase the reliability and efficiency of the facility by replacing the 72-year-old Pump No. 2, which continues to experience failures. In addition, NV5 is coordinating with the City's SCADA integrator to ensure all modifications during the design will be in line with the City's control system.

Leahy Avenue Well Drilling and Equipping

BELLFLOWER SOMERSET MUTUAL WATER COMPANY | BELLFLOWER, CA

Project Manager. Mr. Maher is managing our team's civil and mechanical engineering design and technical specifications for the abandonment of an existing well and equipping of a new high-capacity groundwater well, located on BSMWC's property at 14740 Leahy Avenue. The well equipping design is coordinated with the new well drilling and pump test data provided by Geoscience Services.

North Bay Intake Pump Station Replacement

LAKE ARROWHEAD COMMUNITY SERVICES DISTRICT | LAKE ARROWHEAD, CA

Project Engineer. The project included an onshore pump station, 20-inch CML discharge water pipeline, 450 feet of 18-inch HDPE intake water pipeline, 220 feet of 12-inch HDPE overflow pipeline, three offshore pumps, restroom, and electrical building extension, site plan for new facilities, including grading, and demolition plans of existing facilities. Managed structural and electrical design coordination, utilities research, and dewatering during construction to existing sewer network using temporary duty and standby pumps, and high-line pipeline. The project included an onshore pump station concrete building that consists of a wet well floor, second floor for three 1,300-gpm pumps and surge tank, roof floor and stairs; a restroom building that complies with ADA requirements; and mechanical plans and sections. Construction management included reviewing and approving submittals and construction schedule, answering RFIs, reviewing change orders, progress meeting and site visits. Mr. Maher also provided construction support services.

Equipping Well No. 240 / Well No. 205 Replacement

RANCHO CALIFORNIA WATER DISTRICT | TEMECULA, CA

Project Engineer. The project included demolition of existing Well No. 205, site plan and equipping for new Well No. 240 facilities. Design elements for the 1,800-gpm vertical turbine wellhead included pump and motor pedestal; on-site sodium hypochlorite generation (OSG) system; MCC; electrical design and power coordination with SCE; 12-inch CML&C discharge piping, and a 6-inch pump to waste and high-pressure control piping; wellhead product water lubrication system; and chemical feed line and connections.

Murrieta Road Booster Pump Station Replacement

EASTERN MUNICIPAL WATER DISTRICT | MURRIETA, CA

Mechanical Design Engineer. The project included a replacement of an existing pump station; preparing a study for best options to operate the existing pump station while constructing the new station; relocation of existing bypass piping; new facility discharge piping, including pump selection, bypass piping, fittings, valves and meters; chlorine and ammonia units; and chemical piping and injection points.

PROPOSED PERSONNEL

CONTACT INFO

luanne.bean@nv5.com

EXPERIENCE

30 years

EDUCATION

M.S. Civil Engineering

B.S. Civil Engineering

LICENSES

Civil Engineer (CA)

No. 50129

REGISTRATIONS

FEMA OPS - I

HAZMAT First Responder/
Operations Level

DOT Offers of Bulk
and Non-Bulk HAZMAT
Packages

Nuclear Waste Safety
for Workers

LUANNE BEAN, PE

QA/QC Manager

Ms. Bean has more than 30 years of experience in the design and management of water and wastewater projects. Her technical skills include structural analysis and design, mechanical analysis, instrumentation and control, the preparation of plans, specifications and cost estimates, as well as construction management. She has held various positions with many public agencies, including the Long Beach Water Department, Victor Valley Wastewater Reclamation Authority, Indio Water Authority, Metropolitan Water District, and FEMA. Ms. Bean's technical experience includes large-scale public works projects for capital improvement programs, including construction oversight, contract administration, document control, cost and schedule control, quality control, structural analysis, and design.

Project Experience

California Avenue Sewer Main

CITY OF CORONA | CORONA, CA

Construction Manager. As part of the Arantine Hills Sewer projects, Ms. Bean oversaw the construction management and inspection services on the California Avenue Sewer Main project, which consisted of nearly 9,000 LF of sewer main up to 24 feet deep within the congested City streets. After initial potholing, some extensive field rework was required to fit the sewer line into the City streets due to unforeseen conflicts not originally shown on the plans. These conflicts were found during potholing and necessitated going back to the Department of Health for encroachment to the City's potable water line with the new sewer construction. NV5 also has provided public outreach and full-time soils compaction testing for the cut-and-cover conventional trench and bore-and-jack construction through congested intersections. This project served the final completed run connecting the Arantine Hills Lift Station to the Arantine Hills Force Main through this gravity interceptor, allowing conveyance of the City's sewer to its downtown treatment plant. Upon completion of the project, the City planned to abandon other lift stations and smaller, aging wastewater treatment plants.

Long Beach Water Department Emergency Project

LONG BEACH WATER DEPARTMENT | LONG BEACH, CA

Construction Manager. Ms. Bean oversaw the construction management and inspection services for the completion of an emergency project for the Long Beach Water Department. The project provided LBWD a connection to the Los Angeles County Sanitation District's (LACSD) reclaimed water pipeline. While initially being constructed by a different contractor under the jurisdiction of LACSD, after construction was underway, LACSD's Contractor abandoned the project and LBWD agreed to take over the work. Work involved construction of additional 25-foot-deep shoring within 5 feet of the operational LACSD operational plant. Managing high groundwater along with keeping the existing plant operational during construction were just a few of the important construction missions to accomplish.

15th Street and Cherry Avenue Sewer Replacement Project

CITY OF LONG BEACH | LONG BEACH, CA

Construction Manager. Ms. Bean was the Construction Manager for the replacement of 565 LF of 8-inch cement sewer to 12-inch VCP sewer, and the reconnection of the sewer laterals.



PROPOSED PERSONNEL

CONTACT INFO

vanessa.paneto@nv5.com

EXPERIENCE

4 years

EDUCATION

M.S. Civil Engineering

B.S. Civil Engineering

LICENSES

Civil Engineer (CA)

No. 91559

VANESSA PANETO, PE

Project Engineer/Designer

Ms. Paneto has more than four years of experience working on various civil engineering projects in Orange, San Bernardino, Riverside, and Los Angeles counties, including several small- and large- scale water/wastewater capital improvement projects and utility undergrounding projects. She is proficient in AutoCAD and preparing hydrology, WQMP/LID, and SWPPP reports. Her professional and dedicated civil engineering experience stems from increasingly responsible positions within public agencies, including the City of San Juan Capistrano.

Project Experience

Rolling Hills Sewer Connection Concept Design

CITY OF RANCHO PALOS VERDES | RANCHO PALOS VERDES AND ROLLING HILLS, CA

Assistant Engineer. Ms. Paneto is assisting the team contracted by the City of Rancho Palos Verdes to explore the feasibility of providing sewer service to parcels adjacent to the Portuguese Bend area of the City of Rolling Hills who are currently utilizing on-site septic disposal systems for wastewater disposal. Our team is evaluating the concept of a sewer connection to include required conveyance and pumping facilities to provide discharge of wastewater generated in portions of Rolling Hills' tributary to the existing Rancho Palos Verdes' collection system. General requirements for sewer facility implementation will be identified, and an opinion of total construction and project costs will be prepared.

Union Avenue Sewer Lateral Rerouting

CITY OF WHITTIER | WHITTIER, CA

Associate Engineer. Ms. Paneto assisted in developing plans, specifications and estimates for the replacement of an existing 85-year-old 6-inch water main that runs in Union Avenue from Philadelphia Street to Penn Street along Pierce Avenue. Due to its inaccessibility because of development of the area, the improvements would relocate the sewer main to a more accessible location along with manholes. New mains are to be designed with 8-inch PVC sewer lines.

Corryne and Slauson Area Main Replacements and Abandonment

GOLDEN STATE WATER COMPANY | CULVER CITY, CA

Assistant Engineer. Ms. Paneto assisted in the design and draft of plans for the replacing and abandoning of 1,600 LF of undersized and old 4-inch, 6-inch, and 10-inch cast iron water mains with 8-inch and 12-inch PVC in the public right-of-way (ROW). The purpose of this project is to improve water quality, increase fire flows, reduce maintenance costs, and improve system reliability within the GSWC service area. This project is set to be constructed in five sequences.

Palm Avenue Infrastructure Improvements

CITY OF WHITTIER | WHITTIER, CA

Associate Engineer. Ms. Paneto assisted in developing plans, specifications and estimates for replacement of an existing 85-year-old 6-inch water main, 8-inch sewer main with 8-inch SDR-35 sewer main and street reconstruction along Palm Avenue between Whittier Boulevard and Beverly Boulevard. This reach will replace approximately 5,000 LF of pipeline and street pavement.



PROPOSED PERSONNEL

CONTACT INFO

khanh.nguyen@nv5.com

EXPERIENCE

17 years

EDUCATION

B.S. Civil Engineering

KHANH NGUYEN

Project Engineer/Designer

Mr. Nguyen has more than 17 years of project engineering and management experience in water, wastewater and civil engineering. As a staff engineer, his work includes preparing construction design reports, engineering plans and specifications for water and recycled water pipelines design, street and storm drain planning and design, grading and earthwork calculation using AutoCAD Civil 3D, reservoir rehabilitations, pump facilities, hydraulic analysis, and water and wastewater facilities planning. His pipeline design projects include pipeline alignments and profiles for domestic water, reclaimed water and sewer lines.

Project Experience

Flower Street, 17th Street & Greenleaf Street Sewer Main Improvements

CITY OF SANTA ANA | SANTA ANA, CA

Design Engineer. Mr. Nguyen provided engineering design services for the Flower Street, 17th Street and Greenleaf Street Sewer Main Improvements project. The project consists of replacing approximately 4,500 LF of existing sewer pipe, related laterals and manholes. Pipe diameters range from 8 inches to 15 inches. Existing sewer laterals will be replaced to the edge of the right-of-way to each property line. Services include preparation of plans, specifications and cost estimates, topographic survey and utility research/investigation.

Non-Potable Water Main Expansion

CITY OF SANTA MONICA | SANTA MONICA, CA

Design Engineer. Mr. Nguyen is providing engineering design services for the expansion of the city's non-potable water main system at various locations citywide. The system currently consists of more than 26,000 LF of ductile iron pipe, ranging in diameter from 4 inches to 12 inches. Our team is responsible for providing all PS&E, including construction drawings, documents, cost estimates, survey, utility research, construction bidding support, traffic control plans, and construction phase support services for this expansion.

Palm Avenue Infrastructure Improvements

CITY OF WHITTIER | WHITTIER, CA

Design Engineer. Mr. Nguyen designed/drafted plans and specifications for replacement of an existing 85-year-old 6-inch water main, 8-inch sewer main with 8-inch SDR-35 sewer main and street reconstruction, along Palm Avenue between Whittier Boulevard and Beverly Boulevard. This reach will replace approximately 5,000 LF of pipeline and street pavement.

Corryne and Slauson Area Main Replacements and Abandonment

GOLDEN STATE WATER COMPANY | CULVER CITY, CA

Design Engineer. Mr. Nguyen designed/drafted plans for the replacing and abandoning of 1,600 LF of undersized and old 4-inch, 6-inch, and 10-inch cast iron water mains with 8-inch and 12-inch PVC in the public right of way (ROW). The purpose of this project is to improve water quality, increase fire flows, reduce maintenance costs, and improve system reliability within the GSWC service area. This project is set to be constructed in five sequences.



PROPOSED PERSONNEL

CONTACT INFO

nhan.ly@nv5.com

EXPERIENCE

5 years

EDUCATION

B.S. Civil Engineering

LICENSES/CERTIFICATES

OCTA Certified: Portland
Cement Concrete (PCC)
Distress Training

OCTA Certified: Asphalt
Concrete (AC) Distress
Training

AFFILIATIONS

American Society of Civil
Engineers (ASCE)

California Land Surveyors
Association (CLSA)

NHAN LY

Project Engineer/Designer

Mr. Ly has more than five years of experience working on various civil/electrical engineering projects throughout California. His professional experience includes preparing construction plans, design services, and cost estimates for various projects. He is proficient in AutoCAD, MicroStations, GIS, Ed Web Viewer, FAA, FFE/EES, SAP, Osmose O-Calc, JPA, and ProjectWise technical software. Mr. Ly is also fluent in Vietnamese and possesses strong management and leadership skills.

Project Experience

Abalone Cove Lift Station Improvements

CITY OF RANCHO PALOS VERDES | RANCHO PALOS VERDES, CA

Assistant Engineer. Mr. Ly is assisting the team providing engineering design services for the Abalone Cove Sewer System Improvements project. The sewer includes four lift stations. The two larger lift stations (Sweetbay/Altimira and Abalone Cove) have been converted to allow the use of 3-phase electrical power for the duplex 10-HP pumps and the two smaller lift stations (Thyme and Sweetbay East) currently operate using the originally installed electrical system, which provides single-phase power to the duplex 7½-HP pumps. Improvements will include improving the condition and capacity needs of the four lift stations. Our team is responsible for providing all plans, specifications, and estimates including lift station mechanical and electrical upgrades and details, SCADA alarm notification equipment detection, construction schedule, engineers estimate of probable cost and plan review meetings after each submittal.

Non-Potable Water Main Expansion

CITY OF SANTA MONICA | SANTA MONICA, CA

Assistant Engineer. Mr. Ly is assisting the team providing engineering design services for the expansion of the city's non-potable water main system at various locations citywide. The system currently consists of more than 26,000 LF of ductile iron pipe, ranging in diameter from 4 inches to 12 inches. Our team is responsible for providing all PS&E, including construction drawings, documents, cost estimates, survey, utility research, construction bidding support, traffic control plans, and construction phase support services for this expansion.

Walnut Street Water Main Replacement and Street Rehabilitation

CITY OF LOMITA | LOMITA, CA

Assistant Engineer. Mr. Ly is assisting the team providing engineering design services for the Walnut Street Water Main Replacement and Street Rehabilitation. The objective of the project is to replace and upsize 1,800-LF of aging water main, and to rehab Walnut street within the water main replacement project limit that include design of ADA curb ramps. The project was originally designed by another firm and then revived several years later after the City obtained the funds necessary to complete construction. Services included reviewing and revising the existing plans, specifications and cost estimates, Design services included including conducting utility research investigation, constructability review, and obtaining the required Caltrans encroachment permit for the water main connection. He is currently providing construction support services on the project.





Tom Holm, AICP

Senior Environmental Planner/Project Manager

Mr. Holm offers over 35 years of diverse group management and environmental planning experience on a variety of environmental, natural resource and regulatory compliance projects. He has been actively involved in broad-based NEPA and CEQA-related projects throughout Southern and Central California including transportation corridors and highways, major public works and infrastructure, large master-planned communities, and water resources projects.

Education/Certifications

- M.A., Urban and Regional Planning, University of California, Los Angeles
- B.A., Political Science, University of California, Irvine
- American Institute of Certified Planners (AICP)

Professional Experience

Septic to Sewer Project for Multiple Streets in a Residential Area, Orange County – City of Santa Ana as a Sub to Huitt-Zollars. Project Manager. The project proposed installing sewer mains and laterals and transferring existing residences and business from septic systems to the City's sewer system in the Pasadena Street/Medford Avenue/Deodar Street and Ponderosa Street neighborhoods previously unserved by the City. Prepared a draft CEQA Initial Study/Mitigated Negative Declaration, supported by Air Quality/Greenhouse Gases, Noise and Phase 1 Environmental Assessments for the Project. The CEQA document was prepared to support a grant application for state funding for sewer improvements.

San Juan Creek Property, Orange County – South Coast Water District. EIR. Managed feasibility studies, Concept Master Plan development and certified Program EIR for SCWD's 30.5-acre property in the Capistrano Beach district in the City of Dana Point. The EIR consolidated and updated all previous plans and environmental documentation in order to evaluate impacts of long-range master plan alternatives for the phased, integrated development of District facilities, commercial uses and open space.

Victoria Wastewater Treatment Plant, Orange County – South Coast Water District. Project Director. Supervised an MND to support demolition and removal of the Victoria WWTP at the District's Capistrano Beach property.

Open Reservoir Water Quality Improvement Program Environmental Review, Los Angeles County – City of Los Angeles. CEQA/NEPA Review Team Lead. Performed review of environmental databases, technical studies, and EIR sections for LADWP, the Mediation Institute and member homeowner associations of the Coalition to Preserve Open Reservoir (CPOR). Projects included the Hollywood Water Quality Improvement Project EIR, the Stone Canyon Reservoir Water Quality Improvement Project EIR, and Rowena Reservoir Expanded IS/MND. Work included adequacy reviews of technical studies and EIR sections prepared by Los Angeles Department of Water and Power, and CEQA training workshops for LADWP staff and CPOR.



Alfredo Aguirre, AICP

Senior Environmental Planner

Mr. Aguirre's professional experience involves California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) analysis and document preparation for government agencies and private clients. He has prepared a variety of environmental documents, including Initial Studies (IS), Negative Declarations, Mitigated Negative Declarations (MNDs), Environmental Impact Reports (EIRs), Environmental Assessments (EAs), and Environmental Impact Statements (EIS). His mix of skills in urban planning, environmental analysis, and GIS allow him to assist public agency and private clients with entitlement, environmental documentation, and permitting for development, infrastructure, recreation, and alternative energy projects throughout southern California. In addition to writing environmental reports, Mr. Aguirre also conducts biological field surveys and assists with the preparation of biological resource documents. Mr. Aguirre conducts general and focused biological surveys for listed and/or sensitive wildlife species in southern California. He has experience conducting focused surveys for desert tortoise and burrowing owl and conducting jurisdictional delineations. He has also conducted biological monitoring for construction projects where he works with construction crews to avoid sensitive vegetation communities and wildlife resources. Mr. Aguirre has experience in the use of Geographic Information Systems (GIS) as an analysis tool for environmental studies. He has experience in the use of ESRI's ArcGIS software. Mr. Aguirre also has experience in the collection of field data with survey grade global positioning system (GPS) units including Trimble GeoXTs, Junos, and Yumas.

Education/Certifications

- B.S., Urban and Regional Planning, with a minor in Geographic Information Systems, California State Polytechnic University, Pomona
- American Institute of Certified Planners (AICP), June 2016, Certified Planner Number: 028966

Professional Experience

East Side Dike Improvement Project, Phase 1, Riverside County – Coachella Valley Water District.

Project Manager that prepared CEQA documentation and oversaw regulatory permitting for the Project.

Moreno Master Drainage Plan Line H-2 Interim Drain Project, Riverside County – City of Moreno

Valley. Project Manager that prepared CEQA documentation and oversaw regulatory permitting for the Project.

Environmental Permitting and CEQA Document Processing Services, Multiple Counties – Golden

State Water Company. CEQA Task Lead. Provided CEQA analysis and document preparation to assist the GSWC with environmental permitting for water supply and other projects throughout GSWC's service areas. The State Water Resources Control Board, Division of Drinking Water, served as lead agency for most of the projects. Project types included new and replacement of water tanks, water supply wells, and treatment plants.



Seth Myers

Senior Air Quality/GHG/Noise Analyst

With 14 years of experience as an environmental planner and air quality/noise analyst, Mr. Myers is involved in the preparation of a full range of CEQA and NEPA environmental compliance and review documents including environmental impact reports. He has extensive expertise conducting air quality, greenhouse gas emissions, and noise analyses and has a comprehensive working knowledge of the associated regulatory environment. He is proficient in the use of CalEEMod, EMFAC2017, AERMOD, SoundPLAN, the Roadway Construction Model, the Federal Highway Administration (FHWA) Highway Traffic Noise Prediction Model, and other industry standard emissions and noise modeling tools. In addition, Mr. Myers prepares implementation documents and programs such as zoning ordinance updates, design review programs, and planning program guidelines. As a certified arborist (ISA #WE-7501A), Mr. Myers also provides landscape and irrigation plan review for development and public works projects and performs hazardous tree assessments.

Education

B.A., Environmental Studies and Planning (Minor in Biology), Sonoma State University

Professional Experience

Wastewater Treatment Plant Improvements Project, Amador County – City of Jackson. Analyzed the environmental issue topics of air quality, greenhouse gas emissions, and cultural resources in this EIR. This Project consisted of improvements to the City's wastewater treatment plant (WWTP) and changes to the associated discharge practices to comply with more stringent waste discharge requirements issued by the Central Valley Regional Water Quality Control Board. The City proposed to improve the WWTP (including wastewater treatment processes and effluent disposal methods) to meet the City's existing and future needs within the limits of the permitted capacity of the existing WWTP. A key issue involved improving the City's wastewater effluent quality and disposal method in a manner that protects the existing beneficial uses of Jackson Creek and Lake Amador.

Ebbetts Pass Project, Calaveras County – Calaveras County Water District. The Calaveras County Water District (CCWD) proposed approximately 24,500 lineal feet of new water pipeline, hydrants, blow-off valves, and main line valves to replace existing facilities constructed in 1965. The existing Ebbetts Pass Reach 1 pipeline is predominately located within Caltrans SR-4 right-of-way (ROW) and the replacement pipeline will also be placed within the SR-4 ROW and constructed as close as practical to the existing pipeline, which is primarily located past edge of pavement within the south shoulder.

Septic to Sewer Project, Orange County – City of Santa Ana. Analyzed the potential emissions and noise-related effect of installing sewer mains and lateral connectors to transfer existing residences and businesses currently employing the use of septic systems to the City's sewer systems. The Project site encompasses 635 linear feet entirely within the public right-of-way.

PROPOSED PERSONNEL

CONTACT INFO

pete.golding@nv5.com

EXPERIENCE

45 years

EDUCATION

B.A. Mathematics

LICENSES

Professional Land
Surveyor (CA) No. 4768
(exp. 3/31/2020)

AFFILIATIONS

Member, California Land
Surveyors Association
(CLSA)

Member, International
Right-of-Way Association

PETE GOLDING, PLS

Survey

Mr. Golding brings 45 years of experience that includes a wide variety of projects in both land development and public works projects. He has completed surveying projects in California, Nevada and Wisconsin, and his expertise includes hundreds of boundary retracements, many involving the Public Land Survey System, GPS surveying, map and ALTA production, and construction surveying. He has extensive office and field experience supporting his clients. He has prepared hundreds of plats and legal descriptions. He has prepared and been in responsible charge of many Parcel Maps, Final Maps and Records of Survey. He also has performed many topographic surveys by photogrammetric methods, as well as by field collection methods.

Project Experience

Camel Point Water Line

[SOUTH COAST WATER DISTRICT](#) | [DANA POINT, CA](#)

Survey Manager. Mr. Golding served as the Survey Manager for the topographic survey of Camel Point Drive for the South Coast Water District project to replace an aging water line.

Beverly Hills Water Treatment Plant

[CITY OF BEVERLY HILLS](#) | [BEVERLY HILLS, CA](#)

Mr. Golding was responsible for providing a detailed topographic survey of two blocks of City streets. A photogrammetric survey was performed, then augmented with field shots using GPS, a conventional total station and a survey level. Driveways and other private improvements were critical components of this survey. Boundary surveying also was performed in order to accurately determine the right-of-way limits of the street.

Citrus Avenue Street Improvements

[CITY OF IMPERIAL BEACH](#) | [IMPERIAL BEACH, CA](#)

Survey Manager. Mr. Golding was responsible for providing a detailed topographic survey of two blocks of City streets. A photogrammetric survey was performed, then augmented with field shots using GPS, a conventional total station, and a survey level. Driveways and other private improvements were critical components of this survey. Boundary surveying also was performed in order to accurately determine the right-of-way limits of the street.

MacKinnon Avenue Improvements

[CITY OF ENCINITAS](#) | [ENCINITAS, CA](#)

Survey Manager. Mr. Golding provided a detailed topographic survey of streets in the vicinity of a vehicular bridge over I-5. The survey was a combination of data derived using GPS equipment, as well as a conventional total station. Boundary surveying was performed in order to accurately determine the right-of-way limits of the street. Survey boundary monuments were destroyed (obliterated, not lost) during the construction of the project and were subsequently replaced. He was also responsible for the construction staking of the new improvements.



PROPOSED PERSONNEL

CONTACT INFO

james.nicolau@nv5.com

EXPERIENCE

14 Years

EDUCATION

Coursework/Surveying
Courses - Cuyamaca
Community College

LICENSES/CERTIFICATES

Professional Land Surveyor
(CA) No. 9238

Envision Sustainability
Professional/Institute for
Sustainable Infrastructure

AFFILIATIONS

President of the
California Land Surveyors
Association, San Diego
Chapter

American Council of
Engineering Companies,
California

California Association of
Realtors

National Society of
Professional Surveyors

JAMES NICOLAU IV, PLS

Survey

Mr. Nicolau is experienced in performing survey, mapping and design projects, including planimetric and topographic surveys, boundary and right-of-way mapping, land descriptions, and deed analysis. His experience includes design and as-built, architectural, utility, topographic, subdivision mapping, and right-of-way surveys. Being a second generation surveyor in Southern California with 14 years of Land Surveying, Project Management and Real Estate expertise in both the private and public sectors has given him the opportunity to be involved in some of San Diego's highest-profile projects, including Petco Park, San Diego County Administration's Waterfront Park, San Diego Gas & Electric's joint venture with the Gas Company on the Pipeline Safety Enhancement Plan (PSEP), and Scripps Hospitals' Proton Therapy Center, among many others.

Project Experience

Pacific Highlands Ranch Reclaimed Waterline

CITY OF SAN DIEGO | SAN DIEGO, CA

Project Surveyor who provided preliminary planning, alignment studies, aerial topography, final design, easement acquisitions, traffic engineering, construction surveying and construction management services for two miles of 30-inch to 12-inch recycled waterline within Carmel Valley Road and south across SR-56. One and a half miles of the pipeline is located within the existing Carmel Valley Road and included two crossings of SR-56. The project involved coordination with City and Caltrans staff, four connections within Caltrans right-of-way, Caltrans encroachment permits, and a pressure reducing station.

On-Call Surveying

PADRE DAM MUNICIPAL WATER DISTRICT | SAN DIEGO, CA

Performed on more than 45 task orders involving surveying projects new and existing water facilities. The process for this on-call project was to receive a task order, review plans and prepare a detailed cost proposal. The proposal was then reviewed with Water District's contract to insure all necessary tasks items and deliverables were clearly understood. Our field crews and supervisors worked closely with the Districts project team to efficiently perform all tasks and submitted documentation in the proper format as required. Tasks included cost estimating, design surveys, construction surveys, as-built surveys, and the preparation of plats and legal descriptions.

San Vicente Dam Raise

SAN DIEGO COUNTY WATER AUTHORITY | SAN DIEGO, CA

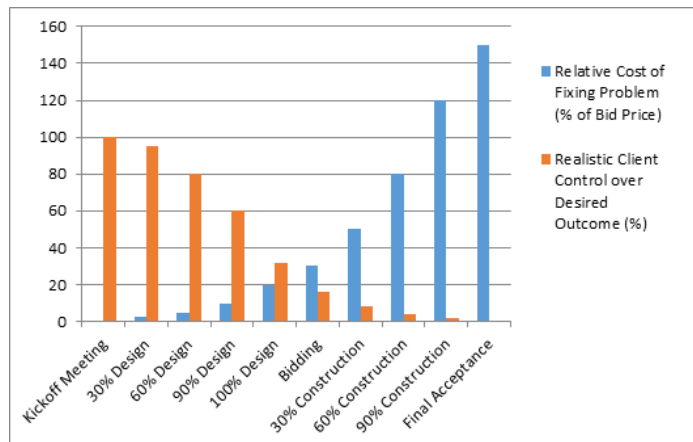
Performed a detailed topographic as-built survey of the excavated abutments for a 117-foot dam raise of an existing 220-foot structure. Terrestrial laser scanning was used to collect surface detail not obtainable by using conventional methods, point clouds were registered to the project coordinate system and ASCII point data was extracted and delivered to the client.



QUALITY ASSURANCE/QUALITY CONTROL

QUALITY ASSURANCE PROCEDURES

Our design quality assurance program was developed bearing in mind an agency's control over a project outcome decreases, and the cost of fixing a design problem increases exponentially over time, as shown below:



A review of the graph above should show the obvious. The most effective quality assurance programs focus on activities at the beginning of the design effort rather than waiting to the end, when little budget still remains.

To this end, our six-point Quality Assurance Program has been developed around the following imperatives.

1. Proactive listening to clients. The first step toward quality is to make a concerted effort to listen to people throughout your organization to gain a clear understanding of what you need and want. This requires:

- Researching in advance standards published on client websites or elsewhere to gain a thorough understanding of client expectations
- Directly asking managers, engineers, operators and other stakeholders throughout your organization what they need, want and expect in the delivered product
- Preparing and submitting opinions of probable cost at the earliest possible milestone, preferably the kickoff meeting, to assure budgets and expectations are compatible
- Documenting findings in meeting minutes or similar documents to provide clients with an opportunity to promptly correct or clarify misunderstandings

2. Utility and subsurface structure research. To design buried improvements, accurate location and plotting of utilities and substructures is critical. This requires:

- Obtaining record maps from utilities identified through inquiries to Underground Service Alert plus

utilities, such as Caltrans or railroads, who do not subscribe to Underground Service Alert

- Critical review of record drawings to note possible existence of other buried facilities, including thrust blocks, vaults, and bridge piles, which rarely appear on record drawings
- Addressing comments received from Utilities after their review of preliminary plans showing record drawing information
- Field reconnaissance and plotting of locations of visible surface features, including manhole covers, valve covers, utility boxes, marking posts, pavement repair strips, and culvert end sections, which might indicate presence of other buried utilities

3. Constant learning. While our project teams bring together professional engineers with decades of experience, project team members are still encouraged to set aside time to improve skills and keep skills current. This includes participation in Greenbook committees as well as monthly review of changes to codes and standards, and updating standard templates used to produce engineering calculations, designs, specifications, and cost opinions. In addition, in-house training is encouraged to promote development of skills at all levels of design.

4. In-house specifications templates. To streamline production as well as to systematically document lessons learned in an accessible format, we maintain a library of approximately 600 standard specifications “test-driven” on hundreds of previous projects and reviewed by public agencies. Some of these were the basis for sections of the regional Standard Specifications for Public Works Construction (Greenbook). Most incorporate not only direct experience but indirect lessons learned by reverse-engineering other regional and agency standards.

5. In-house calculation and design checklist templates. To facilitate engineering thoroughness, standard calculation procedures documented in AWWA manuals and other engineering references have been automated through Excel spreadsheets to enable our engineers to promptly quantify safety factors against many engineering failure modes. The calculation templates also produce job-specific quality-control checklists we use to monitor conformance of Contract Documents to industry standards as well as your expectations.

6. Two-engineer rule. To bring a team approach to problem-solving and avoid the danger of blind spots, our engineering deliverables are reviewed by two licensed engineers to assure a second set of eyes reviews all work.

REFERENCES

REFERENCES

Provided below are references of clients for whom engineering services have been performed in the last five (5) years that are comparable in quality and scope to that specified in this RFP.



CITY OF RANCHO PALOS VERDES

Elias Sassoon
Public Works Director

310.544.5335
esassoon@rpvca.gov

Relevant Project:

Rolling Hills Sewer Connection
Concept Design
(January 2020-Current)

Key Personnel:

Jeff Cooper, Vanessa Paneto



City of
Santa Monica

CITY OF SANTA MONICA

Tom Shahbazi
Project Manager

310.458.8721 Ext.2355
tom.shahbazi@smgov.net

Relevant Project:

Non-Potable Water Main Expansion
(April 2019-Current)

Key Personnel:

David Maher, Khanh Nguyen, Nhan Ly



CITY OF SANTA ANA

Armando Fernandez
Senior Civil Engineer

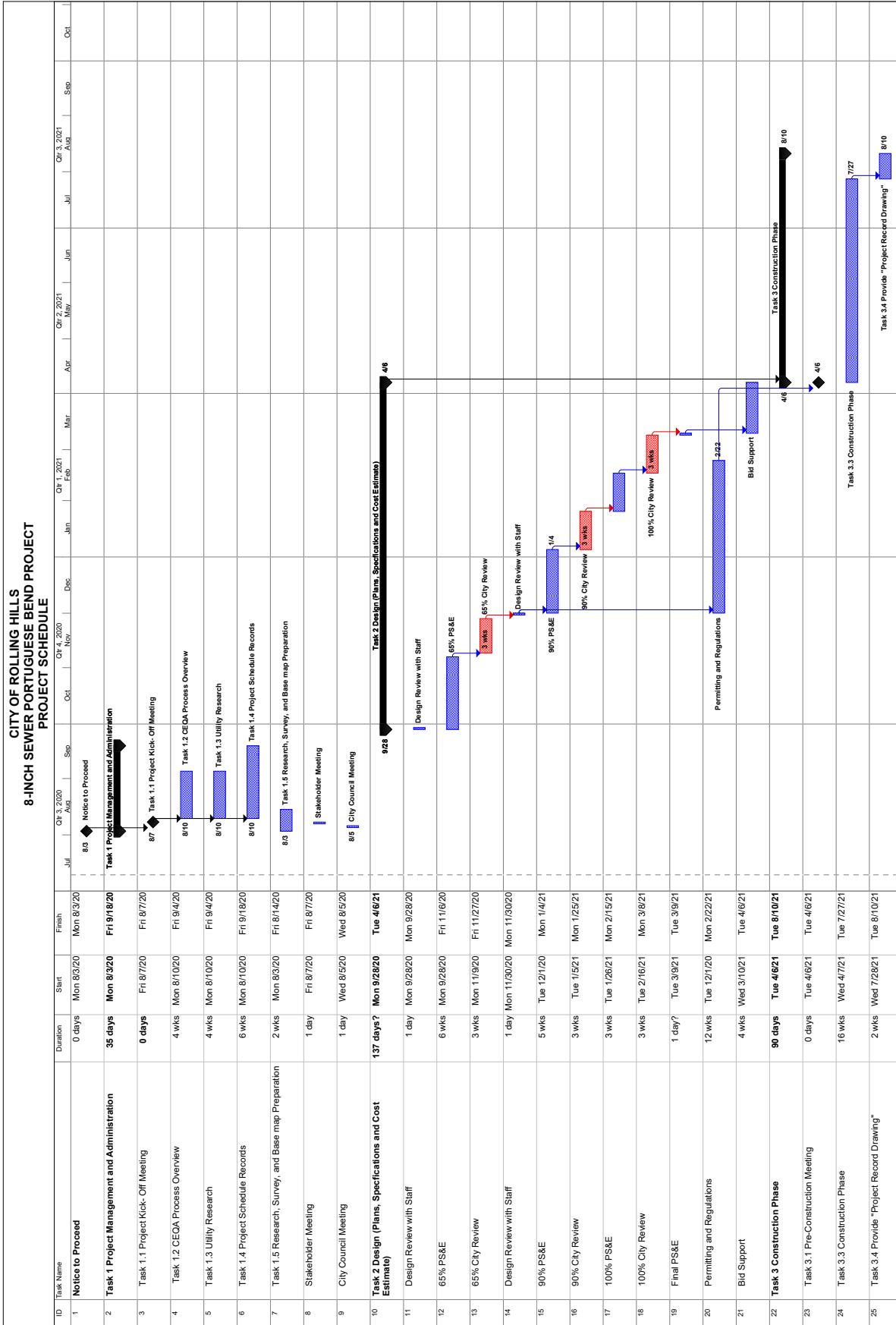
714.647.3316
afernandez@santa-ana.org

Relevant Project: Flower Street, 17th
Street and Greenleaf Street Sewer
Main Improvements
(March 2019-Current)

Key Personnel:

David Maher, Khanh Nguyen

SCHEDULE + SCHEDULE CONTROL



SCHEDULE + SCHEDULE CONTROL

WORK BREAKDOWN STRUCTURE

Upon issuance of a notice to proceed, our project manager will meet with team members to review the requirements, prepare a Work Breakdown Structure 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 to show the relationship between tasks, the expected start date and duration for each item. This schedule will serve as a guide to conducting and monitoring the progress of the work and to assure projects are completed on time and within budget. To assure accurate monitoring and tracking of documents, revisions and progress, a document tracking and control system will be developed. NV5 will meet with the City's project representatives regularly and maintain constant communication to assure successful and timely delivery of the project. Meeting minutes will be distributed within one week of the meeting, identifying actions, items, assignments and due dates.

COST CONTROL

We are able to continually review and evaluate a project's cost through all project phases to enable informed and timely decision-making by our clients and the entire project team. Cost control techniques include: program budget analysis; value engineering; life-cycle cost analysis; and quantity-based estimating. This budget confirmation process starts in the earliest stages of the project, when design and engineering alternatives have the greatest potential impact on costs. Our design teams analyze client goals, technical requirements, alternative building concepts, construction costs and long-term operational costs to define the optimum scope within the budget, assuring long-term flexibility and value.

SCHEDULE CONTROL

The key to effective schedule control is to measure actual progress and compare it to planned progress on a regular basis and to take necessary corrective action immediately. We propose to supplement each major task as identified in the master project schedule with a supplemental schedule to keep careful track of where each individual component stands. We identify problems that may result from delays and readily provide the opportunity to modify the schedule, as required. This process assures the completion of your projects on schedule.

MANAGING RESOURCES

NV5 will meet with City project representatives regularly and remain in constant communication to assure

successful and timely delivery of the project. Bi-weekly meeting agendas, if necessary, will be distributed at least two working days before each meeting. Meeting minutes will be distributed within one week of the meeting, identifying actions, items, assignments and due dates. Utilizing this technique will assure consistency in decisions and will provide a concise list of tasks to be accomplished by each participant and a specific time schedule to complete the task.

Senior staff will meet with assigned project personnel regularly and remain in constant communication to assure successful and timely delivery of the project. Utilizing this technique will guarantee adequate technical support, thorough review and analysis of project issues, consistency in decisions and recommendations, and will provide a concise list of tasks to be accomplished by each team member and a specific time schedule to complete the task. This constant communication, in conjunction with in-person meetings, allows our staff to meet project milestones.

INNOVATIVE AND SUCCESSFUL APPROACHES

The NV5 team focuses on providing safe, cost-effective, reliable and sustainable improvements using innovative design and contracting techniques that meet the needs of the taxpayers, meet or exceed the minimum standards based on design improvements, and minimize impacts to adjacent properties and vehicular and pedestrian traffic. Our experienced engineering staff provides lower-cost or lower-impact alternatives in order to develop the least disruptive and least expensive designs.

Our team utilizes the latest in civil engineering design software to facilitate timely, efficient and innovative engineering design solutions for our clients. We rely on a host of computer resources, which includes up-to-date, state-of-the-art technology that is in use today throughout the engineering industry. We make maximum use of PC-based CADD systems that allow for the storage of typical details, establish similarity of plan layouts, and enable rapid duplications for the efficient preparation of plan sheets.

Our team also provides construction management for public works projects to several local agencies. We take our commitment to building innovative projects seriously, and will have our in-house construction management staff review plans and specifications for constructability. This is a good opportunity to obtain the view of those from the field and reduce potential difficulties that may be encountered during the construction of a project.

FEE SCHEDULE/COST PROPOSAL

FEE PROPOSAL

The Fee Schedule/Cost Proposal is in a separately sealed envelope.

FEE SCHEDULE/COST PROPOSAL

<div> <div>NV5</div> <div> FEE PROPOSAL CITY OF ROLLING HILLS 8-INCH SEWER PORTUGUESE BEND/ROLLING HILLS ROAD INSTALLATION TASK / HOUR BREAKDOWN </div> </div>														
Task NO.		PROJECT DIRECTOR - QA/QC \$175		PROJECT MANAGER \$150		PROJECT ENGINEER \$120		CADD DESIGNER \$110		ADMINISTRATION \$90		SUB-CONSULTANTS/ EXPENSES	TOTAL HOURS	TOTAL FEE
		HOURS	\$	HOURS	\$	HOURS	\$	HOURS	\$	HOURS	\$			\$
1	Project Management and Administration	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0			\$0
1.1	Project Meetings and Coordination/Progress Report and Public Meetings	1	\$175	6	\$900	12	\$1,440	4	\$440	1	\$90		24	\$3,045
1.2	CEQA Process Overview	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	\$3,825	0	\$3,825
1.3	Utility Investigation and Coordination	0	\$0	0	\$0	2	\$240	4	\$440	1	\$90		7	\$770
1.4	Project Schedule Records	0	\$0	2	\$300	2	\$240	0	\$0	0	\$0		4	\$540
1.5	Research of Existing Information, Survey, Base Map Preparation	0	\$0	2	\$300	6	\$720	16	\$1,760	2	\$180	\$9,561	26	\$12,521
	Sub Total Task 1	1	\$175	10	\$1,500	22	\$2,640	24	\$2,640	4	\$360	\$13,386	61	\$20,701
2	Final Design and Bid Documents	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0		0	\$0
2.1	65% Submittal Package (PS&E)	1	\$175	4	\$600	28	\$3,360	48	\$5,280	1	\$90		82	\$9,505
2.2	90% Submittal Package (PS&E)	0	\$0	2	\$300	16	\$1,920	36	\$3,960	2	\$180		56	\$6,360
2.3	100% Submittal Package (PS&E)	1	\$175	2	\$300	12	\$1,440	24	\$2,640	2	\$180		41	\$4,735
2.4	Final Submittal Package (PS&E)	0	\$0	2	\$300	2	\$240	6	\$660	2	\$180		12	\$1,380
2.5	Permitting and Regulations	1	\$175	4	\$600	16	\$1,920	6	\$660	2	\$180		29	\$3,535
2.6	Bidding Support	1	\$175	6	\$900	0	\$0	0	\$0	1	\$90		8	\$1,165
	Sub Total Task 2	4	\$700	20	\$3,000	74	\$8,880	120	\$13,200	10	\$900	\$0	191	\$26,680
3	Construction Management	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0		0	\$0
3.1	Construction Support	1	\$175	8	\$1,200	24	\$2,880	8	\$880	2	\$180		43	\$5,315
3.2	Record Drawing Preparation(As-Builts)	0	\$0	2	\$300	0	\$0	8	\$880	0	\$0		10	\$1,180
	Sub Total Task 3	1	\$175	10	\$1,500	24	\$2,880	16	\$1,760	2	\$180	\$0	281	\$6,495
	Miscellaneous Expenses													\$500
	GRAND TOTAL	6	\$1,050	40	\$6,000	120	\$14,400	160	\$17,600	16	\$1,440	\$13,386	533	\$54,376
1	Optional - CEQA IS/MND		\$0		\$0		\$0		\$0		\$0	\$26,820	0	\$26,820

PROFESSIONAL ENGINEERING SERVICES PROPOSAL FOR THE CITY OF

ROLLING HILLS

SEWER IMPROVEMENT PLANS

8" SEWER MAIN ALONG PORTUGUESE BEND ROAD/ ROLLING HILLS ROAD



**LOS ANGELES COUNTY
SANITATION DISTRICTS**
Converting Waste Into Resources

PREPARED FOR:



Attn: Elaine Jeng, PE

No. 2 Portuguese Bend Road
Rolling Hills, CA 90274

PREPARED BY:



17520 Newhope Street, Suite 200
Fountain Valley, CA 92708
714.481.7300 | www.pacewater.com

#B711 | JULY 13, 202 163

CONTENTS

COVER LETTER

BACKGROUND

PACE Background	1
Subconsultants	2

QUALIFICATIONS AND EXPERIENCE

Project Team Organization	3
Personnel Qualifications	3
Project Experience	4

PROJECT APPROACH

Project Understanding	6
Project Approach	7

RESUMES 8

QUALITY ASSURANCE/QUALITY CONTROL PROCEDURES ... 27

REFERENCES 28

SCHEDULE AND SCHEDULE CONTROL

Schedule (Optional Tasks Not Shown)	29
Schedule (Optional Tasks Shown)	30

FEE SCHEDULE/COST PROPOSAL *separate sealed envelope*

Fee & Optional Scope of Services



July 13, 2020

Elaine Jeng, PE - *City Engineer*
No. 2 Portuguese Bend Road - Rolling Hills, CA 90274

Re: **Professional Engineering Services Proposal for the City of Rolling Hills Sewer Improvement Plans
8" Sewer Main Along Portuguese Bend Road/Rolling Hills Road**

“... we are able to provide engineering services per your requested scope of services that were divided into eight (8) tasks described in the RFP, and we included in our proposal several optional services under Task #8 with reputable subconsultants...”

Dear Elaine,

Thank you for the opportunity to provide our proposal to the City of Rolling Hills (City), and to offer our initial thoughts to design the first 2,000 feet of primary sewer collection main along Rolling Hills Road that will allow future expansion of a sewer collection network to systematically convert residences from their aging privately owned and maintained septic systems. We have studied and reviewed contents provided in your Request for Proposal (RFP). Your project involves multiple public agencies and stakeholders, so it will require multiple encroachment permits and approvals for pipeline and connections. Based on concept plans provided by the City, shoring is required since the sewer pipe trench can range between 8 feet to 12 feet. Rolling Hills Road typically is a narrow two lane roadway and the pipeline will need to be installed at two busy intersections, so traffic control planning will be a challenge. Based on the current construction trend, the construction cost (contractor portion alone) should range between \$600,000 to \$700,000, so this is a significant first investment step into a reliable sewer collection system.

The PACE team is tasked to demonstrate our experience and knowledge to help the City to develop a comprehensive work plan to reduce risks from financial burden of construction change orders and delays that could impact local residents from this pipeline project. With that said, while we are able to provide engineering services per your requested scope of services that were divided into eight (8) tasks described in the RFP, and we included in our proposal several optional services under Task #8 with reputable subconsultants that we believe will complement PACE and stakeholders to achieve these important common objectives.

With a combined 30 years of municipal / public agency experiences, with the most recent 17 years as the Principal Civil Engineer for the City of Huntington Beach, I offer technical expertise on engineering municipal water, wastewater, and recycled water infrastructure in both the design role and the project management role.

I have read, understood, and agreed to all statements in this request for proposal and acknowledge receipt of all addendums/amendments as well as to the terms, conditions, and attachments referenced.

We are excited to have the opportunity to demonstrate our capabilities to work with the City to complete wastewater infrastructure projects that we can all be proud of for years to come.

Sincerely,

Duncan S. Lee, PE
Principal, QA/QC Manager - Utilities Division



BACKGROUND



ABOUT PACE

PACE is an approximately 75-person civil engineering firm located in Fountain Valley, miles from the City of Rolling Hill's offices. PACE specializes in advanced civil engineering services, drawing from an extensive construction and operations background that supports practical and sound engineering solutions that are constructible and easy to operate. All engineers proposed herein have been trained in the field with specific focus on materials of construction, controls and automation, and accessibility. The City benefits from PACE's senior-level staff direct project involvement with experience working with the City. PACE has been the principal design engineer for numerous infrastructure facilities throughout Southern California for municipalities.



Incorporated Year **1987** / State of
California



75 Employees (approx.)
Firm

Engineering Services



Water / Wastewater



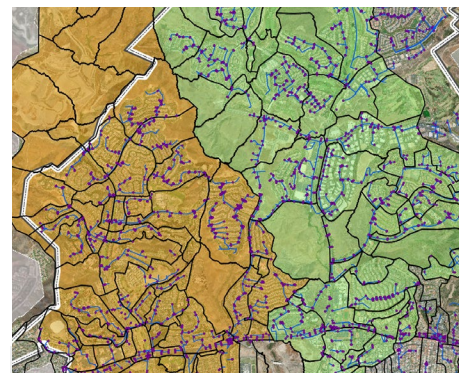
Water / Sewer Pipeline



Stormwater



Permitting



Relevant Expertise Areas Provided for the Last 30+ Yrs

- ◆ Sewer Collection
- ◆ Sewer Lift Stations
- ◆ Sewer Flow Monitoring
- ◆ Sewer System Rehabilitation
- ◆ Specialty Sewer Hydraulic Structures
- ◆ Sewer Master Planning
- ◆ Recycled Water Distribution
- ◆ GIS and Water Resource

LOCAL REGION EXPERIENCE

The PACE team has sewer and water projects within the surrounding areas both recently and currently. This experience gives us a great understanding of local conditions, constraints and requirements leading to the application of the best practices and most efficient project execution on the City's projects.

- ◆ City of Anaheim
- ◆ City of Huntington Beach
- ◆ City of Long Beach
- ◆ City of Manhattan Beach
- ◆ City of Newport Beach
- ◆ City of Redondo Beach
- ◆ City of San Clemente
- ◆ Irvine Ranch Water District
- ◆ Los Angeles County Department of Public Works
- ◆ Los Angeles County Waterworks District No. 29
- ◆ OC Public Works
- ◆ Orange County Sanitation District
- ◆ Riverside County Flood Control & Water Conservation District

SEWER IMPROVEMENTS

PACE is well versed in planning, engineering, construction and operation of sewer collection systems. We rely on our hands-on experience with deploying these systems to determine the proper planning techniques and design requirements for cost and operationally effective systems. PACE utilizes state-of-the-art modeling software and AutoCAD tools such as Civil 3D to develop practical conveyance schemas. Energy use is an important factor in conveyance systems and we can identify design and operational methodologies to produce highly energy efficient systems. PACE recently provided replacements of large piping sections in Lathrop, California in high corrosive groundwater conditions which required careful consideration of materials, dewatering, and construction methods and inspections.

Replacement or repair of sanitary sewer infrastructure is often more challenging than water or storm drains where service can be more easily interrupted and construction can be completed during dry periods. Our experience includes various sewer line rehabilitation techniques including slip-lining, cured-in-place pipeline (CIPP) liners, and pipe bursting. We employ successful techniques to avoid unintended low or high points, and instead design piping for consistent slope with intentional high points containing air-vacuum valves and intentional low points with blow-off valves. In areas with saline shallow groundwater, we offer extensive experience with corrosion resistant piping and fittings including C900-905 or HDPE plastic and bagged flange kits. Accurate cost estimates are developed based on a combination of construction index pricing and also based on real completed projects to ensure accurate estimates for project budgets.



KEY UNIQUE QUALIFICATIONS

Demonstrated Success with Proven Performance on Numerous Completed Municipal Projects Provides Confidence to City Staff:

Accurate cost estimates, and efficient and robust configurations.

Senior Level Staff Directly Involved in Communication, Design Solutions, and Start-Up Services:

Project Manager Duncan Lee and other key PACE staff involved in City Projects are senior-level staff who are directly connected to the design and City Communication.

Wear "the City's Hat" With Key Team Member that is Former Senior Engineer for Local City: Duncan Lee, PE, the team's QA/QC principal, recently joined PACE with 30 years of public agency experience and 17 years as the Principal Civil Engineer for the City of Huntington Beach. He has managed and designed a multitude of municipal water, sewer and storm drain improvement projects and best understands the owner's perspective and drivers that influence these projects.

Constructability and Operability Background Ensures Buildable and Low-Cost Reliable Operation:

PACE has extensive background in design-build, CMAR, and operations that provide unique insight into project designs to improve constructability and minimize construction cost.

Creative solutions for rehabilitation of drainage and sewer systems with access challenges.

Advanced complex hydraulics analysis and design capabilities and specialized techniques and applications for analysis of existing sewer systems.

Extensive Experience Designing for Unique Coastal Environment Requirements:

Practical and cost-effective strategies have been developed to address constructability in highly dense, high value adjacent properties for coastal communities with challenging environmental/regulatory constraints such as San Clemente, Huntington Beach, Redondo Beach and Manhattan Beach.

SUBCONSULTANTS



SURVEYING

- A multi-disciplined land surveying firm that provides project-based and on-call geomatics services
- Utilizes Trimble S7 with Vision technology total stations, Trimble R10 GNSS receivers, and Trimble TSC3 and TSC7 data collectors
- Utilizes Trimble Business Center for data processing, point code reduction, and GPS adjustments
- Contains Trimble SX-10 and utilizes Leica C10 laser scanners and Cyclone software
- Owns and operates DJI Phantom 4 Pro unmanned aerial vehicles (UAV)

OPTIONAL SUBCONSULTANTS



POTHOLING

- Performs Subsurface Utility Investigations using Electro-Magnetic & Ground Penetrating Radar to locate equipment to clear & mark out conductive & non-conductive underground utilities including sewer lines, water lines, natural gas lines, electrical lines, telecommunication lines, irrigation lines, and area & storm drain pipes
- Uses concrete scanners to clear and mark-out rebar and electrical lines



GEOTECHNICAL

- Provides geotechnical engineering and geological services
- Has two full-service in-house laboratories to perform all geotechnical testing
- Participates in yearly proficiency sample testing for various materials such as aggregate, concrete, masonry, reinforcing steel, and soil



TRAFFIC CONTROL

- Specializes in traffic and transportation engineering including preparing traffic control plans and detour plans for construction work in/about public streets, and conducting traffic impact studies and alternative alignment evaluation for constructing underground utility lines
- Has prepared traffic control plans for Caltrans as well as various cities, counties, water districts, and private contractors throughout Southern California



FLOW MONITORING

- A Fluid & Metering Business Unit of IDEX Corporation that provides collection system flow and rainfall data
- Provides real-time flow data, flow monitoring reports, software, field services, data processing, Web-based information and statistical reporting



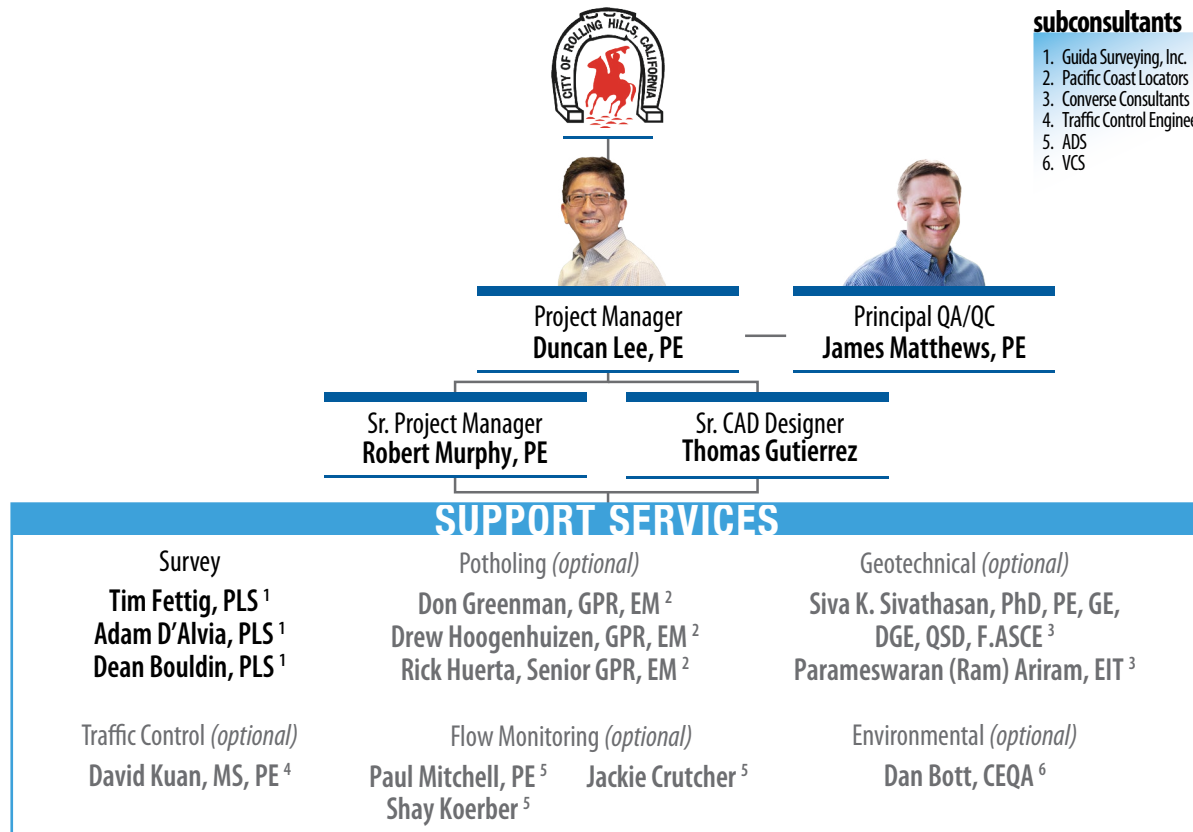
ENVIRONMENTAL

- A full service environmental consulting firm located in San Juan Capistrano
- Provides expert solutions to each project related to project entitlement, CEQA/NEPA, wetlands restoration, biology, jurisdictional waters and wetlands regulations or cultural resources

QUALIFICATIONS AND EXPERIENCE



PROJECT TEAM ORGANIZATION



PERSONNEL QUALIFICATIONS

NAME, ROLE, OFFICE LOCATION, EXPERIENCE, EDUCATION PROF REG.	RELEVANT EXPERTISE	RELATED PROJECT EXPERIENCE
DUNCAN LEE, PE <i>Project Manager</i> 17520 Newhope St, Ste 200 Fountain Valley, CA 92708 32 years BS Civil Engineering, CSU, Long Beach PE – CA: 44825	<ul style="list-style-type: none"> • Sewer, Municipal Water, and Storm Drain Improvements • Water and Wastewater Infrastructure • Pump Stations • QA/QC Review • Construction Management • Rate Studies • O & M • Construction Cost Estimating • Feasibility and Planning Studies 	<ul style="list-style-type: none"> • City of Redondo Beach Legado Development Sewer Upgrades • City of Huntington Beach – Beach Boulevard Sewer Replacement • City of Manhattan Beach Poinsettia, Voorhees and Pacific Sewer Lift Stations Upgrades • Tri-City Regional Sanitary District Phase I Wastewater Collection System & Water Reclamation Facility - Gila County, AZ • City of Huntington Beach Gravity Sewer Installation and Oceanhill Sewer Lift Station Demolition • Huntington Beach Well 9 Wellhead Treatment System & Sewer Line Improvement
JAMES (JAMIE) MATTHEWS, PE <i>Principal / QA/QC</i> 17520 Newhope St, Ste 200 Fountain Valley, CA 92708 26 years BS Civil Engineering, CSU, San Diego PE – CA: 57446	<ul style="list-style-type: none"> • Pipeline systems / hydraulics • Pump stations / mechanical • Instrumentation & controls systems • Plan review / QA/QC • Cost estimates • Constructability review 	<ul style="list-style-type: none"> • City of Manhattan Beach Poinsettia, Voorhees and Pacific Sewer Lift Stations and Sewer Line Upgrades • Grizzly Ranch Potable Water Mains and Infrastructure • BNSF Groundwater Water Mains and Infrastructure • Avi Resort Water and Wastewater Infrastructure

NAME, ROLE, OFFICE LOCATION, EXPERIENCE, EDUCATION PROF REGR.	RELEVANT EXPERTISE	RELATED PROJECT EXPERIENCE
ROBERT MURPHY, PE <i>Sr. Project Engineer</i> 17520 Newhope St, Ste 200 Fountain Valley, CA 92708 14+ years BS Civil Engineering, CSU, Long Beach PE – CA: C83207	<ul style="list-style-type: none"> • Sewer collection • Pumping facilities • Surveying services • Equipment selection • Construction administration • Development of plans, specifications, and reports • Cost estimates 	<ul style="list-style-type: none"> • BNSF Groundwater Wells, Water Tank and Booster Pump Station • Vernon Water Main Replacement • Huntington Beach Well 9 Wellhead Treatment System & Sewer Line Improvement • Valley Vista Wastewater Collection System • City of Santa Paula 42" Main Sewer Trunk Line and 12" Watermain Extension
THOMAS (TOM) GUTIERREZ <i>Sr. CAD Designer</i> 17520 Newhope St, Ste 200 Fountain Valley, CA 92708 23 years AA, Applied Science, Computer Aided Drafting Technology, ITT Technical Institute	<ul style="list-style-type: none"> • Fittings, Valving, pipe materials, and ratings • Mechanical Assemblies • Site grading, drainage, and utility plan/profile design • Plan Sets for Pump System Layouts 	<ul style="list-style-type: none"> • City of Redondo Beach Legado Development Sewer Upgrades • Vernon Water Main Replacement • Orange Grove and Rancho Mesa Verde Potable Water System • Huntington Beach Well 9 Wellhead Treatment System & Sewer Line Improvement
GUIDA SURVEYING, INC. (GUIDA) – SURVEY		
TIM FETTIG, PLS <i>Project Manager</i> 9241 Irvine Blvd. Ste: 200, Irvine CA 92618 30 years Santa Ana College and Santiago Canyon College, Surveying/Mapping; Operating Engineers Surveying Apprentice Program PLS – CA: 7542	<ul style="list-style-type: none"> • Sewer, Municipal Water, and Storm Drain Improvements • Wastewater Infrastructure • Pump Stations • QA/QC Review • Construction Management • Feasibility and Planning Studies 	<ul style="list-style-type: none"> • SAPWA "Brine Line reach V" • City of South Pasadena Sewer Replacement Project • Crowther Sewer Replacement Project • Alhambra City Wide Sewer Spot Repair Project • SCWD PCH Sewer Replacement Project Dana Point

PROJECT EXPERIENCE

City of Redondo Beach Legado Development Sewer Upgrades

Redondo Beach, CA

The City of Redondo Beach will require additional conveyance capacity through new sewer pipelines and improvements in the area around Pacific Coast Highway and Avenue I. PACE is designing approximately 550' of new 12" sewer pipe and multiple manholes through multiple major intersections, and along Caltrans Pacific Coast Highway. The pipeline also traverses through City of Torrance right-of-way, so multiple encroachments are required for the project. PACE evaluated numerous alignment alternatives, and also trenchless construction technology through pipe bursting. PACE concluded that the existing pipe was too shallow for pipe bursting, and was able to identify an alignment to cross both over and under existing underground utilities.



Relevant Features

- ◆ 12" VCP sewer requiring permits from multiple public entities
- ◆ Retained existing sewer pipe in operation for added redundancy
- ◆ Evaluated multiple sewer pipeline alignments to avoid a myriad of existing underground utilities

Client Info

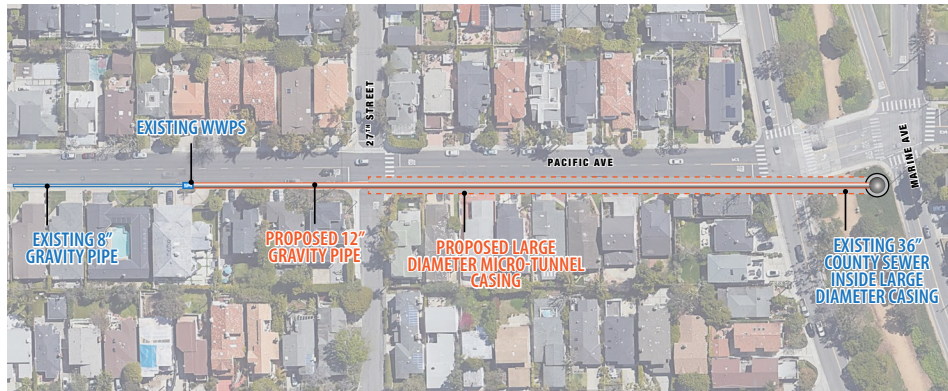
Geraldine Trivedi - Civil Engineer
 City of Redondo Beach
 415 Diamond St, Redondo Beach, CA 90277
 (310) 318-0661 - Geraldine.Trivedi@redondo.org

Team Members

Duncan Lee, PE Project Manager
 Thomas Gutierrez Sr. CAD Designer

Poinsettia, Voorhees and Pacific Sewer Lift Stations Upgrades Manhattan Beach, CA

PACE is preparing plans and specifications for the City of Manhattan Beach to three (3) sewer force mains and to upgrade three (3) sewer lift stations, Pacific Avenue WWPS, Poinsettia Avenue WWPS, and Voorhees WWPS. These lift stations and force mains were originally constructed in the early 1960's, with mechanical and electrical upgrades implemented around the mid 1990's, and the facilities are now approaching the end of their useful lives. The City is concerned with reliability of these aging systems, which are further exasperated by frequent power outages from Southern California Edison. PACE was also tasked to determine if there are any gravity pipe option(s) that could eliminate any of these existing lift stations. All three lift stations are located in sensitive areas, either in front of or adjacent to homes, or in a driveway to a local church.



Relevant Features

- ◆ Upsizing station's wet well while keeping existing system in operation during construction
- ◆ Use of submersible pumps to deepen the wet well and to reduce foot print of improvements
- ◆ Phased construction to avoid the need to operate a separate temporary bypass system during construction
- ◆ Upgrade existing dry well to reduce project construction costs
- ◆ Keeping existing force mains as redundant force mains

Client Info

Gilbert Gamboa - Sr. Civil Engineer
City of Manhattan Beach
1400 Highland Ave, Manhattan Beach, CA 90266
(310) 802-5356 - ggamboa@citymb.info

Team Members

Duncan Lee, PE Project Manager
James Matthews, PE Principal QA/QC
Robert Murphy, PE Pumping System / Sr. Project Engineer / Mechanical Design
Thomas Gutierrez Sr. CAD Designer

City of Huntington Beach - Beach Boulevard Sewer Replacement Huntington Beach, CA

(performed by Duncan Lee while employed by City of Huntington Beach)

Led by Duncan Lee while he was the Principal Civil Engineer for the City of Huntington Beach, this project consisted of installing over one mile of 8" to 15" PVC sewer pipe was installed on Beach Blvd (~5,100' was with 15" PVC). The existing sewer main was left in operation and connected to the new sewer system to provide additional redundancy since this area was known to have issues with "fat, oil, and grease". For this project, the construction was done at night on Caltrans right-of-way, crossing 3 major arterial intersections. Additionally, the new improvement eliminated several manholes within the busy intersection on Beach Blvd and allowed new manholes to be placed outside of the intersection for easier access during routine maintenance.

Client Info

Joseph Fuentes, PE - Contract Administrator
City of Huntington Beach
2000 Main Street, Huntington Beach, CA 92648
(714) 536-5259 - jrfuentes@surfcity-hb.org

Team Members

Duncan Lee, PE Project Manager



Relevant Features

- ◆ Installation of PVC sewer pipe
- ◆ Increased sewer flow
- ◆ Remained in operation during construction
- ◆ Relocated manholes for ease of operation and maintenance

PROJECT APPROACH



PROJECT UNDERSTANDING

The City of Rolling Hills (City) is a gated, residential community with a population of 1,939 on the Palos Verdes Peninsula in Southern California. The community has just under 700 homes and covers an area of three square miles. The City is equestrian in nature and enjoys breathtaking views of the coastline, downtown Los Angeles, Catalina Island and pastoral canyons. The City currently does not have a sewer collection system, as all lots have their own private septic tank systems.



This Request for Proposal (RFP) included the Sewer Area Study dated May of 2020 (SAS), which provided background information, including pipe size calculations and concept plans to install approximately 2,000' of 12" sewer pipe on Rolling Hills Road. The furthest downstream segment is to replace and increase flow capacity of approximately 600' of existing City of Torrance 8" pipe, starting at the Sanitation Districts of Los Angeles County's sewer trunk line at Crenshaw Blvd. The next segment is to install approximately 1,400' of new 12" sewer pipe, starting by the Rolling Hills Tennis Club/Main Gate House and the City Hall located just south of Palos Verdes Drive, and connect to an existing sewer manhole located in between Lariat Lane and Palomino Lane. The City intends to have Rolling Hills Tennis Club/Main Gate House and City Hall be the first properties to switch over to this new sewer pipe. The new service laterals and existing septic system(s) will either be abandoned or be removed if necessary. Since there will be pipe trenches crossing an intersection, the project specifications will have the language and bid item for the contractor for monument preservation or replacement.

PACE has carefully considered the appropriate approach to execute this project by reviewing contents provided in the RFP, the SAS, the site constraints for constructions, vehicular traffic flow, and lessons learned from past similar projects. The project appears to be dictated by several key factors, including and not limited to:

KEY FACTORS

01 Sizing New Primary Sewer Collection Main for Ultimate Conversion Scenario

According to the December 6, 2019, Sanitation Districts of Los Angeles County (SDLAC) response to a will serve request from the City to handle future flows from 235 existing single-family homes, the projected average daily flow is approximately 61,100 gallons per day. In the SAS, this daily average flow was adjusted to reflect a peaking condition, which was estimated to be 0.478 cubic feet per second. Based on this projected additional flow, SAS concluded approximately 600' of existing City of Torrance owned pipe by Crenshaw Blvd needs to be replaced with a minimum of 12" pipe. With the actual number of homes in the City being around 685, and total parcels in the City at 758, potentially 523 additional homes outside of SAS's tributary area may want to connect to the new sewer collection system in the future. This future expansion will require installation of additional gravity mains, force mains and lift stations. Because the process to convert sewer connections will take significant financial resources and years to complete, along with on-going changes in leadership in City Council, there is a great probability that this new sewer main on Rolling Hills Road will need to handle this ultimate maximum flow, which was not analyzed. Using the average unit peaking demand from SAS, the 523 homes could increase flow by an additional 1.064 cfs, which will require several flatter segments of replacement pipe by Crenshaw Blvd to be 15", instead of as proposed in the SAS with 12". Fortunately, the additional construction cost to install a 15" pipe versus a 12" pipe is relatively insignificant. PACE recommends the City revisit potential pipe upsizing after finalizing the vertical pipe alignment by Crenshaw Blvd.

02 Parallel Pipe Installation Approach versus Remove and Install Approach

The SAS included 3 sheets of concept plans. The concept plans showed the segment of existing City of Torrance 8" pipe is to be removed in order for a new 12" pipe to be installed in the same trench. While the remove and install approach can be utilized at times when the roadway lacks available space for a new parallel pipe, remove and install is not the typical preferred method of construction. The primary reason is because temporary bypass of the existing Torrance sewage would have to be installed and operated on a 24/7 continuous basis while the existing main is out of service. This is costly to provide and maintain, and then adds an enormous risk and exposure to the City for potential sewage spill. Whenever possible, the best and cheapest method is to install a parallel pipe, with new connection manholes whenever possible, as that will not require any temporary bypass during the entire construction cycle. This will then allow the existing 8" pipe to be left in place until it has reached its useful life, providing redundancy and bypass for future pipe cleaning and repair activities.

03 Prepare Traffic Control Plans During Design Phase



Rolling Hills Road typically is a narrow two lane roadway and the pipeline will need to be installed at two busy intersections, so traffic control planning will be a challenge with the possibility that both lanes will need to be closed in the area of open trenches. The permit approval process could be exponentially more complex and time consuming with number of resubmittals since the City will likely need to obtain additional encroachment permits from the City of Torrance, County of Los Angeles, and City of Rolling Hills Estates.

04 Need for Actual Flow Monitoring for Connection Approval with the Sanitation Districts of Los Angeles County, City of Rolling Hills Estates, & the City of Torrance

The SAS study of existing peak flow condition through various segments of pipes are calculated based on an assumed unit flow generation, categorized by type of use, size of property, number of individuals, etc. While Section 1 of the RFP indicated that SDLAC, City of Rolling Hills Estates, and the City of Torrance all have reviewed and approved the SAS, it is possible that one or more of the agencies will want the City to perform actual flow monitoring to validate existing condition, particularly during the environmental documentation phase before written approvals for connection are granted.

05 County of Los Angeles Department of Public Works Low Impact Development (LID) Requirement

This project is not a redevelopment "Designated Project" as defined in the LID Standards Manual section 2.1 and therefore does not trigger LID stormwater management requirements. During pipeline construction, the contractor would only need to practice typical construction Best Management Practices (BMP), but the project will not require any post-construction BMP. Projects that require LID practices do not include activities that are conducted to maintain hydraulic capacities or repaving to maintain original line and grade.

06 Street Restoration Requirement In-Lieu of "T-Patch" Over Pipe Trench

The existing pavement conditions along Rolling Hills Road may not be able to tolerate heavy deep sewer pipeline construction activities. As part of the encroachment permit process with all three outside agencies, each of them may require resurfacing the roadway in their respective jurisdictions, instead of allowing a typical "T-Patch" type of trench restoration after the pipeline is installed and backfilled.

PROJECT APPROACH

PACE will provide a cohesive team of engineers and subconsultants with extensive experience to tackle the City's current issues. PACE will meet challenges head-on by working with the City's project Managers and to collaborate with others for this multi-jurisdiction project.

STRATEGY 01



SURVEY AND DEVELOP BASE-MAPS TO IDENTIFY OPTIMAL HORIZONTAL ALIGNMENT AND AREAS OF POTENTIAL SUBSURFACE UTILITY CONFLICTS

After collaborating with the City to put in a request for Underground Service Alert (USA) to field mark existing utilities along the project limit, PACE will use service of a quality sub-consultant to survey and pick up all relevant above ground elements and utilities markings to generate base maps. PACE will also assist the City to request record drawings for various utilities in the region to validate field markings. After determination of an optimal horizontal alignment with areas of potential utilities conflicts, PACE recommends an optional sub-consultant for potholing service (fee to be provided later due to unknowns at this stage) to obtain accurate field pipe depth data to ensure adequate clearance prior to actual construction.

STRATEGY 02

VALIDATE SEWER PIPE DIAMETER After developing the vertical profile, showing various pipes slopes of various segments of the new sewer pipe, PACE will perform a desktop analysis using the SAS methodology as the basis of evaluation to update and determine required minimum pipe diameter(s) to satisfy industry acceptable practice.

STRATEGY 03

ENCROACHMENT PERMITS, CEQA COMPLIANCE, REGULATORY APPROVALS, AND CONNECTION APPROVALS PACE will collaborate with the City's Project Manager to develop the list of required regulatory approvals, permits, and pipe connection approvals from various entities. Being that this project is the first of its kind in the City and will impact residents outside of the City limit, PACE recommends an optional task to support the City with public outreach through the use of multiple (up to 3) town-hall type meetings. In the event the project will not be granted a Categorical Exemption under CEQA, the next likely level of required environmental documentation should be through a Mitigated Negative Declaration (MND). Being transparent and proactive in dealing with the public have proven to be effective in gaining their trust while diffusing potential opposition. This is essential because public opposition during the public comment period of the MND process can be detrimental as elected officials from multiple jurisdictions may feel strong pressure to side with the opposition. PACE recommends an optional sub-consultant for environmental documentation for CEQA compliance, either with Categorical Exemption, or with a MND. The number of permits and total permit fees are unknown at this time. While it is common for cities to separately pay for required permits, PACE recommends an optional budget item of up to \$4,000 for reimbursement to PACE for permit fees if and when is necessary to save time with the permit process.

In the event permitting agencies require street restoration in-lieu of typical "T-Patch" type of trench restoration after pipeline construction, PACE can provide an optional task to prepare street improvement plans, along with striping plans to satisfy such 3rd party requirement.

PACE also recommends an optional sub-consultant for flow monitoring service to monitor two (2) existing sewer manholes located near Crenshaw Blvd, in order to record one week of flow data to validate the hypothetical existing condition as shown in the SAS. The request by public agencies to request for actual flow test data for a sewer study is common, especially in this case whereby existing pipes will require upsizing.

STRATEGY 04



COMPREHENSIVE CONSTRUCTION SEQUENCING TO MINIMIZE SEWER SERVICE IMPACT AND TRAFFIC IMPACT

Engineering plans by PACE will include construction sequencing to minimize conflicts and service interruption to local businesses and residences during construction. Use of new manholes to connect to existing county or city owned sewer pipes will allow seamless transitions and without any temporary sewage bypass equipment. Since the City will need to obtain encroachment permits from all impacted entities, PACE recommends an optional sub-consultant to prepare traffic control plans specifically for the selected optimal pipeline alignment in this narrow two lane roadway with two (2) busy intersections. PACE's most recent sewer pipeline project with another coastal agency involved obtaining three (3) encroachment permits, one of which was with the City of Torrance. For that similar project with multiple jurisdictions, each stakeholder provided unique comments, resulting in three (3) separate time consuming plan check iterations before permits were granted. When these plans are deferred to the contractor to prepare and to submit for approval, it frequently delays the start of construction.

STRATEGY 05

ESTABLISH DIRECTION, STANDARDS AND INDUSTRY PRACTICE FOR FUTURE SEWER SYSTEM EXPANSION PACE also recognize the benefits and significance of this 2,000 feet of new primary sewer collection main, as it will allow future connections to steadily eliminate private aging septic systems. The comprehensive plans, specifications, and project approach will help establish direction and standards for future sewer projects to follow. Based on concept plans provided by the City, sewer pipe trench can range between 8 feet to 12 feet deep, thereby requiring shoring. One common practice by general contractors to negotiate for change orders is to claim change in condition during trenching operation due to insufficient information on the soil condition. PACE recommends an optional sub-consultant to drill two (2) soil borings, one at each segment of pipe, and to prepare a geotechnical report with design parameters and soil characteristic for the contractors to prepare their shoring plans.

SCOPE OF SERVICES *(Attached in a separate sealed envelope along with the fee schedule/cost proposal)*

PACE will be able to provide engineering services per your requested scope of services that was divided into eight (8) tasks described in the RFP. Additionally, we also included in our proposal several optional services under Task #8 with reputable subconsultants that we believe will complement PACE and stakeholders to achieve the following objectives:

- ◆ Provide foreseeable data to minimize opportunities for contractors to file and justify change orders.
- ◆ Anticipate and perform probable optional tasks in advance to avoid delays in design, permitting, and construction phases.

We do want to point out that the City can decide to include any of the optional tasks at the beginning or latter part of the project. To help facilitate the City, we included an additional project schedule that showed the preferred start time to each optional tasks.

RESUMES





EDUCATION

*B.S. Civil Engineering
California State University, Long
Beach / 185*

YEARS OF EXPERIENCE

*32+ Years
Joined PACE in 2018
With others over 30 years*

REGISTRATIONS

*Professional Engineer / CA
1989 / 44825*

With a combined 30 years of municipal / public agency experience including nearly two years as Project Engineer II for the City of Santa Barbara, 17 years as a Principal Engineer for the City of Huntington Beach, and nearly 10 years of experience with the Los Angeles Department of Water and Power (LADWP) with drinking water and recycled water, Duncan Lee offers technical expertise on engineering of municipal water infrastructure in both the design role and the City project management role. He has managed all aspects of water, sewer and recycled water systems from capital improvement design and project implementation, master planning, rate studies, rate increases, water conservation, and construction management. The majority of the projects that he managed / designed were performed for coastal Cities throughout California. He will impart several strategies to overcome key potential project issues and his value is most felt in his proven ability to unite engineering, operation, maintenance and consultants in a productive collaborate environment. His recent project experience includes project management and design of water and sewer improvement projects including wastewater collection systems, sewer pump stations, potable water pumping facilities, force main improvements, sewer diversions, water storage facilities and potable water treatment facilities. He has extensive experience managing multidisciplinary teams and managing large-scale programs with numerous simultaneous efforts.

RELATED EXPERIENCE

Poinsettia, Voorhees and Pacific Sewer Lift Stations Upgrades – City of Manhattan Beach, CA

Mr. Lee is serving as the Project Manager to prepare the plans and specifications for the City of Manhattan Beach for three (3) sewer force mains and to upgrade three (3) sewer lift stations, Pacific Avenue WWPS, Poinsettia Avenue WWPS, and Voorhees WWPS. These lift stations and force mains were originally constructed in the early 1960's, with mechanical and electrical upgrades implemented around the mid 1990's, and the facilities are now approaching the end of their useful lives. The City is concerned with reliability of these aging systems, which are further exasperated by frequent power outages from Southern California Edison. PACE was also tasked to determine if there are any gravity pipe option(s) that could eliminate any of these existing lift stations. All 3 lift stations are located in sensitive areas, either in front of or adjacent to homes, or in a driveway to a local church.

City of Redondo Beach Legado Development Sewer Collection Upgrades – Redondo Beach, CA

The City of Redondo Beach will require additional conveyance capacity through new sewer pipelines and improvements in the area around Pacific Coast Highway and Avenue I. Mr. Lee is serving as the Project Manager to design approximately 550' of new 12" sewer pipe and multiple manholes through multiple major intersections, and along Caltrans Pacific Coast Highway. The pipeline also traverses through City of Torrance right-of-way, so multiple encroachments are required for the project. PACE evaluated numerous alignment alternatives, and also trenchless construction technology through pipe bursting. PACE concluded that the existing pipe was too shallow for pipe bursting, and was able to identify an alignment to cross both over and under existing underground utilities.

City of Huntington Beach - Beach Boulevard Sewer Replacement – Huntington Beach, CA

Led by Duncan Lee while Principal Engineer for the City of Huntington Beach, this project consisted of installing over 1 mile of 8" to 15" PVC sewer pipe was installed on Beach Blvd (~5,100' was with 15" PVC). The existing sewer main was left in operation and connected to the new sewer system to provide additional redundancy since this area was known to have issues with "fat, oil, and grease". For this project, the construction was done at night on Caltrans right-of-way, crossing 3 major arterial intersections. Additionally, the new improvement eliminated several manholes within the busy intersection on Beach Blvd and allowed new manholes to be placed outside of the intersection for easier access during routine maintenance.

DUNCAN LEE, PE

PROJECT MANAGER



Tri-City Regional Sanitary District Phase I Wastewater Collection System & Water Reclamation Facility – Gila County, AZ

Mr. Lee is serving as the Sr. Consulting Engineer as part of the PACE team to provide planning services for Phase I, a new regional wastewater system for the Tri-City Regional Sanitary District (TRSD). TRSD encompasses over five square miles of residential, commercial and industrial property in Gila County, AZ. The majority of the homes currently use cesspools and septic systems for wastewater disposal. Over 80% of these systems are functioning below ideal performance and some are completely out-of-service. With growing concern for the area residents, TRSD is taking action to provide centralized infrastructure that will bring value to its community. The proposed project will abandon existing cesspools and septic systems and install approximately 68,000 linear feet of 8-10" sewer pipeline, lift stations, and a new 0.25 MGD water reclamation facility that will serve approximately 1,200 residents. A portion of the engineering services was funded through a WIFA grant and TRSD has acquired USDA-RD funding.

City of Huntington Beach Brookhurst Street & Indianapolis Avenue Sanitary Sewer Siphon – Huntington Beach, CA

Led by Duncan Lee while Principal Engineer for the City of Huntington Beach, the City replaced the 12" single siphon with two parallel (2) 8" PVC siphon inside a steel casing filled with concrete grout. The City's existing deep 12" sewer siphon was sanding, and the siphon was under the existing 96" Orange County Sanitation District line on Brookhurst Street. The City was concerned that if the City sewer pipe would fail in the future, it could undermine and cause collapse of OCSD pipe's 96" sewer pipe. The area is near sea level so the contractor had to dewater 24/7 during construction at 300 gpm. This project also included a 2 parallel shallower 6" air return line between the upstream and downstream manholes for the new siphon assembly. Additionally, grouts were injected to surround the existing 96" OCSD to fill up potential void from sand that was discovered in the City's existing 12" line. Lastly, one of the siphons was slightly more in grade than the other to maintain higher self-cleaning velocity in the 8" siphon. The other siphon would only flow if the first one clogged or if the flow rate is high.

City of Huntington Beach Pier Sewer and Water Replacement – Huntington Beach, CA

Led by Mr. Lee while Principal Engineer for the City of Huntington Beach, the City installed a gravity sewer line from Ruby's at the end of the pier toward the existing manhole near the Pacific Coast Highway. The design included locked joints with slider couplings for contraction and expansion with high temperature change. This was an emergency project that Mr. Lee and the project manager put together in just several weeks. A bridge maintenance lift was also used to allow the waterline to be installed underneath the pier.

Vernon Water Main Replacement – Vernon, CA

PACE informed the City on a separate well equipping project that approximately 2,000' of existing 10" cast iron main will very likely have tuberculation and therefore will not be able to properly distribute water when the well operates at the design capacity. Mr. Lee collaborated with the City to implement a physical flow test, and validated that the existing pipe has lost over half of its capacity. As the Project Manager, Mr. Lee prepared plans and specifications to replace the existing 10" cast iron pipe with a new 12" ductile iron pipe.

Huntington Beach Well 9 Wellhead Treatment System & Sewer Line Improvement - Huntington Beach, CA

Led by Mr. Lee while serving as the Principal Engineer for the City of Huntington Beach, multiple phases of project development, lab services, piloting, concept development, water treatment facility engineering, planning division graphics, startup, and operations support services were performed for this innovative and unique treatment system. Monthly backwashing was also needed for this treatment system. A 200 ft. long and 8 in. wide PVC sewer pipeline was installed under Warner Avenue, a busy street with three lanes, to allow wastewater to be diverted into the new sewer line. To minimize odor and cost, PACE designed the pipeline using a shallow sewer line connection with a drop bowl assembly to create a smoother flow to minimize splashing, resulting in decreased odor. PACE provided all project bid documents, permitting, coordination with Southern California Edison, and assisted the City with the bid process and construction support services.

Other Projects:

- City of Huntington Beach: Over 10 projects of water main replacements for 12" or smaller diameter of drinking water distribution
- City of Huntington Beach: 4 Cathodic Protection and pipeline rehabilitation on transmission mains from 20" to 42", consists of internal joint bonding, impress current CP system, valve replacements.
- City of Huntington Beach: Pine Street Residential Neighborhood Watermain Replacement - Replaced with approximately 700' of 12" PVC pipe
- City of Huntington Beach: Gregory Ln and Laura Cr. Residential Neighborhood Watermain Replacement - Replaced with approximately 1,100' of 6" and 8" PVC pipe
- Los Angeles Department of Water and Power: LA Greenbelt Water Reclamation Project– 24" pipe
- Los Angeles Department of Water and Power: East Valley Water Reclamation Project – 54" DIP, 26 miles of pipeline, and a pump station at the Tillman Plant

JAMES A. MATTHEWS, PE

PRINCIPAL / QA/QC



EDUCATION

*B.S. Civil Engineering
San Diego State University / 1994*

YEARS OF EXPERIENCE

*26 Years
Joined PACE in 1994
City of San Diego
Water Production Engineering*

REGISTRATIONS

*Professional Engineer / AZ
1999 / 34090
Professional Engineer / CA
1997 / C57446
Professional Engineer / FL
2009 / 69722
Professional Engineer / HI
2009 / 13718
Professional Engineer / ID (Inactive)
2004 / 11229
Professional Engineer / NM
2004 / 16491
Professional Engineer / VA
2005 / 040716
Professional Engineer / CO
2018 / 0054243
Professional Engineer / TX
2018 / 132370
Wastewater Treatment Operator
Certification: Arizona 1997*

AFFILIATIONS

*American Water Works Association
(AWWA)
Water Environment Federation (WEF)*

PUBLICATIONS

*EPA's Small Flows Quarterly:
"Hybrid Sequencing Batch Reactors"*

*Santa Margarita Water District:
"Advanced Processes for Water
Reuse"
City of Lathrop: Title 22 Recycled
Water Training Program
PEARL Education Program:
Electrical Power and Control Systems*

James Matthews is highly regarded in the water, wastewater, recycled water and storm water industries for his tremendous wealth of practical knowledge and his ability to use old and new technologies, hands-on experience, and research to produce value for his clients and their projects. Mr. Matthews has created designs for a multitude of award-winning projects; saving capital and operation costs, reducing construction schedules, and minimizing operation and maintenance needs on sewer and water infrastructure and treatment projects, by implementing creative ideas and concepts. As both a licensed engineer and wastewater treatment operator, Mr. Matthews is a technical expert in infrastructure engineering design, construction, and operations. He has particular experience in reviewing, trouble-shooting and renovation on over 250 projects in the US, Canada and Central America. However, his expertise is not limited to just water resources; having a wealth of knowledge in electrical, controls, and instrumentation. He has personally fabricated, programmed, and installed a multitude of custom control systems, which included PLC/PAC programming, radio telemetry, and Supervisory Control and Data Acquisition (SCADA) systems for numerous water, wastewater and co-generation projects.

RELATED EXPERIENCE

Poinsettia, Voorhees and Pacific Sewer Lift Stations Upgrades – City of Manhattan Beach, CA

Mr. Matthews is serving as the Principal / QA/QC for the plans and specifications being prepared by PACE for the City of Manhattan Beach for three (3) sewer force mains and to upgrade three (3) sewer lift stations, Pacific Avenue WWPS, Poinsettia Avenue WWPS, and Voorhees WWPS. These lift stations and force mains were originally constructed in the early 1960's, with mechanical and electrical upgrades implemented around the mid 1990's, and the facilities are now approaching the end of their useful lives. PACE was also tasked to determine if there are any gravity pipe option(s) that could eliminate any of these existing lift stations.

Grizzly Ranch Water and Wastewater Infrastructure – Portola, CA

As the Principal Engineer, Mr. Matthews was responsible for the design of all the potable and wastewater water infrastructure components including the development of four groundwater wells which contained high levels of arsenic, iron, manganese and H₂S. Design and engineering construction management was performed for a 300 gpm, two-stage, water treatment system. Additional infrastructure designed included a welded steel potable water storage tank, two water booster pump stations, a four-zone water distribution network, and wastewater reclamation facility for the community. Mr. Matthews, was also responsible for the design, fabrication and programming of a complete SCADA system monitoring and controlling all water related aspects.

BNSF Sewer Main, Water Tank and Booster Pump Station – Seligman, AZ

Mr. Matthews served as the Principal-in-Charge to provide water resource consulting, design and environmental permitting services for the replacement and rehabilitation of the City of Seligman's water supply infrastructure. The project involved the replacement of two groundwater wells, bypass and demolition of an intermediate water transfer pump station and tank, replacement of approximately 3,000 feet of old (from 1897) lead joint transmission pipeline, demolition and bypass of the primary water storage tank and distribution pump station, construction of a new 280,000-gallon water storage tank and 800 gpm variable speed distribution pumping station. Mr. Matthews also led the integration of the control and instrumentation for all water related aspects.

Avi Resort Water and Wastewater Infrastructure - Fort Mojave Indian Reservation - Laughlin, NV

Mr. Matthews served as the Project Manager / Engineer-of-Record to provide civil engineering design services to the Fort Mojave Indian Tribe by developing previously uninhabited land for the Avi Resort and Aha Macav developments. PACE designed included 500,000-gallon potable water storage tank, three new groundwater wells totaling 1,200 GPM of production, a groundwater infiltration system, ozone treatment for iron and manganese removal, a 1,200 GPM expandable to 2,400 GPM variable speed domestic booster pump station, a 3,500 GPM fire pump station, a system-wide telemetry system and 30,000 LF of sewer force main to an existing wastewater treatment facility.



EDUCATION

*B.S. / Civil Engineering
California State University,
Long Beach
2007*

YEARS OF EXPERIENCE

*14+ Years
Joined PACE in 2006*

REGISTRATIONS

*Professional Engineer
2014 / C83207*

AFFILIATIONS

*Water Environment Federation (WEF)
American Society of Civil Engineers
(ASCE)*

PUBLICATIONS

*Peterson, J.D., Murphy, R.R., Jin, Y.,
Wang, L., Nessler, M.B., Ikehata, K.
(2011) Health effects associated with
wastewater treatment, reuse, and
disposal. Water Environment Research
83:10, 1853-1875.*

Robert Murphy has Civil Engineering experience spanning back to 2006. His experience includes design of sewer / stormwater / potable / infrastructure, wastewater treatment plants, water treatment facilities and water storage design. Mr. Murphy has also served as the resident engineer for the construction of several wastewater treatment facilities, water distribution, and sewer collection and pump station projects. He has developed several equipment performance-based equipment specifications for process equipment selection prior to design, and the creation of operation and maintenance manuals for several water and wastewater conveyance and treatment systems and facilities. Mr. Murphy is adept in coordinating project plans, specifications, and reports with multiple consultants to obtain an efficient buildable and operable system.

RELATED EXPERIENCE

BNSF Groundwater Wells, Water Tank and Booster Pump Station – Seligman, AZ

Mr. Murphy served as the Sr. Project Engineer to provide water resource consulting, design and environmental permitting services for the replacement and rehabilitation of the City of Seligman's water supply infrastructure. The project involved the replacement of two groundwater wells, by-pass and demolition of an intermediate water transfer pump station and tank, replacement of approximately 3,000 feet of old (from 1897) lead joint transmission pipeline, demolition and by-pass of the primary water storage tank and distribution pump station, construction of a new 280,000 gallon water storage tank and 800 gpm variable speed distribution pumping station. In addition, PACE provided the control and instrumentation integration which included a complete, radio networked, automation and data management system for the control of the two new wells, new water tank, new pre and post chlorination systems and new booster station.

Vernon Water Main Replacement – Vernon, CA

Mr. Murphy served as the Pumping System / Sr. Project Engineer / provided the Mechanical Design to replace the existing 10" cast iron pipe with a new 12" ductile iron pipe. PACE informed the City on a separate well equipping project that approximately 2,000' of existing 10" cast iron main will very likely have tuberculation and therefore will not be able to properly distribute water when the well operates at the design capacity. PACE collaborated with the City to implement a physical flow test, and validated that the existing pipe has lost over half of its capacity.

Huntington Beach Well 9 Wellhead Treatment System & Sewer Line Improvement - Huntington Beach, CA

Mr. Murphy served as the Process Engineer to provide multiple phases of project development, lab services, piloting, concept development, water treatment facility engineering, planning division graphics, startup, and operations support services for this innovative and unique treatment system. Monthly backwashing was also needed for this treatment system. A 200 ft. long and 8 in. wide PVC sewer pipeline was installed under Warner Avenue, a busy street with three lanes, to allow wastewater to be diverted into the new sewer line. To minimize odor and cost, PACE designed the pipeline using a shallow sewer line connection with a drop bowl assembly to create a smoother flow to minimize splashing, resulting in decreased odor. PACE provided all project bid documents, permitting, coordination with Southern California Edison, and assisted the City with the bid process and construction support services.

Valley Vista Wastewater Collection System – Somerton, AZ

Mr. Murphy served as the Sr. Project Engineer to provide design services for a new lift station and installation of a new sewer collection system that redirect flows to the newly upgraded Somerton WWTP. The new lift station was constructed adjacent to the existing lift station to minimize infrastructure cost, such as connective piping and electrical services. The system required 8,700 linear feet (approximately one mile) of pipe to traverse from the Valley Vista WWTP Lift Station to the Somerton WWTP.

THOMAS (TOM) GUTIERREZ

SR. CAD DESIGNER



EDUCATION

A.A. / Applied Science, Computer
Aided Drafting Technology
ITT Technical Institute,
1994

YEARS OF EXPERIENCE

26+ years
Joined PACE in 2001
With others more than 7 years

Thomas Gutierrez has more than 26 years of experience in design and preparation of mechanical plans, sections and details for engineered construction documents within the wastewater and water industry. He has in depth knowledge of mechanical systems layout, mechanical assemblies, fittings, valving, pipe materials and ratings, site grading, drainage, and utility plan/profile design (pressure and gravity systems). Mr. Gutierrez also has in-depth experience with design of mechanical 3D models of wastewater treatment plants for construction drawings. His 3D design and modeling experience includes design and draft BIM-ready civil 3D pipe networks, surface models, grading and basic corridors for earthwork calculations and cross sections, process piping for complete plant layouts, and mechanical process equipment (i.e. blowers, pumps, etc.). Mr. Gutierrez is an advanced user of Autodesk AutoCAD, Civil 3D, and MEP. He has also has the responsibility of directing CAD staff and engineers to ensure project documents are accurate, professional and meet project goals. He is responsible for communicating with engineers and production staff to ensure all needs are met, this includes support, training and solving critical task obstacles.

RELATED EXPERIENCE

City of Redondo Beach Legado Development Sewer Collection Upgrades – Redondo Beach, CA

The City of Redondo Beach will require additional conveyance capacity through new sewer pipelines and improvements in the area around Pacific Coast Highway and Avenue I. Mr. Gutierrez is serving as the Sr. CAD Designer for the design of approximately 550' of new 12" sewer pipe and multiple manholes through multiple major intersections, and along Caltrans Pacific Coast Highway. The pipeline also traverses through City of Torrance right-of-way, so multiple encroachments are required for the project. PACE evaluated numerous alignment alternatives, and also trenchless construction technology through pipe bursting. PACE concluded that the existing pipe was too shallow for pipe bursting, and was able to identify an alignment to cross both over and under existing underground utilities.

Vernon Water Main Replacement – Vernon, CA

PACE informed the City on a separate well equipping project that approximately 2,000' of existing 10" cast iron main will very likely have tuberculation and therefore will not be able to properly distribute water when the well operates at the design capacity. PACE collaborated with the City to implement a physical flow test, and validated that the existing pipe has lost over half of its capacity. Mr. Gutierrez served as the Sr. CAD Designer for the plans and specifications that were prepared to replace the existing 10" cast iron pipe with a new 12" ductile iron pipe.

Orange Grove and Rancho Mesa Verde Potable Water System – Somerton, AZ

Mr. Gutierrez served as the Sr. CAD Designer for the preliminary design of the proposed new potable water distribution system for the Orange Grove and Rancho Mesa Verde (OGRMV) subdivisions for tie-in to the City's existing water system. The system will improve the quality of life in these low-income communities by providing a reliable water supply for both residential use and increased fire protection. The infrastructure will be west of the Orange Grove Community consisting of three segments of new piping (approximately 8,500 linear feet) running from the City's existing main to the OG/RMV subdivision. The system will also include a new 180,000 gallon potable water storage tank and a booster pump station.

Huntington Beach Well 9 Wellhead Treatment System & Sewer Line Improvement - Huntington Beach, CA

Mr. Gutierrez served as the Sr. CAD Designer for the multiple phases of project development, lab services, piloting, concept development, water treatment facility engineering, planning division graphics, startup, and operations support services that PACE prepared for this innovative treatment system. Monthly backwashing was also needed for this treatment system. A 200 ft. long and 8 in. wide PVC sewer pipeline was installed under Warner Avenue, a busy street with three lanes, to allow wastewater to be diverted into the new sewer line. To minimize odor and cost, PACE designed the pipeline using a shallow sewer line connection with a drop bowl assembly to create a smoother flow to minimize splashing, resulting in decreased odor.

Tim Fettig, PLS

Principal, Vice President of Southern California Operations

About:**Years of Experience:** 32**Years with Guida:** 32**Education:** Santa Ana College and Santiago Canyon College, Surveying/Mapping; Operating Engineers Surveying Apprentice Program, 1988 – 1993**Professional Registration/Certifications:** Professional Land Surveyor #7542/CA/1999; IOUE Local 12, Certified Party Chief**Summary:**

Tim brings over 32 years of surveying expertise as a project manager and as a licensed party chief. He has managed a multitude of projects throughout Southern California, overseeing staff members, workload, and scheduling. He engages in both field and office support, when required, and is knowledgeable about the latest equipment, technology, and product development. Highly skilled in all aspects of both design and construction surveying, Tim is a well-rounded professional. He has overseen control survey networks aerial photogrammetry, and topographic design surveys; right of way and boundary surveys and mapping, ALTA surveys, preliminary title reports, title research, plotting existing encumbrances, records of research, dedications and vacations, preparation of legal descriptions and plats, Record of Surveys, parcel maps, tract maps, lot-line adjustments, other land surveyor seal/stamp documents and map checking QA/QC. He has also provided construction survey support and construction staking, including perpetuation, pre- and post-construction corner records/records of survey, constructability review, construction staking, as-built surveys, and earthwork calculations.

Project Experience:**East Orange County Water District (EOCWD), Bent Tree Road Sewer Access Easement, Orange County, CA:**

Tim currently serves as survey project principal for the surveying and right of way services for an existing sanitary sewer along Bent Tree Road and Shady Canyon Road for the District where no easement rights exists. Guida's work includes providing legal descriptions and plats for the new proposed easements and performing a limited field survey to measure the location of the sewer manholes as well several property corner monuments so we can relate the sewer line to property lines.

Metropolitan Water District of Southern California (MWD), On-Call Land Surveying Services, Southern California, CA:

Tim served as project manager and licensed party chief for this on-call services contract which included aerial mapping in MicroStation, monumenting, providing topographic surveys, preparation of records of surveys, boundary surveys, easement preparation, and identifying MWD easements throughout Southern California. Guida surveyed roughly 50 easements, ranging from a couple hundred feet in length, to over a mile. The purpose of this exercise was to monument the existing MWD easements (many dating back to the 1920s), and to identify encroachments into the easements by adjacent landowners. Extensive mapping, records research, and boundary surveys were required to plot correctly and accurately property lines, easements, right of ways, and encroachments.

Santa Fe Irrigation District, Mechanical Dewatering Improvements and San Dieguito Dam Improvements, San Diego, CA:

Tim currently serves as principal surveyor for Guida's construction staking services for the expansion of the Solids Mechanical Dewatering System and improvements to the San Dieguito Reservoir dam. Guida's team is providing construction staking services for various elements and structures at the project site including rough grading, yard pipping, storm drains, final grades, and offset stakes for the gravity thickener, centrifuge corners, sludge holding tanks, and sludge splitter box.

Dean Bouldin, PLS

Project Manager

About:**Years of Experience:** 38**Years with Guida:** 38**Education:** A.A., Surveying and Mapping, Santiago Canyon College, 1995; Civil Engineering coursework, California State University, Long Beach, 1992-1994**Professional Registration/Certifications:** Professional Land Surveyor #7842/CA/2002**Summary:**

Dean has 38 years of experience that includes mapping and design with a concentration in public works projects. His responsibilities have included preparation of Tentative Tract Maps, Final Tract Maps, Records of Surveys, Legal Descriptions and Plats, Annexation Documents, Parcel Maps, Corner Records, Caltrans Right-of-Way Engineering Documentation, and other Professional Land Surveying Services.

Project Experience:

Metropolitan Water District (MWD), On-Call Surveying and Mapping Contract, Los Angeles, CA: Under several consecutive 3-year on-call services contract with the Metropolitan Water District, Guida provide various land surveying and mapping services including cross sections, topographic mapping, boundary surveys, map preparation, map checking, control surveys and GPS surveys. Dean served as project surveyor and was responsible for performing boundary surveys and map preparation for several portions of the MWD fee and easement owned properties throughout their service area.

Anaheim Public Utilities Department, Direct Buried Cable Remove and Replacement Project, Anaheim, CA: Guida is currently providing land surveying services to the design team to support the Anaheim Public Utilities Department remove and replacement projects throughout the city. Anaheim is replacing direct buried cable that is no longer supporting the needs of the residential and commercial communities within the city limits. The project is to identify, relocate and install new cable to improve electrical service to Anaheim's customers. Services included verifying and establishing horizontal and vertical controls, base mapping, topographic surveys, boundary surveys, utility research, surveys and mapping, construction staking for new cable locations, switches and junction boxes, and legal descriptions and plats to support easement acquisitions. Dean serves as project surveyor. (2016-Ongoing)

Contra Costa County, Various On-Call Engineering and Land Surveying Services, Byron Highway and Camino Diablo Intersection Improvements, Contra Costa County, CA: Guida performed several portions of topographic mapping and control research to uncover local monumentation. Using our reflectorless topographic mapping technology in the field, our team was able to identify areas that were difficult to access. Guida's data was used to assist the creation of design mapping for the traffic signal and turn lane portions of the project. Due to this project being in approximation to the Pacific Railroad (UPRR) tracks, Guida's team members increased their safety protocols to ensure our work met all safety regulations. Dean served as a project surveyor.

Orange County Transportation Authority (OCTA), On-Call Land Surveying Services, Right of Way Engineering, Orange County, CA: Dean served as project surveyor on this on-call land surveying services contract with OCTA, performing right of way engineering services for various projects including railroads, highways, arterial streets, freeways, and other projects. The survey scope of work included the preparation of boundary retracement, monumentation, survey control maps, map checking and other right of way related tasks. He was responsible for performing the necessary office resources and performing quality control reviews of final deliverables.

Adam D'Alvia, PLS

Party Chief

About:**Years of Experience:** 25**Years with Guida:** 24**Education:** Rancho Santiago College, Survey Courses;
Operating Engineers Apprenticeship Program**Professional Registration/Certifications:** Professional Land
Surveyor #8141/CA/2005**Summary:**

Adam has 24 years of survey and mapping experience with emphasis on right of way and boundary surveying, topographic/design surveys, subdivisions, and ALTA/ACSM surveys and GPS surveys. He is an expert in field to office automation. In addition, Adam has provided construction staking and GPS surveying for several large construction projects throughout Southern California.

Project Experience:

Irvine Ranch Water District (IRWD), On-Call Land Surveying Services, Irvine, CA: Adam serves as licensed party chief for this on-call contract with the IRWD. Guida is providing a full suite of land surveying services for various facilities throughout the District's service area.

Metropolitan Water District of Southern California (MWD), On-Call Land Surveying Services, Southern California, CA: Guida provided on-call surveying services and equipment for MWD's CIP and operations and maintenance projects throughout Southern California. Tasks included providing cross sections, topographic mapping, boundary surveys, map preparation, map checking, control surveys, GPS field and office processing, and final monumentation of MWD right of way. Adam served as licensed party chief; Guida was able to fully adhere to the schedule and budget for this project.

Anaheim Public Utilities Department, Direct Buried Cable Remove and Replacement Project, Anaheim, CA: Guida is currently providing land surveying services to the design team to support the Anaheim Public Utilities Department remove and replacement projects throughout the city. Anaheim is replacing direct buried cable that is no longer supporting the needs of the residential and commercial communities within the city limits. The project is to identify, relocate and install new cable to improve electrical service to Anaheim's customers. Services included verifying and establishing horizontal and vertical controls, base mapping, topographic surveys, boundary surveys, utility research, surveys and mapping, construction staking for new cable locations, switches and junction boxes, and legal descriptions and plats to support easement acquisitions. Adam is serving as licensed party chief.

City of Irvine, Jeffrey Open Space Trail/I-5 Bicycle and Pedestrian Bridge Project, Irvine, CA: Adam serves as a party chief for the land surveying services Guida is providing for the design of a pedestrian bridge over I-5 at Jefferey Road. The proposed bicycle and pedestrian bridge is a cast-in-place (CIP), 1,312-foot-long, 6-foot-deep, 17-foot-wide, nine-span, prestressed (PS) concrete box girder bridge. Guida is working directly with the design engineering team, providing land surveying, mapping and right of way services—which includes horizontal and vertical survey controls tied to Caltrans District 12 primary controls—aerial photogrammetric mapping, supplemental topographic design and utility surveys, land net surveys and mapping, and legal descriptions and plats.

City of Irvine, On-Call Professional Land Surveying Services, Irvine, CA: Adam serves as licensed party chief for this on-call professional land surveying services contract. The scope of services includes field and office surveying services for the construction of municipal improvements, such as facilities, streets, traffic signals, walls, bridges, bike trails, storm drains and channels, and utilities.

Don G. Greenman II
1711 Sombra Dr.
Glendale, CA
1-(818)-679-2037
don@pclocators.com

Own Company: *Pacific Coast Locators, Inc., La Crescenta, CA - 2004 to Present.*

- Don G. Greenman II – President
- Certified Electro-Magnetic Technician
- Certified Ground Penetrating Radar Technician

Professional Experience & Training:

- 15-year member of the Underground Utility and Leak Locators Association.
- 13 years of BP Safety Passport Certification to work on ARCO petroleum retail & refinery sites.
- 15 years - 40 Hours OSHA 29 CFR 1910.120 Supervisor Training. Chevron.
- 13 years of Loss Prevention System Training Certification. Mobil Exxon.
- 15 years of Electro-Magnetic Certification.
- 15 years of Electro-Magnetic Certification through Radio Detection. Unocal.
- 15 years of API WorkSafe Certification.
- 15 years of National Safety Council Defensive Driving Certification.
- 15 years Certified Geophysical Technician, Ground Penetrating Radar.
- 10 years Union Pacific Rail Safe Contractor Certified.
- 10years of Shell Life Saving Rules Certification.

Andrew G. Hoogenhuizen
Drew.hoogenhuizen@yahoo.com
3120 Orange Ave.
La Crescenta, CA 91214

Pacific Coast Locators, Inc. – 2016 to present

GPR and EM Technician

- Lead Technician
- Certified Electro-Magnetic Technician
- Certified Ground Penetrating Radar Technician

Goldak, Inc. – 2014 to 2016

Leak Detector, Locating Technician

- Clear and mark utilities for environmental remediation – monitoring well install, sampling, etc.
- Clear proposed trenching locations for any and all underground utilities in the area of excavation
- Scan site for any utilities lines using a passive locator.
- Pinpointing residential and commercial underground water leaks including metallic and plastic water systems, and well as fire line leak detection.

Professional Experience & Training

- API Worksafe
- Railroad Roadway Worker Protection
- BNSF Safety Trained
- Shell Life Saving Rules
- 40 Hours OSHA
- National Safety Council Defensive Driving
- American Red Cross CPR/First Aide Trained
- CCTV Inspections using the push camera
- Concrete Scanning

**Rick Huerta
12059 Ponderosa Court.
Fontana, CA 92337
rickpclocators@yahoo.com
(909) 657-9075**

Company: Pacific Coast Locators, Inc.

2010 - Present

- Rick Huerta – Lead Tech
- Certified Electro-Magnetic Technician – Radiodetection
- Certified Ground Penetrating Radar Technician - GSSI

Professional Experience and Training

- TWIC
- CPR and First Aid
- API Worksafe
- 40-Hour HAZWOPER OSHA 29 CFR 1910.120
- BNSF Safety Trained
- Railroad Roadway Worker Protection Trained
- E-Rail Safe Badged
- National Safety Council Defensive Driver Trained
- Petroleum Safety Trained
- Confined Space Entry
- LPS Trained

Siva K. Sivathasan, PhD, PE, GE, DGE, QSD, F.ASCE

Senior Vice President/Principal Engineer

Dr. Sivathasan is a registered civil and geotechnical engineer in California, with 26 years of geotechnical and construction experience. He is skilled at analyzing complex geotechnical problems and has prepared comprehensive reports with detailed recommendations. He also has extensive knowledge of construction projects from managing geotechnical observation and testing, special inspection and material testing, and Caltrans source inspection services. He has been providing source inspection for major transportation projects in Southern California. He is a subject matter expert for the California Board of Professional Engineers, Land Surveyors, and Geologists for geotechnical engineering exam development. Dr. Sivathasan is the vice chair of the ACSE Los Angeles Section Geotechnical Group and has published several papers in journals and for international and national conferences.

Relevant Experience

California Water Service, Palos Verdes Pump Station 22, Rolling Hills, CA. Project Manager. Geotechnical investigation services included site reconnaissance, subsurface exploration, laboratory testing, engineering analysis, and final geohazard/geotechnical report with design and construction recommendations. Geotechnical observation and testing services completed.

California Water Service, Palos Verdes Pump Station 23, Rancho Palos Verdes, CA. Project Manager. Geotechnical investigation services included site reconnaissance, subsurface exploration, laboratory testing, engineering analysis, and final geohazard/geotechnical report with design and construction recommendations. Geotechnical observation and testing services completed.

New Glendale Heights Welded Steel Reservoir, Glendale, CA. Project Manager over field exploration, laboratory testing, geologic evaluation, and geotechnical analysis. Converse prepared geotechnical/geohazard evaluation report which included design and construction recommendations for a proposed Welded Steel Reservoir.

San Gabriel Valley Water Company (SGVWC), Hillside Stabilization and Drainage Improvements at Plant B17 Hacienda Heights, CA. Project Manager. Converse conducted a geotechnical investigation and report to assist with slope erosion stabilization and drainage control devices for planned drainage improvements.

SGVWC Water Tank, Hacienda Heights, CA. Project Manager over geotechnical investigation to determine and evaluate site and subsurface conditions for a proposed single new steel welded water storage reservoir, concrete block retaining walls, concrete v-gutters, asphalt pavement, drainage improvements, and related plant improvements. Converse generated and submitted the final geotechnical study report with recommendations for design and earthwork.

SGVWC Plant 13 and Water Storage Reservoir Slope Stabilization, Whittier, CA. Project Manager over geotechnical investigation with recommendations for slope stabilization. Services included site and subsurface review and evaluation, field exploration laboratory testing, geotechnical report preparation, field observation, and materials testing for site preparation, excavation, foundation installation, concrete placement, reinforcing steel, backfill, grout, and finished grade.

City of Santa Paula, Crosstown Water Pipeline Project, Santa Paula, CA. Project Manager. Converse performed a geotechnical investigation and presented final report to support design phase. Subsurface exploration included exploratory borings to obtain soil samples.

EDUCATION

- PhD, Civil Engineering, University of California, Davis, 2002
- MS, Civil Engineering, University of California, Davis, 1997
- BS, Civil Engineering, University of Peradeniya, Sri Lanka, 1994

REGISTRATIONS/CERTIFICATIONS

- California, Civil Engineer No. 63185
- California, Geotechnical Engineer No. 2708
- Diplomate in Geotechnical Engineering No. 1169
- CFR 1910.120 OSHA 8-Hour Refresher Training
- CFR 1910.120 OSHA 40-Hour Training
- Nuclear Soil Density Gauge Certification

AREAS OF EXPERTISE

- Geotechnical Engineering
- Deep Foundations
- Water/Wastewater Treatment
- Educational Institutions
- Building Foundations
- Bridge Foundations

Parameswaran “Ram” Ariram, EIT

Senior Staff Engineer

Mr. Ariram has 8 years of experience in geotechnical engineering specializing in foundations and ground improvement. He provides geotechnical services to conduct field exploration, provides oversight of laboratory testing, and conducts engineering analyses necessary for various projects.

Relevant Experience

California Water Service, Palos Verdes Pump Station 22, Rolling Hills, CA. Senior Staff Engineer. Geotechnical investigation services included site reconnaissance, subsurface exploration, laboratory testing, engineering analysis, and final geohazard/geotechnical report with design and construction recommendations. Geotechnical observation and testing services completed.

California Water Service, Palos Verdes Pump Station 23, Rancho Palos Verdes, CA. Senior Staff Engineer. Geotechnical investigation services included site reconnaissance, subsurface exploration, laboratory testing, engineering analysis, and final geohazard/geotechnical report with design and construction recommendations. Geotechnical observation and testing services completed.

New Glendale Heights Welded Steel Reservoir, Glendale, CA. Senior Staff Engineer. Conducted field exploration, laboratory testing, geologic evaluation, and geotechnical analysis. Prepared geotechnical/ geohazard evaluation report including design and construction recommendations for a proposed Welded Steel Reservoir.

San Gabriel Valley Water Company (SGVWC), Hillside Stabilization and Drainage Improvements at Plant B17 Hacienda Heights, CA. Senior Staff Engineer. Conducted a geotechnical investigation and report to assist with slope erosion stabilization and drainage control devices for planned drainage improvements.

SGVWC Water Tank, Hacienda Heights, CA. Senior Staff Engineer. Completed geotechnical investigation to determine and evaluate site and subsurface conditions for a proposed single new steel welded water storage reservoir, concrete block retaining walls, concrete v-gutters, asphalt pavement, drainage improvements, and related plant improvements. Generated and submitted the final geotechnical study report with recommendations for design and earthwork.

SGVWC Plant 13 and Water Storage Reservoir Slope Stabilization, Whittier, CA. Senior Staff Engineer. Conducted geotechnical investigation with recommendations for slope stabilization. Services included site and subsurface review and evaluation, field exploration laboratory testing, geotechnical report preparation, field observation, and materials testing for site preparation, excavation, foundation installation, concrete placement, reinforcing steel, backfill, grout, and finished grade.

City of Santa Paula, Crosstown Water Pipeline Project, Santa Paula, CA. Senior Staff Engineer. Performed geotechnical investigation and presented final report to support design phase. Subsurface exploration included exploratory borings to obtain soil samples. Project included the installation of 8,065 linear feet of, 24-inch diameter buried water pipeline composed of polyvinyl chloride (PVC) material, to connect the discharge pipeline from the Steckel Water Conditioning Facility at the Steckel Drive/Santa Barbara Street intersection to the Pleasant Street/Tenth Street intersection.

Santa Clarita Valley Water Agency, Well “N” Water Treatment Facility, Santa Clarita, CA. Senior Staff Engineer. Performed geotechnical investigation and presented final report to support design phase. Field investigation included exploratory borings to obtain soil samples.

EDUCATION

- MS, Civil Engineering, University of Houston, Texas, 2017
- BSc, Civil Engineering, University of Peradeniya, Sri Lanka, 2012

CERTIFICATIONS

- TX Engineer-in-Training (EIT) No. 59703

AREAS OF EXPERTISE

- Geotechnical Engineering
- Deep Foundations
- Retaining Structures
- Pavement Design
- Soil Stabilization
- Soil Grouting
- Earthquake Engineering

GEOTECHNICAL SOFTWARES

- LPILE/APILE
- Cliq
- Plaxis
- Slide
- Liquefy Pro
- Ez Frisk



TRAFFIC CONTROL ENGINEERING, INC.

Professional Qualifications David Kuan, P.E.

Mr. Kuan is President of the firm Traffic Control Engineering, Inc. which was organized in 1989. Prior to organizing his own consulting firm, he served the City of Orange as the City Transportation Engineer from 1984 to 1989. During his tenure with the City, he conducted a wide variety of traffic and transportation projects, both at local and regional levels. He was directly in charge of developing the City's General Plan Circulation Element as well as a new circulation master plan for a 7100 acre planning area. He later gained new responsibility of serving the City's Transportation Planning Committee, responsible for a broad range of traffic and transportation projects. Mr. Kuan was also the City of Orange's Transportation Demand Management Coordinator, responsible for formulating and implementing traffic reduction measures for the City and major employers in the City. Mr. Kuan has worked on numerous state and federal grants and funding programs, including OTS, HES, OCUTT, FETSIM, AHFP, and FAU. While with the City of Orange, Mr. Kuan had a close working relationship with Caltrans and other governmental transportation agencies including OCTA, Transportation Corridor Agency, etc.. He represented the City working with Caltrans in developing I-5 widening/interchange alternatives, Has also served on the Rt. 55 Car-Pool Lane Technical Advisory Committee. Mr. Kuan's experience and familiarity with various governmental agencies is a valuable asset in providing expedient project approval process.

Prior to 1984, Mr. Kuan was engaged by the firm of PRC Voorhees. During the years he was with that firm, he was responsible for numerous traffic/transportation projects including impact analysis, access studies, parking studies, traffic signal coordination, circulation master plan and general plan throughout Southern California.

Mr. David Kuan holds a Bachelor Degree in Civil Engineering from the University of California at Irvine, a Masters Degree in Transportation Engineering from the University of California at Berkeley, is a member of the WATCH committee, served as a Chairperson of Orange County Traffic Engineering Council (OCTEC), a member of the Institute of Transportation Engineers (ITE), and is also registered as a Professional Traffic Engineer (TR 1429, exp. date 12/31/20) and a Professional Civil Engineer (C 57387, exp. date 12/31/21) in the State of California.

Traffic Control Engineering, Inc. has an on-going contract with Irvine Ranch Water District, City of Newport Beach, City of Chino, Costa Mesa Sanitary District, Long Beach Water Department, Los Angeles County Sanitation District, Orange County Sanitation District, Orange County Water District, LA City Bureau of Engineering for providing as-needed traffic control design.

EXPERIENCE SUMMARY

Paul has over 32 years of technical and engineering experience with an emphasis in wastewater collection systems, municipal waste, and environmental assessment/site remediation. He currently serves as Senior Region Engineer and Project Manager. His background includes work with long-term flow monitoring services for model verification, capacity studies for siphons, pump stations, and critical sewer segments, infiltration and inflow (I/I) analysis and prioritization studies, sewer system evaluation surveys such as physical inspections, smoke testing, as well as technical reporting and presentation.



Education

B.S., Chemical Engineering - Cal State Polytechnic University Pomona, 1986

M.S. Program Core Courses, Civil/Environmental Engineering – Cal State University Long Beach, 1991

Registration *Professional Engineer, California, No 049435*

Professional Engineer, Nevada, No 016878

Professional Engineer, Utah, No 8972209-2202

Experience

32 Years

Joined Firm

2000

Relevant Experience

- *Managed over 300 Temporary Sewer Flow Monitoring Projects*
- *Expertise in Rain Dependent Inflow and Infiltration*
- *Critical Site Flow verification and Capacity Evaluation Expertise*

TEMPORARY SEWER FLOW MONITORING & RAINFALL DEPENDENT INFLOW & INFILTRATION STUDIES

East Bay Municipal Utility District, Wet Weather Sewer Flow Monitoring Study, Oakland, California

Sr. Project Manager. Had primary responsibility for running this 109-meter, 9 rain gauge, 3 year project to identify basins with substantial I/I issues. Responsibilities for the project included cost control, ensuring deliverables were met, and oversight of all field and data analysis activities. Also prepared the final data report that was included as a deliverable to Cal EPA.

City of San Jose, Numerous Sewer Flow Monitoring Studies, San Jose, California

Sr. Project Manager. Fifty-two sanitary flow monitoring sites and 16 rain gauges on a continuous basis and provide daily updates of flow and hydraulic performance via wireless telemetry to a web based data delivery platform called Flowview™. Weekly service summaries and monthly uptime performance metrics are provided along with monthly data analysis and finalization / certification of data. Deliverables also include seasonal flow metering (up to 100 meters at a time) and Rainfall Dependent Infiltration and Inflow (RDII) performance reports that provide trend analysis of dry and wet weather performance. Additions of up to 85 storm system flow monitoring locations and 9 more temporary rain gauging stations will enable the City to get a better handle on their storm system model.

City of Los Angeles, Wet Weather Sewer Flow Monitoring Study, Los Angeles, California

Sr. Project Manager. ADS was awarded a 2-year comprehensive sewer system performance evaluation for the City of Los Angeles, CA. This included deployment of 93 wireless flow monitors in lines ranging in size from 12-inch to 99-inch, flow and map verification, capacity evaluation, preparing an Web-based master database of flow data and capacity performance data. Rainfall Dependent Infiltration & Inflow (RDII) performance evaluations were conducted in metered tributary zones using Slicer software to assist in the preparation and calibration of their wet weather performance model.

Orange County Sanitation District, Rain Dependent Inflow and Infiltration Study, Fountain Valley, California

Sr. Project Manager. ADS was awarded a 4-year - \$6,200,000 project. The project involved delineation of 120 master basins and deployment of 150 wireless flow monitors to support the Cooperative Projects Program wherein RDII was targeted for reduction within the 24 Member Agencies comprising the District service area. This was the foundation project for all future RDII reduction efforts District wide.

EXPERIENCE SUMMARY

Jackie is one of ADS' most experienced Data Managers with demonstrated performance record spanning both field and corporate operations. Jackie has conducted numerous sewer system flow monitoring and evaluation projects involving infiltration/inflow determination, combined sewer overflow evaluations, capacity analyses, sewer system evaluation surveys and permanent flow monitoring. Her experience encompasses key project control disciplines in project scheduling and coordination, project management, analysis, data collection, and final report preparation. In addition, she has provided analysis and software training, and customer software and product support. As a data manager for ADS, Jackie is responsible for cultivating proactive team relationships, maximizing resources and ensuring that data analysis requirements for assigned projects are achieved. She independently analyzes data, which may include sanitary, combined, and storm sewer flow data. Data management responsibilities also include coordinating work assignments and schedules for a group of data analysts, conducting data reviews, data audits, quality control and assisting with training of analysis team members.



Education

*B.S., Computer Science Technology,
Alabama A&M University, 1983*

Experience

35 Years

Joined Firm

1985

Relevant Experience

- Industry's Most Experienced Data Analyst
- Flow Monitoring Data Expert
- Software, Hardware, and Field Experience

TEMPORARY SEWER FLOW MONITORING & RAINFALL DEPENDENT INFLOW & INFILTRATION STUDIES

City of Los Angeles, Wet Weather Sewer Flow Monitoring Study, Los Angeles, California

Data Manager. ADS was awarded a 2-year comprehensive sewer system performance evaluation for the City of Los Angeles, CA. This included deployment of 93 wireless flow monitors in lines ranging in size from 12- inch to 99-inch, flow and map verification, capacity evaluation, preparing a Web-based master database of flow data and capacity performance data. Rainfall Dependent Infiltration & Inflow (RDII) performance evaluations were conducted in metered tributary zones using Slicer software to assist in the preparation and calibration of their wet weather performance model.

Orange County Sanitation District, Rain Dependent Inflow and Infiltration Study, Fountain Valley, California

Data Manager. ADS was awarded a 4-year - \$6,200,000 project completed in 2005. The project involved delineation of 120 master basins and deployment of 150 wireless flow monitors to support the Cooperative Projects Program wherein RDII was targeted for reduction within the 24 Member Agencies comprising the District service area.

This was the foundation project for all future RDII reduction efforts District wide.

Port of Long Beach, Long Beach, Temporary Sewer Flow Monitoring Study, Long Beach, California

Data Manager. ADS was sub-contracted by RBF Engineers to conduct temporary sewer flow monitoring at 25 gravity locations and 6 lift stations for a period of 3 months study for a wet period and 14-day dry study.

City of San Bernardino, Temporary Sewer Flow Monitoring Study, San Bernardino, California

Data Manager. ADS was sub-contracted by AKM Consulting Engineers to conduct temporary sewer flow monitoring at 25 gravity locations for a period of 14 days for dry weather model calibration.

EXPERIENCE SUMMARY

As Field Manager Shay has successfully managed the field operations from beginning to end on over 200 temporary flow monitoring projects, totaling more than 1000 monitoring sites. These projects included studies required to obtain data for modeling, inflow and infiltration, billing, event notification services, flow proportional sampling, sewer smoke testing (SSES), and pump station calibrations. Shay presently manages 14 long term projects totaling 200 monitoring sites, as well as several rain gauges.

Shay has also had the experience working with several different agencies in multiple major metropolitan cities throughout the United States. Shay has helped assist and manage several major projects, including Seattle, San Diego, Los Angeles, Las Vegas, Fresno, Reno, Oakland, and San Jose.



TEMPORAY SEWER FLOW MONITORING & RAINFALL DEPENDENT INFLOW & INFILTRATION STUDIES

City of San Diego, Sewer Flow Monitoring and Event Notification Services, San Diego, California

Field Manager. Five-year contract with Metropolitan Wastewater worth \$5,700,000. Monitor 161 sanitary flow monitoring sites in pipes ranging from 8" to 114" on a continuous basis since 2005. Provide daily updates of flow, hydraulic performance and event notification via wireless and landline telemetry to a web based data delivery platform, IntelliServe™. Daily service summaries and 95% or better uptime performance are provided along with monthly data analysis and finalization / certification of data used for billing, modeling and overflow alarming to meet EPA requirements.

City of El Cajon, Sewer System Evaluation Services, El Cajon, California

Field Manager. ADS was contracted by the City of El Cajon to conduct 164,000 lf of sanitary sewer smoke testing as a follow-up to a system- wide flow monitoring effort to identify RDII. The project involved locating cracks, breaks and illegal connections, and after extensive investigation, over 250 defects were found which assisted the City in developing a rehabilitation plan and identifying necessary sewer repairs and replacement.

City of Los Angeles, Sewer Flow Monitoring and Event Notification Services, Los Angeles, California

Field Manager. Thirty-three sanitary sewer flow monitoring sites for the purpose of billing, modeling and overflow detection. First commissioned in 1999, the monitoring stations consist of both land-line and wireless flow meters which report to ADS' web-based reporting system for real- time flow measurement and alarming. Scope of work also includes comprehensive service, data analysis, certification of data and as-needed data review and engineering services.

City of Las Vegas, Permanent Sewer Flow Monitoring, Las Vegas, Nevada

Field Manager. Thirty sanitary sewer flow monitoring sites on a continuous basis since 1997. Flow data is used for billing, modeling and flow verification during diversion activities. Scope of services includes comprehensive service, data analysis and event notification services. Deliverables also include as-needed temporary flow monitoring and removing and reinstalling monitoring stations.

Education

Seattle Central Community
College WA Sociology
Graduated 2000
O&M of wastewater collection
systems
California State University
Sacramento, CA 2013

Certifications

MACP, NACP Certified
O&M Certified
T-Lock Welder (Ameron Water
Transmission Group, expires
October 2017)

Experience

15 Years

Joined Firm

2005

Relevant Experience

- Successfully Managed over 300 Temporary and Permanent Sewer Flow Monitoring Projects
- Expertise in Flow Monitoring, Water Loss Control and SSES
- Software, Hardware, Data Analysis and Field Experience
- Safety Training Coordinator
- 100% of Shay's projects have meet a 95% uptime rate or better
- Site Reports/ Site Safety Plan development
- Traffic Management Development
- Field Crew Scheduling and Safety Preparation



ABOUT

Dan Bott is the Director of CEQA/NEPA services for VCS Environmental (VCS). Mr Bott has over 30 years of combined environmental planning experience in both the private and public sector. He is responsible for the preparation and management of environmental documents (Initial Studies, Negative Declarations, Environmental Impact Reports, and Environmental Assessments), as well as other policy plans, including Specific Plans, for a wide variety of residential, commercial and industrial land use projects, transportation improvement projects and water resource infrastructure projects. He is an effective problem solver, able to understand and clearly communicate complex technical and environmental development issues and to create economically feasible solutions.

SELECT PROJECTS

EDUCATION

Master of Science
Environmental Studies:
California State University,
Fullerton, 1986
B.A. Anthropology, Minor in
Political Science: California
State University, Fullerton,
1983

PROFESSIONAL AFFILIATIONS

Association of Environmental
Professionals (AEP)
American Planning Association
(APA)

CALTRANS LOCAL ASSISTANCE PROJECTS

Dan oversees the environmental documentation that VCS prepares for various Caltrans Local Assistance projects. As a Disadvantaged Business Enterprise/Small Business Enterprise (DBE/SBE), VCS is asked to team on various projects requiring Federal funding. Dan oversees these projects, which include projects in the Cities of Irvine, Lake Elsinore, Colton, Palm Springs, Downey, and Pico Rivera.

REMINGTON TRABUCO SIGNAL IMPROVEMENT PROJECT | IRVINE, CA

The project involved installation of a signal at a currently unsignalized intersection, roadway and intersection improvements, ADA upgrades, streetlight system modifications, traffic striping and signage modifications, landscaping and irrigation modifications, utility coordination and mapping and Orange County Flood Control channel improvements and modifications. Dan provided CEQA compliance oversight, management of the regulatory permitting requirements for the project and also the coordination of mitigation credits for the project.

LAKEWOOD BOULEVARD/FLORENCE AVENUE PROJECT | DOWNEY, CA

Dan is managing and preparing the Initial Study/Mitigated Negative Declaration for the Lakewood Boulevard/Florence Avenue Project. The proposed project involves roadway widening, traffic signal improvements and utility relocations to the existing Lakewood Boulevard and Florence Avenue intersection within the City of Downey.

HOME SWEET HOME PROJECT | CITY OF LAKE ELSINORE, CA

Dan managed and prepared the Initial Study/Mitigated Negative Declaration for the Home Sweet Home Project. The site is regionally located in unincorporated Riverside County within the Lakeland Village of the Elsinore Area Plan. The 7.16-acre project site is located between Grand Avenue and Brightman Avenue. Historically, the property was vacant land up until the 1920's when agricultural activities began and continued to about the 1970's. Presently, the property is vacant and surrounded by residential uses to the north, south, east and a fire station and vacant land to the west. The Proposed Project included a Zone Change request from General Commercial to Mixed Use and the approval of a tentative tract map. Primary issues analyzed within the Initial Study/Mitigated Negative Declaration were air quality/noise (construction-related and long-term operational), biological resources, cultural resources, traffic impacts to the local roadway network and land use compatibility.

QUALITY ASSURANCE/ QUALITY CONTROL



The Program Manager will coordinate all planning and design work with all subconsultants and staff. Regular meetings or teleconferences will be held with applicable Project Team members and consultants to coordinate engineering study and/or design issues. Meeting minutes will be kept and retained in project files.

CLIENT COORDINATION

The Program Manager will be the project's primary source contact with the client on contracting matters. A Project Manager will be assigned to each project and will directly interface with the client as a primary contact. The Program Manager will serve as a secondary contact in the event that the Project Manager is unavailable.

All correspondence to the client, whether incoming or outgoing, will be through the Program Manager. The Program Manager will keep the client informed of the project progress on a monthly basis unless otherwise indicated in the work plan or contract work scope. The monthly progress reports will, at a minimum include:

- Schedule status
- Progress to date
- Work planned for upcoming month
- List of issues which may affect project schedule / objectives

In addition to the progress reports, an Action Items Matrix (AIM) will be prepared and monthly updated provided to the Client. The AIM will identify actions to be accomplished, description of the activity, date for completion and lead person/ party responsible for ensuring the action is completed.

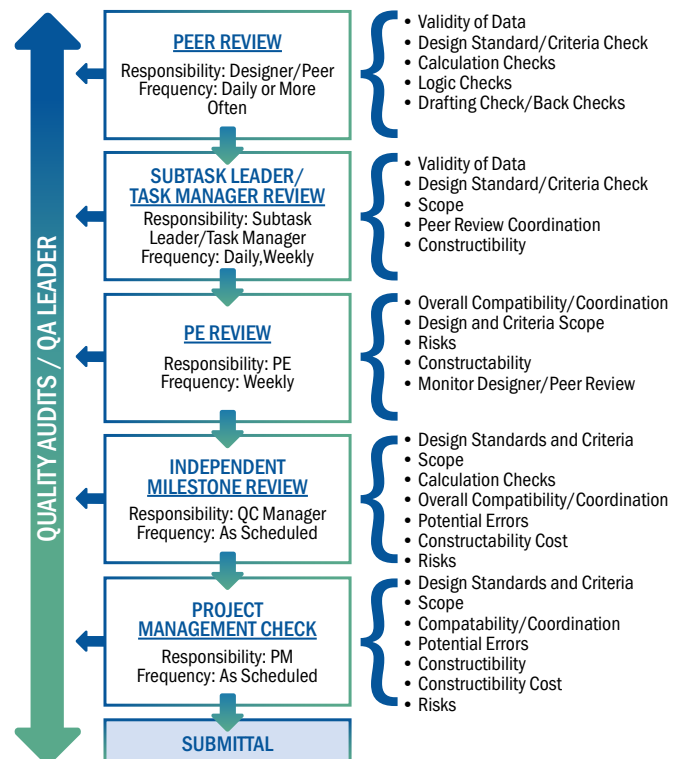
SUBCONSULTANT MANAGEMENT

Agreements with our subconsultants will be followed by detailed task orders delineating the budget, schedule, and scope. These task orders will be monitored for progress and compliance. We will track the resources and the costs against the planned targets to ensure the resources are efficiently employed. With the high level of local and specialized expertise proposed, our subconsultant selection within the team depends on a well-organized planning and conceptual design process that uses staff only when needed for as long as needed and is delineated by the specific project requirements and locations. Our project knowledge and the skill of our management team provide the basis for a well-managed study and design process.

QUALITY ASSURANCE / QUALITY CONTROL PROCEDURES

Our team will provide the highest quality work products. This will be accomplished through implementation of a Quality Assurance/Quality Control program that will be clearly defined in a quality control plan developed specifically for this project. Quality management will be used to ensure that the deliverables for the project meet a formally established standard of acceptance. Reviews are provided at critical points and specific responsibilities for the different levels of reviews during the life of the project are pre-defined. NOTHING is released from the project team to the client without at least one review. The plan will include:

1. Quality control for the project will utilize tools and methodologies for ensuring that all deliverables comply with approved quality standards.
2. Senior level staff and technical area experts will assist the Project Manager in verifying the quality standards are met for the deliverables.
3. Use of a **Technical Advisory Panel** made up of senior technical experts to review recommendations developed by the project team. These experts will attend the criteria committee meetings, constructability review meetings and workshops, as needed.
4. Regularly scheduled project coordination meetings between City and our project manager and project engineers.
5. Independent review of each technical work product before its submission to City.
6. Bi-monthly performance assessments from City.



REFERENCES



REFERENCES



City of Redondo Beach Legado Development Sewer Upgrades

Geraldine Trivedi *Civil Engineer*

City of Redondo Beach
415 Diamond St, Redondo Beach, CA 90277
(310) 318-0661
Geraldine.Trivedi@redondo.org



Poinsettia, Voorhees and Pacific Sewer Lift Stations Upgrades

Gilbert Gamboa *Sr. Civil Engineer*

City of Manhattan Beach
1400 Highland Ave, Manhattan Beach, CA 90266
(310) 802-5356
ggamboa@cityymb.info



City of Huntington Beach - Beach Boulevard Sewer Replacement

Joseph Fuentes, PE *Contract Administrator*

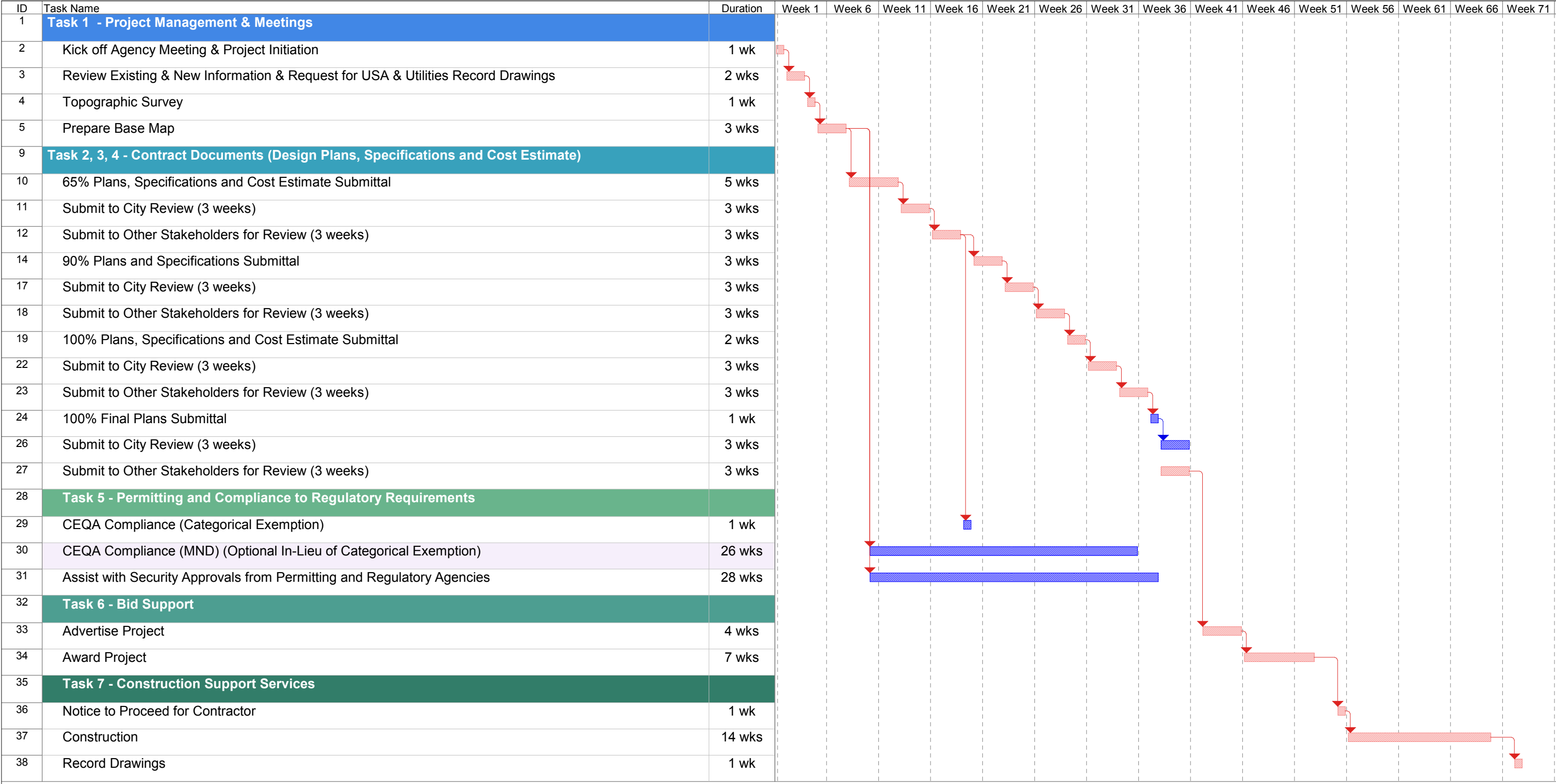
City of Huntington Beach
2000 Main Street, Huntington Beach, CA 92648
(714) 536-5259
rjfuentes@surfcity-hb.org



SCHEDULE AND SCHEDULE CONTROL



PROJECT SCHEDULE OPTIONAL TASKS NOT SHOWN



Task

Split

Milestone

Summary

Project Summary

External Tasks

External Milestone

Inactive Task

Inactive Milestone

Inactive Milestone

Inactive Summary

Manual Task

Duration-only

Manual Summary Rollup

Manual Summary

Start-only

Finish-only

External Tasks

External Milestone

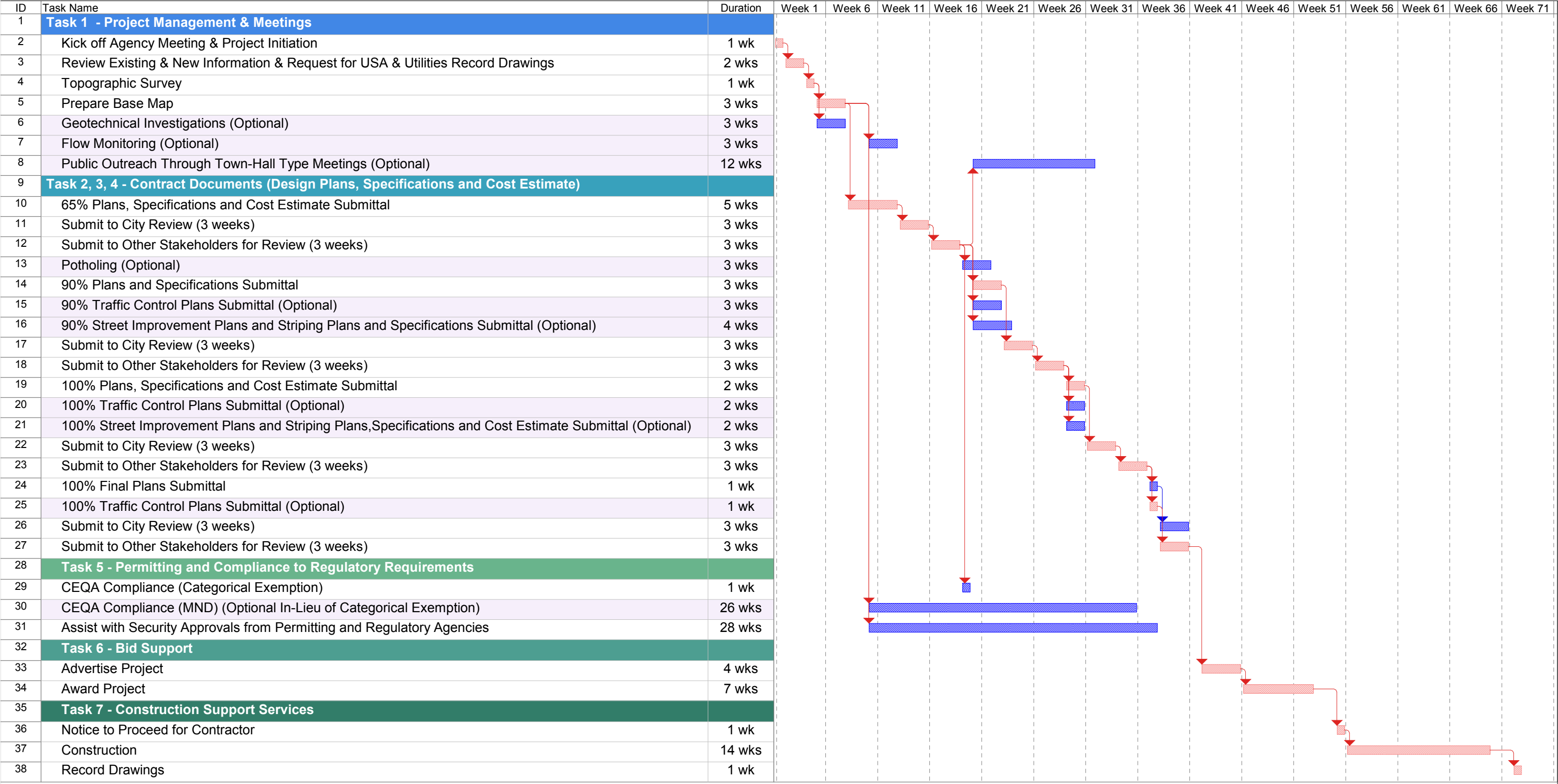
Critical

Critical Split

Progress

Deadline

PROJECT SCHEDULE OPTIONAL TASKS SHOWN



Task

Split

Milestone

Summary

Project Summary

External Tasks

External Milestone

Inactive Task

Inactive Milestone

Inactive Milestone

Inactive Summary

Manual Task

Duration-only

Manual Summary Rollup

Manual Summary

Start-only

Finish-only

External Tasks

External Milestone

Critical

Critical Split

Progress

Deadline



LOS ANGELES COUNTY SANITATION DISTRICTS

Converting Waste Into Resources



17520 Newhope Street, Suite 200
Fountain Valley, CA 92708
714.481.7300 | www.pacewater.com

SCOPE OF SERVICES

PACE will be able to provide engineering services per your requested scope of services that was divided into eight (8) tasks described in the RFP. Additionally, we also included in our proposal several optional services under Task #8 with reputable subconsultants that we believe will complement PACE and stakeholders to achieve project objectives. Below are detail descriptions and assumptions of for each of the nine (9) optional tasks.

TASK 8	
8.1	CEQA Compliance (Categorical Exemption) <ul style="list-style-type: none">PACE and subconsultant can assist the City to determine if any of the Categorical Exemptions applies. If so, a Notice of Exemption (NOE) can be prepared and recorded with the County Clerk Recorder's Office.
8.2	CEQA Compliance (MND) <ul style="list-style-type: none">This is approximately a 6-month process where PACE and the subconsultant will prepare the Mitigated Negative Declaration (MND) environmental documents. Tasks include preparation of AB 52 Native American Consultation documentation, prepare screencheck, draft, and final Initial Study (IS) and MND, and prepare the Mitigation Monitoring and Reporting Program (MMRP). Technical Reports will include Air Quality Technical Memo, Greenhouse Gas (GHG).
8.3	Public Outreach Through Town-Hall Type Meetings (Up to 3) <ul style="list-style-type: none">PACE can collaborate with the City to attend and present at City arranged town-hall type of meetings, to introduce the project and share concept plans details with the general public, in order to increase public trust and to address concerns.
8.4	Budget \$4,000 for Reimbursement of Permit Fees (Permits Fees Unknown) <ul style="list-style-type: none">The exact number and required permits have not been established. City can have PACE pay for any of such permits upfront and be reimbursed under this item, or the City can directly pay for such permits.
8.5	90%, 100% and 100% Final Traffic Control Plans Submittals <ul style="list-style-type: none">PACE and subconsultant can prepare traffic control plans to support pipeline construction plans. The plans will utilize various industry practice for traffic control strategies, and will also include signing, legends, and construction detour standards. These plans will be submitted along with pipeline construction plans for review for permits.
8.6	Two (2) Soil Borings and Geotechnical Report <ul style="list-style-type: none">PACE and subconsultant can drill 2 borings, one for each segment of new sewer pipe on the unpaved area of the Rolling Hills Road. The geotechnical report will summarize findings of soil characteristic, along with tests results to identify design parameters for construction, including those necessary for the contractor to prepare shoring plans. The optional fee scheduled is based on the assumption that no custom traffic control plans will be required for drilling on the unpaved area of the roadway, and that traffic control will be consistent with standard practice from the WATCH Manual.
8.7	Flow Monitoring at Two (2) Locations for 1 Continuous Week <ul style="list-style-type: none">PACE and subconsultant can install monitoring devices in two (2) selected existing manholes on Rolling Hills Road near Crenshaw Blvd, in order to obtain a continuous 1 week of monitoring data to validate flow assumptions of existing condition described in the May 2020 Sewer Area Study.
8.8	90% and 100% Street Improvement Plans and Striping Plans Submittals <ul style="list-style-type: none">PACE and subconsultant can prepare street improvement and striping plans for approximately 2,000 lineal feet of Rolling Hills Road. The optional fee schedule is based on the assumption that improvement will either be by grind and overlay, or with slurry seal.
8.9	Potholing (Unable to Provide a Fee Due to Unknowns at This Time) <ul style="list-style-type: none">PACE and subconsultant can perform pothole of existing underground utilities that may have grade conflict with the proposed sewer pipe. Since such conflicts and traffic control requirement will be identified during the design phase, PACE can provide a fee estimate for this optional tasks at a later date.



PROPOSAL

RFP FOR ENGINEERING SERVICES TO PREPARE SEWER IMPROVEMENT PLANS

Presented to:



CITY OF ROLLING HILLS

July 13, 2020

Prepared by:

QUANTUM CONSULTING, INC



Engineering Consulting Services
2720 Sepulveda Boulevard, Suite 100
Torrance, CA 90505
P: 310-891-3994 F: 310-891-3995
www.thequantumconsulting.com



Quantum Quality Consulting, Inc.

Engineering Consulting Services

July 13, 2020

Ms. Elaine Jeng, P.E.
City Manager
City of Rolling Hills
2 Portuguese Bend Road
Rolling Hills, CA 90274

RE: RFP for Engineering Services to Prepare Sewer Improvement Plans

Dear Ms. Jeng:

Thank you for the opportunity to present our qualifications for your consideration. We are pleased to submit our statement of qualifications to the City of Rolling Hills to provide Engineering Design Services.

Quantum Quality Consulting, Inc. is a full service civil and traffic engineering consulting firm serving municipal clients exclusively in Southern California for over 20 years. Quantum Consulting is a California corporation licensed to provide professional engineering services including civil and traffic engineering, design, construction management and inspection, staff augmentation, and program management.

We are uniquely qualified to provide design services as we have produced numerous designs with zero percent change order due to our in-house quality assurance/control including Water, Sewer, and Storm Drain Improvements Projects for the Cities of Compton, Manhattan Beach, and Gardena. We have successfully completed a number of sewer design projects throughout Southern California; totaling approximately \$500M in construction value with the most recent being the Cycle 1 Sewer Main infrastructure improvements project for the City of Manhattan Beach.

Please note that that our firm is located in Torrance and the firm's principal is a long time resident of the peninsula, which make for closer proximity and more familiarity of the project area.

I have read understood, and agreed to all statements in this request for proposal and acknowledge receipt of all addendums/amendments as well as to the terms, conditions, and attachments referenced. Please let us know if you have any questions or if we may be of any further assistance.

Sincerely,

Frank Bigdeli, P.E., President

fbigdeli@thequantumconsulting.com

Attachments: Proposal and Fee proposal under separate cover



Table of Contents

BACKGROUND	3
Firm Overview	3
Track Record	4
QUALIFICATIONS AND EXPERIENCE OF PERSONNEL	5
Relevant Projects	5
PROJECT APPROACH	8
Project Understanding & Scope of Work	8
Approach	10
PERSONNEL	11
Organizational Chart	11
Staff Resumes	12
Frank Bigdeli, P.E.	12
Nasser Abbaszadeh, P.E., QSD, QSP	13
Lesly Cantarero	14
QUALITY ASSURANCE/QUALITY CONTROL PROCEDURES	15
Quality Assurance	15
Quality Control	15
REFERENCES	15
SCHEDULE AND SCHEDULE CONTROL	16
Schedule	16



BACKGROUND

Firm Overview

Since 1995, Quantum Quality Consulting, Inc. (Quantum Consulting) has been privileged to provide municipal engineering services including civil engineering design, traffic engineering design, roadway and sewer design, program/project management, staff augmentation, city engineering services, grant acquisition, master planning, construction management and inspection, project review, development review, drainage review, grading plan check and general civil plan check and management services to various municipalities throughout Southern California. We are well versed in the myriad of issues of public works and municipal department CIP projects due to our experience with our services and projects for numerous cities.

We possess the depth of experience and staffing to meet and exceed your expectations. Our team of professional traffic and civil engineers, designers, program/construction managers, and support staff are well versed in matters related to municipal engineering having served both as city employees and consultants.

- For over 20 years, Quantum Consulting has provided municipal civil and traffic engineering and public works administrative services; staff augmentation; design services; Infrastructure Planning services; construction management and inspection services; and CIP funding procurement and administrative services exclusively for cities in southern California.
- We have managed CIP programs for the cities of Culver City, Azusa, Gardena, Hermosa Beach and California City to include program development and to locate funding sources.
- We recently managed the development of the Pacific Coast Highway program through the City of Hermosa Beach, funded by Measure R. The project includes roadway improvements, roundabouts, traffic signals, utility undergrounding, sidewalk widening and improvements, ADA access and bicycle lanes all in a Complete Streets methodology.
- We have provided recent construction management and inspection services for the cities of Manhattan Beach, Lake Forest, Compton, Gardena, Azusa, Lawndale, Hermosa Beach, and Carson.
- We are currently on retainer to provide on-call engineering services for the cities of Manhattan Beach, Laguna Niguel, Culver City, Hermosa Beach, Fontana, Thousand Oaks, and San Fernando. We have also provided these services for the cities of Azusa, Compton, Gardena, Commerce, Palmdale, and Lancaster in the past.
- We are currently providing on-call traffic engineering services for the cities of Chino, Lomita, and Santa Monica. We have provided similar services for the cities of Gardena, Hermosa Beach, and Bakersfield.
- We have completed CM&I for projects with over \$1B in construction value including the 600-acre Rosedale Development for the City of Azusa, which included five miles of roadway, two parks, sewers, storm drains, detention basins, sidewalks, curb and gutter and utilities.
- We have provided on-call traffic engineering plan check services for the cities of Chino, Santa Monica, Lomita and Bakersfield for development and redevelopment projects, CIP projects, and council initiated projects such as stop signs, traffic signals, etc. Our services have been performed in accordance with all applicable regulations, standards, Municipal Code, and California Vehicle Code.



- We have completed the design of \$20 million in bond funded sewer replacement and rehabilitation for the City of Compton Public Works Department. We have also completed the design of \$44 million in bond funded water main replacement and additional facilities for the Compton Municipal Water Department.
- We have provided infrastructure project development, design, management, construction management, inspection, pavement management and sewer infrastructure design services for more than \$100 million worth of improvements in the last five years.
- We seek ways to save agencies in terms of cost and time. Most recently, while providing services for multiple projects for the City of Lake Forest, we found ways to coordinate and merge tasks among several projects and revise down our fee schedules. Our professional engineers are accustomed to balancing both a high-level perspective for project efficiency and a hands-on, granular involvement for quality assurance.
- Our on-call design, construction management and inspection services have been completed to the satisfaction of the staff at public works/water department and agencies, receiving accolades from Directors and City Engineers on numerous occasions.

Our extensive list of repeat municipal clients is a testimonial to our dedication in providing the highest quality services with the utmost sensitivity toward the City's residents, staff, and public officials. The following is a partial list of the cities for which Quantum has provided various types of municipal engineering services:

<i>Arcadia</i>	<i>Carson</i>	<i>Culver City</i>	<i>Lancaster</i>	<i>Palmdale</i>
<i>Azusa</i>	<i>Cerritos</i>	<i>Fullerton</i>	<i>Lawndale</i>	<i>Redondo Beach</i>
<i>Baldwin Park</i>	<i>Chino</i>	<i>Gardenia</i>	<i>Lomita</i>	<i>Bakersfield</i>
<i>Beverly Hills</i>	<i>City of L.A.</i>	<i>Hermosa Beach</i>	<i>Los Angeles</i>	<i>Santa Monica</i>
<i>Burbank</i>	<i>Commerce</i>	<i>Inglewood</i>	<i>Manhattan Beach</i>	<i>Hawthorne</i>
<i>California City</i>	<i>Compton</i>	<i>Irvine</i>	<i>Newport Beach</i>	<i>Torrance</i>
<i>Caltrans</i>	<i>County of L.A.</i>	<i>La Puente</i>	<i>Norwalk</i>	<i>West Covina</i>

Track Record

As an established full service Southern California engineering consulting firm:

- ✓ We continue to complete all of our projects on time and within budget
- ✓ We complete our services to the satisfaction of public works department staff, municipal management staff, council members, and the surrounding communities
- ✓ Quantum has never asked for any additional fees from any client beyond our approved contract
- ✓ Quantum has never been involved in any legal actions against any of our municipal clients due to our services



QUALIFICATIONS AND EXPERIENCE OF PERSONNEL

Relevant Projects

The following represent some of the projects for which Quantum Consulting has provided Engineering Design services over past few years. These projects demonstrate the experience of our staff that encompasses all aspects of professional consulting services as delineated in the RFP.

On-Call Contracts

On-Call Civil Engineering Services <i>Multiple Cities</i>	Quantum Consulting is currently under contract to perform on-call engineering services for the following cities: Fontana, Culver City, Laguna Niguel, Thousand Oaks, Manhattan Beach, Lomita, and San Fernando
On-Call Utility Design Services <i>City of Manhattan Beach</i>	Quantum Consulting is currently under contract to perform on-call utility design services for the City of Manhattan Beach.
On-Call Engineering Design, Traffic Engineering, Inspection and Grading Plan Check Services <i>City of Lomita</i>	Quantum Consulting performs on-call engineering design, traffic engineering services including, most recently, providing more spaces to the Civic Center's on-street parking as well as returning the character of streets to local. We are currently designing striping plans for various locations. Furthermore, Quantum Consulting performs on-call grading plan check and inspection services to the City of Lomita. Services including plan checking, related to EIR for various new developments for the City of Lomita Community Development Department.

Specific Project Experience

Cycle 1 Sewer System Improvements Project <i>City of Manhattan Beach</i>	Quantum Consulting prepared complete project plans, specifications and estimate for reconstruction of sewers in 9 locations determined to be most severe in various streets and rights of way. The project required replacement of approximately two thousand (2,000 LF) feet of existing sewer and point repairs at other locations. Design included new paving section, striping, curb and gutter, sidewalk, approaches, cross gutters, and ADA improvement at the replacements to provide a complete restoration where possible.
13th Street Sewer Replacement Project <i>City of Manhattan Beach</i>	The Quantum Team has prepared complete project plans, specifications and estimate for reconstruction of a sewer under a walk street (pedestrian only) which has completely collapsed. The project required replacement of connections under beachside private improvements, restoration of existing gas lamp lighting system in the center of the street, restoration of areas of the Strand. Due to extensive private improvements encroaching on the City



	property, the project required sensitivity to the public and consideration of the residents to move the project forward smoothly.
Sewer System Management Plan Audit <i>City of Manhattan Beach</i>	Quantum Consulting is currently performing an audit to the previous Sewer System Management Plan (SSMP) for the City of Manhattan Beach Utilities Department. The audit evaluates any major changes made to the management plan in the last two years as well as any recommendations that improve the operation and maintenance to the City's collection system.
Sewer System Management Plan Update <i>City of Manhattan Beach</i>	Quantum Consulting is currently providing an update to the Sewer System Management Plan (SSMP) for the City of Manhattan Beach Utilities Department. Using the audit, the SSMP is updated to address all the changes and improvements. We provided the update back in 2016 and will do the audit this year as well as the new update.
Cycle 2 Storm Drain Infrastructure Improvements Project <i>City of Manhattan Beach</i>	Quantum Consulting is currently preparing complete project plans, specifications and estimate for rehabilitation of storm drains citywide in 13 locations. New CCTV investigations are under way for condition assessment of the various locations. Design will include new paving section and striping at the replacements to provide a complete restoration where possible.
Pump Station Interconnectivity SCADA Project Design <i>City of Manhattan Beach</i>	With the team at Computer Automation Design, Quantum provided engineering design services for this project which includes new towers at 20 locations throughout the City. Quantum prepared plans, specifications and engineer's estimate (PS&E) including improvements at each of the sites. The facilities were primarily underground including water system, storm water facilities, wastewater pumping and other services for the City integrated systems. The project is currently ready for implementation.
Purche Avenue Storm Drain Project <i>City of Torrance</i>	The Quantum design team has completed the design of the area storm drain piping system in Purche Avenue, 185th Street, Van Ness Ave and 182nd Street. The existing condition of the residential area was problematic due to flooding. The new storm drain pipes were required to be at minimal cover to allow connection to existing storm drain facilities and to maintain flow. The design was 30" reinforced concrete pipe, portions of eccentric shape and approximately one half mile in length.
Water Transmission Main and Storm Drain Lines, Engineering Design <i>City of Torrance</i>	Quantum Consulting is currently under contract with the City of Torrance to provide design services for the Van Ness Water Wells Transmission Main of 3.5 miles in length. This project includes construction of a water transmission main in Van Ness Avenue from two groundwater well sites located off Van



Ness Ave., north of the 405 Freeway, the design of an area storm drain piping system in Purche Ave. near Well No. 12 to 182nd Street and the design of a storm drain line from the reservoir and Well No. 7 facility to Plaza Del Amo for disposal of well discharges and for reservoir cleaning. Traffic Control Plans were required with the construction plans.

**Sewer Improvement Projects,
Design**

City of Gardena

Quantum Consulting provided design services for the citywide sewer improvements for the City of Gardena to include main replacement and in place lining. These improvements were identified in a Sewer Master Plan that Quantum Consulting had previously prepared for the City. The design work has been completed for the initial year CIP in excess of \$1.3 million in construction.

**Sewer Bond Improvement
Projects, Design**

City of Compton

Quantum Consulting recently completed an extensive multi-project contract with the City of Compton Public Works Department to design \$20 million in sewer system improvements. Quantum prepared bid ready plans, specifications and estimates. Sewer projects were citywide and locations varied from easements in backyards of residential properties to being in residential, collector and arterial streets. At some locations, proposed sewer pipes connected to Los Angeles County Sanitation District trunk lines. The work included design of five (5) sewer main replacement projects (four of which averaged 9 thousand linear feet each of extra strength vitrified clay pipe) and one which required 8 miles of in place CIPP sewer line restoration, for a total of over 15 miles of sewer pipe replacement, upgrade and reline. Roadway restoration designs were included in the project design. Pipes designed ranged in sizes from 8" to 24". All of the replacement designs included extensive trench paving replacement due to marginal soils conditions for deep trenching.

**City of Azusa Sewer
Improvement Projects, Design**

City of Azusa

Quantum Consulting provided the design of more than \$6 million for the citywide sewer improvements for the City of Azusa including main replacement, storage tanks, pump station, lining, etc. These improvements had been identified in a Sewer Master Plan that Quantum Consulting had previously prepared for the City.



PROJECT APPROACH

Project Understanding & Scope of Work

Quantum Consulting fully understands the scope of services as listed in the RFP and is ready to provide these services successfully at the direction and to the satisfaction of the City of Rolling Hills staff.

We understand that the City of Rolling Hills is looking for a qualified consultant to provide civil engineering design services for the preparation of construction documents, specifications, and cost estimates (PS&E) for a sewer main improvement project. We understand a study has been prepared and approved to install a new 8" sewer main along Portuguese Bend Road to connect to existing sanitary sewer line located in adjacent city, Rolling Hills Estates.

Quantum Consulting is prepared to complete the design and secure approval of all plans, specifications, estimates, and permits from all applicable agencies in order to immediately thereafter advertise for construction bid, and provide technical support during construction of the project. We will perform the following tasks as delineated in the RFP:

Task 1 – Project Management:

- 1) Meetings (number of meetings)
 - a. Scoping/Kick-off (2)
 - b. Utility (2)
 - c. Stakeholders (2)
 - d. City Council (1)
 - e. Design review with staff (2)
- 2) CEQA Process Overview - Make a determination of the appropriate CEQA process for the project. See **Task 8 – Optional Services**
- 3) Perform utility research/other research and coordination. Conduct required surveys/design surveys and prepare detailed base map for use in developing design plans.
- 4) Develop and maintain Project Schedule for Approval based on City approval process and grant restrictions, if applicable.
- 5) Research, Survey, and Base Map preparation

Task 2 – Design:

Develop all design plans based on Task 1 and Attachment "A" – Sewer Area Study Including City Hall, Tennis Court Site, and Upstream Properties, Phase II.

Prepare design plans for the construction of:

- 1) Upon completion of Base Map, conduct second scoping meeting with City to discuss any deviation from initial scoping meeting / approved Preliminary Plan that may be required based on information obtained during Task 1.
- 2) Design Plans will be submitted at the following stages of completion for City review and comment: 65%, 90%, 100% & 100% (Final, as needed). Allow 3 week minimum for each City of Rolling Hills review.





- 3) Design Plans will be submitted at the following stages of completion to other agencies having an interest/stake/permitting for agency review and comment: 65%, 90%, 100% (Final).

Task 3 – Specifications:

Project Specifications at 65%, 90%, and 100% submittal: Quantum will prepare specifications in conformance with the current Standard Specifications for Public Works Construction (Greenbook) and other applicable agency standard plans, specifications, and guidance documents in order to obtain plan approval. Provide the required permits, standards, and reference materials to be included in the City's standard contract documents. Every item of work will be fully covered including a measurement clause and a payment clause.

Task 4 – Cost Estimates:

Construction Estimate: Quantum will prepare an engineer's construction estimate for the designed project at the 65% submittal and 100% submittal. Cost estimates will have quantities and unit prices with back-up calculations for all quantities. We will verify current unit prices at time of final plan approval.

Task 5 – Permitting and Regulations:

Permitting and Regulations: Quantum will develop and manage the approval process for all required permits and environmental documents. We will observe all laws, rules, and regulations concerning environmental permitting and the scope of professional services will include all steps necessary in the project development and permitting process to fully entitle the project to move into the construction phase.

- 1) Document, design, and incorporate environmental requirements (i.e., CEQA documentation, etc.), mitigation measures, NPDES requirements (including adherence to MS4 LID requirements), BMPs, air/water quality, and erosion/sediment control into the Project construction documents as required.
- 2) Provide a signed check-off list certifying that all environmental clearances/permits have been completed and all mitigation measures have been incorporated into the PS&E prior to the advertisement of the project for construction.
- 3) We will incorporate all requirements of the City of Rolling Hills Municipal Code (RHMC) as applicable. The deliverables provided to the City will conform to those regulations to ensure a complete and conforming project. We will comply with Public Works Greenbook and RHMC in the preparation of full, complete, and accurate PS&E.
- 4) Quantum will incorporate all federal, state, and local laws, rules, and regulations concerning public works as applicable. The deliverables provided to the City will conform to those regulations to ensure a complete and conforming project. We will comply with Public Contract Code Section 10120 in the preparation of full, complete, and accurate PS&E.

Task 6 – Bid Support:

Quantum will assist the City in preparation of Bid Package and provide responses to questions received during the bid phase.

Task 7 – Construction Support Services:





Quantum will provide engineering services prior to, during, and following construction including:

- 1) Attend a pre-construction meeting and provide clarification of contract documents as needed.
- 2) Assist the City with Request for Information responses.
- 3) Provide review of the Contractor's submittals for conformance with the contract documents.
- 4) Subsequent to completion of construction, the consultant will provide Mylar plots of revised drawings incorporating all as-built revisions clouded and noted in the revision block using the Contractor's record red lines. The Project drawings will be stamped "Project Record Drawings". Transmit original Mylar Record Drawings and two CDs containing all project drawings including AutoCAD files as well as PDF versions.

All data, documents, and other products used or developed during the project will become the property of the City.

Task 8 – Optional Services:

If assigned to this project, Quantum will provide a fee for the CEQA Process as required.

Approach

We will maintain close communications with the City representative and provide all required personnel, materials, equipment, and supervision required to provide the services under the Agreement, including required safety equipment.

- Having performed similar services for many other municipalities, we understand the value of responsiveness and communication in implementing any successful project.
- We maintain the highest quality of services and also understand that "time is of the essence" in providing these services.
- Having served both as staff and consultants, we are intimately familiar with the municipal procedures and protocols and there's no "learning curve" involved with our services.
- We will demonstrate flexibility and coordination with the City's priorities and programming in response to the recent pandemic created by Covid-19.

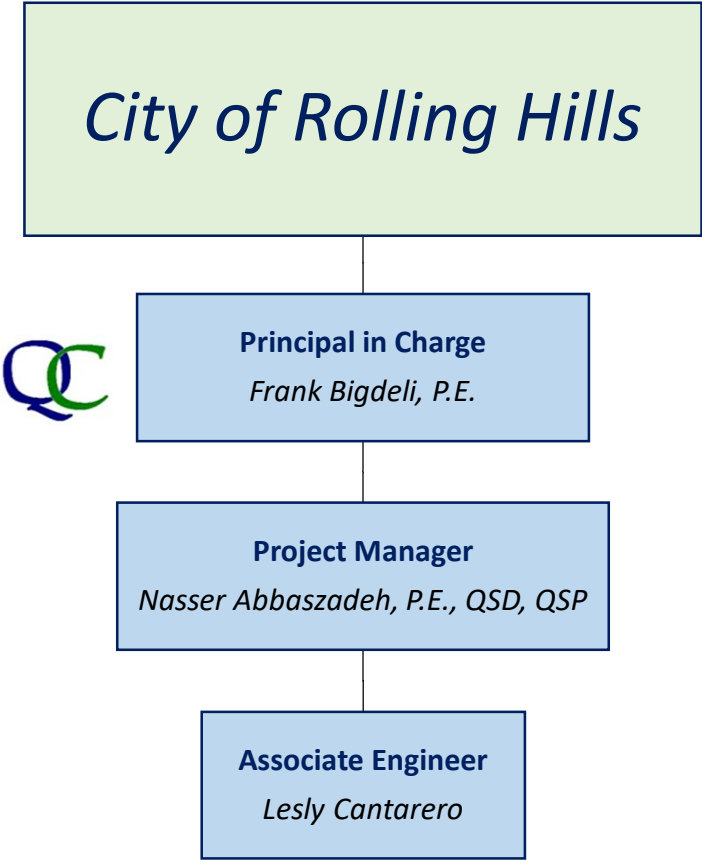
Our philosophy is to apply the resources, talent, and high standards of quality and problem identification in advance to provide excellence in project management. Our approach is to resolve issues proactively regardless of source. This consistent approach has led to our immaculate record of successful projects. We will perform in accordance with the scope of services prepared for the City of Rolling Hills.



PERSONNEL

Quantum Consulting has assembled a team of highly experienced professionals with decades of service with numerous public agencies. The following figure shows our proposed organizational chart for this project. All of our team members, including junior and support staff not listed, are available, eager to begin work and exceed the City’s expectations.

Organizational Chart





Staff Resumes



Frank Bigdeli, P.E. Principal in Charge

Education

- M.S. Civil Engineering, Old Dominion University
- B.S. Civil Engineering, Old Dominion University

Years of Experience

- 35

Registration

- Registered Civil Engineer, CA Civil No. 51973

Professional Affiliations Included

- American Society of Civil Engineers (ASCE)
- American Public Works Association (APWA)
- National Society of Professional Engineers (NSPE)
- American Water Works Association (AWWA)
- Los Angeles County City and County Engineers Association

Mr. Bigdeli has over 35 years of experience in the management of public works programs and projects in various capacities. He recently completed his services as the contract City Engineer/Traffic Engineer for the City of Gardena for over 12 years and has served as the contract City Engineer/Traffic Engineer for the Cities of Azusa, and Lancaster. He has also served as the contract Public Works Director and City Engineer for the Cities of Lawndale and Hermosa Beach. He also served as the consulting CIP manager Cities such as Culver City and Compton and served as the program manager for the Los Angeles County Internal Services and Public Works Departments (ISD & PW) in the aftermath of the Northridge Earthquake.

Mr. Bigdeli has provided engineering consulting services for over 50 cities in Southern California in the Counties of Los Angeles, Orange, Ventura as well as the Inland Empire.

Additionally, he has managed projects ranging from the City of Culver City City Hall Improvements Project, master water & sewer studies for the Cities of Compton, Gardena, and Azusa, and various other projects spanning the full spectrum of civil engineering discipline.

He has worked extensively with multiple funding from local, State, Federal, bonds and propositions and Measures sources to develop programs and projects for our client Cities. He provides compliance and QA/QC oversight for the implementation of projects.

Professional Experience

Principal in Charge, Sewer Bond Improvements, City of Compton

Quantum prepared bid ready plans, specifications and estimate for bond funded sewer projects which were citywide with locations varied from being in easements in residential properties to being in local, collector and arterial streets. Some locations, required sewer mains connected to Los Angeles County Sanitation District trunk lines. Pipes designed range in sizes to 27". The replacement designs included major roadway improvements due to extensive trench widths and depths caused by marginal soils conditions and depth.

Principal in Charge, Purche Avenue Storm Drain Design, City of Torrance, CA

Under his direction, Quantum team designed an area storm drain piping system in Purche Avenue near 182nd Street. The initial condition of the residential area was problematic due to flooding. The design consists of implementing various pipe sizes ranging from 24" to 42" to adequately cover the area and to maintain cover due to willow elevations.





Nasser Abbaszadeh, P.E., QSD, QSP

Project Manager

Education

- M.S. Civil Engineering
- B.S. Civil Engineering

Years of Experience

- 35

Registration

- Registered Civil Engineer, CA. Civil No. 39370
- Registered QSD and QSP, CA No. 20823

Professional Affiliations Included

- LA County Executive Advisory Committee on the NPDES permit
- Los Angeles County City and County Engineers Association

With over thirty-five years of experience in the field of Civil Engineering, Mr. Nasser Abbaszadeh has been responsible for administration & budgeting, maintenance functions for infrastructure that includes buildings, parks, trails, green belts and capital Improvement project delivery among other things.

Prior to his retirement from the City of Laguna Niguel, he served as Director of Public Works and City Engineer for that respective city. He has also held the same position for the Cities of Lawndale and San Juan Capistrano. Through his many years of public service, Nasser has acquired strong communication and leadership skills which he will bring to the table for the City. He worked extensively to acquire and manage program and project funding from State, Federal and local sources to support the needed improvements for roadways, pedestrian facilities, water system and sewer system within each City he has worked for.

Mr. Abbaszadeh provides project management, construction management, design, technical support, and quality control for Quantum Consulting.

Professional Experience

Director of Public Works and City Engineer, Cities of Laguna Niguel, Lawndale and San Juan Capistrano

As Director of Public Works, Mr. Abbaszadeh oversaw Capital Improvement Project delivery, environmental services, contract services management, subdivision, grading, and site improvement services, permitting and inspection services, multi-year capital improvement project program and traffic engineering for the aforementioned cities.

City Engineer and Assistant Public Works Director, City of Azusa

During his long career with City of Azusa, Mr. Abbaszadeh provided engineering and maintenance services for numerous infrastructure projects within the city.

Project Engineer, Cycle 2 Storm Drain Improvements Project, City of Manhattan Beach

Mr. Abbaszadeh is currently providing engineering design services for City of Manhattan Beach's storm drain rehabilitation in 13 locations city wide. New CCTV investigations are under way for condition assessment of the various locations. Design will include new paving section and striping at the replacements to provide a complete restoration where possible.

Project Engineer, Project Manager, Purche Storm Drain, Torrance, CA

Prepared bid ready plans, specifications and estimates for new storm drain to service an area long prone to flood damage. The design also required that sewer mains be relocated in the general area. Inadequate older Caltrans facilities were removed and new facilities installed to redirect flows to the County system. The project also required predesign of a new twenty-four-inch water main for future installation. Project construction was just completed and the system is now operable to protect the residential area.





Lesly Cantarero
Associate Engineer

Education

- B.S. Civil Engineering,
University of California,
Irvine

Years of Experience

- 4

Registration

- American Society of Civil
Engineers (ASCE)

Ms. Cantarero is a graduate of the University of California at Irvine. Her civil engineering responsibility includes engineering design, park design, drafting, construction management oversight, report evaluation and sewer/storm drainage management planning.

As an associate engineer/project administrator at Quantum, she has worked on the ongoing Construction Administration and Management of projects in multiple cities. She maintains all record, logs, change order data, progress payment details and prepares all documents for the current projects under management. In addition, she recently provided design and traffic control plans for the City of Torrance's new storm drain system and their water transmission main projects throughout the west side of the City.

Moreover, she is currently provided engineering design services for the City of Manhattan Beach citywide storm drain infrastructure improvement project, and has done so previously for the citywide sewer replacement and restoration project. She has provided site review for these projects. She was additionally a part of the sewer management plan audit team.

She recently provided engineering design services for the City of South El Monte New Temple Park Modular Restroom Project.

Through her participation in several master studies and community meetings including the recent City of Bakersfield Parking Study Project, she has become very familiar in interacting with residents, elected officials, and city staff.

Ms. Cantarero's extensive experience in design, CM/I, and grant administration makes her uniquely qualified to provide support services for any municipal engineering division.

Professional Experience

Cycle 1 Sewer System Improvements Project, Manhattan Beach, CA

Ms. Cantarero recently provided engineering design services for City of Manhattan Beach's sewer replacement, rehabilitation, and point repair project. The project consists of preparing plans for each of the ten project locations by utilizing waste water master plans, City record drawings, new survey and reviewing CCTV inspections with documentation and drawings.

13th Street Sewer Replacement Design, Manhattan Beach, CA

As part of the Quantum Team, prepared complete project plans, specifications and estimate for reconstruction of a sewer under a walk street (pedestrian only) which has completely collapsed. The project requires replacement of connections under beachside private improvements, restoration of existing gas lamp lighting system in the center of the street, restoration of areas of the Strand. Due to extensive private improvements encroaching on the City property, the project requires sensitivity to the public and consideration of the residents to move the project forward smoothly.





QUALITY ASSURANCE/QUALITY CONTROL PROCEDURES

Quality Assurance

The Quantum Consulting Quality Assurance Program prescribes and provides the framework for the Quality Control and Assurance System which is in place at Quantum, and serves as a permanent reference for all Quantum personnel to achieve the highest quality standard and Client satisfaction with our professional service requirements. The principals of the firm review and finalize all services provided. Our step by step quality assurance program, developed by our staff, provides review at specific milestones during the process. The fact that we have never exposed any of our clients to any litigation due to our services during our entire existence of over twenty years is a testimonial to our dedication to in providing quality services. If selected, we will review our quality assurance program with city staff to ensure that it meets and exceeds city standards for quality.

Quality Control

Our management philosophy is to identify problems in advance to avoid lengthy and costly delays to the project. Our previous experience with numerous municipal projects enables us to provide cost saving measures while maintaining the highest standards of quality. Our firm has the professional staff to provide independent review of projects throughout all phases of project management, construction management and inspection. A specific review protocol has been established that results in consistent project excellence.

Our Strength

The Quantum Consulting team is comprised of professionals who have many years of experience both as City staff as well as private consultants. As such, each possesses deep understanding of the way the capital improvements design and construction process works. This experience and understanding will be applied to each engineering project assigned by the City of Rolling Hills to Quantum Consulting. Our staff has current engineering experience for several projects in design, under construction and recently completed. Our proposed City team of professional engineers, and support staff are well versed in matters related to municipal engineering based on their consulting and city experience.

REFERENCES

Quantum Consulting offers the following references. Each will provide an insight into the quality of services that Quantum Consulting has provided on a variety of CIP projects for cities throughout Southern California.

Gilbert Gamboa, P.E., Senior Civil Engineer, City of Manhattan Beach

(310) 802-5356 | ggamboa@citymb.info | 3621 Bell Avenue, Manhattan Beach, CA 90266

Tim Birthisel, P.E., Project Manager, City of Manhattan Beach

(310) 802-5368 | tbirthisel@citymb.info | 3621 Bell Avenue, Manhattan Beach, CA 90266

Alicia Velasco, Principal Planner, City of Lomita

(310) 325-7110 | a.velasco@lomitacity.com | 24300 Narbonne Avenue, Lomita, CA 90717





SCHEDULE AND SCHEDULE CONTROL

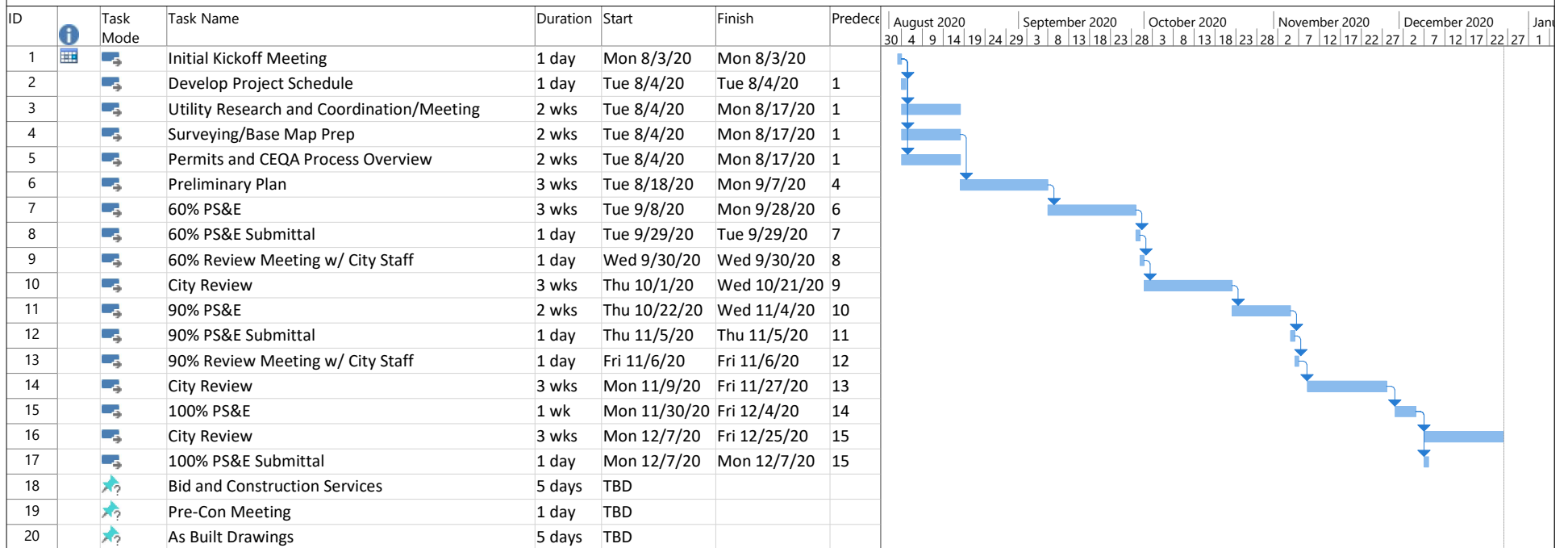
Systematic review of Engineering Design and Development activity will be carried out at appropriate planned stages, throughout all project phases, in accordance with project and business need, schedule and defined requirements. Periodic design reviews will be undertaken to ensure that Engineering Design objectives and the overall design process satisfies the needs and expectations of the City of Rolling Hills.

The requirements and timing for design review will be considered carefully by the responsible project manager, and planned and defined in the review schedule. Review will be timed to take place after sufficient development of the design and before all deliverables are completed. Review of design drawings will go through two major review and approval stages by appointed engineers who ensure that the required activities and checks have been carried out at the required competence level, and that an appropriate rating and level of self-check and review have been applied.

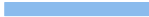


















During bidding and construction, RFI and RFC arise, we will respond with clarifications, details, drawings and any other information required. During construction, all issues will be resolved without assigning blame and with the completion of the project according to the original schedule being the highest priority. During the construction, the project team will be prepared to meet with the contractor, residents, businesses, and community groups to discuss the project and explain its various elements. We will copy the assigned City staff with all project information and clear any outgoing information with City staff. The lines of communication between City staff and Quantum are kept open at all times.

Schedule

Preliminary Schedule is attached on the next page.



City of Rolling Hills
July 13, 2020

Task		Inactive Task		Manual Summary Rollup		External Milestone	
Split		Inactive Milestone		Manual Summary		Deadline	
Milestone		Inactive Summary		Start-only		Progress	
Summary		Manual Task		Finish-only		Manual Progress	
Project Summary		Duration-only		External Tasks			



Quantum Quality Consulting, Inc.

Engineering Consulting Services

July 13, 2020

Ms. Elaine Jeng, P.E.
City Manager
City of Rolling Hills
2 Portuguese Bend Road
Rolling Hills, CA 90274

RE: Fee Proposal for Engineering Services to Prepare Sewer Improvement Plans

Dear Ms. Jeng:

Thank you for the opportunity to present our qualifications for your consideration. We are pleased to submit our Cost Proposal to the City of Rolling Hills for the referenced design project above.

I have attached the fee schedule for complete design of the Sewer Main Design Project.

We look forward to working with you and your staff. Please let us know if you have any questions or if we may be of any further assistance.

Sincerely,

Frank Bigdeli, P.E.
President

Attachments: Fee Proposal

FEE PROPOSAL
CITY OF ROLLING HILLS
SEWER MAIN IMPROVEMENT PROJECT - ENGINEERING DESIGN SERVICES

Monday, July 13, 2020

	<i>Principal in Charge</i>	<i>Project Engineer</i>	<i>Associate Engineer</i>	<i>CAD/Technician</i>	<i>Surveyor</i>	
Rate	\$ 180	\$ 165	\$ 95	\$ 68	\$ 400	Total
Scope of Work Detail						
Task 1 - Project Management						
Meetings (10 mtgs)	20	20	20	0	0	\$ 8,800
CEQA Process Overview	0	8	8	0	0	\$ 2,080
Utility Reasearch and Coordination	0	8	8	0	0	\$ 2,080
Develop and Maintain Project Schedule	0	8	8	0	0	\$ 2,080
Research, Survey, and Base Map Prep	0	8	16	16	24	\$ 13,528
Task 2 - Design						
Prepare Preliminary Plan	0	8	40	40	0	\$ 7,840
Prepare and Submit 65% Plans	0	16	40	40	0	\$ 9,160
Prepare and Submit 90% Plans	0	16	40	40	0	\$ 9,160
Prepare and Submit 100% Plans (final)	0	4	16	24	0	\$ 3,812
Task 3 - Specifications						
Prepare and Submit 65% Specifications	0	8	16	0	0	\$ 2,840
Prepare and Submit 90% Specifications	0	8	16	0	0	\$ 2,840
Prepare and Submit 100% Specifications (final)	0	8	8	0	0	\$ 2,080
Task 4 - Cost Estimates						
Prepare and Submit 65% Cost Estimate	0	12	8	0	0	\$ 2,740
Prepare and Submit 100% Cost Estimate (final)	0	8	8	0	0	\$ 2,080
Task 5 - Permits and Regulations						
Develop and Manage approval process for permits and environmental documents	4	8	16	0	0	\$ 3,560
Task 6 - Bid Support						
Assist City in Bid Package prep and provide response to questions during bidding phase	0	4	4	0	0	\$ 1,040
Task 7 - Construction Support Services						
Pre-construction Meeting	0	2	2	0	0	\$ 520
Assist City with RFI responses	0	4	4	0	0	\$ 1,040
Review of Contractor's Submittals	0	4	4	0	0	\$ 1,040
As-built Mylars	0	2	4	8	0	\$ 1,254
Task 8 - Optional Services						
CEQA Process*						\$ -
TOTAL NOT-TO-EXCEED FEES						
						\$ 79,574

Fees are inclusive of telephone, fax, mail, in-house printing for staff use, and travel costs.

Fees are inclusive of printing for reports as shown in the scope of services.

City of Rolling Hills to provide access to appliacble records and as built plans.

Public document printing and production are not included.

* If neceassry, Task 8 - CEQA Services will be negotiated if selected for the services



Quantum Consulting, Inc.
 2720 Sepulveda Boulevard, Suite 100
 Torrance, CA 90505
 310 891 3994

City of Rolling Hills



Proposal

Engineering Services to Prepare Sewer Improvement Plans

July 13, 2020







Cover Letter

July 13, 2020

City of Rolling Hills
No 2. Portuguese Bend Road
Rolling Hills, CA 90274
Attention: Elaine Jeng, P.E., City Manager

Subject: Request for Proposals for Engineering Services to Prepare Sewer Improvement Plans

The City of Rolling Hills desires to contract with an engineering firm to prepare construction documents for a sanitary sewer improvement project to serve the City Hall, Tennis Court Site and upstream properties. These areas are currently on septic systems and the City desires to transition to a network collection system. Willdan is qualified to provide the requested services as summarized below and as described in more detail in this proposal.

-  **Client Experience.** Willdan has provided engineering services to the City of Rolling Hills for over 30 years. Projects have included sanitary sewer construction, sanitary sewer feasibility studies, sanitary sewer rate studies, sanitary sewer annexation reports, sanitary sewer assessment services, street improvement design projects including roadway, water and storm drain improvements, traffic engineering services, and building and safety plan check services.
-  **Project Understanding.** The City has contracted with Willdan for the Phase I and Phase II studies that researched and analyzed the feasibility of the proposed improvements. Willdan has coordinated with the agencies involved and knows the intricacies and issues involved. Willdan's knowledge of this project and its background is unmatched.
-  **Highly Experienced Project Manager.** Mr. Fred Wickman, PE, offers over 30 years of experience working both for and with public agencies taking conceptual design projects to final construction documents. He has worked on projects involving all the affected agencies. Recently he has been the project manager or provided QA/QC reviews for projects involving 6,500 lineal feet of sanitary sewer improvements including CIPP lining with spot repairs and new mainline construction.
-  **Project Team's Experience.** Our proposed team members have worked together on various public infrastructure study and design improvement projects. More specifically, Mr. Stone recently completed the Phase II Study mentioned above. He has also recently worked with Messrs. Peter, Escobar and Krieger on sanitary sewer projects in Bell, Lynwood and Covina. The civil engineering design team will be assisted by our highly qualified staff providing their expertise in the areas of traffic engineering, environmental documentation, survey and utility coordination. When other supporting activities are needed by this key team, Willdan draws upon the 155+ professionals and technical personnel available within the firm.

I have read, understood, and agreed to all statements in this request for proposal and acknowledge receipt of all addendums/amendments as well as to the terms, conditions, and attachments referenced.

We appreciate the opportunity to submit this proposal and look forward to discussing our proposal with you and your staff. The primary individual authorized to sign and negotiate a contract for these services is Ms. Vanessa Muñoz, PE, TE, PTO, Director of Engineering, located at 13191 Crossroads Parkway North, Suite 405, Industry, CA 91746, Telephone (562) 368-4848 and email vmunoz@willdan.com.

Respectfully submitted,

WILLDAN GROUP INC.



Vanessa Muñoz, PE, TE, PTOE
Vice President/Director of Engineering

Table of Contents

Cover Letter 0

Proposer’s Background 2

 Civil Engineering 3

 Traffic Engineering 3

 Environmental Compliance and Permitting 3

 Sanitary Sewer Services 3

 Subconsultants’ Background 4

Qualifications and Experience 5

Project Approach 8

Proposed Team 11

Quality Assurance/Quality Control Procedures 22

References 23

Schedule and Schedule Control 25

Fee Schedule/Cost Proposal 27



Proposer's Background

Willdan Engineering (Willdan), a California **Corporation** is part of Willdan Group, Inc. (WGI), a NASDAQ publicly traded Delaware Corporation and nationwide firm serving more than 800 public agencies and private sector clients. Founded in 1964 and headquartered in Anaheim, California, Willdan was originally established as a civil engineering firm specializing in providing solutions for our public agency clients. Since that time, we have evolved into a professional consulting firm offering a broad array of services that allows us to provide a comprehensive and integrated approach to our clients' planning, engineering, financial, economic, public facility, public safety, and energy sustainability solutions.



Today, Willdan has over **1,300 employees** operating out of multiple offices located throughout the United States. We have supported implementation of community visions through engineering, construction management, inspection, planning, building safety, and staff augmentation services. Willdan has completed various types of projects for over 90 percent of the cities and counties in California.

Throughout our 56-year history, Willdan has sustained a consistent healthy financial performance. Willdan has the financial strength, resources, qualified staffing, and wherewithal to complete all projects undertaken due to our strong, dependable reputation and a stable client base that continues to expand through repeat customers, referrals, and new service areas. Willdan offers local, focused service to the varied demographics of our public agency customers. Our firm organization enables staff to efficiently communicate individual project challenges and goals companywide, thus capitalizing on all of Willdan's resources to deliver the highest quality and most cost-effective product. There are no pending conditions that would impede Willdan's ability to complete assignments. Financial information is issued quarterly and can be found on the Investors page at www.willdan.com.

Willdan has historically concentrated our efforts in public works engineering for cities, counties, and special districts. Since 1964, we have evolved into a professional consulting firm offering a broad array of services that provide a comprehensive and integrated approach to our clients' needs. Willdan possesses expertise in most facets of the public sector marketplace. The varied experience and background of our staff experience is an added value of our services. No other firm matches Willdan's combined breadth of directly relevant technical and operational expertise and depth of experience.

We provide professional services in all phases of City activities from project development, grant funding application assistance and administration, site analysis, and conceptual development to final design, construction management, observation, and project close-out.

Willdan Staff of Experts

- Municipal Engineering and Management
- Highway and Freeway Engineering
- Building Safety Services
- Environmental Planning
- Geotechnical/Geological Engineering
- Assessment Engineering
- Computer-Aided Analysis and Design
- Geographical Information System (GIS)
- Program and Construction Management
- Construction Inspection and Support
- Traffic and Transportation
- Water and Wastewater
- Urban and Regional Planning
- Drainage and Flood Control
- Structural Engineering
- Right of Way Engineering
- Landscape Architecture



Willdan's core competencies are in direct alignment with the services required for this project as described below:

Civil Engineering

Willdan's civil engineers offer experience in wastewater, water, roadway and highway, feasibility studies (site evaluation/grading/earthwork); project studies and reports; erosion control; storm water management; NPDES compliance; utility conflict, ADA, and value engineering analyses; and constructability review.

Traffic Engineering

Willdan's traffic engineers offer experience in conducting traffic surveys and data collection, investigating motorist and vehicle characteristics, identifying and making recommendations on traffic safety and utilizing traffic laws and enforcement to determine traffic signal timing, and evaluating highway operations. Willdan prepares traffic engineering designs to warn, regulate, and guide traffic. We develop geometric design and channelization, traffic signal and street lighting plans, parking lot designs, and traffic control plans.

Environmental Compliance and Permitting

Willdan has a prolific history of providing environmental planning services to agencies throughout California. We have prepared every type of environmental document pursuant to the California Environmental Quality Act and the National Environmental Policy Act, including environmental impact reports/statements, initial studies and negative declarations/mitigated negative declarations, environmental assessments/findings of no significant impact and exemptions/exclusions.

Sanitary Sewer Services

Specific to the needs of this project, Willdan has prepared both preliminary and final designs for projects that contain characteristics that are relevant to this project.

Project City/Client	Length of Sewer (mi.)	Alternative Methods (i.e. pipe bursting, CIPP lining, etc.)	Force Main/Pump Stations	Utility Coordination / County Permitting	Large Diameter Sewer Main (>8")	Stakeholder Meetings
Rolling Hills	0.5			✓		
Bell	.25			✓	✓	
La Canada- Flintridge	22		✓	✓		✓
Covina	6	✓		✓		
Indian Wells	2		✓	✓	✓	
Ridgecrest	2	✓		✓		
Santa Monica	2	✓		✓		
Channel Islands Beach Community Services Dist.	2	✓	✓	✓	✓	✓



Subconsultants' Background

Willdan's team of subconsultants also bring a breadth of experience to the team as discussed below.



Rosell Surveying & Mapping, Inc. (**RSM**) began in 1992. They hold licenses of professional registration in the states of California and Colorado. The company's business consists of providing

comprehensive services in land surveying, construction staking, 3D-Laser scanning, mapping, civil engineering design surveying, and geographic information system management to its clients. **RSM** full time personnel consists of five field crews, four CAD operators, three survey technicians, four LSITs, two licensed surveyors and administrative staff.

Computer systems are monitored and continually updated and provide instant access to essential information for both the client and for the various teams working on the projects. **RSM's** CAD operators are proficient in Microstation and AutoCAD with extensive experience in preparing tentative maps, final maps, legal descriptions, *ALTA/ACSM Land Title Surveys*, boundary, topography, working with 3D laser scan data and giving support to field crews.

At **RSM**, survey crews maintain a high level of experience and training on the latest technology in surveying equipment. The company prides itself on high caliber personnel and technologically advanced electronic measurement systems.



Rincon's technical noise specialists possess project experience that spans decades in the environmental noise profession coupled with strong educational backgrounds and continuous

training. Our expertise encompasses both public and private sectors and a range of noise issues. Our services include sound level monitoring, acoustical mitigation, and three-dimensional modeling of transportation and stationary sources. Our specialists are not only proficient in the use of current models and methodologies as recommended by local, state, and federal agencies but also use state-of-the-art equipment and computer software to provide more efficient and user-friendly data output and analytical results. These qualities combined with our ability to offer a full range of services enable us to provide our clients with innovative, effective, and cost-efficient solutions to noise-related issues.

Rincon has performed noise studies on many hundreds of projects in Los Angeles County and throughout California. In addition, within the Los Angeles County Rincon has prepared similar studies for a sewer replacement projects for the County Department of Public Works as well as other local jurisdictions. We are experts not only in technical noise analysis, but also in interpreting policy considerations and developing creative solutions to identified problems.

Information about Rincon's qualifications can be provided on request or accessed from our website:

www.rinconconsultants.com.



BESS provides a complete range of utility solutions to both private and public companies throughout Northern and Southern California. They are committed to providing quality service that exceeds the client's needs and expectations using the most advanced technologies available. They utilize State-of-the Art Electromagnetic and Acoustic Pipe Locators as well as




our Ground Penetrating Radar (GPR) systems to designate underground utilities and they specialize on "hard to find" facilities and blind searches. Through their experience they have learned that a combination of Electromagnetic, Acoustic and Ground Penetrating Radar (GPR) technologies is the best approach to solve the most challenging underground utility designating jobs. In addition, they use Vacuum Excavation (potholing) to expose underground utilities to the naked eye and "positively" determine their actual depth and physical conditions. They are devoted to excellence and reliability in locating and marking underground utilities and their utility locating services are always performed by trained and experienced professional technicians. They have 35 trained locating/potholing technicians on staff. Their goal is not only to give their client's the highest quality service available, but also establish long standing impactful relationships as well.

Qualifications and Experience




Willdan team members have prepared both preliminary and final designs as well as management and master plans for numerous sanitary sewer improvements for municipalities. Project types include feasibility evaluations, sanitary sewer management plans and updates, preliminary design options and layouts, local and trunk sewer pipeline design, sewer rehabilitation, sewer master plans, and development of capital improvement programs and funding solutions. The table below describes a few of our sanitary sewer projects that contain characteristics that are relevant to this project.

Client	System Mileage	Sewer Mstr Pln	Sewer Sys Mgmt Pln	Sewer Design	Survey	Pothole
City of Rolling Hills	0.5			✓		
City of Sierra Madre	32	✓	✓			
City of Lakewood	166	✓				
City of Torrance	280		✓			
City of Covina	121	✓	✓	✓	✓	✓
City of Covina	6			✓	✓	✓
City of Indian Wells	2			✓	✓	✓
City of South Gate	120		✓			
City of Lynwood	80		✓			
City of Lynwood	0.25			✓	✓	✓
City of Bellflower	111	✓				
City of Paramount	62		✓			
City of La Canada-Flintridge	45		✓			
City of La Canada-Flintridge	22		✓	✓	✓	✓
Marine Corp Air Station – Yuma	1			✓	✓	✓
Marine Corp Recruit Depot – San Diego	3			✓	✓	✓

As Willdan explored the scope of this project and identified its key challenges, we assembled our project team. The selected individuals will lend their expertise to respond to the needs of the City of Rolling Hills project. This group is dedicated to serving the City of Rolling Hills through innovative solutions results. Willdan has selected Mr. Fred Wickman, PE, to serve as Project Manager. In this role, Mr. Wickman will be the City's primary contact and serve as the day-to-day contract administrator. He possesses over 30 years of experience providing municipal engineering services and managing public works capital improvement projects. Summarized below are our proposed staff credentials.

 Team Member Classification Yrs of Exp. Office Location	 Role Relevant Experience	 Qualifications
Vanessa Muñoz, PE, TE, PTOE Director of Engineering 22 Years of Experience Industry, CA	Principal-In-Charge ✓ City of Rolling Hills ✓ City of Ridgecrest ✓ City of Lynwood ✓ City of Bell	<ul style="list-style-type: none"> BS, Civil Engineering, California State Polytechnic University, Pomona Traffic Engineer, California No. 2341 Civil Engineer, California No. 67583 Civil Engineer, Arizona No. 68013

 Team Member Classification Yrs of Exp. Office Location	 Role Relevant Experience	 Qualifications
	<ul style="list-style-type: none"> ✓ City of Covina 	<ul style="list-style-type: none"> Professional Traffic Operations Engineer Doppler Traffic Operator
Fred Wickman, PE Principal Project Manager 33 Years of Experience Anaheim, CA	Project Manager <ul style="list-style-type: none"> ✓ City of Lynwood ✓ City of Bell 	<ul style="list-style-type: none"> BS, Civil Engineering, Michigan Technological University, Houghton, MI 49931 Professional Engineer, California No. C47979 Professional Engineer, Texas No. 127997 Professional Engineer, New Mexico No. 24637
Tyrone Peter, PE Deputy Director of Engineering 13 Years of Experience Anaheim, CA	Quality Assur./Quality Control <ul style="list-style-type: none"> ✓ City of Rolling Hills ✓ City of Lynwood ✓ City of Covina 	<ul style="list-style-type: none"> BS, Engineering and Civil Engineering, Tamil Nadu College of Engineering Civil Engineering, Murugappa Polytechnic Civil Engineer, California, No. 81888
Salvador Lopez, Jr. Director of Planning 19 Years of Experience Industry, CA	Lead-Env. Documentation	<ul style="list-style-type: none"> BS, Urban & Regional Planning, California State Polytechnic University, Pomona AA, Chaffey College Civil Engineer, California No. 81888
Christine Kudija, JD Principal Planner 32 Years of Experience Industry, CA	Tech Support-Env. Documentation	<ul style="list-style-type: none"> Juris Doctor, Northwestern School of Law, Portland, Oregon MLA, Landscape Architect, California State Polytechnic University, Pomona BA, Botany, University of California, Santa Barbara
John Thomason, QSP/D, CPESC Principal Planner 8 Years of Experience Industry, CA	Tech Support-Env. Documentation	<ul style="list-style-type: none"> MS, Geography, University of Tennessee BA, Geography, University of Tennessee BS, Urban Planning, Arizona State University
Chris Stone Project Manager III 28 Years of Experience Anaheim, CA and Henderson, NV	Lead- Civil Eng. & Sewer Design <ul style="list-style-type: none"> ✓ City of Rolling Hills ✓ City of Covina ✓ City of Bell 	<ul style="list-style-type: none"> Graduate Course, Mathematics, Oregon State University Graduate Course, Engineering Mechanics, Montana State University BS, Civil Engineering, Montana State University Civil Engineer, Nevada No. 12379 Civil Engineer, Arizona, No. 55200
Alexis Escobar, EIT Assistant Engineer III 2 Years of Experience Anaheim, CA	Tech Support-Civil Eng. & Sewer Design <ul style="list-style-type: none"> ✓ City of Rolling Hills ✓ City of Covina ✓ City of Lynwood 	<ul style="list-style-type: none"> BS, Civil Engineering, California State Polytechnic University, Pomona Engineering in Training, No.161058
Ken Krieger Senior Designer II 34 Years of Experience Anaheim, CA	Tech Support-Civil Eng. & Sewer Design <ul style="list-style-type: none"> ✓ City of Rolling Hills ✓ City of Bell ✓ City of Ridgecrest ✓ City of La Canada-Flintridge 	<ul style="list-style-type: none"> N/A

 Team Member Classification Yrs of Exp. Office Location	 Role Relevant Experience	 Qualifications
	<ul style="list-style-type: none"> ✓ City of Covina ✓ City of Lynwood 	
Sheila McCracken Senior Designer 25 Years of Experience Anaheim, CA	Utility Coordination <ul style="list-style-type: none"> ✓ City of Bell ✓ City of Ridgecrest ✓ City of Lynwood ✓ City of La Canada-Flintridge ✓ City of Covina 	<ul style="list-style-type: none"> ■ N/A
Jeffrey Lau, PE, TE Deputy Direct of Engineering 16 Years of Experience Industry, CA	Lead- Traffic Engineering	<ul style="list-style-type: none"> ■ BS, Civil Engineering, California Polytechnic State University, Pomona ■ Civil Engineer, California No. 83887 ■ Civil Engineer, Colorado No. 56366 ■ Civil Engineer, WA No. 58065 ■ Civil Engineer, AZ No. 70072 ■ Traffic Engineer, California No. 2835 ■ Doppler Radar Operator
Robert Burch Senior Design Manager 26 Years of Experience Anaheim, CA	Tech Support- Traffic Engineering <ul style="list-style-type: none"> ✓ City of Ridgecrest ✓ City of Bell 	<ul style="list-style-type: none"> ■ AA, Liberal Arts, Mount San Antonio College, Walnut ■ Post Certified Radar Operator, California State University, Fullerton ■ Rio Hondo Community College, Whittier ■ Extension Courses, Traffic Signal Equipment and Operations, University of California, Berkeley ■ Extension Courses, Construction Inspection for Traffic Signals and Highway Lighting Systems, University of California, Berkeley
David Knell, PLS Principal Project Manager 45 Years of Experience Industry, CA	Lead- Survey <ul style="list-style-type: none"> ✓ City of La Canada-Flintridge 	<ul style="list-style-type: none"> ■ BS, Cartography, Boston University, Boston ■ Civil Engineering and Land Surveying Classes, California State University, Long Beach ■ Land Surveyor, California No. 5301
Bill Maddux Subconsultant 20 Years of Experience Los Angeles, CA	Subconsultant- Noise Study	<ul style="list-style-type: none"> ■ BS, Urban and Regional Planning, California State Polytechnic University, Pomona, CA
Donald Whitman Subconsultant 18 Years of Experience Los Angeles, CA	Subconsultant- Potholing	<ul style="list-style-type: none"> ■ U.S. Marine Corps, MCRD, San Diego, CA ■ 40-hour HAZPOWER Confined Spaces Safety Project Management San Diego Work Zone Traffic Control
David T. Rosell, PLS Subconsultant 40 Years of Experience Huntington Beach, CA	Subconsultant- Survey & Mapping	<ul style="list-style-type: none"> ■ Professional Land Surveyor, California No. 6281 ■ Professional Land Surveyor, Colorado No. 23055

Project Approach

Task 1 – Project Management

The City of Rolling Hills desires to construct sanitary sewer improvements to serve the City Hall, Tennis Court Site and upstream properties. These areas are currently on septic systems and the City desires to transition to a network collection system. To ensure a successful project, Willdan will perform project management services described below. Please refer to the Project Schedule for the proposed project timeline.

Upon receipt of written Notice-to-Proceed, a project kick-off meeting will be conducted to meet with City staff and concur on the project goals, timeline, and scope of work. Each aspect of the project will be discussed, including the specific City staff concerns/issues, and coordination efforts required with affected agencies.

Willdan will research available design related information, perform a field visit to observe and photo document conditions, obtain any necessary or updated supporting documentation such as as-built drawings, utility contacts, record drawings, and current boilerplate specification documents from the City. Survey information will be obtained which will include the width of the right-of-way and will include manhole invert and rim elevations, locate all visible site improvements, utilities, and trees larger than 4" in diameter. The environmental documentation team will determine the appropriate CEQA process and staff will identify NPDES requirements and adherence to MS4 and Low Impact Development (LID) requirements. A MicroSoft Project schedule will be developed and submitted to the City. With the existing information obtained and utilizing the "Sewer Area Study Including City Hall, Tennis Court Site, and Upstream Properties", the project base mapping (plan and profile) will be prepared at a scale of 1" = 40' using AutoCAD. Willdan will coordinate, attend and provide notes for the 9 meetings requested in the RFP.

Vital to the success of the project will be Utility Notice and Coordination. To accomplish this effort, Willdan will:

1. Notify and coordinate with the utility agencies regarding the project-related modification of their facilities.
2. For areas where utility locations are critical, the utilities will be potholed by Bess Utility Solutions.

Quality Assurance / Quality Control Review

Willdan will conduct a thorough review of the construction plans and specifications throughout the project. QA/QC protocols are discussed in more detail in the Quality Assurance/Quality Control section of this proposal.

Deliverables: CD containing photo documentation of field conditions; Copies of meeting agendas, sign-in sheets, and minutes; Digital (pdf) and hard copy; Project Schedule in MicroSoft Project; Digital (pdf) and hard copy; CEQA process documentation; Digital (pdf) and hard copy; Base mapping at scale of 1" = 40'. Digital (pdf) and hard copy (4 copies 11" x 17")

Tasks 2 – 4 Design, Specifications, Cost Estimates

At the completion of the base mapping, the second scoping meeting will be held with the City. During this meeting, the concept of the design will be discussed and finalized. Upon receiving agreement with the City on the design concept, the detail design work of the improvements will begin. Anticipated plan sheets are:

- Title Sheet
- Notes Sheet
- Plan and Profile Sheets (2)
- Striping Plan Sheets (2): Agencies may require surface treatments such as slurry seal to cover the sewer trench scar. This will require restriping of the street. Traffic Control Plans will be the responsibility of the contractor.
- Detail Sheets (2)

The City will provide front end boilerplate specifications and Willdan will prepare technical specifications for the project in accordance with the current Standard Specifications and Plans for Public Works Construction ("Greenbook") and



applicable state and federal standards. Special Condition specifications will be provided for those construction items not addressed in the Standard Specifications. Standard Plans and specifications required by the other affected agencies will also be included as required. The specifications will include a measurement and payment clause for each item of work.

Preparation of engineered traffic control plans and sewer bypass plans will be the responsibility of the Contractor. Willdan will specify general traffic control and bypass system requirements in the technical specifications, and the Contractor will be required to submit traffic control plans and bypass plans to the City for review and approval.

Willdan will prepare construction cost estimates and will utilize several sources for unit prices:

- City of Rolling Hills bid tabulations
- Willdan's library of recent bid opening tabulations
- City of LA bid tabulations

The unit pricing will be updated for the 100% submittal. Quantities will be tabulated in an Excel spreadsheet format.

Plans and specifications sealed and signed by a registered California Civil Engineer, and cost estimates will be prepared and submitted to the City for review and comment 65%, 90%, 100%, and 100% Final stages of completion:

The submittals will be made to the City and the agencies of the City of Rolling Hills Estates, the City of Torrance, the LACDPW, and the Sanitation District of LA County for review. Review comments and responses will be annotated in an Excel spreadsheet. The comment/response matrix will be submitted with each successive submittal.

Deliverables: *Digital (pdf) and hard copy (4 sets of 11" x 17") plans, 8 ½" x 11" specs and cost estimates).*

Task 5 – Permitting and Regulations

Preparation and Review of Technical Studies

Willdan proposes to have several technical analyses prepared for the project based on our review of project materials, the content of the City's Request for Proposals, and input we have received from the City.

- Air Quality and Greenhouse Gas Assessment by Willdan Engineering
- Noise Assessment by Rincon Consultants

Air Quality and Greenhouse Gas Emissions Study

The air quality assessment will be prepared by Willdan and will assess both operational and construction impacts. Both local and potential regional air quality impacts will be addressed.

Deliverables: *Technical Memorandum and Final Technical Memorandum will be prepared.*

Noise Memorandum

Rincon Consultants will prepare a Noise Memorandum analyzing potential noise impacts associated with the proposed project as they relate to adopted City and County thresholds.

Deliverables: *Noise Memorandum*

Preparation of a Draft Initial Study

Willdan will conduct project review and background research to identify the potential environmental resources and conditions that exist on the project site, and to analyze the project's potential environmental impacts. Using Rolling Hills' version of the CEQA Initial Study Checklist (if available), Willdan will prepare a Preliminary Draft Initial Study for review by City staff, which will incorporate the findings of the technical studies, as well as a full analysis of all of the environmental issues included on the City's Initial Study Checklist.

Deliverables: *Preliminary Draft Initial Study Checklist electronically (PDF)*



Notices, NOI, Circulation of the Mitigated Negative Declaration, and Public Notification

Willdan will assist the City in circulating the environmental document for public review.

Deliverables: Notice of Completion form, a Notice of Intent to Adopt/Notice of Availability of an MND (NOI), and send via certified mail, said notices/documents to those on the list of individuals, organizations and agencies receiving the NOI and/or CEQA document for review. Prepare and provide the City with a completed State Clearing House Summary Form for the City to publish and distribute in accordance with City procedures; One (1) electronic copy (PDF) of the NOI and Notice of Completion form; Send via certified mail fifteen (15) hardcopies of the Draft Initial Study Checklist and fifteen (15) CD's of the entire document, including technical studies to the State Clearinghouse; Complete and submit the Notice of Determination electronically (PDF) to the City for filing with the County Clerk.

Prepare a Final Initial Study/Mitigated Negative Declaration.

After receiving public comments on the Draft Initial Study, Willdan will make revisions and prepare a final version of the Initial Study/Mitigated Negative for City staff review and approval. The final IS/MND will include a detailed description of the proposed project, an overall discussion of the environmental and regulatory setting for the proposed project, individual responses to each of the checklist's questions, and a discussion of CEQA's Mandatory Findings of Significance.

Deliverables: Submit the MND to the City electronically (PDF). Submit one (1) unbound, five (5) bound, and 5 CD copies of the final version of the IS/MND with technical studies to the City. Submit the MMRP to the City electronically.

Attend Public Meetings and Hearings on the Project

Willdan will attend any public meetings or hearings as required by City Staff.

Task 6 – Bid Support

During the Bidding Phase, Willdan will be available to answer questions regarding the technical provisions of the contract special provisions, the design drawings, or design issues brought up during the bidding process; assist the City with advertising the project in the local newspaper in compliance with Public Contract Code (the City will coordinate with and pay the publication fees); coordinate with plan rooms (assume 3) to advertise the plans and specifications in their publications; prepare and maintain a current plan holders list; attend and conduct pre-bid meeting; respond to up to three requests for information (RFIs); issuance of up to two addendums during bid advertisement; review the submitted bid results and assist the city in evaluation; and verify the low bidder's qualifications, prepare the bid summary, prepare a recommendation of contract award, and prepare the notice of award.

Task 7 – Construction Support Services

Willdan will support the project through construction by providing engineering assistance as follows: prepare for and attend the pre-construction meeting; provide clarification of the contract documents; respond to Requests for Information (RFI's); review Contractor submittals for conformance with the contract documents; and utilize the Contractors as-built plans to prepare Project Record Drawings (Mylar drawings which will show revisions as clouded and noted in the revision block and will be stamped "Project Record Drawings").

Deliverables: 2 CD's with all project drawings (AutoCAD and pdf); 1 set mylar Project Record Drawings

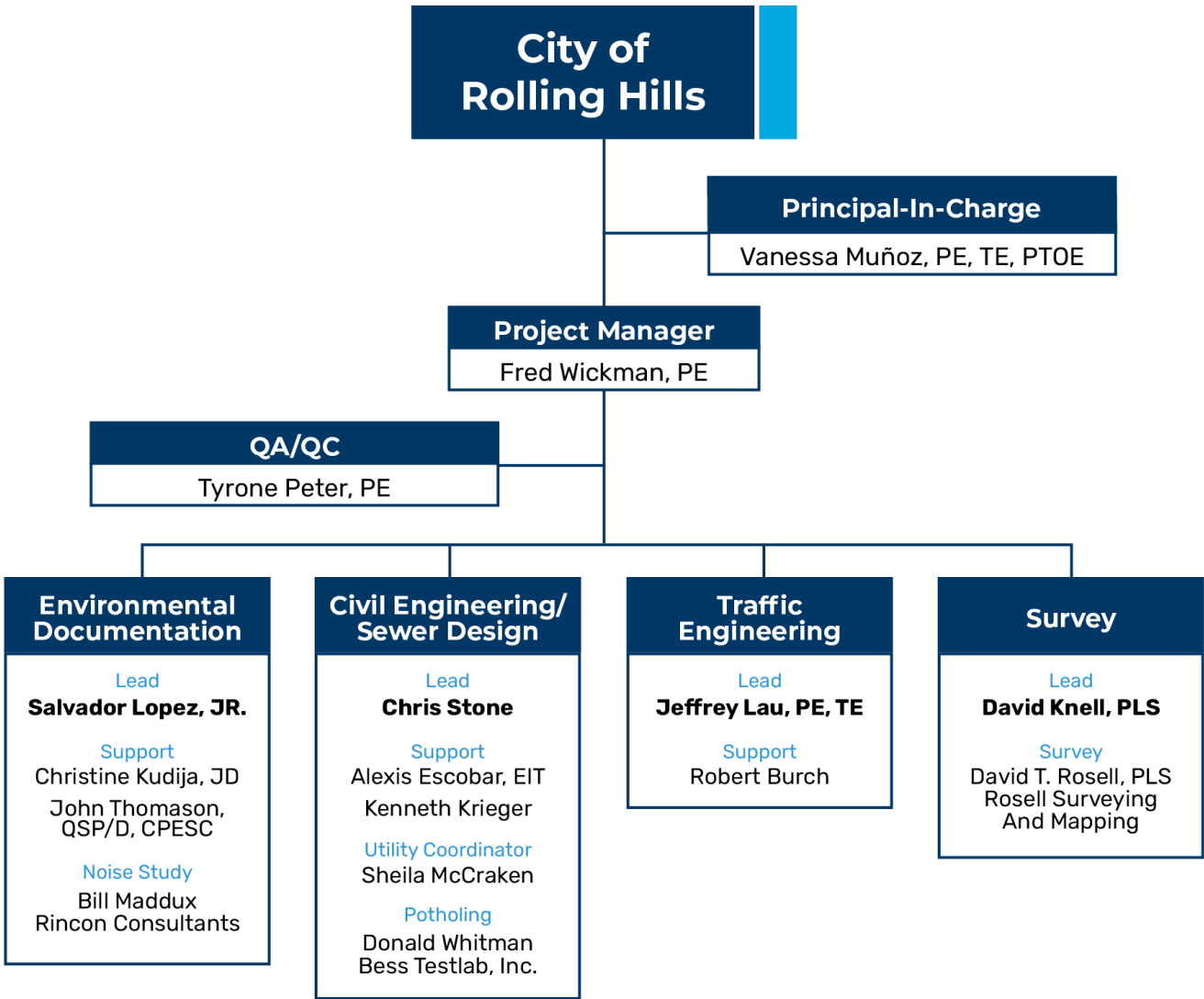
Task 8 – Optional Services

We do not anticipate that Optional Services will be required for this project.



Proposed Team

The project organization diagram presented below illustrates our key team members along with the lines of reporting communication.



Fredrick Wickman, PE**Classification: Principal Project Manager****Project Role: Project Manager****Profile Summary**

Education:	▪ <i>BS, Civil Engineering, Michigan Technological University, Houghton</i>
Certification:	▪ <i>Civil Engineer, California, No. 47979</i>
Experience:	<i>31 years</i>

Mr. Fredrick Wickman possesses extensive expertise with municipal and public works capital improvement and maintenance projects. He is an experienced project manager – skilled at building strong relationships with clients, community members, fellow staff, and supervisors. Mr. Wickman is familiar with approval and permitting procedures for federal, state, county, and local jurisdictions. He has experience with funding sources, including assessment districts; enterprise funds; and other federal state, and local programs. Mr. Wickman’s broad experience in city engineering, project management, and supervision of design teams – along with his exceptional understanding of procedures and processes for public works and engineering operations in the municipal arena – provide a strong project manager capable of maintaining budgets and schedules for our client's capital improvement projects.

Relevant Project Experience

Priority 1 Street Improvements – Phases 1, 2, and 3, City of Lynwood, CA. Civil Engineering Task Manager responsible for all civil design and studies required for the street improvement program. The project includes multiple phases for resurfacing selected local streets throughout the City. Various pavement strategies such as slurry seal, grind and overlay, and total reconstruction were incorporated into the street rehabilitations. Sanitary sewer improvements included point repairs with lining, pipe bursting for increased capacity, and total pipe replacement where required. Existing water mains less than 8-inches were replaced along with new services and smart meters, Willdan provided engineering design, utility coordination, advertising and bid support, and design support during construction.

Sewer Improvements on Beck Ave. and Orchard Ave., City of Bell, CA. Project Engineer responsible for QA/QC of the engineering design of improvements including 1,280 linear feet of 10” VCP extra strength pipe, connection of 44 sewer laterals, pavement cold mill and ARHM overlay, replacing sidewalk, cross gutters, ADA ramps, adjusting manhole frames and valves to grade, and striping.

Fernwood Avenue Street & Sewer Improvements, City of Lynwood, CA. Project Engineer for the preparation of PS&E for the Fernwood Avenue improvement project. Street improvements include full width grind and overlay from Alameda to Imperial Highway, reconstruction of damaged curb, gutter, and sidewalk. Non-compliant access ramps were also replaced. The existing sewer mainline was upsized to an 18-inch VCP per the recommendations of the sewer master plan. The mainline was lower to eliminate a siphon constructed during a Los Angeles County storm drain project. A permit was required for the new connection to the existing Los Angeles County Sanitation District 48-inch trunk sewer at the intersection of Fernwood Avenue and Imperial Highway.

Arrow Highway Raised Median Improvements, City of Azusa, CA. Civil Engineering Task Manager responsible for all engineering services provided for 1.10-mile improvement project to mitigate the number of accidents and provide safer crossing for pedestrians. The City applied for – and received – approximately \$1.3 million in Measure M and \$545,111 in Highway Safety Improvement Program funding. Caltrans' Local Assistance office will provide funding allocation. Willdan is providing engineering design, utility coordination and relocation design, NEPA approval documentation, right-of-way certification, E-76 Authorization to Proceed with Construction application assistance, and public outreach. Coordination with the County of Los Angeles and neighboring City of Covina will be performed, as needed, during the design process.

City of Pomona, \$60 Million Water/Sewer Bond Program Management, Pomona, CA Project Manager responsible for the program management of the City of Pomona’s \$60-million water and sewer capital improvement projects contract. The City identified 75 separate projects, including water mainlines, fire flow upgrades, treatment plant improvements,



water well installations, sanitary sewer mainlines, booster pumps, and construction of a 1-million-gallon reservoir. In addition to the construction projects, the program included numerous studies related to future programs. The contract involved comprehensive management services for the program. Services included preparing RFPs for design, construction management, and field inspection services, review of the submitted proposals, and preparation of the City Council staff reports with recommendations for selection of the consultant services.

City of Rosemead, Del Mar Avenue Sanitary Sewer Rehabilitation, Rosemead, CA. As Project Engineer, Fred was responsible for preparation of PS&E for construction of approximately 2,700 linear feet of 12-inch V.C.P. sewer main line on Del Mar Avenue from Hellman Avenue to Garvey Avenue to replace an existing 8-inch V.C.P. Due to existing utilities, the new main line was constructed at the same line and grade as the existing line, requiring temporary facilities for continuation of service.

Lakewood Boulevard Regional Corridor Capacity Enhancement, City of Lakewood, CA. Quality Assurance Reviewer responsible for ensuring quality assurance and control of the engineering design for improvements necessary to complete street/green street improvements between the north city limits and Del Amo Boulevard. These improvements involve street widening and median improvements; Class II bike lanes in both directions; turn lanes; landscape planting and irrigation; overhead distribution and transmission power undergrounding; sidewalk, curb and gutter, and driveway approach reconstruction; street resurfacing; catch basin construction; storm water quality improvements to comply with Green Streets policy; bike lockers; bus shelter; and traffic signal modifications.

City of Santa Clarita, Everett Drive, Santa Clarita, CA. As Project Manager, Fred was responsible for preparation of PS&E for the construction of sewer lines, storm drain, and street widening for the assessment district. This project required approval by the Los Angeles County Flood Control District for the acceptance of maintenance of the storm drain and sewer line improvements. The construction cost was approximately \$800,000.

City of Laredo, Flores Avenue Drainage and Utility Improvements, Laredo, TX. Project Engineer responsible for preparation of construction documents for the Flores Avenue improvement project between Hidalgo Street and Victoria Street in the City's Central Business District. The proposed improvements include realignment of existing curb and gutter, sidewalk improvements and reconstruction of curb access ramps for ADA compliance, installation of 1,100 feet of new storm drain, new water main lines and services, and replacement of existing sanitary sewer system at an estimated cost of \$1.8M. The project will also include complete reconstruction of the street due to the extent of the utility work and installation of electrical conduits for future traffic signal and street light improvements.

Newport Road Median Narrowing and Roadway Widening, City of Menifee, CA. Project Manager responsible overall project management and oversight for street widening improvements between Antelope Road and Menifee Road. The design involved road widening to a six-lane arterial through reduction of the existing 18-foot median to a 12-foot median and restriping to provide three lanes of through traffic. Additionally, the intersection of Antelope Road and Newport Road was widened to accommodate dual left-turn lanes from westbound Newport Road to southbound Antelope Road. Additional improvements entailed modifying a traffic signal, installing a traffic signal, and signing and striping plans for the widened roadway. Sleeves for future irrigation and electrical services were provided for the new median alignments for landscape improvements to be completed under separate contract by others.



Tyrone Peter, PE**Classification: Deputy Director, Engineering****Project Role: Quality Assurance/Quality Control****Profile Summary**

Education:	<ul style="list-style-type: none"> ▪ <i>BS, Engineering and Civil Engineering, Tamil Nadu College of Engineering</i> ▪ <i>Civil Engineering, Murugappa Polytechnic</i>
Certification:	▪ <i>Civil Engineer, California No. 81888</i>
Experience:	<i>13 years</i>

Mr. Tyrone Peter is an accomplished civil engineer for multi-discipline and multi-agency infrastructure projects and is known for providing innovative, quality engineering services to ensure project delivery within budget and schedule. As the project manager for the City's On-Call Engineering Services project, with qualified staff and resources, he will be responsible for successful project delivery.

Mr. Peter's 14 plus years of experience managing and designing all types of public works projects provide a solid foundation to understand what is needed to deliver a successful project and make him the perfect fit for overseeing the entire project as well as specific civil engineering tasks. His comprehensive experience includes design of state highway, new street, street widening, street realignment, pavement rehabilitation, water, and sewer, light rail and railroad, grade separation, flood control facility projects. Mr. Peter has supervised feasibility study, project study report, project report, construction document preparation as well as grade certification issuance, construction administration, and construction inspection.

Relevant Project Experience

Priority 1 Street Improvements – Phases 1, 2, and 3, Lynwood, CA. Project Engineer for multiple phases for resurfacing selected local streets throughout the City. Various pavement strategies such as slurry seal, grind and overlay, and total reconstruction were incorporated into the street rehabilitations. Sanitary sewer improvements included point repairs with lining, pipe bursting for increased capacity, and total pipe replacement where required. Existing water mains less than 8-inches were replaced along with new services and smart meters. Willdan provided engineering design, utility coordination, advertising and bid support, and design support during construction.

Sewer Master Plan Update, Covina, CA. Project Engineer responsible for QA/QC of a Sewer Master Plan Update for the City of Covina. The project includes hydraulic modeling of 120 miles of sanitary sewer for existing and ultimate build-out conditions, determining deficient pipe segments, and developing recommended Capital Improvement Projects.

Sewer Service Feasibility Study-Phase II, City of Rolling Hills, CA. Project Engineer responsible for the preparation of the Phase II Study addressing the feasibility of providing sanitary sewer service to the City of Rolling Hills City Hall, Tennis Court Site, and upstream properties. The project involved analyzing the feasibility of connecting to the existing sanitary sewer in the Rolling Hills Road. A Sewer Area Study was prepared which determined the parcels and sewer flow rates tributary to the sewer and conceptually determined the sewer improvements required. "Will-serve letters" were obtained from the Sanitation District of LA County, and the Sewer Area Study was coordinated with and approved by the affected agencies of Rolling Hills Estates, Torrance and LACDPW.



Salvador Lopez, Jr.**Classification: Director of Planning****Project Role: Environmental Documentation Lead****Profile Summary**

Education:	<ul style="list-style-type: none"> ▪ BS, Urban & Regional Planning, California State Polytechnic University, Pomona ▪ AA, Chaffey College
Certification:	▪ Civil Engineer, California No. 81888
Experience:	21 years

Mr. Salvador Lopez has over 21 years of planning experience that spans all aspects of planning, including current, advance, and environmental planning, as well as active transportation planning and housing and community development. He is highly experienced at managing multi-disciplinary teams in the development of policy and long-range planning documents for public agencies.

Relevant Project Experience

Special Project Planning Services, City of Artesia, California. Program Manager responsible for overall on-call project assignment management and oversight for staffing resources provided to the City. Serves as Case Planner responsible for reviewing and processing land use entitlement applications; preparing general plan text or map amendments; preparing or amending specific plans; preparing zoning code text or map amendments; and preparing related environmental studies. Representative projects include:

- Artesia Live Application Processing, Specific Plan, and IS/MND Phase I
- Artesia Live Application Processing, Specific Plan, and IS/MND Phase II

Mayfair Park Storm Water Runoff Capture, City of Lakewood, California. Environmental Compliance Task Leader responsible for providing and overseeing all environmental services required for storm water runoff improvements. The project involved diverting water from the nearby Los Angeles County flood control channel into pretreatment devices, such as a hydrodynamic separator, to remove trash, debris, and sediment before conveying water into a large, buried multi-chambered storage/infiltration facility with a targeted storage capacity of 8 acre-feet. The City of Lakewood studied two park locations – Mayfair Park and Bolivar Park – for suitable locations that would benefit from the improvements.

Firestone Boulevard Capacity Enhancement, City of South Gate, California. Environmental Compliance Task Leader responsible for providing and overseeing all environmental services required for the corridor improvements from Alameda Street to Hunt Avenue. The improvements involved roadway widening from four to six lanes; pavement rehabilitation; landscape and hardscape medians; median lighting; sidewalk, curb and gutter, and driveway approach reconstruction; ADA-compliant ramps; parkway trees; artistic elements, corridor entrance monument; bus shelter and bus turnouts; and traffic signal modifications. Services provided included civil, traffic, pavement, and drainage engineering; landscape architecture, survey and right-of-way engineering; and utility relocation.

Garfield Avenue Corridor Improvements, City of Paramount, California. Environmental Compliance Task Leader responsible for providing and overseeing all environmental services required for street improvements between the north City and the south city limits. The design involved street widening to accommodate a third lane in each direction; street resurfacing; two concrete intersections; concrete sidewalk, curb and gutter, and driveway approach reconstruction; catch basin construction; streetscape improvements for raised landscaped medians and modifications to existing medians; two entry monument signs; and traffic signal modifications at nine locations along the Garfield Avenue corridor. Services included civil, traffic, and drainage engineering; survey and mapping; utility relocation; landscape architecture; and pavement management.



Chris O. Stone**Classification: Project Manager III****Project Role: Civil Engineering/Sewer Design Lead****Profile Summary**

Education:	<ul style="list-style-type: none"> ▪ Graduate Course, Mathematics, Oregon State University ▪ Graduate Course, Engineering Mechanics, Montana State University ▪ BS, Civil Engineering, Montana State University
Certification:	<ul style="list-style-type: none"> ▪ Civil Engineer, Nevada No. 12379 ▪ Civil Engineer, Arizona, No. 55200
Experience:	28 years

Mr. Chris Stone possesses expertise in transportation and traffic engineering, street and roadway engineering, water and wastewater engineering, flood control hydrologic and hydraulic engineering, tract map and parcel mapping, grading, and structural engineering. He has participated in all technical aspects of projects, including preliminary engineering study and design; preparation of plans, specifications, and estimates; and peer review.

Relevant Project Experience

Sewer Service Feasibility Study-Phase II, City of Rolling Hills, CA. Project Manager responsible for the preparation of the Phase II Study addressing the feasibility of providing sanitary sewer service to the City of Rolling Hills City Hall, Tennis Court Site, and upstream properties. The project involved analyzing the feasibility of connecting to the existing sanitary sewer in the Rolling Hills Road. A Sewer Area Study was prepared which determined the parcels and sewer flow rates tributary to the sewer and conceptually determined the sewer improvements required. "Will-serve letters" were obtained from the Sanitation District of LA County, and the Sewer Area Study was coordinated with and approved by the affected agencies of Rolling Hills Estates, Torrance and LACDPW.

Sewer Improvements on Beck Ave. and Orchard Ave., City of Bell, CA. Project Engineer responsible for project scoping of the engineering design of improvements including 1,280 linear feet of 10" VCP extra strength pipe, connection of 44 sewer laterals, pavement cold mill and ARHM overlay, replacing sidewalk, cross gutters, ADA ramps, adjusting manhole frames and valves to grade, and striping.

E Street Improvements, City of Tulare, CA. Project Manager responsible for the design of a 2-mile street rehabilitation project in a residential area. Along with the roadway structural rehabilitation, the project included the removal and replacement of 1600 LF of sanitary sewer, adjustments of manholes and connection of service laterals, construction of 2500 LF of water mains and appurtenant facilities, and construction of 2000 LF of storm drain.

Sewer Improvement Plan Review, Various Agencies, CA. Project Engineer responsible for reviewing engineering plans, specifications, studies and documents submitted by developers to the Agency for plan review. The documents are reviewed for conformance with City standards supplemented by the Standard Plans and Specifications for Public Works Construction (Green Book) and Caltrans Standard Plans. Client served in the past 2 years include these Cities/Counties:

- | | | |
|------------|------------------------|-------------------------|
| ▪ Bell | ▪ La Canada Flintridge | ▪ Rolling Hills Estates |
| ▪ Brea | ▪ La Quinta | ▪ Rosemead |
| ▪ Cerritos | ▪ Los Alamitos | ▪ San Bernardino County |
| ▪ El Monte | ▪ Manhattan Beach | ▪ Simi Valley |
| ▪ Fillmore | ▪ Paramount | ▪ Ventura |
| ▪ Goleta | ▪ Rolling Hills | ▪ West Covina |

Sewer Master Plan Update, Covina, CA. Project Manager responsible for a Sewer Master Plan Update for the City of Covina. The project includes hydraulic modeling of 120 miles of sanitary sewer for existing and ultimate build-out conditions, determining deficient pipe segments, and developing recommended Capital Improvement Projects and estimates.



Jeffrey Lau, PE, TE**Classification: Deputy Director of Engineering****Project Role: Traffic Engineer****Profile Summary**

Education:	▪ <i>BS, Civil Engineering, California State Polytechnic University, Pomona</i>
Certification:	▪ <i>Civil Engineer, California No. 83887</i> ▪ <i>Traffic Engineer, California No. 2835</i> ▪ <i>Doppler Radar Operator</i>
Experience:	<i>16 years</i>

Mr. Jeffrey Lau offers 16 years of traffic design and transportation planning experience. Mr. Lau provides transportation design for Willdan's traffic engineering group and manages design projects for a variety of cities and counties throughout California. He is responsible for analysis, coordination, and design of various projects, including preparation of plans, specifications and estimate (PS&E) for traffic design projects such as traffic signals, signing and striping, street lighting, and construction traffic control. He has also assisted with traffic impact studies and analyses, plan reviews, and engineering and traffic survey updates. Mr. Lau is an accomplished engineer for multi-discipline and multi-agency traffic and transportation projects and has supervised completion of a variety of large- to small-scale projects. Mr. Lau has personally designed over 200 new and modified traffic signal installations for cities and other agencies throughout California. He understands the importance of meeting schedules and developing the most cost-efficient project to meet budgetary constraints.

Relevant Project Experience

Annual Resurfacing Project, City of Rolling Hills Estates, CA. Traffic Design Task Leader. Willdan provided professional engineering services for the design, construction administration and construction observation for the 2016 resurfacing project for various streets, multi-use path, and three city parking lots in the City of Rolling Hills Estates. The design included preparation of plans, specifications, and estimates (PS&E) for street improvements, signing, and striping. Other services included pavement engineering, utility coordination, and design survey. As part of our services, Willdan advertised the project for the City, reviewed bids, and prepared a bid analysis. Once the project was awarded Willdan provided construction management/construction observation services for the 45 working days it took to complete the project.

Glenoaks Boulevard Improvement Project HSIP Cycle 7, City of San Fernando, CA. Traffic Design Task Leader. Willdan provided preliminary and final engineering design services to the City of San Fernando for their HSIP Cycle 7 improvements. The design involved traffic signal modifications to protected/left turn phasing and non-landscaped raised doweled medians for the length of the turn pockets at Arroyo Street, Griswald Avenue, Grand Boulevard, Maclay Avenue, Haring Avenue, and Orange Grove Avenue. The project involved 1.27 miles of street resurfacing between the east and west city limits. The project Improvements included: street, water, storm drain, traffic signal, signing and striping design, topographic survey, potholing, utility coordination, NEPA/CEQA clearance, federal paperwork administration, geotechnical and pavement engineering, and public outreach.

Cal Water Palos Verdes Pipeline, Black & Veatch, CA. Quality Assurance Manager. Willdan provided Traffic Control Design Services to Black & Veatch for the design-build for the Palos Verdes Pipeline project owned by Cal water. The project addressed deficiencies in the D-500 and Ridge systems, increased supply reliability and operational efficiency, and added an independent supply feed. The pipeline consisted of approximately 7 miles of large diameter pipeline and a booster station.

Palos Verdes Drive North and Rolling Hills Road Traffic Signal Modifications, City of Rolling Hills Estates, CA. Traffic Design Task Leader. Willdan provided design, bidding assistance, construction management, inspection, labor compliance, and materials testing for this traffic signal modification project at the intersection of Palos Verdes Drive North and Rolling Hills Road in the City of Rolling Hills Estates.



David O. Knell, PLS

Classification: Principal Project Manager

Project Role: Survey Lead

Profile Summary	
Education:	<ul style="list-style-type: none">BS, Cartography, Boston University, BostonCivil Engineering and Land Surveying Classes, California State University, Long Beach
Certification:	<ul style="list-style-type: none">Land Surveyor, California No. 5301
Experience:	45 years,

Mr. David Knell has a wide range of experience preparing and checking subdivision maps. As a contract map checker for about 20 cities in 5 Southern California counties, Mr. Knell has been involved in preparing and checking hundreds of parcel maps and tract maps, ALTA surveys, records-of-survey, lot line adjustments, parcel map waivers, certificates of compliance, and boundary determination. He is responsible for preparing legal descriptions and sketches for a wide range of easements involving utilities, air space reservations, and construction projects. Mr. Knell works with major utilities and title companies in determining easements and correcting defective legal descriptions. His experience includes supervising field crews, overseeing an office staff dealing with various survey projects, and extensive experience with local, state, and federal agencies.

Relevant Project Experience

City Surveyor, Various Agencies, CA. Mr. Knell is currently the Acting City Surveyor in the following southern California cities:

- Los Angeles County: Calabasas, Cerritos, Compton, Cudahy, Downey, Hawaiian Gardens, Inglewood, La Puente, Paramount, Rolling Hills Estates, South Gate, Westlake Village
- Orange County: Los Alamitos, Laguna Hills, Yorba Linda
- San Bernardino County: Big Bear Lake, Loma Linda, Grand Terrace, San Bernardino
- Ventura County: Simi Valley

In addition, he is currently the Deputy County Surveyor in Marin County in the Bay Area. In this capacity as City/County Surveyor, Mr. Knell reviews all divisions of land in these jurisdictions.

Some of Mr. Knell’s more specific projects and assignments are as follows:

- La Canada Flintridge, CA – Provided survey staking and prepared approximately 250 easements for sewer laterals throughout the citywide project
- Covina, CA – Surveyed in (by GPS) approximately 50 manholes for a sewer study
- Indian Wells, CA – Detailed sewer manholes/inverts on 50 manholes in Highway 111
- Yorba Linda, CA – Prepared topographic survey, constructed staked, and prepared easement documents for a sewer line extension in Bastanchury Road
- South Gate, CA – Prepared Quitclaim Deeds for sewer easements to be abandoned and drafted up new deeds for realigned sewer lines.



William A. Maddux**Classification: Senior Environmental Scientist****Project Role: Subconsultant for Noise Study****Profile Summary**

Education:	▪ <i>BS, Urban and Regional Planning, California State Polytechnic University, Pomona, CA</i>
Certification:	▪ <i>N/A</i>
Experience:	<i>20 years</i>

Mr. Maddux has a diverse background in preparing environmental and technical studies throughout southern California. He specializes in acoustics, air quality assessments, and climate change. He also has extensive knowledge of community planning regulations and numerous other environmental laws and regulations. Mr. Maddux has twenty years of professional experience and is proficient with various air emissions models (e.g., CALINE series, EMFAC series, ISC/AERMOD, HARP, and CalEEMod) and various noise prediction models (e.g., RCNM, SoundPlan, and TNM). Mr. Maddux has managed and prepared environmental impact studies and technical studies on a wide variety of projects. He has prepared noise and air quality technical studies and related sections of CEQA and NEPA documents for public works projects as well as commercial, industrial, residential, and recreational land uses. End users include U.S. Navy and Marine Corps, California Department of Transportation, water districts, utilities, cities and counties, and private

Relevant Project Experience

Los Angeles County Department of Public Works, Termino Avenue Drain, Long Beach, CA. Senior Environmental Scientist

California State Land Commission (CSLC), San Diego County, CA. Senior Environmental Scientist. EIR for the Disposition of the Offshore Conduits at San Onofre Nuclear Generating Stations (SONGS).

City of San Diego, Sorrento Creek Channel Maintenance Project, San Diego, CA. Senior Environmental Scientist.

Sweetwater Authority, Robert A. Perdue Water Treatment Plant Master Plan EIR, San Diego County, CA. Senior Environmental Scientist.

La Mesa Public Works Department, Parkway Drive and Alvarado Trunk Sewer Phases 3 and 4, La Mesa, CA. Senior Environmental Scientist.

Chapman Solar LLC., Chapman Solar Ranch Project, San Diego County, CA. Senior Environmental Scientist.

Vallecitos Water District, 2014 Master Plan Update, San Diego County, CA. Senior Environmental Scientist.

Southern California Gas, Ventura Energy Storage Project, Ventura, CA. Senior Environmental Scientist.

City of Oceanside, City of Oceanside Phase I General Plan Update/Climate Action Plan, Oceanside, CA. Senior Environmental Scientist.

Sweetwater Authority, 36-inch Transmission Main Replacement Project, San Diego County, CA. Senior Environmental Scientist.

San Diego County Water Authority, Nob Hill Pipeline Improvements Project, San Diego, CA. Senior Environmental Scientist.

City of San Diego Water Department, Miramar Water Treatment Plant Upgrade and Expansion EIR, San Diego County, CA. Senior Environmental Scientist.



Donald Whitman**Classification: Project Manager****Project Role: Subconsultant for Potholing****Profile Summary**

Education:	▪ U.S. Marine Corps, MCRD, San Diego, CA
Certification:	▪ 40-hour HAZPOWER Confined Spaces Safety Project Management San Diego Work Zone Traffic Control
Experience:	18 years

Mr. Donald Whitman has managed numerous utility locating projects over the past 18 years for various DOT's, municipalities, public and private sector clients. He will be responsible for the management and coordination of utility services. He will develop multiple department services schedules and maintain those schedules throughout the duration of the project. He will prepare staff hours and fee estimates for the combined project teams. He will review the progress of services to ensure that the standards, time goals and budget requirements are met.

At Bess Testlab, Inc., Donald is responsible for the technical project execution, including overseeing crews, equipment, project progress, safety and quality control. Supervisor of field crews and experienced in all levels of Subsurface Utility Engineering to mention a few, Utility Locating and Vacuum Excavation (Potholing).

Relevant Project Experience

LA County Department of Public Works On Call Potholing Services Contract. Project Manager. On-going project. Furnish all labor, materials, parts and equipment necessary to provide routine positive location (potholing) services using vacuum excavation, hand excavation, or comparable methods to locate underground utilities, including but not limited to; petroleum, data transmission, telephone, gas, electric, water and sewer pipelines, and perform other related services. Provide a written report stating the date for the exact location of each work assignment site.

Coachella Valley District Irrigation Lateral 119.64-7.5 Improvement Project. Project Manager. Provide utility locating, potholing services and necessary traffic control along the proposed alignment of 16,000 feet of pipeline using vacuum extraction to positively locate existing utility conflicts such as telephone, gas, electric, water, petroleum and various connection points. Provide a written report stating the date for the exact location of each work assignment site. The report shall contain detailed findings, including but not limited to the type, size, and depth of the utility facility and, if present, the thickness of pavement.



David Rosell**Classification:** President/CEO of Rosell Surveying and Mapping, Inc.**Project Role:** Subconsultant for Survey**Profile Summary**

Education:	▪ N/A
Certification:	▪ Professional Land Surveyor, California No. 6281 ▪ Professional Land Surveyor, Colorado No. 23055
Experience:	40 years

Mr. David Rosell is an expert in boundary and record maps. He is a specialist in right of way engineering, pipeline layout and as-builts, topographic surveys and construction staking. He has an extensive computer background and is proficient in the use of Microstation and AutoCAD. Dave has extensive GPS training, and has used GPS and RTK for topography, construction staking, as-builts and geodetic control networks. Dave has the overall responsibility for the technical, cost, and schedule performance on all work performed by the firm.

Dave was an integral part of preparing the Official Map of the Port of Long Beach. Dave has been involved in many large single family and commercial developments throughout California and Colorado. Dave was instrumental in surveying over 60 miles of railroad right of ways in the Los Angeles Basin for the Metro Rail Project and surveyed over 50 square miles for the preliminary mapping of Denver International Airport. Dave was responsible for checking the Horizontal and Vertical GPS Control Network for the Redline Subway System between Hollywood and North Hollywood, CA.

Dave provided integral components for the topographic and design surveys and right-of-way work for the Alameda Corridor in Los Angeles, CA. He was responsible for pipeline staking and as-builts for the Southern California Gas Company. This included the writing of legal descriptions and plat preparation for right-of-way acquisitions. Dave has extensive experience performing right-of-way and topographic surveys for the Metropolitan Water District's Inland Feeder Project. Dave administered surveying services for wetlands restoration and identification for conservatory agencies in the Long Beach and Los Angeles areas.



Quality Assurance/Quality Control Procedures

Willdan's project control system is designed to provide a coordinated effort between all task facets of a project in the framework of the pre-established master schedule, budget controls, and reporting system. The work breakdown structure subdivides the work into manageable segments and is the basis for our project managers' project control plan. The work breakdown structure is tailored to specific project needs, but generally has typical elements, including codes to identify work segments and engineering disciplines, weekly reports, and project resources schedule.



Cost Control



The budget control system is prepared in accordance with the work breakdown structure. The budget becomes the control against which performance is measured. The budget is time phased by combining project master scheduling data with budget data. Actual costs are compared with budgeted costs and variances analyzed. Deviations between planned and actual cost can then be evaluated to forecast and control future work.

Schedule Control



A critical path method master schedule will be prepared following the notice to proceed and is detailed in the Schedule and Schedule Control Section per the City's RFP request.

Progress Reporting



The submittal requirements and format for consistent monthly reporting of project costs and status will be confirmed with the City during the project start-up period. The status report will contain a project performance summary, action items, outstanding items to be resolved, an updated schedule, and a comparison and narrative of budgeted costs versus actual costs.

Quality Assurance and Control



Quality assurance and control procedures are critical to ensuring sound engineering practices and quality deliverables are produced for our clients. Willdan operates daily under a company-wide Quality Assurance/Quality Control (QA/QC) Program. In accordance with Willdan's QA/QC Manual, a QA/QC officer is assigned to every contract. As part of his daily responsibilities, Mr. Tyrone Peter, PE, will provide quality assurance oversight. Project-specific QA/QC activities will be planned at the beginning of each project. Typical QA/QC activities include assigning the appropriate technical staff to the project, selecting the proper project technical approach, establishing a project schedule that meets internal Willdan and City deadlines, and determining the proper level of QA/QC review. There are four levels of QA/QC review for project deliverables:

The two major components of the QC review are technical and communication reviews. A Level 3 QC review will be performed on the engineering design plans, specifications, and cost estimate to ensure the design is sound and appropriate and confirm deliverables meet the scope of work requirements. Project documents, including letters and correspondence, are subject to a Level 2 QC review to ensure deliverables are reasonably organized, text and presentation are understandable and easy to follow, any required formats are followed, and there are no grammatical or spelling errors.



References

Over the past 56-years, Willdan has provided municipal services to more than 400 municipalities, for projects involving a broad array of disciplines. The following briefly summarizes some of the firm's relevant sewer experience performed for various clients.

City of Lynwood

11330 Bullis Road
Lynwood, CA 90262

Contact: Thomas Thornton, PE

City Engineer
(310) 603-0220

Project Dates: 2019 – Present

Priority 1 Street Improvements – Phases 1, 2, and 3. The project includes multiple phases for resurfacing selected local streets throughout the City. Various pavement strategies such as slurry seal, grind and overlay, and total reconstruction were incorporated into the street rehabilitations. Sanitary sewer improvements included point repairs with lining, pipe bursting for increased capacity, and total pipe replacement where required. Existing water mains less than 8-inches were replaced along with new services and smart meters, Willdan provided engineering design, utility coordination, advertising and bid support, and design support during construction.



City of Ridgecrest

100 W. California Ave
Ridgecrest, CA 93555

Contact: Loren Culp, PE

City Engineer
(760) 499-5082

Project Dates: 2016

Phase 1 Sewer Line Repair, Replacement, Slip Lining Program. Willdan was responsible for the evaluation, design, and preparation of construction documents and construction support for the replacement or rehabilitation of 12,022 linear feet of sanitary sewer pipe. Willdan reviewed CCTV to evaluate the conditions of the existing sanitary sewer line. Willdan used the findings of the evaluation to determine which sections of the sanitary sewer and corresponding manholes could be repaired and which sections needed to be replaced. Willdan prepared the design and construction documents for the sewer rehabilitation and replacement. The final design included 6,890 linear feet of sewer rehabilitation, 5,130 linear feet of sanitary sewer replacement, and the reconnection of 172 laterals with Brim style inserts.



Willdan provided design, bidding assistance, construction management, inspection, materials testing, and labor compliance services for this sewer main rehabilitation and replacement project. The project included 6,890 linear feet of sewer rehabilitation, 5,130 linear feet of sanitary sewer replacement, and the reconnection of 172 laterals with Brim style inserts. Following completion of the sewer main replacements, an AC overlay was constructed on Church Avenue from Downs Street to China Lake Boulevard.

City of Bell

6330 Pine Ave.
Bell, CA 90201

Contact: Ray Alfonso, PE

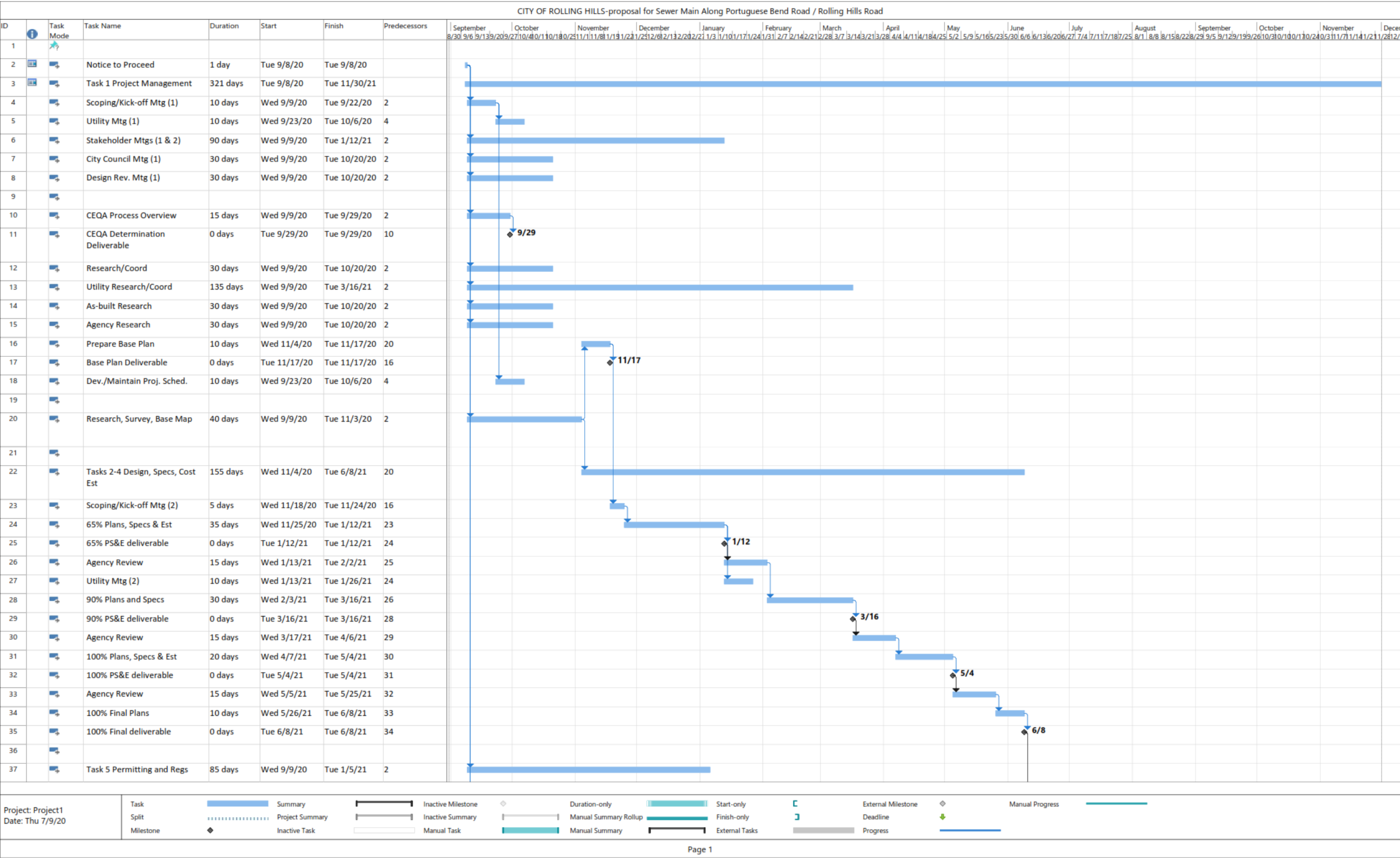
Deputy City Engineer
(323) 588-6211

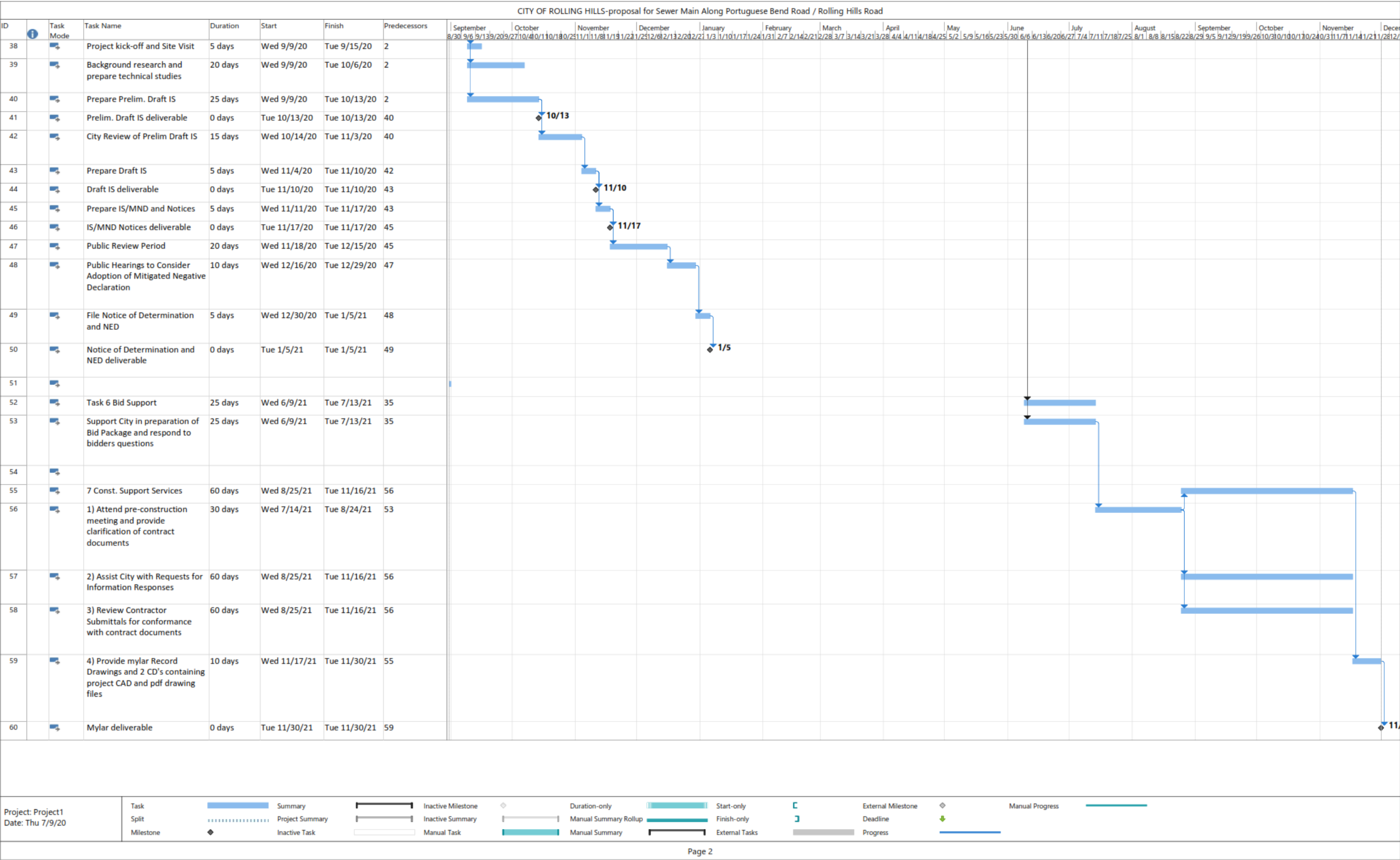
Project Dates: 2020

Sewer Improvements on Beck Ave. and Orchard Ave. Willdan provided engineering design of improvements including 1,280 linear feet of 10" VCP extra strength pipe, connection of 44 sewer laterals, pavement cold mill and ARHM overlay, replacing sidewalk, cross gutters, ADA ramps, adjusting manhole frames and valves to grade, and striping.



Schedule and Schedule Control





Fee Schedule/Cost Proposal

Willdan has completed a Fee Schedule for the City's review. It is included in a separate document as required by the RFP.





13191 Crossroads Parkway North, Suite 405
Industry, CA 91746-3443
562.908.6200 | 800.499.4484 | Fax: 562.695.2120

www.willdan.com

City of Rolling Hills



Proposal

Engineering Services to Prepare Sewer Improvement Plans

July 13, 2020



Fee Schedule/Cost Proposal

July 13, 2020

City of Rolling Hills
No 2. Portuguese Bend Road
Rolling Hills, CA 90274
Attention: Elaine Jeng. P.E., City Manager

Subject: Request for Proposals for Engineering Services to Prepare Sewer Improvement Plans

The **City of Rolling Hills** is requesting a Fee Schedule per the RFP. Willdan has included a copy of our rates in the Attachment below for your review.

We appreciate the opportunity to submit this proposal and look forward to discussing our proposal with you and your staff. The primary individual authorized to sign and negotiate a contract for these services is Ms. Vanessa Muñoz, PE, TE, PTO, Director of Engineering, located at 13191 Crossroads Parkway North, Suite 405, Industry, CA 91746, Telephone (562) 368-4848 and email vmunoz@willdan.com.

Respectfully submitted,
WILLDAN GROUP INC.



Vanessa Muñoz, PE, TE, PTOE
Vice President/Director of Engineering

Attachment

PROJECT HOURS AND FEE				CITY OF ROLLING HILLS 8" Sewer Main Along Portuguese Bend Road / Rolling Hills Road																			
PROJECT ACTIVITY DESCRIPTIONS & TEAM	Civil Engineering										Traffic Engineering			Environmental Planning			Total Hours #	ODC \$	Survey Rosell \$	Potholing Bess Testlab \$	Noise Rincon \$	Total Fee \$	
	Director Engineering \$219	Dep. Dir. Engineering \$214	Surv. & Map Princ.PM \$210	Princ. Proj. Manager \$210	Project Manager III \$191	Senior Designer II \$171	Assistant Engineer III \$148	Senior Designer I \$163	Admin. Asst II \$98		Dep. Dir. Engineering \$214	Senior Des. Mgr. \$181	Assistant Engineer I \$124		Director Planning \$219	Principal Planner \$180							Principal Planner \$180
TASK DESCRIPTION PER RFP (Willdan added description shown in () right justified)	Munoz	Peter	Knell	Wickman	Stone	Krieger	Escobar	McCracken			Lau	Burch	Staff		Lopez	Kudija	Thomason						
1. Project Management																							
1) Meetings (number of meetings)																							
a. Scoping / Kick-off (Initial meeting. 2nd required meeting shown in Task 2)				4			4											8	\$35			\$1,467	
b. Utility (2)				8		8												16	\$70			\$3,118	
c. Stakeholders (2)				8			4		2									14	\$270			\$2,738	
d. City Council (1)				4														4	\$85			\$925	
e. Design Review with staff (2)				8			8											16	\$35			\$2,899	
2) CEQA Process Overview														2		4		6				\$1,158	
3) Research / Coordination																							
a. Utility Research/Coordination				2			4	20										26			\$15,962	\$20,234	
b. As-built / Record Drawings Research/Coordination. See next lines.																							
(Cities of Rolling Hills and Rolling Hills Estates)							8											8	\$35			\$1,219	
(City of Torrance)							8											8	\$35			\$1,219	
(LACDPW and San Dist. Of LA Co.)							8											8	\$35			\$1,219	
(Site visit and photo doc.)							8				8							16	\$35			\$2,667	
c. Agency Research/Coordination					16		16											32				\$5,424	
d. Prepare Base Plan				4	4	8	16											32				\$5,340	
4) Develop & Maintain Project Schedule				2	2													4				\$802	
5) Research, Survey, and Base Map Preparation			4	2			2											8		\$8,280		\$9,836	
Subtotals Task 1			4	42	22	16	86	20	2			8		2		4		206	\$635	\$8,280	\$15,962	\$60,265	
2. Design																							
1) Conduct 2nd Scoping Meeting and address deviations				4			4											8	\$35			\$1,467	
2) Prepare Design Plans (Title, Notes, Plan/Profile (2), Detail (2), Striping(2))																							
a. 65%	1			8	4	8	48					2	40					111				\$16,457	
b. 90%				8	4	8	24					2	8					54				\$8,718	
c. 100%				2	2	4	16				1	1	4					30				\$4,745	
d. 100% Final	1			2			8				1	1	2					15				\$2,466	
(Quality Control/Quality Assurance)		16																16				\$3,424	
3) Submit Design Plans to Agencies																							
a. 65%							2		2									4				\$492	
b. 90%							2		2									4				\$492	
c. 100% Final							2		2									4				\$492	
Subtotals Task 2	2	16		24	10	20	106		6		2	6	54					246	\$35			\$38,753	
3. Specifications																							
1) Prepare Specifications in conformance with SSPWC																							
a. 65%	1			2	2	4	4		2				2					17				\$2,741	
b. 90%				1			2					1	2					6				\$935	
c. 100%	1			1	1		1		2		1							7				\$1,178	
(Quality Control/Quality Assurance)		4																4				\$856	
Subtotals Task 3	2	4		4	3	4	7		4		1	1	4					34				\$5,710	

PROJECT HOURS AND FEE	CITY OF ROLLING HILLS 8" Sewer Main Along Portuguese Bend Road / Rolling Hills Road																				
	Civil Engineering									Traffic Engineering			Environmental Planning			Total Hours #	ODC \$	Survey Rosell \$	Potholing Bess Testlab \$	Noise Rincon \$	Total Fee \$
PROJECT ACTIVITY DESCRIPTIONS & TEAM	Director Engineering \$219	Dep. Dir. Engineering \$214	Surv. & Map Princ. PM \$210	Princ. Proj. Manager \$210	Project Manager III \$191	Senior Designer II \$171	Assistant Engineer III \$148	Senior Designer I \$163	Admin. Asst II \$98	Dep. Dir. Engineering \$214	Senior Des. Mgr. \$181	Assistant Engineer I \$124	Director Planning \$219	Principal Planner \$180	Principal Planner \$180						
4. Cost Estimates																					
1) Prepare Engineers																					
a. 65%				1		2	4				1	2				10					\$1,573
b. 100%				1		1	2			1		2				7					\$1,139
(Quality Control/Quality Assurance)		2														2					\$428
Subtotals Task 4		2		2		3	6			1	1	4				19					\$3,140
5. Permitting and Regulations																					
1) Document, design, and incorporate environmental requirements. See next line.																					
(Preparation of Initial Study and Mitigated Negative Declaration)													45	50	165	260				\$5,175	\$53,730
2) Provide a signed check-off list certifying env. Clearances/permits completed and mitigation measures incorporated. See next line.																					
(Prepare Mitigation Monitoring and Reporting Program (MMRP))													2		8	10					\$1,878
3) Incorporate req's of City of Rolling Hills Municipal Code and Public Works Greenbook.				4	4											8					\$1,604
4) Incorporate all Fed., State, local laws, rules and regulations concerning public works and comply with Public Contract Code Section 10120.				4												4					\$840
Subtotals Task 5				8	4								47	50	173	282				\$5,175	\$58,052
6. Bid Support																					
1) Support City in preparation of Bid Package and respond to bidders questions. See below.																					
(Respond to bidding questions)				2			4									6					\$1,012
(Attend and conduct pre-bid meeting)				4												4	\$35				\$875
(Issue up to 2 addendums)				1			4									5					\$802
(Review bids and assist with bid evaluation)				1			2									3					\$506
(Verify low bidders quals, bid summary, contract award, notice of award)				1			3									4					\$654
Subtotals Task 6				9			13									22	\$35				\$3,849
7. Construction Support Services																					
1) Attend pre-construction meeting and provide clarification of contract documents				4			4									8	\$35				\$1,467
2) Assist City with Requests for Information Responses				4		8	16				1					29					\$4,757
3) Review Contractor Submittals for conformance with contract documents						4	4				1					9					\$1,457
4) Provide mylar Record Drawings and 2 CD's containing project CAD and pdf drawing				1			16					2				19	\$300				\$3,126
Subtotals Task 7				9		12	40				2	2				65	\$335				\$10,807
8. Optional Services																					
As determined in Task 1, the following scope of services and budgets may be required for CEQA compliance. Budgets include all meetings, services, and studies. See next line																					
(No Optional Services Anticipated)																					
Subtotals Task 8																					
Totals	4	22	4	98	39	55	258	20	12	4	18	64	49	50	177	874	\$1,040	\$8,280	\$15,962	\$5,175	\$180,576

* Amount includes 15% sub-consultant management fee



13191 Crossroads Parkway North, Suite 405
Industry, CA 91746-3443
562.908.6200 | 800.499.4484 | Fax: 562.695.2120

www.willdan.com

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT, made and entered into this 24th day of August, 2020 in City of Rolling Hills, County of Los Angeles, State of California, by and between the CITY OF ROLLING HILLS, a California municipal corporation (hereinafter the "CITY"), and NV5, Inc., a California corporation (hereinafter the "CONSULTANT").

1. RECITALS:

A. In 2018, the CITY retained Willdan Engineering to prepare a Sanitary Sewer Improvement Feasibility Study Including City Hall and Tennis Court Site (Phase I) for the City of Rolling Hills. Phase I included concept level research and an engineering feasibility evaluation regarding the potential of connecting the Project Area (City Hall, HOA building, the tennis court site, and upstream properties) to existing downstream sanitary sewer systems.

B. In 2019, CITY retained Willdan Engineering to prepare a Sanitary Sewer Improvement Feasibility Study Including City Hall and Tennis Court Site (Phase II) for the City of Rolling Hills. Phase II of the Project transformed the project from concept level (Phase I) to the preliminary engineering level design (Phase II).

C. Willdan Engineering completed Phase I and Phase II and reported its findings to the City Council. The feasibility studies recommended installing a new eight (8) inch sewer main along Portuguese Bend Road and upgrading the existing sewer main along Rolling Hills Road to a ten (10) inch and twelve (12) inch sewer main prior to connecting to the Los Angeles County Trunk line.

D. The CITY desires to retain CONSULTANT to implement the recommendation and prepare the plans, specifications, engineer's estimate of probable construction cost and bid support services for the installation of the new sewer line.

E. The CONSULTANT is well qualified by reason of education and experience to perform such services.

F. The CONSULTANT is willing to render such professional services.

Now, therefore, for and in consideration of the mutual covenants and conditions herein contained, CITY hereby engages CONSULTANT and CONSULTANT agrees to perform the services set forth in this Agreement.

2. SCOPE OF WORK

CONSULTANT shall perform all work necessary to complete in a manner satisfactory to CITY the services set forth in the scope of work attached hereto as Exhibit A and incorporated herein by reference. CONSULTANT shall provide deliverables pursuant to the schedule outlined in Exhibit A.

3. COST

The CITY agrees to pay CONSULTANT for the services required by this Agreement on a Time and Materials basis as set forth in Exhibit B an amount not to exceed \$81,196.00. This fee includes all expenses, consisting of all incidental blueprinting, photography, travel, attendance at meetings, and miscellaneous costs. It also includes any escalation or inflation factors anticipated. Any increase in Agreement amount or scope shall be by express written amendment approved by the CITY and CONSULTANT.

4. METHOD OF PAYMENT

CONSULTANT shall submit an invoice in duplicate and addressed to the CITY OF ROLLING HILLS, CITY MANAGER, 2 Portuguese Bend Road, Rolling Hills, CA 90274 before the end of each month on a monthly basis. CITY shall remit payment for all work performed to CITY's reasonable satisfaction within thirty (30) days of receiving this invoice.

5. SUBCONTRACTING

CONSULTANT shall not be permitted to subcontract any portion of this Agreement without the express, written consent of the CITY.

6. COMMENCEMENT OF WORK

CONSULTANT shall commence work under this Agreement within twenty-four (24) hours upon receipt of a notice to proceed from the CITY.

7. ACCOUNTING RECORDS

CONSULTANT must maintain accounting records and other evidence pertaining to costs incurred. Records and documents shall be kept available at the CONSULTANT's California office, located at 163 Technology Drive, Suite 100, Irvine, California 92618, during the Agreement period and thereafter for five years from the date of final payment.

8. OWNERSHIP OF DATA

All data, maps, photographs, and other material collected or prepared under the Agreement shall become the property of the CITY. CITY's reuse of such materials for a purpose other than the project which is the subject of this Agreement shall be at CITY's sole risk.

9. TERM OF CONTRACT

This Agreement shall be valid until October 1, 2021.

10. TERMINATION

This Agreement may be terminated by either party at any time for material breach. The CITY may also terminate unilaterally this Agreement without cause upon seven (7) days written notice to the CONSULTANT. All work satisfactorily performed to the reasonable satisfaction of CITY pursuant to the Agreement and prior to the date of termination may be claimed for reimbursement.

11. ASSIGNABILITY

CONSULTANT shall not assign or transfer any interest in this Agreement without the prior written consent of the CITY.

12. AMENDMENT

It is mutually understood and agreed that no alteration or variation of the terms of this Agreement, or any subcontract requiring the written approval of the CITY, shall be valid unless made in writing, signed by the parties hereto, and approved by all necessary parties.

13. NON-SOLICITATION CLAUSE

The CONSULTANT warrants that he or she has not employed or retained any company or persons, other than a bona fide employee working solely for the CONSULTANT, to obtain any fee, commission, percentage, brokerage fee, gifts, or any other consideration, contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the CITY shall have the right to annul this Agreement without liability or, in its discretion, to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

14. INDEMNITY

A. To the fullest extent permitted by law, CONSULTANT shall defend (with counsel of CITY'S choosing), indemnify and hold the CITY, its officials,

officers, employees, volunteers, and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any acts, errors or omissions, or willful misconduct of CONSULTANT, its officials, officers, employees, subcontractors, consultants or agents in connection with the performance of the CONSULTANT'S services, the Project or this Agreement, including without limitation the payment of all damages, expert witness fees and attorney's fees and other related costs and expenses. CONSULTANT'S obligation to indemnify shall not be restricted to insurance proceeds, if any, received by CONSULTANT, the CITY, its officials, officers, employees, agents, or volunteers.

B. If CONSULTANT'S obligation to defend, indemnify, and/or hold harmless arises out of CONSULTANT'S performance of "design professional" services (as that term is defined under Civil Code section 2782.8), then, and only to the extent required by Civil Code section 2782.8, which is fully incorporated herein, CONSULTANT'S indemnification obligation shall be limited to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the CONSULTANT, and, upon CONSULTANT obtaining a final adjudication by a court of competent jurisdiction, CONSULTANT'S liability for such claim, including the cost to defend, shall not exceed the CONSULTANT'S proportionate percentage of fault.

15. INSURANCE

A. Without limiting CONSULTANT'S obligations arising under paragraph 14 - Indemnity, CONSULTANT shall not begin work under this Agreement until it obtains policies of insurance required under this section. The insurance shall cover CONSULTANT, its agents, representatives, and employees in connection with the performance of work under this Agreement, and shall be maintained throughout the term of this Agreement. Insurance coverage shall be as follows:

i. Automobile Liability Insurance with minimum coverage of \$300,000 for property damage, \$300,000 for injury to one person/single occurrence, and \$300,000 for injury to more than one person/single occurrence. If CONSULTANT or CONSULTANT's employees will use personal automobiles in any way on this project, CONSULTANT shall obtain evidence of personal automobile liability coverage for each such person.

ii. General Liability, insuring CITY its elected and appointed officers, agents, and employees from claims for damages for personal injury, including death, as well as from claims for property damage which may arise from CONSULTANT'S actions under this Agreement, whether or not done by

CONSULTANT or anyone directly or indirectly employed by CONSULTANT. Such insurance shall have a combined single limit of not less than \$1,000,000.

iii. Worker's Compensation Insurance for all CONSULTANT'S employees to the extent required by the State of California. In addition, if CONSULTANT obtains CITY's written consent to employ a subconsultant, CONSULTANT shall also require any and every subconsultant to similarly maintain Worker's Compensation Insurance in accordance with the laws of the State of California for all of the subconsultant's employees. Any notice of cancellation or non-renewal of all Workers' Compensation policies must be received by the CITY at least thirty (30) days prior to such change. The insurer shall agree to waive all rights of subrogation against the CITY, its officers, agents, employees, and volunteers for losses arising from work performed by the CONSULTANT for CITY.

This provision shall not apply if the CONSULTANT has no employees performing work under this Agreement. If the CONSULTANT has no employees for the purposes of this Agreement, the CONSULTANT shall sign the "Certificate of Exemption from Workers' Compensation Insurance" which is attached hereto and incorporated herein by reference as "Exhibit C."

B. Deductibility Limits for policies referred to in subparagraphs A (i) (ii) and (iii) shall not exceed \$25,000 per occurrence.

C. Endorsements. Each general liability and automobile liability insurance policy shall be issued by insurers possessing a Best's rating of no less than A-: VII. Each general liability and automobile liability insurance policy shall be endorsed with the language of Sections (i) – (vi) below. CONSULTANT also agrees to require all CONSULTANTS, and subconsultants to do likewise.

(i) Additional Insured Clause. "The CITY, its elected or appointed officers, officials, employees, agents, and volunteers are to be covered as additional insureds with respect to liability arising out of work performed by or on behalf of the CONSULTANT, including materials, parts, or equipment furnished in connection with such work or operations."

(ii) Primary Insurance Clause. This policy shall be considered primary insurance as respect to the CITY, its elected or appointed officers, officials, employees, agents, and volunteers. Any insurance maintained by the CITY, including any self-insured retention the CITY may have, shall be considered excess insurance only and shall not contribute with this policy.

(iii) Separation of Insured Clause. This insurance shall act for each insured and additional insured as though a separate policy had been written for each, except with respect to the limits of liability of the insuring company.

(iv) Failure to Report to Insurer. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the CITY, its elected or appointed officers, officials, employees, agents, or volunteers.

(v) Waiver of Right to Subrogation Clause. CONSULTANT, and its insurer through endorsement, waives all rights of subrogation against the CITY, its elected or appointed officers, officials, employees, or agents regardless of the applicability of any insurance proceeds, and agrees to have all subconsultants, and subconsultants' insurers through endorsement, to do likewise.

(vi) Notice of Change in Insurance. The insurance provided by this policy shall not be suspended, voided or reduced in coverage or in limits except after thirty (30) days' written notice has been submitted to the CITY and approved of in writing, except in the case of cancellation, for which ten (10) days' written notice shall be provided.

D. Notice to CITY. CONSULTANT agrees to provide immediate notice to CITY of any claim or loss against CONSULTANT arising out of the work performed under this Agreement. CITY assumes no obligation or liability by such notice, but has the right (but not the duty) to monitor the handling of any such claim or claims if they are likely to involve CITY. CONSULTANT also agrees to provide immediate written notice to CITY if any insurance policy listed above is suspended, voided, or reduced in coverage or limits. CONSULTANT agrees to have all subconsultants to do likewise.

E. Claims-made policies. Should any of the required insurance be provided under a claims-made form, CONSULTANT shall maintain such coverage continuously throughout the term of this Agreement and, without lapse, for a period of three years beyond the expiration of this Agreement, to the effect that should occurrences during the Agreement term give rise to claims made after expiration of the Agreement, such claims shall be covered by such claims-made policies.

F. Defense costs. Should any of the required insurance be provided under a form of coverage that includes a general annual aggregate limit or provides that claims investigation or legal defense costs be included in such general annual aggregate limit, such general aggregate limit shall double the occurrence or claims limits specified above.

G. Acknowledgment of the Minimum Amount of Coverage. Notwithstanding the provisions included in any of the ISO Additional Insured Endorsement forms, CONSULTANT acknowledges that the insurance coverage and policy limits set forth in this section constitute the minimum amounts of coverage required. Any insurance proceeds available to the CITY in excess of

the limits and coverage required in this Agreement and which is applicable to a given loss will be available to the CITY.

H. Self Insured Retention/Deductibles. All policies required by this Agreement shall allow CITY, as additional insured, to satisfy the self-insured retention ("SIR") and/or deductible of the policy in lieu of the Owner (as the named insured) should Owner fail to pay the SIR or deductible requirements. The amount of the SIR or deductible shall be subject to the approval of the City Attorney and the Finance Director. Owner understands and agrees that satisfaction of this requirement is an express condition precedent to the effectiveness of this Agreement. Failure by Owner as primary insured to pay its SIR or deductible constitutes a material breach of this Agreement. Should CITY pay the SIR or deductible on Owner's behalf upon the Owner's failure or refusal to do so in order to secure defense and indemnification as an additional insured under the policy, CITY may include such amounts as damages in any action against Owner for breach of this Agreement in addition to any other damages incurred by CITY due to the breach.

I. Certificates of Insurance. The CONSULTANT shall provide certificates of insurance with original endorsements to the CITY as evidence of the insurance coverage required herein. Certificates of such insurance shall be filed with the CITY on or before commencement of performance of this Agreement. Current certification of insurance shall be kept on file with the CITY at all times during the term of this Agreement. The CONSULTANT shall provide written evidence of current automobile coverage to comply with the automobile insurance requirement.

J. Failure to Procure Insurance. Failure on the part of the CONSULTANT to procure or maintain required insurance shall constitute a material breach of this Agreement under which the CITY may terminate this Agreement.

16. NOTICE All Notices permitted or required under this Agreement shall be in writing, and shall be deemed made when delivered to the applicable party's representative as provided in this Agreement. Additionally, such notices may be given to the respective parties at the following addresses, or at such other addresses as the parties may provide in writing for this purpose.

Such notices shall be deemed made when personally delivered or when mailed forty-eight (48) hours after deposit in the U.S. mail, first-class postage prepaid, and addressed to the party at its applicable address.

CITY:
City of Rolling Hills
2 Portuguese Bend Road
Rolling Hills, California 90274.
Attention: City Manager, Elaine Jeng, PE

CONSULTANT:
NV5, Inc.
163 Technology Drive, Suite 100
Irvine, California 92618
Attention: Jeffrey Cooper, PE

17. ENFORCEMENT OF AGREEMENT

In the event that legal action is commenced to enforce or declare the rights created under this Agreement, the prevailing party shall be entitled to an award of costs and reasonable attorney's fees in the amount to be determined by the court.

18. CONFLICTS OF INTEREST

No member of the governing body of the CITY and no other officer, employee, or agent of the CITY who exercises any functions or responsibilities in connection with the planning and carrying out of the program, shall have any personal financial interest, direct or indirect, in this Agreement; and the CONSULTANT further covenants that in the performance of this Agreement, no person having any such interest shall be employed.

19. INDEPENDENT CONTRACTOR

The CONSULTANT is and shall at all times remain as to the CITY a wholly independent contractor. Neither the CITY nor any of its agents shall have control over the conduct of the CONSULTANT or any of the CONSULTANT's employees, except as herein set forth. The CONSULTANT shall not at any time or in any manner represent that it or any of its agents or employees are in any manner agents or employees of the CITY.

20. ENTIRE AGREEMENT OF THE PARTIES

This Agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the employment of CONSULTANT by CITY and contains all the covenants and agreements between the parties with respect such employment in any manner whatsoever. Each party to this Agreement acknowledges that no representations, inducements, promises or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that no

other agreement or amendment hereto shall be effective unless executed in writing and signed by both CITY and CONSULTANT.

21. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of California, and all applicable federal statutes and regulations as amended.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date and year first above written.

CITY OF ROLLING HILLS

NV5, INC.

CITY MANAGER:

DIRECTOR OF INFRASTRUCTURE

ELAINE JENG

JEFFREY COOPER

DATE:_____

DATE:_____

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

MICHAEL JENKINS
CITY ATTORNEY

EXHIBIT A
SCOPE OF WORK

**EXHIBIT B
FEE SCHEDULE**

EXHIBIT C

Certificate of Exemption from Workers' Compensation Insurance

TO: City of Rolling Hills

SUBJECT: Sole Proprietor/Partnership/Closely Held Corporation
with No Employees

Please let this memorandum notify the City of Rolling Hills that I am a

- ☐ sole proprietor
- ☐ partnership
- ☐ nonprofit organization
- ☐ closely held corporation

and **do not have any employees whose employment requires me to carry workers' compensation insurance.** Therefore, I do not carry worker's compensation insurance coverage.

CONSULTANT Signature

Printed Name of CONSULTANT

Date

PROJECT APPROACH

PROJECT UNDERSTANDING

The City of Rolling Hills evaluated the feasibility of connecting a portion of the City to a nearby existing wastewater conveyance system. Based on the sewer feasibility study, it is recommended to install a new 8" sewer main along Portuguese Bend Road and upgrade existing sewer main along Rolling Hills Road to a 10" and 12" sewer main prior to connecting to the Los Angeles County Trunk line. The new sewer extension will serve the City Hall, a Tennis Court Site and upstream properties. NV5 will note the recommendations expressed by Wildan in the Sewer Feasibility Study and make recommendations as discovered during the design process.

SCOPE OF WORK

The NV5 team has the size, depth and experience to commit the necessary personnel to meet your schedules and deadlines. The scope of work includes the preparation of plans, specifications, engineer's estimate of probable construction cost and bid support services for the installation of the new gravity sewer line. We are represented by highly experienced professionals who have proven track records managing public works projects. Our professional engineering design services for this project will include all services as listed in the Request for Proposal (RFP) including but not limited to the following:

1. Project Management and Administration

1.1 Meetings

We have included sufficient time and budget in our proposal to manage the project from start to finish including progress, budget and schedule oversight for in-house and sub consultant work. Our tasks for project management and administration include:

- Following the notice to proceed, NV5 will schedule and attend a kick-off meeting with City staff to initiate the project; establish lines of communication; review and refine, if needed, the project scope of work and schedule; establish design guidelines; discuss project parameters and constraints; and obtain background information.
- Participate in meeting(s) with City staff to discuss the project objectives and attend City Council meeting to answer any questions. Expected meetings listed below.
 - Scoping/Kick Off (2)
 - Utility (2)
 - Stakeholders (2)
 - City Council (2)
 - Design Review with Staff (2)

1.2. CEQA Process Overview

Our subconsultant ,ECORP, will prepare a technical memorandum that specifically addresses the feasibility of pursuing the following CEQA processes and determinations for the project – CEQA Statutory Exemption; or CEQA Categorical Exemption; or CEQA Initial Study and Mitigated Negative Declaration (IS/MND). Considerations associated with each approach are briefly described as follows.

Statutory Exemption

Using the Project information provided by the City, our team will determine if the Project fits the requirements for a statutory exemption. A preliminary review of the Project indicates that the Sewer Main Improvement project may qualify for a Statutory Exemption in accordance with Section 15282(k) of the CEQA Guidelines. This exemption allows for installation of new pipeline or the maintenance, repair, restoration, reconditioning, relocation, replacement, removal, or demolition of an existing pipeline within a public street or highway or any other public right-of-way as long as the project does not exceed one mile in length. There are no CEQA exceptions to review for a Statutory Exemption. Environmental process issues and feasibility of this approach will be addressed in the memorandum.

Categorical Exemption (CE)

Our team will review the list of Categorical Exemptions (CE) in CEQA §15300 to 15332 to determine if the Project fits any of the requirements for a CE. The technical memorandum will address the CE Exceptions (§15300.2) for CE Classes where these exceptions apply. Environmental considerations, the potential need for any supporting technical studies, and feasibility of this approach will be discussed in the memorandum.

Initial Study and Mitigated Negative Declaration (IS/MND)

Our team's technical memorandum will evaluate any project environmental issues and process considerations that would require preparation of a CEQA IS/MND. Environmental issues, provisions for public comment, process schedule, and potential need and advantages of this type of CEQA document in support of future grant funding applications, are among the issues to be considered.

Deliverable:

Our team will submit the CEQA Process Overview and meet with the project team and City to discuss findings and recommendations. Should a determination be made that a CEQA IS/MND is needed, our team will initiate this process with preparation of the Initial Study (Task 8).

PROJECT APPROACH

1.3. Utility Research

NV5 will research and review available records and utilities, and confirm all known underground and overhead utilities on the project base map. The plans and specifications will require the Contractor to pothole locations where conflicts may occur, and those potential locations will be clearly identified on the plans.

1.4. Project Schedule Records

NV5 will develop and maintain a project schedule for approval based on the City approval process and grant restrictions if applicable.

1.5. Research, Survey, and Base map Preparation

- Perform field reconnaissance to inspect, photograph and make field notes to document the existing site and surrounding environment and become familiar with project conditions, limitations and possibilities.
- Research and review existing plans. The City will provide existing plans if available. We will research the City’s records to obtain all available as-built improvement plans and record drawings, water and sewer atlas maps, sewer feasibility study, parcel maps, right-of-way data, address/business lists, reports, sample specifications and contract documents and any other information pertinent to the project. Collection of data will also include contact and coordination with public and private agencies that have utilities or facilities in the vicinity of the project area to obtain their records and requirements.
- NV5 will provide a base map for the sewer main realignment project.
 - The base map will include field work to pick up all surface features and aerial photogrammetry for preparation of the base construction drawings.
 - The base map will include all manholes, water valves, utility vaults, power poles, and other visible facilities. These will all be identified on the map.
 - NV5 will prepare base construction drawings on 24”x36” sheets with a standard City title block, using AutoCAD format. The plan and profile sheet(s) will be prepared at a horizontal scale of 1” = 40’ and a vertical scale of 1” =4’.
 - The base construction drawings will include the standard signature block, sewer general notes, locations/sizes of all utilities, locations of buried infrastructure, above ground improvements, easements, property lines, rights-of-way, property addresses and pertinent survey data.

2. Design (Plans Specifications and Cost Estimate)

The construction plans will be prepared to conform to the

general requirements of the City with consideration for the needs of the contractor’s construction operations. NV5 will deliver completed and approved construction drawings on or ahead of the project schedule. All plans will be prepared and submitted considering value engineering and in a manner that ensures a complete design approved by the City with assumed three (4) plan checks during the submittals (65%, 90% and 100% and Final). The construction drawings will conform to the appropriate applicable standards and as approved by the City. We will meet with the City to discuss and review comments before proceeding to prepare the next step plans. NV5 will process the plans through the City and other agencies for approval.

Construction plans will include plan and profile sheets for the new and all details necessary for the construction of the proposed facilities. Plans will be prepared in the latest version of AutoCAD and using City’s drafting standards. Each plan sheet shall be on the standard 24-inch by 36-inch sheet size. Plan and profile sheets will be scaled at 1-inch equals 40-feet horizontal

A. It is anticipated that the design plans will include the following 9 plan sheets:

SHEET	TITLE
T-1	Title Sheet
G-1	General Notes, Legend, Abbreviations, Basis of Bearings
C-1-5(5 Sheets)	Rolling Hills Road Sewer – Plan & Profile
C-6-8(2 Sheets)	Details

Deliverables:

NV5 will submit the following deliverables:

1. Mylar Plots
2. Record Drawings

NV5 will prepare record drawings for the 8-inch Sewer Main along Portuguese Bend Road/Rolling Hills Road installation. We will incorporate field as-built information provided by the City.

3. Specifications

NV5 will prepare Project Specifications at 65%, 90%, 100% and Final submittal: The specifications will conform with the current Standard Specifications for Public Works Construction (Greenbook). The Specifications will provide the required permits, standards and reference materials.

PROJECT APPROACH

4. Cost Estimate

NV5 will prepare an engineer's construction estimate for the designed Project at the 65% submittal and 100% submittal.

5. Permitting and Regulations

NV5 will prepare all necessary documents and will apply for encroachment permits with the Cities of Rolling Hills Estates, Torrance and Los Angeles County in order to install the proposed sewer line within their respective areas.

NV5 will coordinate the connection fee payment to the California Health and Safety Code in order to discharge into LA County's Palos Verdes North Slope Relief Trunk Sewer Section 1. We will meet with these agencies and will address their comments as necessary to obtain required permits. Permit documents and approvals will be included as an appendix to the contract documents.

6. Bid Support

We will provide bidding assistance including responding to RFI's and RFC's, and provide sketches for clarification if needed.

7. Construction Support Services

The NV5 team will be available to attend the preconstruction meeting and other meetings with staff, agencies, and the public as required. We will also review the Contractor's submittals for conformance with contractor documents and respond to Requests for Information. We will also be available to clarify design related issues at all times and obtain necessary permits from affected agencies and utility companies.

8. Level of CEQA Service (Optional)

Pending results of the CEQA Process Review (Task 1.2), an Initial Study/Mitigated Negative Declaration may be required to support CEQA approvals.

CEQA Initial Study/Mitigated Negative Declaration (IS/MND): The CEQA IS would be prepared using the approved checklist format from the City or most recent revisions to Appendix G of the CEQA Guidelines. Our team will prepare a description of the project including the location of the project area; a brief description of the environmental setting; an identification of environmental effects using the above-referenced checklist format; substantial evidence to support the checklist entries; and a list of references and preparers.

A Phase 1 Environmental Site Assessment and technical assessments for Air Quality and Greenhouse Gas Emissions, and Noise and Vibration are proposed.

Phase 1 Environmental Site Assessment: A Phase I Environmental Site Assessment (ESA) will be performed for the subject site in accordance with the ASTM Standard Practice for Environmental site Assessments Designation E 1527-13. The ESA report will provide a discussion of any identified recognized environmental conditions (RECs) and areas of concern. Indications of prior releases of hazardous substances will be obtained via multiple sources including but not limited to: regulatory agency database searches, agency file searches, interviews with personnel familiar with current and past land use practices, review of aerial photographs, and a site reconnaissance. Assessments for prior releases of hazardous substances will also be made for adjacent and/or nearby properties.

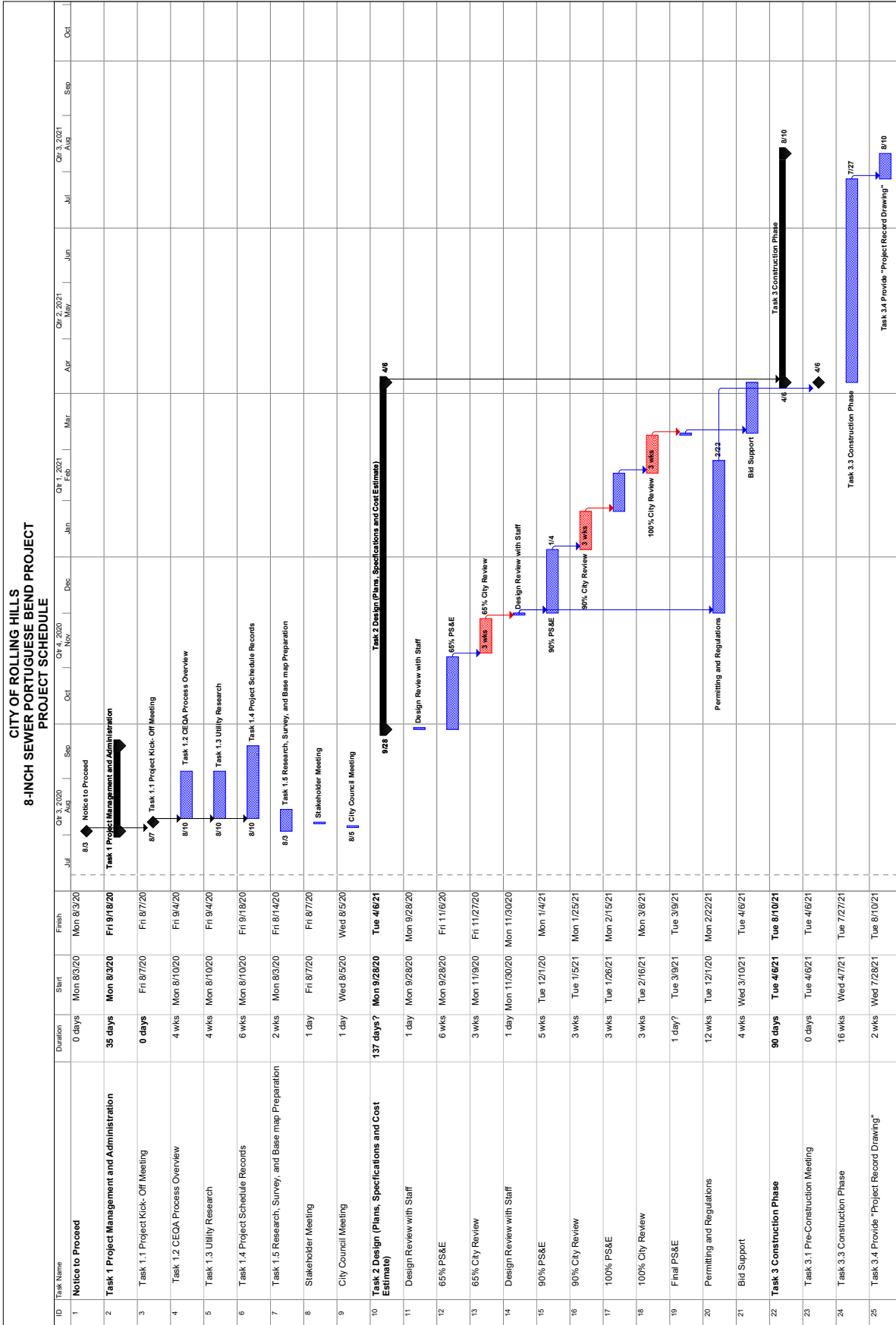
Deliverables:

- Draft/Final Technical Studies
- Administrative Draft IS/MND
- Public Review Draft IS/MND
- CEQA Notices
- Final IS/MND & MMRP

CEQA Schedule

TASK/ACTIVITY	TIME FRAME FOR COMPLETION
CEQA Project Kickoff/AB 52 Tribal Notification(s) by City	NTP/CEQA Project Kickoff
Admin Draft IS/MND	No later than 5 weeks from 65% Design Plans
City Review	2 weeks
Close of AB 52 Tribal Resources Consultation	Prior to Draft IS/MND publication
Draft IS/MND	1 week
Notice of Intent/Notice of Completion	With Draft IS/MND
Agency/Public Review	30 calendar days
Final IS/MND (includes Responses to Comments)	2 weeks
City Review	1 week
Notice of Determination	Filed with the Los Angeles County Clerk Recorder within 5 days of MND adoption

SCHEDULE + SCHEDULE CONTROL



FEE SCHEDULE/COST PROPOSAL

<div> <div>NV5</div> <div> FEE PROPOSAL CITY OF ROLLING HILLS 8-INCH SEWER PORTUGUESE BEND/ROLLING HILLS ROAD INSTALLATION TASK / HOUR BREAKDOWN </div> </div>														
Task NO.		PROJECT DIRECTOR - QA/QC \$175		PROJECT MANAGER \$150		PROJECT ENGINEER \$120		CADD DESIGNER \$110		ADMINISTRATION \$90		SUB-CONSULTANTS/ EXPENSES	TOTAL HOURS	TOTAL FEE
		HOURS	\$	HOURS	\$	HOURS	\$	HOURS	\$	HOURS	\$			\$
1	Project Management and Administration	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0			\$0
1.1	Project Meetings and Coordination/Progress Report and Public Meetings	1	\$175	6	\$900	12	\$1,440	4	\$440	1	\$90		24	\$3,045
1.2	CEQA Process Overview	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	\$3,825	0	\$3,825
1.3	Utility Investigation and Coordination	0	\$0	0	\$0	2	\$240	4	\$440	1	\$90		7	\$770
1.4	Project Schedule Records	0	\$0	2	\$300	2	\$240	0	\$0	0	\$0		4	\$540
1.5	Research of Existing Information, Survey, Base Map Preparation	0	\$0	2	\$300	6	\$720	16	\$1,760	2	\$180	\$9,561	26	\$12,521
	Sub Total Task 1	1	\$175	10	\$1,500	22	\$2,640	24	\$2,640	4	\$360	\$13,386	61	\$20,701
2	Final Design and Bid Documents	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0		0	\$0
2.1	65% Submittal Package (PS&E)	1	\$175	4	\$600	28	\$3,360	48	\$5,280	1	\$90		82	\$9,505
2.2	90% Submittal Package (PS&E)	0	\$0	2	\$300	16	\$1,920	36	\$3,960	2	\$180		56	\$6,360
2.3	100% Submittal Package (PS&E)	1	\$175	2	\$300	12	\$1,440	24	\$2,640	2	\$180		41	\$4,735
2.4	Final Submittal Package (PS&E)	0	\$0	2	\$300	2	\$240	6	\$660	2	\$180		12	\$1,380
2.5	Permitting and Regulations	1	\$175	4	\$600	16	\$1,920	6	\$660	2	\$180		29	\$3,535
2.6	Bidding Support	1	\$175	6	\$900	0	\$0	0	\$0	1	\$90		8	\$1,165
	Sub Total Task 2	4	\$700	20	\$3,000	74	\$8,880	120	\$13,200	10	\$900	\$0	191	\$26,680
3	Construction Management	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0		0	\$0
3.1	Construction Support	1	\$175	8	\$1,200	24	\$2,880	8	\$880	2	\$180		43	\$5,315
3.2	Record Drawing Preparation(As-Builts)	0	\$0	2	\$300	0	\$0	8	\$880	0	\$0		10	\$1,180
	Sub Total Task 3	1	\$175	10	\$1,500	24	\$2,880	16	\$1,760	2	\$180	\$0	281	\$6,495
	Miscellaneous Expenses													\$500
	GRAND TOTAL	6	\$1,050	40	\$6,000	120	\$14,400	160	\$17,600	16	\$1,440	\$13,386	533	\$54,376
1	Optional - CEQA IS/MND		\$0		\$0		\$0		\$0		\$0	\$26,820	0	\$26,820



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 8.C

Mtg. Date: 08/24/2020

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: MEREDITH ELGUIRA, PLANNING DIRECTOR

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: CONSIDER AND APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH BARRY MILLER CONSULTING TO PROVIDE CONSULTANT SERVICES TO REVISE THE CITY'S 5TH CYCLE HOUSING ELEMENT TO COMPLY WITH THE CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT'S (HCD) REQUIREMENTS.

DATE: August 24, 2020

BACKGROUND:

California state law requires that each city and county adopt a general plan to guide its physical growth and development for the next 15 to 20 years. The general plan represents a community's vision of its future and is a statement of its values, priorities, needs and concerns. The general plan is required to be prepared in accordance with the requirements of California Government Codes Section 65300 et seq. The general plan addresses the seven mandatory elements of the California Government Code, which are land use, circulation, housing, open space, conservation, noise and safety.

DISCUSSION:

The City of Rolling Hills is currently in the process of revising its 5th Cycle Housing Element for state certification. The City adopted and submitted its Housing Element to HCD in 2013 and HCD deemed the Element non-compliant with the State's housing requirements. The City has subsequently submitted revisions responding to HCD's comments, however, there are still several outstanding requirements that need to be addressed; one critical component is in regards to identifying and rezoning a suitable parcel for multiple family residential use.

Given the City's topographical constraints, land use density, distance from job centers, lack of access to public transportation and high fire severity zone location, the City is proposing an alternative viable way to meet its Regional Housing Needs Allocation (RHNA) through the use of Accessory Dwelling Units (ADU).

City staff sent out a Request for Proposal for professional services to revise the Housing Element that emphasized the need for an individual or firm to have extensive experience using ADUs to meet RHNA

requirements. Using ADUs to meet RHNA requirements is a non-traditional way of meeting a city's affordable housing units and thus, more work is involved in trying to prove its viability. The City received one proposal.

Barry Miller Consulting has extensive experience in using ADUs to meet RHNA requirements. He has received an award from the American Planning Association for his work on ADUs with the City of Piedmont. His experience working with cities similar to Rolling Hills, 35 years of planning experience preparing land use documents, relationship with HCD staff and hands on experience using ADUs to meet RHNA requirements make him well-qualified to complete the City's Housing Element.

FISCAL IMPACT:

The cost to revise the Housing Element has been appropriated in the Planning and Community Services Department's FY 2020-2021 Budget in an amount not to exceed \$30,000. Staff applied for SB2 Housing Grant and the LEAP grant to help defray the cost.

RECOMMENDATION:

Authorize the City Manager to execute an agreement, and any subsequent amendments, with Barry Miller Consulting, in an amount not to exceed \$30,000 (includes survey \$7,200 and two additional public meetings \$1,800) for the proposed scope of work.

ATTACHMENTS:

[BarryMillerProposaltoRollingHills.pdf](#)

[BarryMillerCostProposal.pdf](#)

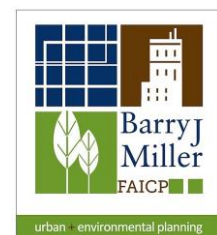


Proposal for Services Housing Element Revisions (2014-2021)

Submitted to:
City of Rolling Hills



Submitted by:
Barry Miller Consulting



August 18, 2020

817 Alvarado Road
Berkeley, CA 94705
510-847-0068
barry@barrymiller.net



August 18, 2020

Meredith T. Elguira,
2 Portuguese Bend Road
Rolling Hills, CA 90274

Re: Proposal for Housing Element

Dear Meredith:

Thank you for inviting me to submit a proposal to provide Housing Element revision services to the City of Rolling Hills. I'm excited about the opportunity to help the City achieve its first HCD-certified Element.

The attached proposal corresponds to the contents specified by the City's Request for Proposals and includes a background and summary, methodology, staffing description, qualifications section, and cost estimate (three copies included in a separate envelope). The RFP also includes a statement of compliance with the City's insurance requirements. Please note that the cost estimate provided in this proposal is valid for a period of at least 60 days---I am also happy to modify the proposal to better match the City's needs. My services are generally provided on a time and materials basis with a not-to-exceed limit, and I often complete my projects for less than the budgeted amount.

In the event I am selected for the project, I would be the project manager and sole point of contact. As a one-person firm, I provide personalized, responsive services at a more affordable rate than you'll find with the larger consulting firms. Services would generally be provided from my office in Berkeley California (address and phone number in letterhead above). I anticipate traveling to Rolling Hills at least once for reconnaissance. Availability to attend additional meetings "in person" will depend on shelter-in-place restrictions. I would be happy to participate in meetings via videoconference (Zoom, etc.) as needed, including public hearings and other community meetings.

I look forward to hearing from you.

Best Regards-

A handwritten signature in dark ink that reads "Barry Miller". The signature is fluid and cursive.

Barry Miller, FAICP

Background and Project Summary

This section of the proposal describes my understanding of the city, the work to be done, and the objectives to be accomplished.

Rolling Hills is an attractive, desirable place to live, renowned for its excellent quality of life, equestrian amenities, and semi-rural densities. These qualities are even more special given the city's location in a highly urbanized metropolitan area. The community was initially subdivided more than 80 years ago and has been incorporated for more than 60 years. It is a mature and well-established city, with limited opportunities for new development.

Like all cities in California, Rolling Hills is obligated by State law to provide for its "fair share" of the region's housing needs. The "fair share" determination is made through a process known as the Regional Housing Needs Allocation (RHNA). In the Los Angeles Region, the process is administered by the Southern California Association of Governments (SCAG). The housing needs for the region as a whole are allocated to individual communities by SCAG using a formula that considers factors such as population size, projected growth, access to jobs, and social equity. At this point, there are four formal planning periods or "RHNA cycles" behind us, a fifth cycle now underway (2014-2021), and another on the horizon (2021-2029).

The Housing Element is the only part of the General Plan subject to State certification. Cities submit their elements to the State Department of Housing and Community Development (HCD), where the documents are reviewed to determine their compliance with the Government Code. Cities must demonstrate the ability to meet their RHNA allocations through their policies and programs, including local zoning.

Rolling Hills has not had a State-certified Housing Element in the past. In prior cycles, there were few consequences to non-compliance and many cities simply declared their elements "self-certified" without State approval. Today, cities without State-certified Housing Elements are increasingly vulnerable to expensive lawsuits. The consequences of these lawsuits can include suspension of local control on building matters, court approval of housing developments, and mandatory compliance orders. There is also a risk of losing access to State funds that are essential to local government operations.

Obtaining State certification involves iterative discussions with State HCD, and often multiple submittals of draft documents. Cities are assigned a staff liaison at HCD, who reviews the document and provides formal comments. Developing a positive rapport with HCD and working collaboratively and productively with the State is an important part of the process. Rolling Hills recognizes this and has made considerable headway in its efforts to get its Fifth Cycle (2014-2021) element certified. The City is almost there.

The immediate challenge for Rolling Hills is to respond to the State’s comments on the adequacy of its housing sites, and its capacity to use accessory dwelling units (ADUs) to meet its RHNA for low and very low-income units. California cities typically demonstrate their ability to meet their low/very low-income assignment by identifying sites zoned for multi-family housing, or sites zoned for commercial uses where multi-family housing is a permitted or conditionally permitted use. A handful of cities have demonstrated that they can meet their RHNAs entirely through ADUs (or predominantly through ADUs), but this requires data, analysis, community engagement, and viable incentives for property owners.

The timing of the RFP so close to the end of the fifth cycle RHNA requires quick, practical solutions. Rolling Hills can consider a broader range of housing opportunities as it develops its sixth cycle element in 2021 (Elements must be adopted by October). This could include rezoning of the PVP Unified School District site, or an expanded ADU program. In the short-term, however, the emphasis needs to be on getting the fifth cycle element certified. This requires demonstrating the capacity for 18 ADUs, including 8 affordable to very low income households, five affordable to low income households, and five affordable to moderate income households.¹

Rolling Hills seeks a consultant to help facilitate this process—ideally, someone with prior experience working with HCD, with a track record of developing successful ADU programs. My firm offers these qualities.

I prepared the third, fourth, and fifth cycle Housing Elements for the City of Piedmont (in the Bay Area), successfully making the case to HCD during the fourth and fifth cycles that the City could use ADUs to meet its RHNA. Moreover, the ADU program developed for Piedmont has had tangible results---it actually led to the production of 13 units affordable to very low income households during the 2007-2014 cycle, representing 100 percent of the City’s RHNA allocation for very low income households. The program received an “Implementation Award” from the American Planning Association and has been emulated by a number of other cities.

¹ Because the City did not have a compliant Housing Element in the fourth cycle, it is obligated to carry over its RHNA from 2007-2014 to the fifth cycle. This results in a total assignment of 28 units, 10 of which are above moderate and are presumed to be met by market-rate single family homes and 18 of which are presumed to be accessory dwelling units.

Methodology

This section of the proposal describes the proposed methodology to complete the services provided. It has been formatted as a “Scope of Work” that can be appended to the City’s standard Professional Services Agreement. References to “meetings” are presumed to be virtual teleconferences conducted via Zoom or an equivalent platform.

The City’s goal of adopting the revised Element by December 2020 is ambitious. Presuming an early September start date, adopting the Element in January 2021 may be more realistic, given the time required for HCD to review and comment on working drafts and confirm that the proposed language will result in a compliance determination. The task descriptions below presume completion of the Data Collection and Analysis work during September and October, study sessions in October and November, and adoption hearings in December and January.

Task One: Reconnaissance and ADU Best Practices

This task includes a “kickoff” meeting with City staff to discuss the work done to date on the 2014-2021 Element and the strategy and timeline for conducting the remaining tasks. Prior to the meeting, Barry Miller will review the Draft Housing Element, HCD comment letters, records of prior community engagement activities (including the November 25, 2019 Planning Commission meeting), and other relevant communication and background documents. Barry Miller will also report out on best practices regarding incentives for ADU development, as well as options the City could consider for meeting its fifth cycle fair share low- and very low-income allocations (focused on ADUs). At least one teleconference with HCD will take place during this task, to review their comments and discuss their expectations.

Barry Miller will produce a memorandum summarizing the meeting conclusions and laying out program options for further discussion.

Task Two: Data Collection and Analysis

The City will need to demonstrate to HCD that an affordable ADU program is realistic and implementable. This will require collecting, analyzing, and presenting data on actual ADUs and potential ADUs in the city, and then integrating that data in the Housing Element for consideration by HCD. Because Rolling Hills contains approximately 700 single family housing units, this task is less onerous than it would be in a larger city with multiple housing types and zones. A windshield survey / visit to Rolling Hills would occur during this task.

Working with staff, an estimate of the number of “actual” ADUs and “potential” ADUs in the city would be developed. The “actual” ADUs would include those units that have been legally permitted or those

known to be present by staff. The “potential” ADUs could include guesthouses and casitas, pool houses, garage apartments, habitable barns, home offices (with kitchen/bath facilities), and other properties with features that could conceivably support an ADU.¹ This would not be a parcel by parcel survey, but rather a strategic estimate based on a quantifiable methodology to be jointly determined with staff (for example, reviewing permit applications over a fixed time period, looking at sample clusters of homes in different parts of the city, reviewing past Planning Commission staff reports, surveying real estate listings, etc.) The key is to make a data-driven case that city has the capacity for many more accessory dwellings than its RHNA. Of course, the potential for Junior Accessory Dwellings (JADUs) is even larger and would likely encompass most homes in the city.

Typical rents for ADUs would be estimated using on-line ADU rental listings (Craigslist, etc.) and other industry sources, based on properties in Rolling Hills and in other cities on the Palos Verdes Peninsula.²

Barry Miller will also use a variety of data sources (including the American Community Survey, tax assessor records, etc.) and input from staff and other community stakeholders to estimate the extent to which low and very low income households currently reside in ADUs in Rolling Hills. This is an important data point to support the conclusion that ADUs already provide an affordable housing resource in the city and provide housing for home care providers and domestic employees.

The City will also need to demonstrate that a substantial number of Rolling Hills property owners would be interested in developing ADUs or JADUs in the future. Ideally, this would be done using a survey, which could be administered electronically (using email/ SurveyMonkey) or through a postage-paid mailer with a return envelope. The intent of the survey would be to gauge the level of interest in ADUs, concerns residents may have, and what incentives might be offered to residents to either construct ADUs/ JADUs—or to consider limited-duration (i.e. 10 year) rent restrictions.³ The survey would be designed to identify immediate recommendations that can be included in a fifth-cycle program and longer-term recommendations that can be considered during the sixth cycle.

Barry Miller will design the survey and work with staff to determine the best way to administer it. Barry Miller will be responsible for tallying and analyzing the results. He will also prepare a summary report and findings.

The survey is listed as an optional item in the project budget. An alternative would be to defer the survey to the sixth cycle and include it as an implementing action in the Fifth Cycle element. In the absence of a survey, we will need to look to other sources such as stakeholder interviews to evaluate local interest in ADUs.

¹ Barry Miller conducted a similar task for the City of Piedmont, reviewing property records for 3,900 homes. Several hundred were identified as containing “unintended ADUs.”

² A scan of Craigslist ads on August 16, 2020 indicated one ADU listed for rent in ZIP Code 90274, at a price of \$1,750/mo. As a point of reference, this market-rate unit would meet HCD/ HUD affordability standards for a 2-person “low-income” household. This type of data can help support the City’s argument that market rate ADUs can meet the “low income” need, allowing the program focus to be on very low/ extremely low income units.

³ If the City already has an inventory of known ADUs (by address or APN), a more limited survey could be administered to the owners of these properties only. This survey would have a slightly different purpose but could still be used to demonstrate the feasibility of an “affordable” ADU program.

Task Three: Develop Program Recommendations

ADU-related program recommendations will be made based on the Task Two analysis. These could include short-term recommendations to be included in the 2014-2021 Housing Element and longer-term recommendations that could be included in the 2021-2029 Element. Consistent with the City's schedule, study sessions would be conducted with the Planning Commission and the City Council to review the City's options and solicit input from Commissioners, Council members, and members of the public. At least one community meeting would be scheduled (this could potentially be combined with the Planning Commission study session).

One possible way to organize recommendations would be as follows:

- (a) General recommendations supporting ADU and JADU construction (education and awareness programs, website materials, prototype floor plans, etc.)
- (b) Incentives for owners with potential or unintended ADUs to "legalize" them as dwelling units
- (c) Incentives to support market-rate ADUs/ JADUs in new homes and major remodels
- (d) Incentives to support market-rate ADUs/JADUs in existing homes
- (e) Incentives and opportunities to create rent-restricted ADUs/JADUs (including "Habitat for Humanity" type units and others built by non-profits)
- (f) Strategies to indicate the city is providing opportunities for "extremely low income" households, such as units occupied by a non-family member where rent is not collected—or "rent a spare room" / home-sharing initiatives geared to seniors living alone.⁴
- (g) Additional programs and strategies based on the analysis of best practices, feedback from staff and HCD, and input from the Planning Commission, City Council and the public.

Program recommendations will be revised and edited as needed based on public feedback.

As part of this task, Barry Miller will join City staff for a teleconference with the City's Environmental Consultant to review the proposed program recommendations and confirm that the Negative Declaration for the Housing Element remains adequate. Revisions will be recommended if necessary.

⁴ Again, drawing from Piedmont as a "best practices" example, the City determined that 81% of its "extremely low income" population consisted of seniors on fixed incomes. Their obligation to plan for eight extremely low income units was largely met through a "rent a spare room" program, with a focus on seniors living alone. The City also committed to participate in a regional home-sharing program aimed at seniors living alone.

Task Four: Prepare “Screencheck” Draft Housing Element for Review by HCD

Barry Miller will work with staff to prepare a revised 2014-2021 “Screencheck Draft” Housing Element that incorporates the updated data and analysis on ADUs/JADUs, and the revised policies and programs demonstrating that the City can meet its RHNA for low and very low income households through accessory dwellings (and room rentals, if deemed appropriate for extremely low income households). The revised Element also would include changes previously highlighted in redlined text, as well as any other changes needed to address public comments, Commission or Council comments, and HCD feedback.

Barry will work with City staff and the HCD reviewer to ensure that proposed revisions to the text adequately address HCD’s earlier concerns and will result in a certifiable Housing Element. Final revisions will be made as necessary, keeping the Planning Commission and Council apprised of any substantive changes that are requested by HCD.

Task Five: Prepare and Adopt Housing Element

Barry Miller will make necessary final edits to the screencheck draft and will produce the Public Review Draft 2014-2021 Housing Element for public review.

He will work with City staff as requested to prepare staff reports, resolutions, PowerPoint presentations, and other materials related to the public hearings on the Element. He will participate in one Planning Commission hearing, with the aim of securing a recommendation from the Commission to the Council to adopt the Element and Negative Declaration.

Barry Miller will provide similar services for the City Council hearings, participating in up to one hearing to adopt the Plan and Negative Declaration.

The budget for this task includes the option of expanding the number of hearings to two each for the Planning Commission and City Council, in the event more hearings are required.

Barry Miller will produce the “Final” Housing Element, inclusive of any revisions made through the adoption process. He will work with staff to transmit the document to HCD.

Staffing

This section of the proposal describes the proposed staffing for the services provided. As indicated in the City's Request for Proposal, it includes a list of personnel and their responsibilities.

As a sole proprietor and independent consultant, Barry Miller would provide all services associated with the Professional Services Agreement. A resume for Barry Miller is included on the next page.

List of Personnel and Responsibilities

1. Barry Miller, FAICP **Position: Principal**

Responsibilities:

- Project Management
- Communication and Liaison with City
- Communication and Liaison with HCD
- Data Collection and Analysis
- Report Preparation
- Presentations and Facilitation
- Document Production

Barry J Miller, FAICP

Resume



Education

Master of City and Regional Planning (1983)
University of California, Berkeley

Bachelor of Arts, Urban and Regional Planning (1981)
University of Illinois, Urbana-Champaign

Professional Affiliations

Member, American Planning Association *since 1983*

Member, American Institute of Certified Planners, *since 1989*
FAICP Fellow, *since 2012*

Civic Affiliations

Chair, Oakland Parks and Recreation Commission (2009-2017)

Founding Member, Claremont Canyon Conservancy (2002)

Board Member, Oakland Parks and Recreation Foundation (2016-current)

PROFESSIONAL EXPERIENCE

Barry Miller Consulting (2007-present)

Provide consulting services to local governments and private firms throughout the United States, with an emphasis on comprehensive plan updates, land use studies, housing elements, and implementation programs. Services include the design and implementation of community outreach programs, data collection and analysis, mapping and field research, policy development, and report authorship, editing, and production. Recent clients include the cities of Albany, Berkeley, Oakland, San Leandro, Danville, Piedmont, Concord, Newark, Orinda, Fremont, Riverside, San Rafael, and Walnut Creek.

Washington, DC Office of Planning (2002 –2006)

Associate Director of Comprehensive Planning

Project manager for the first major revision of the District of Columbia's Comprehensive Plan since 1984. Managed team of 11 consulting firms and \$2.8 million budget, had primary responsibility for Plan authorship and mapping, conducted more than 100 large public meetings, served as liaison to more than 65 public agencies, collected and analyzed long-range planning data, and developed Plan goals, policies and actions.

Barry Miller Consulting (1991- 2003)

See description above. Completed projects include General Plans for San Leandro, Palo Alto, San Juan Bautista, and Danville, California, the Comprehensive Plan for Walt Disney World, Florida (with Sedway Consulting); the Local Coastal Plan for Half Moon Bay; Housing Elements for Milpitas, San Leandro, and Piedmont, and the Oakland General Plan and Zoning Ordinance revision.

Sedway Cooke Associates San Francisco, CA

Senior Associate (1989 – 1990); Associate Planner (1986 -1989); Planner II (1985 -1986)

Principal planner on five comprehensive plans, and on selected elements of comprehensive plans in two counties. Team participant on a variety of environmental, urban design, and implementation studies in California, Florida, Iowa, Ohio, Oregon, and Texas.

Planning Research Corporation (PRC) Houston, TX

Project Planner (1983-1985)

Conducted site analysis and land planning studies. Prepared feasibility reports for large-scale mixed use developments in Austin, Dallas, Denver, Houston, and San Antonio. Principal author of plans for new towns in Texas and Nigeria. Responsible for marketing of firm's comprehensive planning services in Texas.

CONTACT

817 Alvarado Road * Berkeley, CA 94705 * 510-847-0068
barry@barrymiller.net

Qualifications

This section of the proposal describes the qualifications of Barry Miller Consulting, including information on projects completed in the last five years that are similar in size and scope. This section begins with an overview of the firm, demonstrating its capacity to provide the services requested. Several project profiles are then included, highlighting work performed by Barry Miller in other cities. As requested by the City of Rolling Hills, the client name, project start and end dates, and client representative's name, phone number, and email address are provided for each project.

Barry Miller Consulting: Overview of Firm

Barry Miller Consulting is a California-based urban planning firm. The firm is a sole proprietorship, owned and operated by Barry Miller, FAICP. Barry has been in business for 29 years and has been a practicing urban planner for 35 years. He provides a broad range of services to his clients, focusing on general plan project management, policy development, and plan writing. Since starting his firm, he has prepared general plans or plan elements for more than a dozen cities in California.

Barry is known for his strategic, thoughtful approach to planning, skillful project management, effective listening, clear writing, and commitment to delivering the highest quality work products. As a one - person firm, Barry provides highly personalized and responsive service at an affordable rate. Although he is physically located in the Bay Area, Barry has worked in the Southern California market and is familiar with the local landscape. In the current era of Zoom meetings and remote work, he is readily available to participate in teleconferences, virtual hearings and workshops, and live-streamed Commission and Council hearings.

Housing Elements completed by Barry Miller include:

- Albany (4th and 5th Cycle)
- Piedmont (3rd, 4th, and 5th Cycle)
- Orinda (4th Cycle)
- San Leandro (3rd, 4th, and 5th Cycle)
- Milpitas (3rd Cycle, opportunity sites analysis)
- Concord (5th Cycle, constraints analysis and housing opportunity sites analysis)

As a result of his prior work on Housing Elements, Barry has a well-established rapport with the State Department of Housing and Community Development. Every one of the elements listed above was certified and found fully compliant. Barry also drafted the Accessory Dwelling Unit (ADU) regulations for Fremont and San Leandro, and prepared amendments to the Danville General Plan Land Use Map and categories to accommodate the City's RHNA during the 5th Cycle. He also developed Piedmont's rent-restricted ADU program and revised the Piedmont zoning regulations to encourage mixed use development in the City's commercial zoning district.



Project Profile: Piedmont Housing Element

Piedmont is an affluent, almost entirely residential city of approximately 4,000 homes located 10 miles east of San Francisco. Its population is 11,000, with a median household income of \$212,000 and a median home value of \$2.3 million. The City's land area is 1.7 square miles. Piedmont was primarily developed between 1910 and 1930 and reached full buildout in the 1960s. Its housing opportunities are limited to about 50 scattered vacant lots, all constrained by steep slopes, limited access, and high fire hazards. The City's public lands are fully developed or committed to park uses and schools, and its 3.3 acres of commercially zoned property are fully occupied by local-serving businesses.

Piedmont's RHNA during the last three cycles has ranged from 40 to 60 units. In the last cycle, 63 percent of the allocation was for low- and very low-income households. The City's ability to meet its RHNA is constrained not only by its land supply, but also by a City Charter provision that requires a citywide vote prior to the rezoning of property. All but a handful of the City's lots are zoned for single family homes.

Given the significant constraints to meeting the "affordable" component of Piedmont's RHNA on land zoned for multi-family housing, Barry Miller worked with City staff, residents, the Planning Commission, and the City Council to make the case to HCD that the City could meet its RHNA through Accessory Dwelling Units (ADUs). During the 1990s, Piedmont had an outright prohibition on ADUs. As part of their third cycle Housing Element, the Council ended the prohibition and legalized previously unlawful units, requiring that they be brought up to code where necessary.

During the early 2000s, the City went a step further and created a rent-restricted ADU program for interested property owners. Barry worked with the City to draft the program requirements, including incentives for property owners willing to impose a 10-year deed restriction on the units, and the rental/occupancy terms and duration. Incentives included a waiver of parking requirements, which previously had discouraged many owners from creating ADUs or legalizing “unintended” ADUs on their properties.

Piedmont’s 2007-2014 Element was certified, largely as a result of the ADU program. Its 2015-2023 Element was certified based on the continuing success of that program, which resulted in 13 rent-restricted units during the 2007-14 period. The American Planning Association (APA) recognized the success of this program with an “Implementation” Award in 2015.

State legislation in 2017 impeded the City’s ability to use the parking waiver as an incentive (since it prohibited local governments from requiring off-street parking for ADUs if they were located near transit, a criteria that encompasses most of Piedmont). As a result, the City has developed other incentives for rent restrictions and has demonstrated to HCD that small ADUs (including Junior ADUs) meet the criteria for “low” income units. Piedmont is also making the case that its “extremely low” income needs can be met through measures such as home sharing and renting of spare rooms.

Barry continues to provide housing-related services to the City of Piedmont, including development of new incentives for rent-restricted ADUs, and other strategies to demonstrate the city’s capacity to meet its “very low” income allocation.

Client name:	City of Piedmont
Project Start/End Dates:	Ongoing, but most recent Housing Element was 2014-15
Client Representative:	Kevin Jackson, Planning Director
Phone Number:	510-420-3039
Email:	kjackson@piedmont.ca.gov

Project Profile: Albany Housing Element

Albany is known for its traditional neighborhoods, strong sense of community, great schools, and engaged citizenry. City staff submitted a Draft Housing Element to HCD early in the Fourth Cycle RHNA (2007-2014) and received a lengthy letter indicating the element was not yet in compliance. Due to staffing cuts induced by the recession, the City was unable to respond to the comments and continued through most of the planning period without a certified Housing Element. In 2013, with just a year remaining in the planning period, the City found itself facing a potential legal challenge triggered by the lack of a certified Element. At that time, Albany retained Barry Miller to comprehensively respond to HCD’s comments and work with the community and State to develop a compliant element.

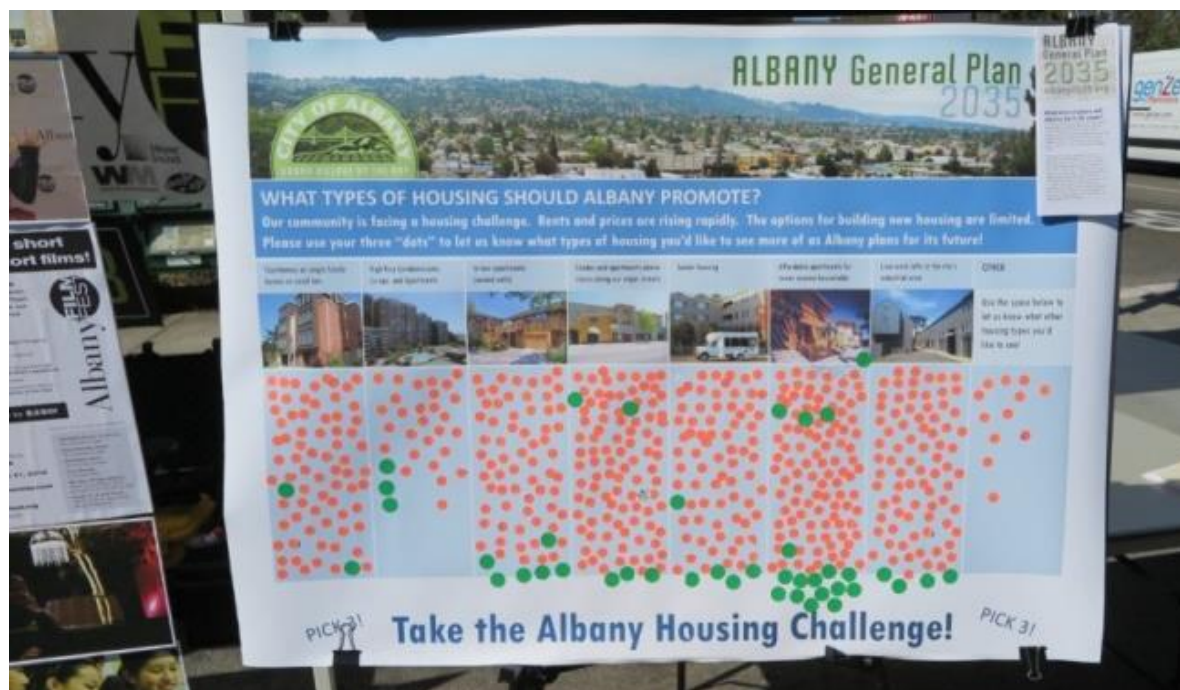
Barry worked not only with City staff, but also with the City’s legal counsel, housing advocates (including those challenging the City on its housing policies), Council, Commissions, and public, to develop a

compliant Housing Element. The work, which was completed in about six months, became the first step of a three-year process that also included preparation of the fifth cycle (2015-2023) Element, a complete overhaul and update of the Albany General Plan, and a full Environmental Impact Report.

The Albany Housing Element includes many provisions for Accessory Dwelling Units. A survey of ADU owners was completed as part of the process, allowing the City to conclude that roughly 15 percent of its ADUs met low-income criteria, 80 percent met moderate-income criteria, and 5 percent met above moderate-income criteria. HCD permitted the City to include 32 accessory dwelling units in its opportunity sites analysis.

The Albany General Plan Update was the first citywide plan in over 20 years. Over a two-year period, Barry facilitated some 30 study sessions with the Planning and Zoning Commission, the City Council, and other City Commissions to build consensus on new policies and action programs. The 2035 Plan includes strategies for reducing greenhouse gas emissions, improving conditions for pedestrians and bicyclists, linking the city to its waterfront, and expanding affordable housing opportunities. The revised General Plan was adopted on April 18, 2016.

Client name: City of Albany
Project Start/End Dates: 2013-2016
Client Representative: Anne Hersch, Planning Manager
Phone Number: 510-528-5765
Email: ahersch@albanyca.org





Project Profile: San Leandro General Plan and Housing Elements

Barry served as the Project Manager for the San Leandro General Plan Update in 1999-2002 and returned to manage the Plan Update from 2014-2016. Both updates won Awards of Excellence from the American Planning Association. The first update shifted the City's focus from suburban-style, auto-oriented development to strategic infill development around the City's two BART stations. The more recent update focused on transformation of San Leandro's economy, the introduction of "smart city" technology to local infrastructure and services, and creative placemaking to enhance the city's identity and built environment.

Barry has also served as Project Manager for San Leandro's last three Housing Element Updates (covering RHNA cycles 3, 4, and 5). He assisted the City in implementing these elements by updating the City's accessory dwelling unit ordinance, creating a new zoning district for areas transitioning from industrial to residential use, and amending existing zoning regulations and maps to increase the City's housing capacity. Barry worked with the community to rezone several key sites identified in the 2014-2016 Element for higher density uses, allowing them to qualify as eligible to meet the City's allocation for very low- and low-income households. He also facilitated the community meetings and Planning Commission meetings on the new ADU standards, which departed from the State's "default" standards in response to feedback received from the public and neighborhood organizations.

Client name:	City of San Leandro
Project Start/End Dates:	2014-2016
Client Representative:	Tom Liao, Community Development Director
Phone Number:	510-577-3350
Email:	tliao@sanleandro.org

Project Profile: Fairview Specific Plan

Barry Miller served as the project manager for Alameda County's Fairview Specific Plan Update. The Draft Plan was completed in 2019 and has been in public hearings for the last several months. It is anticipated to be adopted by the Alameda County Board of Supervisors by the end of 2020. While this is not a Housing Element project per se, Fairview is a well-established equestrian community in a high fire hazard zone. Its physical form resembles Rolling Hills in some respects, with large lots, split-rail fences, horse barns and stables, and large homes with the potential for accessory dwellings. Much of the community has five-acre minimum zoning.

Barry Miller was retained to comprehensively update the 1997 Specific Plan for this unincorporated area. This required closely working with the community to address issues common in large lot, equestrian communities, including visual and aesthetic impacts, grading and earth movement, fire hazards and access constraints, road design standards that accommodate horses, and odor/ water quality issues associated with horses and other livestock. Barry prepared new standards for lot coverage, floor area ratio, development on steep slopes, parking, and other aspects of site development as part of this process.

Client name:	County of Alameda
Project Start/End Dates:	2018-2020
Client Representative:	Albert Lopez, Planning Director
Phone Number:	510-670-5426
Email:	albert.lopez@acgov.org



Cost Estimate

This section of the proposal provides a cost estimate for the services described. Per the City's request, the contents are included in a separate envelope.

Insurance Requirements

Barry Miller Consulting meets all insurance requirements specified by the City's RFP. These include:

- 1) Comprehensive General Liability Insurance with a combined single limit of \$1,000,000 covering bodily injury and property damage. In the event Barry is selected for this project, he will add the City, the Rolling Hills Community Association, and other parties specified by the City as additional insured, in accordance with the City's request.
- 2) Comprehensive Automobile Liability Insurance with a combined single limit of \$1,000,000 per occurrence, including coverage for owned, hired, and non-owned automobiles. In the event Barry is selected for this project, he will add the City, the Rolling Hills Community Association, and other parties specified by the City as additional insured, in accordance with the City's request.

Because Barry is a sole practitioner, he is exempt from Workers Compensation Insurance requirements. He will provide a statement of exemption to the City's satisfaction in the event he is selected for this project.

Cost Estimate

Estimated costs are annotated below. All services proposed are negotiable and can be modified at the City's request.

Barry Miller's billing rate is \$150/hour. Barry does not charge for travel to and from his client's offices. At least one trip to Rolling Hills is built into the project budget, and there would be no reimbursable expenses billed to the City associated with this contract.

Task One: Reconnaissance and ADU Best Practices
Estimate: 12 hours

Task Two: Data Collection and Analysis
Estimate: 48 hours

Optional Task: Design, Implement, and Analyze Survey
Estimate: 48 hours

Task Three: Develop Program Recommendations (including Study Session)
Estimate: 32 hours

Task Four: Prepare Screencheck Draft for Review by HCD
Estimate: 24 hours

Task Five: Prepare and Adopt Housing Element
Estimate: 24 hours

Optional: Additional Meetings (includes staff reports, presentations, etc.)
Estimate: 6 hours/ meeting

TOTAL: 140 hours @ \$150/ hour = \$21,000^(*)

() Excludes Optional tasks:*

Survey: \$7,200

Two additional public meetings: \$900 ea/ 2 = \$1,800



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 9.A

Mtg. Date: 08/24/2020

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: CONNIE VIRAMONTES , ADMINISTRATIVE ASSISTANT

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: DISCUSS ACTION MINUTES AS THE OFFICIAL CITY COUNCIL MEETING MINUTES. (PIEPER)

DATE: August 24, 2020

BACKGROUND:

NONE.

DISCUSSION:

NONE.

FISCAL IMPACT:

NONE.

RECOMMENDATION:

NONE.

ATTACHMENTS:

[2015 ccac guidelines for preparing minutes final submission _2_-c1.pdf](#)

[2015 ccac guidelines for preparing minutes sample staff report final submission-c1.pdf](#)

CITY CLERKS ASSOCIATION OF CALIFORNIA
GUIDELINES FOR
PREPARING MINUTES FOR GOVERNMENTAL AGENCIES

PURPOSE

The City Clerks Association of California issues these guidelines as a tool for government agencies to transition to minutes styles that are efficient, succinct, cost-effective for staff to prepare, and more appropriately aligned with the intent of the Government Code.

FINDINGS

- Legislative bodies must act, and must be *seen* to act, within the laws of the State of California and local charters, if applicable. Being *seen* to act within the law is important, because the legislative body's decisions may be subject to external scrutiny by the public, auditors, or judicial inquiry. Minutes *testify* that the correct procedures for decision-making were followed.
- Legislative body minutes shall be prepared in a manner consistent with the intent of the Government Code. Relevant Government Codes are as follows:
 - Government Code 40801. The city clerk shall keep an accurate record of the proceeding of the legislative body and the board of equalization in books bearing appropriate titles and devoted exclusively to such purposes, respectively. The books shall have a comprehensive general index.
 - Government Code 36814. The council shall cause the clerk to keep a correct record of its proceedings. At the request of a member, the city clerk shall enter the ayes and noes in the journal.
 - Government Code 54953(c)(2). The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.
 - Government Code 53232.3(d). Members of a legislative body shall provide brief reports on meetings attended at the expense of the local agency at the next regular meeting of the legislative body.
- All components of minutes shall be for the primary purpose of memorializing decisions made by the *legislative body*. Any minute component that does not serve this primary purpose should be minimized or eliminated; this includes comments made by *individual* body members and members of the *public*.

GUIDELINES

- Minutes should provide a record of a) when and where a meeting took place, and who was present (including member absences, late arrivals, departures, adjournment time); b) type of meeting (Regular/Special/Adjourned Regular); c) what was considered; d) what was decided; and e) agreed upon follow-up action. Pursuant to Government Code 54953(c)(2), minutes shall report any action taken and the vote or abstention on that action of each member present for the action.
- Appropriate styles are *action* minutes or *brief summary* minutes. Verbatim style minutes should not be used, because verbatim or lengthy summary minutes do not serve the intent of the Government Code, which is to record the proceedings of the *legislative body*.
- *Action* minutes merely record final decisions made.

- *Brief summary* minutes, at a minimum, record the final decisions made; and, at a maximum, may record what advice the body was given to enable it to make its decisions, the body's thought process in making the decision, and the final decisions made. Emphasis is given on the body's thought process, not individual members' thought processes. The minutes should summarize only the main points which arose in discussion if and only if they are relevant to the decision.
- Comments made by members such as "for the record" or "for the minutes" have no bearing on the content of minutes and are given no greater and no lesser consideration than other comments made at the public meeting. Members seeking to memorialize comments should incorporate such verbiage into the language of the motion. As an alternative, members may submit written statements to be retained with the agenda item.
- Since the main purpose of minutes is to record the legislative body's decision, summary minutes should be brief. By concentrating on the legislative body's decision, brief summary minutes will provide only a select recording of what was discussed at the meeting. Brief summary minutes should not attempt to reproduce, however summarily, what every speaker said. It should only record the essence of the discussion and include the main threads that lead to the body's conclusion.
- To the fullest extent possible, brief summary minutes should be impersonal and should not attribute views to individual persons. Only the positions and decisions taken by the whole legislative body are relevant, not those of individual members. The passive voice is favored i.e. "It was suggested that...", "It was generally felt that...", "It was questioned whether...", "During discussion, it was clarified..."
- There are reasons for not attributing comments to specific speakers. First, it makes for brevity--a point can be recorded more concisely in impersonal form. Second, a point raised by one speaker will often be further developed by others—in impersonal brief summary minutes, only the fully-developed point is recorded in its final form. Third, points by several speakers can be consolidated into a single paragraph. Fourth, the impersonal style averts future corrections to minutes.
- While the primary purpose of minutes is to memorialize decisions made by the legislative body as a whole, under limited circumstances it is necessary and/or appropriate to attribute comments to individual members including:
 - Individual member's reports pursuant to Government Code 53232.3(d) (enacted by AB 1234, 2005). The minute record shall include the type of meeting attended at the expense of the local agency and the subject matter.
 - Individual member's reports on intergovernmental agencies. Brief summary minutes should include the type of meeting at a minimum, and, at the maximum, include the subject matter.
 - Individuals speaking under public comment. Brief summary minutes shall, at a minimum, list the public member's name (if provided); and, at a maximum, include the overall topic and stance/position. Such as Mr. Jones spoke in opposition to the Project X. Being mindful that the minutes are recordings of the legislative body's proceedings, it is not appropriate to include detail of individual comments. There is an exception for public testimony provided during public hearings, for which the minutes shall include the speaker's name (if provided) and a summary position of the speaker (i.e., supported or opposed).
- For purposes of meeting Government Code 36814 and/or 54953(c)(2), the city clerk should enter the ayes and noes in the minutes. For informal consensus (i.e. providing staff direction), it is appropriate to note the dissention of one or more members by, at a minimum, stating the dissenting member's name and dissention, such as "Mr. Jones dissented," and at a maximum to also include a brief reason, such as "Mr. Jones dissented citing budget concerns."
- While the primary purpose of legislative body meetings is for the legislative body to take legislative action and make decisions to advance agency business, it is acknowledged that agency meetings also

serve as platforms for ceremonial presentations and reports on social and community events. At a minimum, brief summary minutes should identify that presentations were made and event reports were given; and, at a maximum, report only the subject matter of the presentation or event.

- For community workshops and town hall meetings subject to the Brown Act, brief summary minutes, at a maximum, record the overall topic, provided that no legislative actions were taken. It is advisable to note in the minutes that no legislative action was taken.
- The guidelines contained herein are applicable to committees and commissions subject to the Brown Act. It is acknowledged that many boards and commissions take few legislative actions, and the tendency is to include more detail in the minutes on event reports and planning. At a maximum, brief summary minutes may include key points of the final reports or determinations, and all comments shall be attributable to the entire body and not attributable to individual members.
- Brief summary minutes shall serve to clarify decisions taken and who is expected to execute the decisions. It is not necessary to write down all action points or all tasks identified. Minutes shall not serve as a substitute for task lists, and the focus shall remain on the final decisions made by the *legislative body*.
- The language of brief summary minutes should be relatively restrained and neutral, however impassioned the discussion. Brief summary minutes will record the substance of the point in an intemperate way.
- To the fullest extent possible, minutes should be self-contained to be intelligible without reference to other documents.
- As a general rule, individual member comments are not identified in the brief summary minutes of discussions, and minutes should concentrate on the collective body's thought process and the collective decisions made by the majority, not individuals.
- Brief summary minutes should concentrate on central issues germane to the final decision. The record of the discussion should be presented in a logical sequence, rather than reproduced in the actual order they were made in discussion.
- The legislative body may wish to choose more, substantive (summary) minutes if there's no archival audio/video backup recording available of its proceedings. If audio/video recording is available for future reference, minute notations can be more limited (action).

AGENDA REPORT TO CITY COUNCIL

MEETING DATE: January 1, 2016

TO: Mayor and City Council

TITLE: GUIDELINES FOR PREPARING CITY COUNCIL MINUTES

RECOMMENDED ACTION: Approve transitioning to {"action" or "brief"} summary style for the City Council's official minutes as outlined in the City Clerks Association of California Guidelines for Preparing Minutes.

DISCUSSION: The City Clerks Association of California (CCAC) has published its Guidelines for Preparing Minutes and has recommended municipalities consider adopting these guidelines that call for either brief summary or action style minutes. Attached is a chart describing the features and benefits of both brief summary and action style minutes.

Presently, the City uses long-form style minutes, as opposed to brief summary or action minutes. Long-form ("verbatim") minutes provide a very detailed account of the meeting, covering major points, speaker comments (both legislative body and public), and the flow of the discussion. In past years, these types of minutes have served a necessary purpose, since the public had limited access to live streaming, video/audio recordings, and electronic copies of agenda reports and supporting materials. Today the majority of the City's public records requests related to legislative body meetings are for recordings, electronic copies of supporting documents, and occasionally minute excerpts. Few requests are received for the official minutes.

Most California cities have transitioned from long-form minutes to either brief summary or action minutes as the most efficient, succinct, and cost-effective manner for preparing a record of City Council action. Auditors, judicial officers, the public, and other stakeholders rely on minutes to accurately reflect the final decisions of the body. Transitioning to brief summary or action style minutes removes the ambiguity and misdirection that is unintentionally created by long-form minutes when the flow of the conversation is included in the written record. Additionally, streamlining to brief summary or action minutes reduces the amount of staff time spent in minute preparation. Other cities that have made the transition are spending 50 to 75 percent less time in transcribing and preparing minutes. Another cost savings is a reduction in materials (pages, books) used for preserving archival minutes.

In case of someone wishing to review the discussion leading up to the Council's final decision, audio/video recordings of the Council's proceedings, as well as agenda packets are maintained pursuant to the City's records retention policy.

It is recommended that the City Council direct the City Clerk to transition from long-form style minutes to brief summary minutes {or action minutes if that is the preference of the City Clerk}, following the CCAC guidelines. Staff will provide a status report to the City Council in six

Meeting Date:

Subject:

months on the amount of staff time saved, the affiliated public records requests, and feedback, if any, received from stakeholders.

Prepared by: Name, Title

Approved by: Name, Title

ATTACHMENTS:

- 1) Features and Benefits of Action and Summary Minutes
- 2) CCAC Guidelines for Preparing Minutes

FEATURES AND BENEFITS OF ACTION AND BRIEF SUMMARY STYLE MINUTES

Features of Action Style Minutes

- Records Final Decisions Made
- For Public Hearings – Lists Speaker’s Name and Position on Each Issue Raised (i.e. Supported or Opposed)

Features of Brief Summary Style Minutes

- Records Final Decisions Made
- For Public Hearings – Lists Speaker’s Name and Position on Each Issue Raised (i.e. Supported or Opposed)
- Summarizes Only Main Points that Lead to a Final Decision
- Records Only Fully Developed Points in Final Form
- Consolidates Points Made by Several Speakers Into One Sentence or Short Paragraph
- Attributes Views and Points to the Collective City Council, Not Individual Persons
- Records the Thought Process of the Entire City Council as a Body, Not Individuals’ Thoughts
- May Record Key Advice Given to the Council in Making the Final Decision
- May Note Brief Reason for Dissension of One or More Members
- For Oral Communications/Public Comments – Lists Speaker’s Name, Overall Topic, Stance/Position
- For Ceremonial Presentations, Announcements, Non-Business Items – Lists Subject Matter

Benefits of Both Action and Brief Summary Style Minutes

- Provides Brevity and Clarity for Audits & Judicial Review
- Reduces Staff Time
- Removes Staff Interpretation of Statements and Determination of What Comments Should Be Included
- Eliminates Ambiguity by Omitting Discussion Not Relevant to Final Decision
- Eliminates Single-Member Opinions
- Places Emphasis on a Collective City Council, Not Individual Persons



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 9.B

Mtg. Date: 08/24/2020

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: ELAINE JENG, CITY MANAGER

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: DISCUSS SUPPORT FOR LOCAL CONTROL AND OPPOSITION TO RECENT PLANNING AND ZONING LEGISLATION. (MIRSCH)

DATE: August 24, 2020

BACKGROUND:

NONE

DISCUSSION:

NONE

FISCAL IMPACT:

NONE

RECOMMENDATION:

NONE

ATTACHMENTS:

[2020-79 State Housing Legislation.pdf](#)

[Our Mission Statement.pdf](#)

[20200804 -StaffRpt Bills.pdf](#)

[Attachment A_Resolution.docx](#)

[Attachment B - Matrix of Legislative Assembly and Senate Bills on Housing and Zoning.xlsx](#)

RESOLUTION NO. 2020-79

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TORRANCE, CALIFORNIA, EXPRESSING OPPOSITION TO PROPOSED HOUSING LEGISLATION AND EXPRESSING SUPPORT FOR ACTIONS TO FURTHER STRENGTHEN LOCAL DEMOCRACY, AUTHORITY AND CONTROL

WHEREAS, the legislature of the State of California, has proposed a number of bills addressing a range of housing issues; and

WHEREAS, the majority of these bills usurp the authority of local jurisdictions to determine for themselves the land use policies and practices that best suit their cities and residents and instead impose mandates that do not take into account the needs and differences of jurisdictions throughout the State, as well as imposing unfunded mandates on jurisdictions for actions that are not in their best interests; and

WHEREAS, for example, the ability of jurisdictions to determine for themselves which projects require review beyond a ministerial approval, what parking requirements are appropriate for various locales within their jurisdiction, what plans and programs are suitable and practical for each community rather than having these decisions imposed upon cities without regard to the circumstances of each individual city is a matter of great import to the City of Torrance, and

WHEREAS, the City Council of the City of Torrance feels strongly that our local government is best able to assess the needs of our community and objects to the proliferation of State legislation that deprives us of that ability;

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF TORRANCE HEREBY:

Registers its strong opposition to the following pieces of State legislation that usurp local control and impose unfunded mandates:

- AB 831 (Grayson) – Planning and zoning: housing: development application modifications.
- AB 953 (Ting) – Land use: accessory dwelling units.
- AB 1279 (Bloom) - Housing Developments. High Resource Areas.
- AB 2323 (Friedman) – California Environmental Quality Act Exemptions.
- AB 2405 (Burke) – Right to safe, decent, and affordable housing.
- AB 3153 (Rivas, Robert) Parking and zoning: bicycle and car-share parking credits.
- AB 3269 (Chui) State and local agencies: homelessness plan.
- SB 288 (Wiener) California Environmental Quality Act: exemptions.
- SB 899 (Weiner) Planning and zoning: housing development: higher education institutions and religious institutions.
- AB 725 (Wicks) General Plans: housing element: moderate-income and above moderate-income housing: suburban and metropolitan jurisdictions.
- AB 1851 (Wicks) Religious institution affiliated housing development projects: parking requirements.
- AB 2168 (McCarty) Planning and zoning: electric vehicle charging stations: permit application: approval.

- AB 2345 (Gonzalez) Planning and zoning: density bonuses: annual report: affordable housing.
- AB 2988 (Chu) Planning and zoning: supportive housing: number of units: emergency shelter zones.
- AB 3107 (Bloom) Planning and zoning: General Plan: housing development.
- SB 902 (Weiner) Planning and zoning: housing development: zoning.
- SB 995 (Atkins) Environmental Quality: Jobs and Economic Improvement Through Environmental Leadership Act of 2011: housing projects.
- SB 1085 (Skinner) Density Bonus Law: qualifications for incentives or concessions: student housing for lower income students: moderate-income persons and families: local government constraints.
- SB 1120 (Atkins) Subdivisions: tentative maps.
- SB 1138 (Weiner) Housing Element: emergency shelters: rezoning of sites; and,

Registers its equally strong opposition to the current practice of the State legislature of proposing and passing multitudes of bills that directly impact and interfere with the ability of Cities to control their own destiny through use of the zoning authority that has been granted to them; and

Declares that, should the State continue to pass legislation that attacks local municipal authority, control and revenue, the City of Torrance will support actions such as a ballot measure that would limit the State ability to control local activities and strengthen local democracy and authority.

INTRODUCED, APPROVED, and ADOPTED this 21st day of July, 2020.

Mayor Patrick J. Furey

APPROVED AS TO FORM:
PATRICK Q. SULLIVAN, City Attorney

ATTEST:

Tatia Y. Strader, Assistant City Attorney

Rebecca Poirier, MMC, City Clerk

TORRANCE CITY COUNCIL RESOLUTION NO. 2020-79

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss
CITY OF TORRANCE)

I, Rebecca Poirier, City Clerk of the City of Torrance, California, do hereby certify that the foregoing resolution was duly introduced, approved, and adopted by the City Council of the City of Torrance at a regular meeting of said Council held on the 21st day of July, 2020 by the following roll call vote:

AYES:	COUNCILMEMBERS	Ashcraft, Chen, Goodrich, Griffiths, Kalani, Mattucci, and Mayor Furey.
NOES:	COUNCILMEMBERS	None.
ABSTAIN:	COUNCILMEMBERS	None.
ABSENT:	COUNCILMEMBERS	None.

Date: _____

Rebecca Poirier, MMC
City Clerk of the City of Torrance

Mission Statement
California Citizens FOR Local Control
Volunteer Organization

Our mission is to spread awareness and enlist support to ensure that Cities can continue to manage their own land use and zoning issues. We must not allow the State Legislature to mandate changes to our Cities that will remove local control and be detrimental to our communities.

We do this by reaching out to California City Elected Officials to educate and enlist them to our cause. Our activities include, but are not limited to, signing onto petitions, having Cities pass resolutions in support of our efforts, and seeking out allies for possible legal action against the State and/or to promote efforts for a ballot initiative to legislate the desired results.

With this alliance of City Elected Officials working together as one, we stand a better chance of having our message resonate loud and clear to all groups that proclaim to support us.

WE WILL NOT STAND FOR THIS LOSS OF LOCAL CONTROL AND UNFUNDED MANDATES being imposed upon us by our State.



**RANCHO PALOS VERDES CITY COUNCIL
AGENDA REPORT**

MEETING DATE: 08/04/2020
AGENDA HEADING: Consent Calendar

AGENDA TITLE:

Consideration and possible action to oppose various planning and zoning bills in order to maintain local control.

RECOMMENDED COUNCIL ACTION:

- (1) Adopt Resolution No. 2020-__ A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO PALOS VERDES, CALIFORNIA, EXPRESSING OPPOSITION TO PROPOSED PLANNING AND ZONING LEGISLATION THAT USURPS LOCAL CONTROL AND IMPOSES UNFUNDED MANDATES, AND EXPRESSING SUPPORT FOR ACTIONS TO FURTHER STRENGTHEN LOCAL DEMOCRACY, AUTHORITY AND CONTROL; and,
- (2) Authorize the Mayor to sign position letters on these bills.

FISCAL IMPACT: None

Amount Budgeted:	N/A
Additional Appropriation:	N/A
Account Number(s):	N/A

ORIGINATED BY: Megan Barnes, Senior Administrative Analyst *MB*
REVIEWED BY: Karina Bañales, Deputy City Manager *KB*
APPROVED BY: Ara Mhrianian, AICP, City Manager *A*

ATTACHED SUPPORTING DOCUMENTS:

- A. Draft Resolution No. 2020-__ (page A-1)
- B. Matrix of Legislative Bills on Housing and Zoning (page B-1)

BACKGROUND AND DISCUSSION:

On July 27, the California Legislature reconvened from summer recess later than originally scheduled to reduce the risk of COVID-19 exposure to legislative staff. The decision to delay returning to session tightened the window for the Legislature to act on hundreds of pieces of legislation before the August 31, 2020 deadline.

City Staff recognizes the City Council's strong position on maintaining local control particularly as it pertains to planning and zoning, and advocating against legislation that imposes "one size fits all" zoning on California's diverse communities. Moreover, most of these bills being considered by the Legislature are unfunded mandates imposed on local jurisdictions. A summary of latest round of planning and zoning bills in the Legislature and recommended positions is included in this report as Attachment B.

Due to time constraints, at this time, Staff is unable to present individual draft position letters to the City Council for consideration this evening. Staff therefore recommends the City Council adopt the attached resolution memorializing its opposition on the bills (Attachment A), and authorize the Mayor to sign position letters as they become available. Staff intends to provide the City Council, as late correspondence, as many position letters as possible in advance of the August 4 meeting.

ALTERNATIVES:

In addition to the Staff recommendation, the following alternative actions are available for the City Council's consideration:

1. Do not authorize the Mayor to sign the letters as they become available.
2. Take other action as deemed appropriate by the City Council.

RESOLUTION NO. 2020-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO PALOS VERDES, CALIFORNIA, EXPRESSING OPPOSITION TO PROPOSED PLANNING AND ZONING LEGISLATION THAT USURPS LOCAL CONTROL AND IMPOSES UNFUNDED MANDATES, AND EXPRESSING SUPPORT FOR ACTIONS TO FURTHER STRENGTHEN LOCAL DEMOCRACY, AUTHORITY AND CONTROL

WHEREAS, the Legislature of the State of California, has proposed a number of bills addressing a range of planning and zoning issues that are typically addressed by local jurisdictions through its general plan and zoning code; and

WHEREAS, the majority of these planning and zoning bills usurp the authority of local jurisdictions to determine for themselves the land use policies and practices that best suit their cities and residents and instead impose mandates that do not take into account the needs and differences of jurisdictions throughout the State, as well as imposing unfunded mandates on jurisdictions for actions that are not in their best interests; and

WHEREAS, for example, the ability of jurisdictions to determine for themselves which projects require review beyond a ministerial approval, what parking requirements are appropriate for various locales within their jurisdiction, what plans and programs are suitable and practical for each community rather than having these decisions imposed upon cities without regard to the circumstances of each individual city is a matter of great importance to the City of Rancho Palos Verdes, and

WHEREAS, the City Council of the City of Rancho Palos Verdes feels strongly that our local government is best able to assess the needs of our community and objects to the proliferation of State legislation that deprives us of that ability.

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF RANCHO PALOS VERDES HEREBY:

Section 1. Registers its strong opposition to the following pieces of State legislation that usurp local control as it relates to planning and zoning, and impose unfunded mandates:

- AB 831 (Grayson) – Planning and zoning: housing: development application modifications.
- AB 953 (Ting) – Land use: accessory dwelling units.
- AB 1279 (Bloom) - Housing Developments. High Resource Areas.
- AB 2323 (Friedman) – California Environmental Quality Act Exemptions.
- AB 2405 (Burke) – Right to safe, decent, and affordable housing.

- AB 3153 (Rivas, Robert) Parking and zoning: bicycle and car-share parking credits.
- AB 3269 (Chui) State and local agencies: homelessness plan.
- SB 288 (Wiener) California Environmental Quality Act: exemptions.
- SB 899 (Weiner) Planning and zoning: housing development: higher education institutions and religious institutions.
- AB 725 (Wicks) General Plans: housing element: moderate-income and above moderate income housing: suburban and metropolitan jurisdictions.
- AB 1851 (Wicks) Religious institution affiliated housing development projects: parking requirements.
- AB 2168 (McCarty) Planning and zoning: electric vehicle charging stations: permit application: approval.
- AB 2345 (Gonzalez) Planning and zoning: density bonuses: annual report: affordable housing.
- AB 2988 (Chu) Planning and zoning: supportive housing: number of units: emergency shelter zones.
- AB 3107 (Bloom) Planning and zoning: General Plan: housing development.
- SB 902 (Weiner) Planning and zoning: housing development: zoning.
- SB 995 (Atkins) Environmental Quality: Jobs and Economic Improvement Through Environmental Leadership Act of 2011: housing projects.
- SB 1085 (Skinner) Density Bonus Law: qualifications for incentives or concessions: student housing for lower income students: moderate-income persons and families: local government constraints.
- SB 1120 (Atkins) Subdivisions: tentative maps.
- SB 1138 (Weiner) Housing Element: emergency shelters: rezoning of sites; and,

Section 2. Registers its equally strong opposition to the current practice of the State legislature of proposing and passing multitudes of bills that directly impact and interfere with the ability of cities to control their own destiny through use of the zoning authority that has been granted to them.

Section 3. Declares that, should the State continue to pass legislation that attacks local municipal authority, control and revenue, the City of Rancho Palos Verdes will support actions such as a ballot measure that would limit the State ability to control local activities and strengthen local democracy and authority.

The City Clerk shall certify to the passage and adoption of this resolution.

PASSED, APPROVED, and ADOPTED this 4th day of August, 2020.

John Cruikshank, Mayor

Attest:

Emily Colborn, City Clerk

State of California)
County of Los Angeles) ss
City of Rancho Palos Verdes)

I, Emily Colborn, City Clerk of the City of Rancho Palos Verdes, hereby certify that the above Resolution No. 2020-__ was duly and regularly passed and adopted by the said City Council at a regular meeting thereof held on August 4, 2020.

Emily Colborn, City Clerk

City of Rancho Palos Verdes
Housing and Zoning State Assembly and Senate Bills

Bill	Senator (s)	Bill Title	Bill Description	RPV Status
AB 725	Wicks	General plans: housing element: moderate-income and above moderate-income housing: suburban and metropolitan jurisdictions.	Under current law, there are programs providing assistance for, among other things, emergency housing, multifamily housing, farmworker housing, homeownership for very low and low-income households, and downpayment assistance for first-time homebuyers. This bill would express the intent of the Legislature to enact legislation that would create a pilot program to provide downpayment assistance to persons who are purchasing their rental residence pursuant to a rent-to-own contract.	Monitoring & recommending opposition as it inhibits local control
AB 831	Grayson	Planning and zoning: housing: development application modifications.	The Planning and Zoning Law, until January 1, 2026, authorizes a development proponent to submit an application for a multifamily housing development that is subject to a streamlined, ministerial approval process, as provided, and not subject to a conditional use permit, if the development satisfies specified objective planning standards, including, among other things, that the development is located on a site that satisfies specified location, urbanization, and zoning requirements. Current law requires a local government that determines that a development submitted pursuant to these provisions is in conflict with any of the objective planning standards to provide the development proponent written documentation of which standard or standards the development conflicts with and an explanation of the reasons, as specified. This bill would require the development and the site on which it is located to satisfy the specified location, urbanization, and zoning requirements.	Monitoring
AB 953	Ting	Land use: accessory dwelling units.	Current law requires a local agency to ministerially approve or deny a permit application for the creation of an accessory dwelling unit or junior accessory dwelling unit within 60 days from the date the local agency receives a completed application if there is an existing single-family or multifamily dwelling on the lot. This bill would deem a permit application for the creation of an accessory dwelling unit or junior accessory dwelling unit approved if the local agency has not acted upon the completed application within 60 days.	Monitoring
AB 1279	Bloom	Planning and zoning: housing development: high-opportunity areas.	The Planning and Zoning Law allows a development proponent to submit an application for a development that is subject to a specified streamlined, ministerial approval process not subject to a conditional use permit if the development satisfies certain objective planning standards, including that the development is (1) located in a locality determined by the Department of Housing and Community Development to have not met its share of the regional housing needs for the reporting period, and (2) subject to a requirement mandating a minimum percentage of below-market rate housing, as provided. This bill would require the department to designate areas in this state as high-opportunity areas, as provided, by January 1, 2022, in accordance with specified requirements and to update those designations within 6 months of the adoption of new Opportunity Maps by the California Tax Credit Allocation Committee.	Monitoring & recommending opposition unless amended
AB 1851	Wicks	Religious institution affiliated housing development projects: parking requirements.	Would prohibit a local agency from requiring the replacement of religious-use parking spaces that a developer of a religious institution affiliated housing development project proposes to eliminate as part of that housing development project. The bill would prohibit the number of religious-use parking spaces requested to be eliminated from exceeding 50% of the number that are available at the time the request is made. The bill would prohibit a local agency from requiring the curing of any preexisting deficit of the number of religious-use parking spaces as a condition of approval of a religious institution affiliated housing development project.	Monitoring & recommending opposition as it inhibits local control
AB 2168	McCarty	Planning and zoning: electric vehicle charging stations: permit application: approval.	Would require an application to install an electric vehicle charging station to be deemed complete if, 5 business days after the application was submitted, the building official of the city, county, or city and county has not deemed the application complete, as specified, and if the building official has not issued a one-written correction notice, as specified. The bill would require an application to install an electric vehicle charging station to be deemed approved if 15 business days after the application was deemed complete certain conditions are met, including that the building official of the city, county, or city and county has not approved the application, as specified, and the building official has not made findings that the proposed installation could have an adverse impact, as described above, and required the applicant to apply for a use permit.	Monitoring & recommending opposition as it inhibits local control. In first reading in originating house
AB 2323	Friedman	California Environmental Quality Act: exemptions.	CEQA exempts from its requirements certain residential, employment center, and mixed-use development projects meeting specified criteria, including that the project is undertaken and is consistent with a specific plan for which an environmental impact report has been certified. This bill would require that the project is undertaken and is consistent with either a specific plan prepared pursuant to specific provisions of law or a community plan, as defined, in order to be exempt. Because a lead agency would be required to determine the applicability of this exemption, this bill would impose a state-mandated local program.	Monitoring

City of Rancho Palos Verdes
Housing and Zoning State Assembly and Senate Bills

Bill	Senator (s)	Bill Title	Bill Description	RPV Status
AB 2345	Gonzalez	Planning and zoning: density bonuses: annual report: affordable housing.	The Planning and Zoning Law requires the planning agency of a city or county to provide by April 1 of each year an annual report to, among other entities, the Department of Housing and Community Development that includes, among other specified information, the number of net new units of housing that have been issued a completed entitlement, a building permit, or a certificate of occupancy, thus far in the housing element cycle, as provided. This bill would require that the annual report include specified information regarding density bonuses granted in accordance with specified law, as described.	Monitoring & recommending opposition as it inhibits local control
AB 2405	Burke	Right to safe, decent, and affordable housing.	Would declare that it is the policy of the state that every individual has the right to safe, decent, and affordable housing, and would require the policy to consider homelessness prevention, emergency accommodations, and permanent housing, as specified. The bill would, among other things, require all relevant state agencies and departments, including, but not limited to, the Department of Housing and Community Development, the State Department of Social Services, and the Office of Emergency Services, and local jurisdictions to consider that state policy when revising, adopting, or establishing policies, regulations, and grant criteria when those policies, regulations, and criteria are pertinent to advancing the guidelines listed as core components of Housing First.	Monitoring
AB 2988	Chu	Planning and zoning: supportive housing: number of units: emergency shelter zones.	Under the Planning and Zoning Law, supportive housing, as defined, is a use by right in zones where multifamily and mixed uses are permitted if the developer provides the planning agency with a plan for providing supportive services and the proposed housing development meets specified criteria, including that the housing development consist of 50 units or fewer if it is located in an unincorporated area of a county or city that has a population of fewer than 200,000 and a population of persons experiencing homelessness of 1,500 or fewer. This bill would, additionally, make supportive housing a use by right in zones where emergency shelters are permitted. The bill would revise the above-described limit on the number of units in a housing development to 120 or fewer if it is located within a region served by a continuum of care, as defined, and the most recently published total homeless point-in-time count for the region is 1,500 or fewer.	Monitoring
AB 3107	Bloom	Planning and zoning: commercial zoning: housing development.	The Planning and Zoning Law authorizes the legislative body of any county or city, pursuant to specified procedures, to adopt ordinances that, among other things, regulate the use of buildings, structures, and land as between industry, business, residences, open space, and other purposes. This bill, notwithstanding any inconsistent provision of a city's or county's general plan, specific plan, zoning ordinance, or regulation, would require that a housing development be an authorized use on a site designated in any local agency's zoning code for commercial uses if certain conditions apply. Among these conditions, the bill would require that the housing development be subject to a recorded deed restriction requiring that at least 20% of the units have an affordable housing cost or affordable rent for lower income households, as those terms are defined, and located on a site that satisfies specified criteria.	Monitoring & recommending opposition as it inhibits local control
AB 3153	Rivas R.	Parking and zoning: bicycle and car-share parking credits.	Would require a local agency, as defined, to allow an applicant for a housing development project to reduce the number of motor vehicle parking spaces that they would otherwise be required to provide based on the number of long-term bicycle parking spaces and car-sharing spaces provided subject to certain limitations, as specified. The bill would provide that a parking reduction allowed pursuant to these provisions does not reduce or increase the number of incentives or concessions to which the applicant is otherwise entitled under a specified provision of the Density Bonus Law.	Monitoring
AB 3269	Chui	State and local agencies: homelessness plan.	Would, upon appropriation by the Legislature or upon receiving technical assistance offered by the federal Department of Housing and Urban Development (HUD), if available, require the coordinating council to conduct, or contract with an entity to conduct, a statewide needs and gaps analysis to, among other things, identify state programs that provide housing or services to persons experiencing homelessness and create a financial model that will assess certain investment needs for the purpose of moving persons experiencing homelessness into permanent housing.	Monitoring & recommending opposition unless amended

City of Rancho Palos Verdes
Housing and Zoning State Assembly and Senate Bills

Bill	Senator (s)	Bill Title	Bill Description	RPV Status
SB 288	Wiener	California Environmental Quality Act: exemptions: transportation-related projects.	CEQA includes exemptions from its environmental review requirements for numerous categories of projects, including, among others, projects for the institution or increase of passenger or commuter services on rail or highway rights-of-way already in use and projects for the institution or increase of passenger or commuter service on high-occupancy vehicle lanes already in use, as specified. This bill would further exempt from the requirements of CEQA certain projects, including projects for the institution or increase of new bus rapid transit, bus, or light rail services on public rail or highway rights-of-way, as specified, whether or not the right-of-way is in use for public mass transit, as specified, and projects for the designation and conversion of general purpose lanes, high-occupancy toll lanes, high-occupancy vehicle lanes, or highway shoulders, as specified. The bill would additionally exempt projects that improve customer information and wayfinding for transit riders, bicyclists, or pedestrians, and projects for pedestrian and bicycle facilities.	Monitoring
SB 899	Wiener	Planning and zoning: housing development: higher education institutions and religious institutions.	The Planning and Zoning Law requires each county and city to adopt a comprehensive, long-term general plan for its physical development, and the development of certain lands outside its boundaries, that includes, among other mandatory elements, a housing element. That law allows a development proponent to submit an application for a development that is subject to a specified streamlined, ministerial approval process not subject to a conditional use permit if the development satisfies certain objective planning standards. This bill would require that a housing development project be a use by right upon the request of an independent institution of higher education or religious institution that partners with a qualified developer on any land owned in fee simple by the applicant on or before January 1, 2020, if the development satisfies specified criteria.	Monitoring & recommending opposition
SB 902	Wiener	Planning and zoning: housing development: density.	Would authorize a local government to pass an ordinance, notwithstanding any local restrictions on adopting zoning ordinances, to zone any parcel for up to 10 units of residential density per parcel, at a height specified by the local government in the ordinance, if the parcel is located in a transit-rich area, a jobs-rich area, or an urban infill site, as those terms are defined. In this regard, the bill would require the Department of Housing and Community Development, in consultation with the Office of Planning and Research, to determine jobs-rich areas and publish a map of those areas every 5 years, commencing January 1, 2022, based on specified criteria.	RPV opposition letter Sent 7/7/2020
SB 995	Atkins	Environmental quality: Jobs and Economic Improvement Through Environmental Leadership Act of 2011: housing projects.	CEQA requires a lead agency to prepare a mitigated negative declaration for a project that may have a significant effect on the environment if revisions in the project would avoid or mitigate that effect and there is no substantial evidence that the project, as revised, would have a significant effect on the environment. CEQA authorizes the preparation of a master EIR and authorizes the use of the master EIR to limit the environmental review of subsequent projects that are described in the master EIR, as specified. This bill would require a lead agency to prepare a master EIR for a general plan, plan amendment, plan element, or specified plan for housing projects where the state has provided funding for the preparation of the master EIR.	Monitoring
SB 1085	Skinner	Density Bonus Law: qualifications for incentives or concessions: student housing for lower income students: moderate-income persons and families: local government constraints.	Current law requires the amount of a density bonus and the number of incentives or concessions a qualifying developer receives to be pursuant to a certain formula based on the total number of units in the housing development, excluding the units added by a density bonus awarded pursuant to the Density Bonus Law or any local law granting a greater density bonus. This bill would require a unit designated to satisfy the inclusionary zoning requirements of a city or county to be included in the total number of units on which a density bonus and the number of incentives or concessions are based.	Monitoring & recommending opposition as it inhibits local control
SB 1120	Atkins	Subdivisions: tentative maps.	Would require a proposed housing development containing 2 residential units to be considered ministerially, without discretionary review or hearing, within a single-family residential zone, if the proposed housing development meets certain requirements, including, but not limited to, that the proposed housing development would not require demolition or alteration of housing that is subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of moderate, low, or very low income, that the proposed housing development does not allow for the demolition of more than 25% of the existing exterior structural walls, except as provided, and that the development is not located within a historic district, is not included on the State Historic Resources Inventory, or is not within a site that is legally designated or listed as a city or county landmark or historic property or district.	Monitoring & recommending opposition as it inhibits local control. SBCCOG sent opposition letter on 6/8/2020

City of Rancho Palos Verdes
Housing and Zoning State Assembly and Senate Bills

Bill	Senator (s)	Bill Title	Bill Description	RPV Status
SB 1138	Wiener	Housing element: emergency shelters: rezoning of sites.	The Planning and Zoning Law requires the legislative body of each county and city to adopt a comprehensive, long-term general plan for the physical development of the county or city that includes a housing element. Current law requires that the housing element identify adequate sites for housing, including rental housing, factory-built housing, mobilehomes, and emergency shelters, and to make adequate provision for the existing and projected needs of all economic segments of a community. This bill would revise the requirements of the housing element, as described above, in connection with identifying zones or zoning designations that allow residential use, including mixed use, where emergency shelters are allowed as a permitted use without a conditional use or other discretionary permit. If an emergency shelter zoning designation where residential use is a permitted use is unfeasible, the bill would permit a local government to designate zones for emergency shelters in a nonresidential zone if the local government demonstrates that the zone is connected to amenities and services, as specified, that serve homeless people.	Monitoring & recommending opposition as it inhibits local control

RESOLUTION NO. 2020-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO PALOS VERDES, CALIFORNIA, EXPRESSING OPPOSITION TO PROPOSED PLANNING AND ZONING LEGISLATION THAT USURPS LOCAL CONTROL AND IMPOSES UNFUNDED MANDATES, AND EXPRESSING SUPPORT FOR ACTIONS TO FURTHER STRENGTHEN LOCAL DEMOCRACY, AUTHORITY AND CONTROL

WHEREAS, the Legislature of the State of California, has proposed a number of bills addressing a range of planning and zoning issues that are typically addressed by local jurisdictions through its general plan and zoning code; and

WHEREAS, the majority of these planning and zoning bills usurp the authority of local jurisdictions to determine for themselves the land use policies and practices that best suit their cities and residents and instead impose mandates that do not take into account the needs and differences of jurisdictions throughout the State, as well as imposing unfunded mandates on jurisdictions for actions that are not in their best interests; and

WHEREAS, for example, the ability of jurisdictions to determine for themselves which projects require review beyond a ministerial approval, what parking requirements are appropriate for various locales within their jurisdiction, what plans and programs are suitable and practical for each community rather than having these decisions imposed upon cities without regard to the circumstances of each individual city is a matter of great importance to the City of Rancho Palos Verdes, and

WHEREAS, the City Council of the City of Rancho Palos Verdes feels strongly that our local government is best able to assess the needs of our community and objects to the proliferation of State legislation that deprives us of that ability.

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF RANCHO PALOS VERDES HEREBY:

Section 1. Registers its strong opposition to the following pieces of State legislation that usurp local control as it relates to planning and zoning, and impose unfunded mandates:

- AB 831 (Grayson) – Planning and zoning: housing: development application modifications.
- AB 953 (Ting) – Land use: accessory dwelling units.
- AB 1279 (Bloom) - Housing Developments. High Resource Areas.
- AB 2323 (Friedman) – California Environmental Quality Act Exemptions.
- AB 2405 (Burke) – Right to safe, decent, and affordable housing.

- AB 3153 (Rivas, Robert) Parking and zoning: bicycle and car-share parking credits.
- AB 3269 (Chui) State and local agencies: homelessness plan.
- SB 288 (Wiener) California Environmental Quality Act: exemptions.
- SB 899 (Weiner) Planning and zoning: housing development: higher education institutions and religious institutions.
- AB 725 (Wicks) General Plans: housing element: moderate-income and above moderate income housing: suburban and metropolitan jurisdictions.
- AB 1851 (Wicks) Religious institution affiliated housing development projects: parking requirements.
- AB 2168 (McCarty) Planning and zoning: electric vehicle charging stations: permit application: approval.
- AB 2345 (Gonzalez) Planning and zoning: density bonuses: annual report: affordable housing.
- AB 2988 (Chu) Planning and zoning: supportive housing: number of units: emergency shelter zones.
- AB 3107 (Bloom) Planning and zoning: General Plan: housing development.
- SB 902 (Weiner) Planning and zoning: housing development: zoning.
- SB 995 (Atkins) Environmental Quality: Jobs and Economic Improvement Through Environmental Leadership Act of 2011: housing projects.
- SB 1085 (Skinner) Density Bonus Law: qualifications for incentives or concessions: student housing for lower income students: moderate-income persons and families: local government constraints.
- SB 1120 (Atkins) Subdivisions: tentative maps.
- SB 1138 (Weiner) Housing Element: emergency shelters: rezoning of sites; and,

Section 2. Registers its equally strong opposition to the current practice of the State legislature of proposing and passing multitudes of bills that directly impact and interfere with the ability of cities to control their own destiny through use of the zoning authority that has been granted to them.

Section 3. Declares that, should the State continue to pass legislation that attacks local municipal authority, control and revenue, the City of Rancho Palos Verdes will support actions such as a ballot measure that would limit the State ability to control local activities and strengthen local democracy and authority.

The City Clerk shall certify to the passage and adoption of this resolution.

PASSED, APPROVED, and ADOPTED this 4th day of August, 2020.

John Cruikshank, Mayor

Attest:

Emily Colborn, City Clerk

State of California)
County of Los Angeles) ss
City of Rancho Palos Verdes)

I, Emily Colborn, City Clerk of the City of Rancho Palos Verdes, hereby certify that the above Resolution No. 2020-__ was duly and regularly passed and adopted by the said City Council at a regular meeting thereof held on August 4, 2020.

Emily Colborn, City Clerk

City of Rancho Palos Verdes
Housing and Zoning State Assembly and Senate Bills

Bill	Senator (s)	Bill Title	Bill Description	RPV Status
AB 725	Wicks	General plans: housing element: moderate-income and above moderate-income housing: suburban and metropolitan jurisdictions.	Under current law, there are programs providing assistance for, among other things, emergency housing, multifamily housing, farmworker housing, homeownership for very low and low-income households, and downpayment assistance for first-time homebuyers. This bill would express the intent of the Legislature to enact legislation that would create a pilot program to provide downpayment assistance to persons who are purchasing their rental residence pursuant to a rent-to-own contract.	Monitoring & recommending opposition as it inhibits local control
AB 831	Grayson	Planning and zoning: housing: development application modifications.	The Planning and Zoning Law, until January 1, 2026, authorizes a development proponent to submit an application for a multifamily housing development that is subject to a streamlined, ministerial approval process, as provided, and not subject to a conditional use permit, if the development satisfies specified objective planning standards, including, among other things, that the development is located on a site that satisfies specified location, urbanization, and zoning requirements. Current law requires a local government that determines that a development submitted pursuant to these provisions is in conflict with any of the objective planning standards to provide the development proponent written documentation of which standard or standards the development conflicts with and an explanation of the reasons, as specified. This bill would require the development and the site on which it is located to satisfy the specified location, urbanization, and zoning requirements.	Monitoring
AB 953	Ting	Land use: accessory dwelling units.	Current law requires a local agency to ministerially approve or deny a permit application for the creation of an accessory dwelling unit or junior accessory dwelling unit within 60 days from the date the local agency receives a completed application if there is an existing single-family or multifamily dwelling on the lot. This bill would deem a permit application for the creation of an accessory dwelling unit or junior accessory dwelling unit approved if the local agency has not acted upon the completed application within 60 days.	Monitoring
AB 1279	Bloom	Planning and zoning: housing development: high-opportunity areas.	The Planning and Zoning Law allows a development proponent to submit an application for a development that is subject to a specified streamlined, ministerial approval process not subject to a conditional use permit if the development satisfies certain objective planning standards, including that the development is (1) located in a locality determined by the Department of Housing and Community Development to have not met its share of the regional housing needs for the reporting period, and (2) subject to a requirement mandating a minimum percentage of below-market rate housing, as provided. This bill would require the department to designate areas in this state as high-opportunity areas, as provided, by January 1, 2022, in accordance with specified requirements and to update those designations within 6 months of the adoption of new Opportunity Maps by the California Tax Credit Allocation Committee.	Monitoring & recommending opposition unless amended
AB 1851	Wicks	Religious institution affiliated housing development projects: parking requirements.	Would prohibit a local agency from requiring the replacement of religious-use parking spaces that a developer of a religious institution affiliated housing development project proposes to eliminate as part of that housing development project. The bill would prohibit the number of religious-use parking spaces requested to be eliminated from exceeding 50% of the number that are available at the time the request is made. The bill would prohibit a local agency from requiring the curing of any preexisting deficit of the number of religious-use parking spaces as a condition of approval of a religious institution affiliated housing development project.	Monitoring & recommending opposition as it inhibits local control
AB 2168	McCarty	Planning and zoning: electric vehicle charging stations: permit application: approval.	Would require an application to install an electric vehicle charging station to be deemed complete if, 5 business days after the application was submitted, the building official of the city, county, or city and county has not deemed the application complete, as specified, and if the building official has not issued a one-written correction notice, as specified. The bill would require an application to install an electric vehicle charging station to be deemed approved if 15 business days after the application was deemed complete certain conditions are met, including that the building official of the city, county, or city and county has not approved the application, as specified, and the building official has not made findings that the proposed installation could have an adverse impact, as described above, and required the applicant to apply for a use permit.	Monitoring & recommending opposition as it inhibits local control. In first reading in originating house
AB 2323	Friedman	California Environmental Quality Act: exemptions.	CEQA exempts from its requirements certain residential, employment center, and mixed-use development projects meeting specified criteria, including that the project is undertaken and is consistent with a specific plan for which an environmental impact report has been certified. This bill would require that the project is undertaken and is consistent with either a specific plan prepared pursuant to specific provisions of law or a community plan, as defined, in order to be exempt. Because a lead agency would be required to determine the applicability of this exemption, this bill would impose a state-mandated local program.	Monitoring

City of Rancho Palos Verdes
Housing and Zoning State Assembly and Senate Bills

Bill	Senator (s)	Bill Title	Bill Description	RPV Status
AB 2345	Gonzalez	Planning and zoning: density bonuses: annual report: affordable housing.	The Planning and Zoning Law requires the planning agency of a city or county to provide by April 1 of each year an annual report to, among other entities, the Department of Housing and Community Development that includes, among other specified information, the number of net new units of housing that have been issued a completed entitlement, a building permit, or a certificate of occupancy, thus far in the housing element cycle, as provided. This bill would require that the annual report include specified information regarding density bonuses granted in accordance with specified law, as described.	Monitoring & recommending opposition as it inhibits local control
AB 2405	Burke	Right to safe, decent, and affordable housing.	Would declare that it is the policy of the state that every individual has the right to safe, decent, and affordable housing, and would require the policy to consider homelessness prevention, emergency accommodations, and permanent housing, as specified. The bill would, among other things, require all relevant state agencies and departments, including, but not limited to, the Department of Housing and Community Development, the State Department of Social Services, and the Office of Emergency Services, and local jurisdictions to consider that state policy when revising, adopting, or establishing policies, regulations, and grant criteria when those policies, regulations, and criteria are pertinent to advancing the guidelines listed as core components of Housing First.	Monitoring
AB 2988	Chu	Planning and zoning: supportive housing: number of units: emergency shelter zones.	Under the Planning and Zoning Law, supportive housing, as defined, is a use by right in zones where multifamily and mixed uses are permitted if the developer provides the planning agency with a plan for providing supportive services and the proposed housing development meets specified criteria, including that the housing development consist of 50 units or fewer if it is located in an unincorporated area of a county or city that has a population of fewer than 200,000 and a population of persons experiencing homelessness of 1,500 or fewer. This bill would, additionally, make supportive housing a use by right in zones where emergency shelters are permitted. The bill would revise the above-described limit on the number of units in a housing development to 120 or fewer if it is located within a region served by a continuum of care, as defined, and the most recently published total homeless point-in-time count for the region is 1,500 or fewer.	Monitoring
AB 3107	Bloom	Planning and zoning: commercial zoning: housing development.	The Planning and Zoning Law authorizes the legislative body of any county or city, pursuant to specified procedures, to adopt ordinances that, among other things, regulate the use of buildings, structures, and land as between industry, business, residences, open space, and other purposes. This bill, notwithstanding any inconsistent provision of a city's or county's general plan, specific plan, zoning ordinance, or regulation, would require that a housing development be an authorized use on a site designated in any local agency's zoning code for commercial uses if certain conditions apply. Among these conditions, the bill would require that the housing development be subject to a recorded deed restriction requiring that at least 20% of the units have an affordable housing cost or affordable rent for lower income households, as those terms are defined, and located on a site that satisfies specified criteria.	Monitoring & recommending opposition as it inhibits local control
AB 3153	Rivas R.	Parking and zoning: bicycle and car-share parking credits.	Would require a local agency, as defined, to allow an applicant for a housing development project to reduce the number of motor vehicle parking spaces that they would otherwise be required to provide based on the number of long-term bicycle parking spaces and car-sharing spaces provided subject to certain limitations, as specified. The bill would provide that a parking reduction allowed pursuant to these provisions does not reduce or increase the number of incentives or concessions to which the applicant is otherwise entitled under a specified provision of the Density Bonus Law.	Monitoring
AB 3269	Chui	State and local agencies: homelessness plan.	Would, upon appropriation by the Legislature or upon receiving technical assistance offered by the federal Department of Housing and Urban Development (HUD), if available, require the coordinating council to conduct, or contract with an entity to conduct, a statewide needs and gaps analysis to, among other things, identify state programs that provide housing or services to persons experiencing homelessness and create a financial model that will assess certain investment needs for the purpose of moving persons experiencing homelessness into permanent housing.	Monitoring & recommending opposition unless amended

City of Rancho Palos Verdes
Housing and Zoning State Assembly and Senate Bills

Bill	Senator (s)	Bill Title	Bill Description	RPV Status
SB 288	Wiener	California Environmental Quality Act: exemptions: transportation-related projects.	CEQA includes exemptions from its environmental review requirements for numerous categories of projects, including, among others, projects for the institution or increase of passenger or commuter services on rail or highway rights-of-way already in use and projects for the institution or increase of passenger or commuter service on high-occupancy vehicle lanes already in use, as specified. This bill would further exempt from the requirements of CEQA certain projects, including projects for the institution or increase of new bus rapid transit, bus, or light rail services on public rail or highway rights-of-way, as specified, whether or not the right-of-way is in use for public mass transit, as specified, and projects for the designation and conversion of general purpose lanes, high-occupancy toll lanes, high-occupancy vehicle lanes, or highway shoulders, as specified. The bill would additionally exempt projects that improve customer information and wayfinding for transit riders, bicyclists, or pedestrians, and projects for pedestrian and bicycle facilities.	Monitoring
SB 899	Wiener	Planning and zoning: housing development: higher education institutions and religious institutions.	The Planning and Zoning Law requires each county and city to adopt a comprehensive, long-term general plan for its physical development, and the development of certain lands outside its boundaries, that includes, among other mandatory elements, a housing element. That law allows a development proponent to submit an application for a development that is subject to a specified streamlined, ministerial approval process not subject to a conditional use permit if the development satisfies certain objective planning standards. This bill would require that a housing development project be a use by right upon the request of an independent institution of higher education or religious institution that partners with a qualified developer on any land owned in fee simple by the applicant on or before January 1, 2020, if the development satisfies specified criteria.	Monitoring & recommending opposition
SB 902	Wiener	Planning and zoning: housing development: density.	Would authorize a local government to pass an ordinance, notwithstanding any local restrictions on adopting zoning ordinances, to zone any parcel for up to 10 units of residential density per parcel, at a height specified by the local government in the ordinance, if the parcel is located in a transit-rich area, a jobs-rich area, or an urban infill site, as those terms are defined. In this regard, the bill would require the Department of Housing and Community Development, in consultation with the Office of Planning and Research, to determine jobs-rich areas and publish a map of those areas every 5 years, commencing January 1, 2022, based on specified criteria.	RPV opposition letter Sent 7/7/2020
SB 995	Atkins	Environmental quality: Jobs and Economic Improvement Through Environmental Leadership Act of 2011: housing projects.	CEQA requires a lead agency to prepare a mitigated negative declaration for a project that may have a significant effect on the environment if revisions in the project would avoid or mitigate that effect and there is no substantial evidence that the project, as revised, would have a significant effect on the environment. CEQA authorizes the preparation of a master EIR and authorizes the use of the master EIR to limit the environmental review of subsequent projects that are described in the master EIR, as specified. This bill would require a lead agency to prepare a master EIR for a general plan, plan amendment, plan element, or specified plan for housing projects where the state has provided funding for the preparation of the master EIR.	Monitoring
SB 1085	Skinner	Density Bonus Law: qualifications for incentives or concessions: student housing for lower income students: moderate-income persons and families: local government constraints.	Current law requires the amount of a density bonus and the number of incentives or concessions a qualifying developer receives to be pursuant to a certain formula based on the total number of units in the housing development, excluding the units added by a density bonus awarded pursuant to the Density Bonus Law or any local law granting a greater density bonus. This bill would require a unit designated to satisfy the inclusionary zoning requirements of a city or county to be included in the total number of units on which a density bonus and the number of incentives or concessions are based.	Monitoring & recommending opposition as it inhibits local control
SB 1120	Atkins	Subdivisions: tentative maps.	Would require a proposed housing development containing 2 residential units to be considered ministerially, without discretionary review or hearing, within a single-family residential zone, if the proposed housing development meets certain requirements, including, but not limited to, that the proposed housing development would not require demolition or alteration of housing that is subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of moderate, low, or very low income, that the proposed housing development does not allow for the demolition of more than 25% of the existing exterior structural walls, except as provided, and that the development is not located within a historic district, is not included on the State Historic Resources Inventory, or is not within a site that is legally designated or listed as a city or county landmark or historic property or district.	Monitoring & recommending opposition as it inhibits local control. SBCCOG sent opposition letter on 6/8/2020

City of Rancho Palos Verdes
Housing and Zoning State Assembly and Senate Bills

Bill	Senator (s)	Bill Title	Bill Description	RPV Status
SB 1138	Wiener	Housing element: emergency shelters: rezoning of sites.	The Planning and Zoning Law requires the legislative body of each county and city to adopt a comprehensive, long-term general plan for the physical development of the county or city that includes a housing element. Current law requires that the housing element identify adequate sites for housing, including rental housing, factory-built housing, mobilehomes, and emergency shelters, and to make adequate provision for the existing and projected needs of all economic segments of a community. This bill would revise the requirements of the housing element, as described above, in connection with identifying zones or zoning designations that allow residential use, including mixed use, where emergency shelters are allowed as a permitted use without a conditional use or other discretionary permit. If an emergency shelter zoning designation where residential use is a permitted use is unfeasible, the bill would permit a local government to designate zones for emergency shelters in a nonresidential zone if the local government demonstrates that the zone is connected to amenities and services, as specified, that serve homeless people.	Monitoring & recommending opposition as it inhibits local control



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

Agenda Item No.: 9.C

Mtg. Date: 08/24/2020

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: CONNIE VIRAMONTES , ADMINISTRATIVE ASSISTANT

THRU: ELAINE JENG P.E., CITY MANAGER

SUBJECT: DISCUSS IGNITABLE DEVICES. (BLACK)

DATE: August 24, 2020

BACKGROUND:

NONE.

DISCUSSION:

NONE.

FISCAL IMPACT:

NONE.

RECOMMENDATION:

NONE.

ATTACHMENTS: