

# AGREEMENT FOR PROFESSIONAL SERVICES

## Staff Augmentation for Land Development Services

### PREAMBLE

THIS AGREEMENT is by and between TOWN OF LOS GATOS, a California municipal corporation, ("Town") and CSG Consultants, Inc. ("Contractor"), a Corporation whose address is 550 Pilgrim Drive, Foster City, CA 94404. This Agreement is made with reference to the following facts.

### I. RECITALS

- A. Town desires to engage Consultant to provide land development plan review support.
- B. Consultant represents and affirms that it is willing to perform the desired work pursuant to this Agreement.
- C. Consultant warrants it possesses the distinct professional skills, qualifications, experience, and resources necessary to timely perform the services described in this Agreement. Consultant acknowledges Town has relied upon these warranties to retain the Consultant.

### II. AGREEMENT

- A. Scope of Services. Consultant shall provide services as described in the Scope of Services, which is hereby incorporated by reference and attached as Exhibit A.
- B. Term. The term of this Agreement shall be from upon execution to Wednesday, June 30, 2027.
- C. Compliance with Laws. The Consultant shall comply with all applicable laws, codes, ordinances, and regulations of governing federal, state and local laws. Consultant represents and warrants to Town that it has all licenses, permits, qualifications and approvals of whatsoever nature which are legally required for the Consultant to practice its profession. Consultant shall maintain a Town of Los Gatos business license as required in Chapter 14 of the Code of the Town of Los Gatos.
- D. Sole Responsibility. Consultant shall be responsible for employing or engaging all persons necessary to perform the services under this Agreement.
- E. Information/Report Handling. All documents furnished to Consultant by the Town and all reports and supportive data prepared by the Consultant under this Agreement are the Town's property and shall be delivered to the Town upon the completion of services or at the Town's written request. All reports, information, data, and exhibits prepared or assembled by Consultant in connection with the performance of its services pursuant to this Agreement are confidential until released by the Town to the public, and the Consultant shall not make any of these documents or information available to any individual or organization not employed by the Consultant or the Town without the written consent of the Town before such release. The Town acknowledges that the reports to be prepared by the Consultant pursuant to this Agreement are for the purpose of evaluating a defined project, and Town's use of the information contained in the reports prepared by the Consultant in connection with other projects shall be solely at Town's risk, unless the Consultant expressly consents to such use in writing. Town further agrees that it will not appropriate any methodology or technique of Consultant which is and has been confirmed in writing by Consultant to be a trade secret of Consultant.

- F. Compensation: Compensation for Consultant's professional services **shall not exceed \$125,000.00** at the rates set forth in Exhibit A which is attached and incorporated by reference. Payment shall be based upon Town approval of each task.
- G. Billing. Billing shall be monthly by invoice within thirty (30) days of the rendering of the service and shall be accompanied by a detailed explanation of the work performed by whom at what rate and on what date. Also, plans, specifications, documents or other pertinent materials shall be submitted for Town review, even if only in partial or draft form.
- Payment shall be net thirty (30) days. All invoices and statements to the Town shall be addressed as follows:
- Invoices: Town of Los Gatos  
Attn: Accounts Payable  
P.O. Box 655  
Los Gatos, CA 95031-0655  
Email (preferred): AP@losgatosca.gov
- H. Availability of Records. Consultant shall maintain the records supporting this billing for not less than three years following completion of the work under this Agreement. Consultant shall make these records available to authorized personnel of the Town at the Consultant offices during business hours upon written request of the Town.
- I. Assignability and Subcontracting. The services to be performed under this Agreement are unique and personal to the Consultant. No portion of these services shall be assigned or subcontracted without the written consent of the Town.
- J. Independent Contractor. It is understood that the Consultant, in the performance of the work and services agreed to be performed, shall act as and be an independent contractor and not an agent or employee of the Town. As an independent contractor he/she shall not obtain any rights to retirement benefits or other benefits which accrue to Town employee(s). With prior written consent, the Consultant may perform some obligations under this Agreement by subcontracting, but may not delegate ultimate responsibility for performance or assign or transfer interests under this Agreement. Consultant agrees to testify in any litigation brought regarding the subject of the work to be performed under this Agreement. Consultant shall be compensated for its costs and expenses in preparing for, traveling to, and testifying in such matters at its then current hourly rates of compensation, unless such litigation is brought by Consultant or is based on allegations of Consultant's negligent performance or wrongdoing.
- K. Conflict of Interest. Consultant understands that its professional responsibilities are solely to the Town. The Consultant has and shall not obtain any holding or interest within the Town of Los Gatos. Consultant has no business holdings or agreements with any individual member of the Staff or management of the Town or its representatives, nor shall it enter into any such holdings or agreements. In addition, Consultant warrants that it does not presently and shall not acquire any direct or indirect interest adverse to those of the Town in the subject of this Agreement, and it shall immediately disassociate itself from such an interest, should it discover it has done so and shall, at the Town's sole discretion, divest itself of such interest. Consultant shall not knowingly and shall take reasonable steps to ensure that it does not employ a person having such an interest in this

performance of this Agreement. If after employment of a person Consultant discovers it has employed a person with a direct or indirect interest that would conflict with its performance of this Agreement, Consultant shall promptly notify Town of this employment relationship, and shall, at the Town's sole discretion, sever any such employment relationship.

- L. Non-Discrimination. Consultant warrants that it is an equal opportunity employer and shall comply with applicable regulations governing equal employment opportunity. Neither Consultant nor its subcontractors do and neither shall discriminate against persons employed or seeking employment with them on the basis of age, sex, color, race, marital status, sexual orientation, ancestry, physical or mental disability, national origin, religion, or medical condition, unless based upon a bona fide occupational qualification pursuant to the California Fair Employment & Housing Act.

### **III. INSURANCE AND INDEMNIFICATION**

A. Minimum Scope of Insurance:

1. Consultant agrees to have and maintain, for the duration of the contract, General Liability insurance policies insuring him/her and his/her firm to an amount not less than: two million dollars (\$2,000,000) combined single limit per occurrence for bodily injury, personal injury and property damage.
2. Consultant agrees to have and maintain for the duration of the contract, an Automobile Liability insurance policy ensuring him/her and his/her staff to an amount not less than one million dollars (\$1,000,000) combined single limit per accident for bodily injury and property damage.
3. Consultant shall provide to the Town all certificates of insurance, with original endorsements effecting coverage. Service Provider agrees that all certificates and endorsements are to be received and approved by the Town before work commences.
4. Consultant agrees to have and maintain, for the duration of the contract, professional liability insurance in amounts not less than \$1,000,000 which is sufficient to insure Consultant for professional errors or omissions in the performance of the particular scope of work under this agreement.

B. General Liability:

1. The Town, its elected and appointed officials, employees, and agents are to be covered as additional insured as respects: liability arising out of activities performed by or on behalf of the Consultant; products and completed operations of Consultant, premises owned or used by the Consultant.
2. The Consultant's insurance coverage shall be primary insurance as respects the Town, its elected and appointed officials, employees, and agents. Any insurance or self-insurances maintained by the Town, its officers, officials, employees or agents shall be excess of the Consultant's insurance and shall not contribute with it.
3. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Town, its officers, officials, employees or agents.

4. Consultant's insurance shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- C. All Coverages. Each insurance policy required in this item shall be endorsed to state that coverage shall not be suspended, voided, cancelled, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the Town. Current certification of such insurance shall be kept on file at all times during the term of this agreement with the Town Clerk.
- D. Workers' Compensation. In addition to these policies, Consultant shall have and maintain Workers' Compensation insurance as required by California law and shall provide evidence of such policy to the Town before beginning services under this Agreement. Further, Consultant shall ensure that all subcontractors employed by Consultant provide the required Workers' Compensation insurance for their respective employees. As required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than one million dollars (\$1,000,000) per accident for bodily injury or disease.
- E. Indemnification. The Consultant shall indemnify the Town its elected and appointed officials, employees and agents from all damages, liabilities, penalties, costs, or expenses in law or equity that may at any time arise or be set up because of damages to property or personal injury received by reason of, or in the course of performing work which may be occasioned by any act or omissions of the Consultant, or any of the Consultant's officers, employees, or agents or any subconsultant. Consultant shall defend the Town against any such claims.

#### **IV. GENERAL TERMS**

- A. Waiver. No failure on the part of either party to exercise any right or remedy hereunder shall operate as a waiver of any other right or remedy that party may have hereunder, nor does waiver of a breach or default under this Agreement constitute a continuing waiver of a subsequent breach of the same or any other provision of this Agreement.
- B. Governing Law. This Agreement, regardless of where executed, shall be governed by and construed to the laws of the State of California. Venue for any action regarding this Agreement shall be in the Superior Court of the County of Santa Clara.
- C. Mediation. Should any dispute arise out of this Agreement, any party may request that it be submitted to mediation. The parties shall meet in mediation within 30 days of a request. The mediator shall be agreed to by the mediating parties. In the absence of an agreement, the parties shall each submit one name from mediators listed by either the American Arbitration Association, the California State Board of Mediation and Conciliation, or other agreed-upon service. The mediator shall be selected by a blind draw. The cost of mediation shall be borne equally by the parties. Neither party shall be deemed the prevailing party. No party shall be permitted to file a legal action without first meeting in mediation and making a good faith attempt to reach a mediated settlement. The mediation process, once commenced by a meeting with the mediator, shall last until agreement is reached by the parties but not more than 60 days, unless the maximum time is extended by the parties.
- D. Termination of Agreement. The Town and the Consultant shall have the right to terminate this agreement with or without cause by giving not less than fifteen days (15) written notice of termination. In the event of termination, the Consultant shall deliver to the Town all plans, files, documents, reports, performed to date by the Service Provider. In the event of such termination, Town shall pay Consultant an amount that bears the

same ratio to the maximum contract price as the work delivered to the Town bears to completed services contemplated under this Agreement, unless such termination is made for cause, in which event, compensation, if any, shall be adjusted in light of the particular facts and circumstances involved in such termination.

- E. Amendment. No modification, waiver, mutual termination, or amendment of this Agreement is effective unless made in writing and signed by the Town and the Consultant.
- F. Notices. Any notice required to be given shall be deemed to be duly and properly given if mailed postage prepaid, and addressed to:

Town of Los Gatos  
Attn: Town Clerk  
110 E. Main Street, Los Gatos, CA 95030

CSG Consultants, Inc., Attn: Hatem Ahmed  
550 Pilgrim Drive, Foster City, CA 94404

or personally delivered to Consultant to such address or such other address as Consultant designates in writing to Town.

- G. Order of Precedence. In the event of any conflict, contradiction, or ambiguity between the terms and conditions of this Agreement in respect of the Products or Services and any attachments to this Agreement, then the terms and conditions of this Agreement shall prevail over attachments or other writings.
- H. Entire Agreement. This Agreement, including all Exhibits, constitutes the complete and exclusive statement of the Agreement between the Town and Consultant. No terms, conditions, understandings or agreements purporting to modify or vary this Agreement, unless hereafter made in writing and signed by the party to be bound, shall be binding on either party.

Attachments:

A - Scope and Fee Schedule



IN WITNESS WHEREOF, the Town and Consultant have executed this Agreement.

TOWN OF LOS GATOS:

CSG Consultants, Inc.:

SIGNATURE

Chris Constantin

FULL NAME

Town Manager

TITLE

DATE SIGNED

SIGNATURE

Daniel Gonzales

ENTER CONSULTANT SIGNATORY'S NAME

President

ENTER CONSULTANT SIGNATORY'S TITLE

DATE SIGNED

Approved as to form:

SIGNATURE

Gabrielle Whelan

FULL NAME

Town Attorney

TITLE

DATE SIGNED

The execution date is the date on which the last party has signed.

# Exhibits List

A - Scope and Fee Schedule

## Exhibit A

# Scope and Fee Schedule

PROPOSAL TO THE

# Town of Los Gatos

Land Development Engineering Review Services

September 4, 2026



3150 Almaden Expressway #255  
San Jose, CA 95118  
408.618.8300 phone  
408.618.8310 fax

[www.csgegr.com](http://www.csgegr.com) *Employee-Owned*



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Employee-Owned

3150 Almaden Expressway, Suite 255  
San Jose, CA 95118  
Phone: 408.618.8300

[www.csgegr.com](http://www.csgegr.com)

September 4, 2026

Gary Heap, PE  
Town Engineer  
Town of Los Gatos  
Parks and Public Works Department  
41 Miles Avenue  
Los Gatos, CA 95030

**Re: Land Development Engineering Review Services**

**CSG Consultants, Inc.** (CSG) is pleased to present our proposal to the Town of Gatos (Town) to provide Land Development Engineering Review Services. We understand the Town is seeking part-time land development engineering support for its Engineering Division, with services provided both in the Town's office and remotely as appropriate.

Our proposed team is highly experienced in all facets of the land development process. Our proposed team's experience includes reviewing entitlement documents and tentative maps and preparing conditions of approval; preparing subdivision Improvement agreements and reviewing bonding estimates; reviewing on-site and off-site engineering plans for permit issuance; and providing survey services, including review of parcel maps, final maps, lot line adjustments, and other land transactions. Our staff has provided these services for residential, commercial, and land development projects of varying sizes and settings.

Our team will be led by [Hatem Ahmed, PE, PMP](#), who will serve as the Contract Manager. CSG is very excited to offer [Sandra Meditch, PE, Principal Engineer](#), for this assignment as the lead person supporting the Town up to two days a week on-site. Additionally supporting Sandra, CSG is offering [Jen Chen, EIT, PACP, Senior Project Manager](#) as needed services off-site.

The CSG Team's strengths include:

- **Prior Land Development Review Services Experience** – CSG has extensive experience providing land development engineering review services (onsite and offsite) for public agencies. We have held similar on-call contracts in Santa Clara County with the Cities/Towns of, Los Altos Hills, Campbell, Mountain View, Santa Clara, and Gilroy.
- **Experienced Team** with long history serving the Town– CSG's proposed staff have long history serving the Town and is very familiar with the Town expectations, process, and standards. We are excited about the opportunity to serve the Town and would welcome the opportunity to talk with you further. **To honor the long-term relationship with the Town, is offering reduced rates for both Sandra and Jen.** As President of CSG, I am authorized to enter into a contract with the Town. If you have any questions or need additional information regarding this proposal, please contact CSG's Vice-President, Hatem Ahmed, at (408) 504-8234 or [hatem@csgegr.com](mailto:hatem@csgegr.com).

Sincerely,

A handwritten signature in blue ink, appearing to read 'Daniel Gonzalez', written over a horizontal line.

Daniel Gonzalez, PE  
President, CSG Consultants, Inc.

## 2 | PROJECT UNDERSTANDING AND APPROACH

### Project Understanding

The Town is seeking land development engineering support for its Engineering Division. The assignment will be part-time, with the consultant working in the Town's office one to two days per week and remotely as appropriate.

The work will include engineering review and support for private development projects and related permits. Responsibilities include reviewing grading, public improvement, utility, drainage, site development, and building permit plans; preparing plan review comments and Conditions of Approval; and reviewing stormwater, Low Impact Development (LID), Municipal Regional Permit (MRP), ADA, and traffic control requirements. The consultant will also assist with cost estimates, bonds and securities, engineering research, and other related assignments.

The role will require regular coordination with Town staff, other departments, outside agencies, applicants, developers, and consultants. This includes participating in meetings, responding to questions, discussing plan review comments, and providing engineering support during construction, including submittal reviews, field issues, and project acceptance.

CSG understands that this assignment requires both technical engineering experience and the ability to work closely with the different parties involved in the development review process. Our team will provide the requested support while working within the Town's established processes, standards, and requirements.

### Land Development Review

Plan check/development review form a large part of CSG's services. CSG has been providing plan review services, exclusively to local municipalities, since the firm's inception in 1991. Our success in maintaining ongoing relationships with our clients in a highly competitive environment is due to our ability to understand needs and priorities and partner with them in achieving their goals. We understand that our clientele includes not just public agencies but also the development community seeking to process applications through those agencies. We also understand that many development applications are important to public agencies due to the economic and quality of life benefits that those projects bring to the communities.

Drawing on the combined experience and talent of our staff, we have found the following practices to be helpful in approaching development review and map review:

- Active participation by engineering staff and consultants during the entitlement process is critical. Design and other issues need to be discussed at this stage, with the appropriate staff from the Town and/or other agencies included in the discussion. Engineering staff must spend time preparing clear and complete conditions of approval that outline the developer's obligations and address issues. Conditions of approval that are incomplete or vague simply defer problems to the plan review stage, resulting in delay in issuance of permits and frustration on the part of the developer, consultants, or staff who have to resolve the issues.
- Communication and alignment of expectations between the agency staff or consultants and the applicant is needed, starting with the entitlement pre-application phase and lasting through permitting. This can start with an understanding of the applicant's desired schedule for project

completion and then working backwards to set the timing for the various steps in the review process (entitlement, plan review, permitting). The Town's consultant needs to be driven by results and not tasks. The goal is not, as some plan checkers practice, to put redlines on plans. The consultant must be proactive in presenting options to the Town's staff and be willing to make recommendations on which options may work.

- The consultant needs to form a working relationship with the other parties. The applicant team should see the consultant as an asset and a partner, someone who is motivated to move the project to completion, as opposed to someone who has no interest in moving the project along. The consultant needs to listen to staff, to the applicant and its team, and to other stakeholders. Hearing and understanding what the other party wants is the first step to developing a resolution.

## Engineering Review Services

### Development Entitlements | New Applications

In conjunction with other Town Departments, CSG routinely conducts engineering reviews of new development applications for various types of projects. We review preliminary on-site and off-site improvements, along with associated technical reports, studies, and supplemental materials submitted by the design professional. These reviews ensure consistency with applicable Local Ordinances, regulatory requirements, and development standards.

As part of our review process, we also evaluate conformance with Town standard design criteria, General and Specific Plans, Infrastructure Master Plans, and cross-check submitted designs against supporting documentation such as geotechnical studies, preliminary title reports, and land encumbrance records.

We routinely review the following application types:

- Tentative maps, including SB-330 preliminary and formal applications for completeness and consistency determinations, and condominium subdivisions
- Tentative parcel maps, including SB-9 urban lot splits
- Design review submittals for single-lot residential developments, additions, and accessory dwelling units (ADUs)

CSG also provides the following related services:

- Attend follow-up meetings with Planning staff, the applicant, or others as needed to resolve issues regarding the proposed development
- Preparation of on-site and off-site engineering conditions of approval
- Assistance with drafting or reviewing development agreements
- Coordination with internal Town departments and outside agencies to ensure a complete and consistent review process

### Engineering Plan Review | Permits

CSG performs comprehensive engineering reviews for a wide range of development projects, including commercial, industrial, and mixed-use developments; residential subdivisions; and single-family homes. Our reviews ensure compliance with applicable Town codes, design standards, and regulatory requirements. Plans and studies typically reviewed include:

- Rough grading plans

- ▮ Grading and drainage plans
- ▮ Utility and joint trench plans
- ▮ Hydrology and hydraulics studies
- ▮ Stormwater Management Plans, including required forms, calculations, narratives, and construction details as required by the Regional NPDES Permit
- ▮ Operation and Maintenance Agreements for stormwater treatment and detention measures
- ▮ Erosion Control Plans
- ▮ Stormwater Pollution Prevention Plans (SWPPPs), when required by Town staff for projects subject to the State's Construction General Permit (CGP)
- ▮ Construction details
- ▮ General and project-specific notes
- ▮ Engineering bond estimates
- ▮ Off-site Improvement Plans, including (but not limited to):
  - Roadway plans and profiles
  - Pavement structural section designs
  - Signing and striping plans
  - Traffic signal plans
- ▮ Compliance or conformance review with:
  - Entitlement packages, including project conditions of approval
  - Town standard design criteria, checklists, details, and specifications
  - Town master plans and applicable CEQA mitigation measures
  - Soils reports
  - Preliminary title reports, boundary conditions, easements, and other encumbrances
  - Other supporting reports or studies submitted by the design professional
  - Relevant industry standards and local practices

CSG also provides the following related services:

- ▮ Assist with the preparation of subdivision improvement agreements, stormwater treatment measure agreements, landscape maintenance agreements, and staff reports
- ▮ Representation at meetings with developers, consultants, and external agencies as requested by Town staff
- ▮ Assistance with construction permit preparation and issuance
- ▮ Engineering support during construction phases
- ▮ Support with project closeout and acceptance of public improvements

## Approach to Plan Review

CSG's main function is to serve as an extension of the Town. We clearly understand the importance of our role in the success of the Town and commit to providing its citizens and business partners—residents, architects, engineers, developers, utility companies, contractors—as well as Town staff, the highest level of service. We believe effective communication and excellent customer service are essential to continuing a successful working relationship between the Town, CSG, and the development community.

While most small to medium-scale Town development projects are relatively straightforward and can easily follow the approach and steps highlighted below, larger projects will be more complex, elaborate, and would require a custom approach. Our standard process is described below:

- ▶ Submittal packages (plans, studies, reports, supporting documentation) are submitted to CSG engineering staff directly via email or through our permit technicians at a general email address.
- ▶ After receipt of the submittal package and confirmation of due date, CSG review engineers will perform a cursory review of the submitted documents and will either confirm that the package is complete, or notify Town staff that the package is missing certain documents. The review is initiated upon receipt of all documents whenever possible, however, at the Town's discretion, CSG may begin the review while waiting for the missing documents to arrive.
- ▶ Once our review is complete, a red-lined set of plans and documents accompanied by a written comment letter summarizing key issues (and in some cases, summarizing the red-line comments in accordance with the Town's practices) will be returned to Town staff. At the Town's discretion, the reviewed documents may be submitted electronically to the design consultant to expedite the review process.
- ▶ CSG is available to meet with the applicant/representative and the Town's staff to review comments or to delineate the standards which are not being met, to facilitate timely completion of the review and meeting the maximum goal of three plan checks.
- ▶ For Development applications subject to the Permit Streamlining Act, and for subdivision applications made under SB 9 and SB 330, CSG will ensure that comments are indisputably objective in nature and include relevant City code sections next to each comment.
- ▶ Soils reports will be evaluated, and confirmation of recommendations will be included in the plans.
- ▶ Boundary conditions will be evaluated to maintain continuity with surrounding properties and maintain existing drainage patterns.
- ▶ Construction erosion control and post-construction water quality control will be evaluated for compliance with the storm water quality management permit in effect for the Town.
- ▶ Review Stormwater Control Plans and associated calculations for conformance to the Municipal Regional Permit (MRP3.0) Provision C.3 and the SCVURPPP Stormwater C.3 Handbook for Post-Construction Requirements.
- ▶ Optional Review of a SWPPP under the NPDES Construction General Permit will include confirmation of filing Notice of Intent (NOI) and WDID, notation of an "Eligibility for Erosivity Waiver" (for smaller projects and construction timeframe), notation of Risk Level determination (RL1-RL3) based on location and potential threat to water quality, and notation of the proposed schedule for required non-stormwater monitoring. Review of these selected topics does not constitute acceptance, approval, or recommendation of approval on behalf of or to the State.
- ▶ Confirm that the developer has obtained necessary permits or approvals from other public agencies as needed
- ▶ Review and recommend approval of engineering bond estimates and subdivision guarantees.
- ▶ Assist the staff in preparing subdivision improvement agreements, other agreements (including stormwater treatment measures and landscape maintenance agreements), and staff reports.

- Meet with developers, consultants, and other agencies on behalf of staff, as requested.

## Technology & Resources

CSG utilizes the latest technologies to ensure efficient, accurate, and streamlined land development review processes. Our staff are proficient in advanced digital tools and platforms used across the industry. Recognizing the importance of timely processing, we also offer same-day notary services and overnight shipping for any documents requiring official wet signatures by our team.

We employ the following tools and systems daily:

|                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><i>Online Plan-Check System</i></b>            | <ul style="list-style-type: none"> <li>► Web-based platform that enables a fully digital internal plan review workflow.</li> <li>► CSG permit technicians to actively monitor submissions to confirm receipt and ensure timely turnarounds.</li> </ul>                                                                                                                                                                                                  |
| <b><i>Bluebeam Revu &amp; Bluebeam Studio</i></b> | <ul style="list-style-type: none"> <li>► CSG staff use the latest version of Bluebeam Revu for digital plan and map review.</li> <li>► The software's comparison tool is especially valuable during final review stages, allowing review staff to detect unapproved changes between document versions.</li> <li>► Our team also participates in Bluebeam Studio sessions as needed to ensure efficient collaboration with other departments.</li> </ul> |
| <b><i>ParcelQuest</i></b>                         | <ul style="list-style-type: none"> <li>► CSG uses this web-based tool to access public data—such as owner names, property addresses, parcel numbers (APNs), and APN maps—from the regional Assessor's Office database.</li> </ul>                                                                                                                                                                                                                       |
| <b><i>County GIS Systems</i></b>                  | <ul style="list-style-type: none"> <li>► Our staff are experienced in using various County GIS portals to access APN maps, subdivision maps, and survey records, as well as property data such as zoning, flood zones, nearby waterways, and rainfall data.</li> </ul>                                                                                                                                                                                  |
| <b><i>Zoom and Microsoft Teams platforms</i></b>  | <ul style="list-style-type: none"> <li>► Virtual meetings—with screen sharing and real-time collaboration—allow for efficient coordination across departments and stakeholders.</li> <li>► These platforms also help reduce review time and lower overall project delivery costs through streamlined communication.</li> </ul>                                                                                                                          |
| <b><i>OneDrive File Sharing</i></b>               | <ul style="list-style-type: none"> <li>► Enables direct download of large files via shared link—no login required by the recipient.</li> </ul>                                                                                                                                                                                                                                                                                                          |
| <b><i>Notary Services</i></b>                     | <ul style="list-style-type: none"> <li>► CSG provides in-house complimentary notary services for certificates and other documents requiring notarization by staff acting in an official City Surveyor or City Engineer capacity.</li> </ul>                                                                                                                                                                                                             |
| <b><i>Shipping Services</i></b>                   | <ul style="list-style-type: none"> <li>► CSG provides complimentary overnight shipping for signed mylars and other official documents requiring original signatures by CSG personnel.</li> </ul>                                                                                                                                                                                                                                                        |

## Staffing

- ▶ All plan reviews will be conducted by a licensed State of California civil engineer or under the supervision of a licensed State of California civil engineer.
- ▶ Each plan review is assigned to a plan reviewer with oversight of the project manager. The assigned design plan reviewer will be committed to the project and will furnish all subsequent reviews for the project. It is the goal of CSG to provide, where practical, a cradle-to-grave approach for project review, where a review team is assigned to the project from entitlement through plan review and construction to closeout and acceptance.
- ▶ Provide specialized qualified licensed engineers to assist in any structural, soil and geotechnical reviews, for any of the assigned projects.
- ▶ The review team will be available for applicant inquiries or conferences during normal business hours, Monday through Friday, from 8:00 AM through 5:00 PM. Web conferences, fax, and conference calls are optional forms of communication between Consultant and Town staff.

## Typical Turnaround Times

The turnaround times listed below are typical but may be expedited on a case-by-case basis, subject to staff availability.

| TYPE                                                                  | TIME FRAME                                                                                                                                          |
|-----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Pre-application entitlement review</b>                             | Review application material in advance of requested meetings; complete formal comments and submit to Planning Department within one week of meeting |
| <b>Review Tentative Map Application or Other Entitlement Package</b>  | Fifteen (15) working days; Ten (10) days upon request                                                                                               |
| <b>Prepare Conditions of Approval</b>                                 | Within one week of request by Planning, or within reasonable shorter time frame if needed to meet hearing date                                      |
| <b>Permit Submittal Plans Set and Studies (1<sup>st</sup> Review)</b> | Fifteen (15) working days                                                                                                                           |
| <b>Permit Submittal Plan Set and Studies (Each Subsequent Review)</b> | Ten (10) working days                                                                                                                               |

*\*Turnaround time is initiated upon receipt of a complete submittal package*

*\*\* Additional days may be requested upon cursory review of Chain of Title documents*

### 3 | PROJECT TEAM AND RESUMES

CSG is proposing Sandra Meditch, PE, Principal Engineer, and Jen Chen, EIT, PACP, Project Manager, to provide land development engineering support to the Town. Together, Ms. Meditch and Ms. Chen bring extensive experience working with California public agencies and reviewing private development projects. Their experience includes land development and engineering plan review, entitlement and permit review, grading and drainage, public improvements, stormwater compliance, and coordination with agency staff, applicants, and project teams. Ms. Meditch currently provides engineering plan review services for the Town and will lead the team, with Jen providing additional land development engineering support based on the Town's workload and needs.

Brief bios of proposal staff are provided on the following pages, along with their resumes for the Town's review.

#### Key Team Staff Bios

##### **Sandra Meditch, PE – Principal Engineer**

Ms. Meditch is a seasoned civil engineer with over 30 years of professional experience. She performs engineering plan review and project management for various clients throughout California, including the Cities/Towns of Los Gatos, Livermore, Mountain View, San Leandro, San Bruno, Marina, Moraga, Millbrae, and Saratoga. Sandra is very familiar with all types of development or redevelopment projects from small residential, single-family homes to large residential subdivisions or commercial projects. Her experience also includes project design and staff oversight, coordination of communication between clients, sub-consultants and public agencies; preparation and review of specifications, cost estimates, and various types of agreements.

##### **Jen Chen, EIT, PACP – Senior Project Manager**

Ms. Chen has over 20 years of experience with CSG providing engineering support to public agencies. Her background includes land development plan review and inspection, entitlement review, encroachment permits, civil and stormwater review, lot line adjustments, and customer and agency coordination. She has served in land development and engineering staff augmentation roles for several Bay Area communities, including Foster City, Monte Sereno, Los Altos Hills, Woodside, and Hillsborough. Through these assignments, Jen has supported residential and commercial development projects from plan review and permitting through inspection and project closeout.

# Sandra Meditch PE

Principal Engineer



## LICENSES & CERTIFICATIONS

Professional Civil Engineer  
State of California | 52583

## EDUCATION

Bachelor of Science, Civil Engineering  
Washington State University,  
Pullman, WA

Ms. Meditch is a seasoned civil engineer with over 35 years of professional experience. During her career, she has served as lead engineer on a variety of residential and commercial projects. Her experience includes project management and design; staff oversight; quality control; coordination of communication between clients, sub-consultants and public agencies; preparation of plans, specifications, and estimates; and construction administration.

Ms. Meditch currently provides engineering plan review services for various clients throughout California, including the cities of Mountain View, Livermore, Gilroy, Watsonville, and Town of Los Gatos.

## RELEVANT EXPERIENCE

### Interim Town Engineer | Town of Los Altos Hills, CA

Ms. Meditch provided Town Engineering services for the Town of Los Altos Hills. Her primary duties involved overseeing construction of a 9-lot subdivision, review of sewer main extension plans and specifications, preparation of requests for proposals for various Town projects, review staff reports, preparation of construction documents for the Town's annual pavement improvement project.

### Acting City Engineer | City of San Juan Bautista, CA

Ms. Meditch provided City Engineering services for the City of San Juan Bautista. Her primary duties involved overseeing the City's maintenance department, including operation of the City's water, sewer, roadway, and public facilities. Ms. Meditch also oversaw the construction of CIP and residential projects, including managing and performing construction inspections and coordinating project deadlines.

### Development Reviews | Multiple CSG Client Agencies throughout California

Ms. Meditch performs engineering plan review for CSG clients throughout California. Her general duties include plan check review of major and minor developments (residential and commercial), including but not limited to grading plans, public improvement plans, utility improvement plans, and plot plans. Examples of notable projects that Ms. Meditch has reviewed include:

- **Residential Redevelopment | Town of Los Gatos, CA.** Ms. Meditch served as the primary plan reviewer and point of contact for the redevelopment of an 8-acre site. Reviews included rough grading, onsite and offsite improvements, and review of the CC&R's and various agreements.
- **Residential Redevelopment | City of Watsonville, CA.** Ms. Meditch served as the primary plan reviewer and point of contact for redevelopment of an 11-acre site near the Watsonville Slough. The project involved the construction of 155 SFD, retaining walls, and trail. Plan reviews included grading, drainage, utilities, storm water treatment and detention measures, and final map. In addition, she assisted the City with reviews of the CC&R's, agreements, and easement documents.
- **Mixed Use Development | City of Livermore, CA.** Ms. Meditch served as the point of contact and primary reviewer for a new multi-phased, multi-use development project located on 45 acres. CSG was involved in plan reviews for both on-site backbone plans (street grading, stormwater, sewer, water, recycled water), off-site backbone improvements (including review of traffic signal modifications and installations), the large lot final map, and rough grading.

# Jen Chen EIT, PACP

## Senior Project Manager



### LICENSES & CERTIFICATIONS

Engineer-in-Training  
State of California | XE105230  
NASSCO PACP Certified

### EDUCATION

Bachelor of Science, Civil and  
Environmental Engineering  
University of California, Irvine  
| Irvine, CA

### MEMBERSHIP

American Society of Civil Engineering  
(ASCE)

Ms. Chen has been working with CSG for over 20 years. Her experience includes performing engineering plan reviews and inspections of private development projects, review of encroachment permit applications and inspections, entitlement reviews, civil and stormwater reviews, and lot line adjustment application review. Additionally, she is experienced with CentralSquare, including TRAKiT and Lucity, which is employed by local public agencies for permit tracking and asset management.

### RELEVANT CSG EXPERIENCE

#### Land Development Staff Augmentation | City of Foster City, CA

Ms. Chen served as a Land Development Engineer on commercial and residential land development projects. She provided project management services, including plan review, inspection, coordination, customer report, and project closeout. Commercial projects have included a research center, fitness center, private park, and dental office.

#### Engineering Services | City of Monte Sereno, CA

Ms. Chen served as an Associate Engineer on the project and has provided engineering services, including review and inspection of land development plans, encroachment permit review and inspection, MRP C.6 inspection and compliance report preparation, customer support, and coordination for various Public Works projects.

#### Land Development Staff Augmentation | Town of Woodside, CA

Ms. Chen served as a Land Development Engineer for the Town of Woodside. Her duties included performing plan reviews and inspections for site development and encroachment permit applications, assisting the public works department in the P-TAP17 project application and project management, and conducting technical reviews for the 2016 Sanitary Sewer Management Plan (SSMP).

#### Engineering Staff Augmentation | Town of Hillsborough, CA

Ms. Chen has provided engineering staff augmentation services in the Town of Hillsborough, where she also performed engineering plan checks for new and redevelopment projects, including residential houses, lot line adjustment, subdivision, and supervising grading and encroachment permits. Additional various tasks included:

- Prepared PS&E for sewer, street, water, storm drain, and open space projects.
- Provided project and construction management, including bid administration, submittal review, inspections, scheduling, and coordination.
- Reviewed and managed utility, revocable encroachment, and wireless facility permits.
- Supported NPDES compliance, including construction inspections, illicit discharge control, and annual reporting.
- Prepared Engineering & Traffic Survey reports.

#### Plan Check Review | Various Agencies, CA

Ms. Chen has performed multiple plan check reviews throughout her career, from grading and drainage plans to improvement plans. She has reviewed various lot line adjustments, easement dedication, civil improvements, and C.3 compliance for jurisdictions throughout Northern California. Clients have included the Town of Hillsborough and the Cities of Pacifica, Soledad, Sausalito, San Carlos, East Palo Alto, and the County of Monterey.

## 4 | PROJECT EXPERIENCE

The following is a small sampling of projects for which proposed CSG staff have provided similar services to those requested by the Town.

### PLAN REVIEW | TOWN OF LOS GATOS, CA



CSG has completed review for an 8-acre redevelopment project comprising 155 multi-family residential units with site amenities such as a park and trail. Services included review of rough grading, onsite and offsite improvements, stormwater management plan and report, agreements, CC&R's, and conformance review of the final map and other building permits to the proposed improvements.



### ISABEL CROSSING | CITY OF LIVERMORE, CA

CSG completed plan review for a new multi-phased, multi-use Isabel Crossing Development. The Project is located on 45 acres north of Hwy 580. CSG is heavily involved in plan reviews for both on-site backbone plans (street grading, stormwater, sewer, water, recycled water) off-site backbone improvements (including review of traffic signal modifications and installation), the large lot final map, and rough grading. Throughout each step in the process, CSG helped coordinate project reviews with the City and developer's team. As part of this project, CSG reviewed stormwater treatment

and control measures to meet requirements of the regional permit. CSG worked with the project team to review a plan that is practical to implement and will show stormwater control measures adhere to the permit. In addition to reviewing for conformance between the improvement plans and the project's final subdivision map, CSG also provided reviewed the Final Map as Acting City Surveyor for technical accuracy.



### LAND DEVELOPMENT ENGINEERING SERVICES | CITY OF FOSTER CITY, CA

CSG provided Land Development Engineering on commercial and residential land development projects. Services provided included project management, plan review, inspection, coordination, customer report, and project closeout. Commercial projects CSG has been involved in including a research center, fitness center, private park, and dental office.



#### **LAND DEVELOPMENT STAFF AUGMENTATION | TOWN OF WOODSIDE, CA**

Ms. Chen served as a Land Development Engineer for the Town of Woodside. Her duties included performing plan reviews and inspections for site development and encroachment permit applications, assisting the public works department in the P-TAP17 project application and project management, and conducting technical reviews for the 2016 Sanitary Sewer Management Plan (SSMP).

## 5 | AVAILABILITY AND ANTICIPATED RESPONSE TIMES

### **Availability**

CSG's proposed team is available to provide the part-time support requested by the Town. Sandra Meditch, PE, will be available up to two days a week on-site, and Jen Chen, EIT, PACP, will be available up to one day per week off-site, depending on workload. As the Town's needs change, CSG can adjust staff availability as needed to provide additional support.

### **Anticipated Response Time for Work Assignments**

CSG understands the importance of providing timely and responsive support to the Town. Upon receiving a work assignment, our Project Manager will review the request and coordinate with the Town regarding the scope, priority, and anticipated schedule.

We anticipate acknowledging new work assignments within 24 hours and confirming the anticipated turnaround time within 24 to 48 hours. Actual completion times will depend on the scope, complexity, and priority of the assignment. For time-sensitive or urgent requests, our team will work with the Town to determine the required schedule and adjust as needed to provide the requested support.

Throughout each assignment, CSG will maintain communication with Town staff and advise the Town promptly if additional information is needed or if an issue arises that could affect the agreed-upon schedule.

## 6 | PROPOSED FEE SCHEDULE

CSG Consultants' reduced proposed rates are provided below.

| PERSONNEL / ROLE                                     | HOURLY RATE |
|------------------------------------------------------|-------------|
| <b>Sandra Meditch, PE</b><br>Principal Engineer      | \$280       |
| <b>Jen Chen, EIT, PACP</b><br>Senior Project Manager | \$245       |

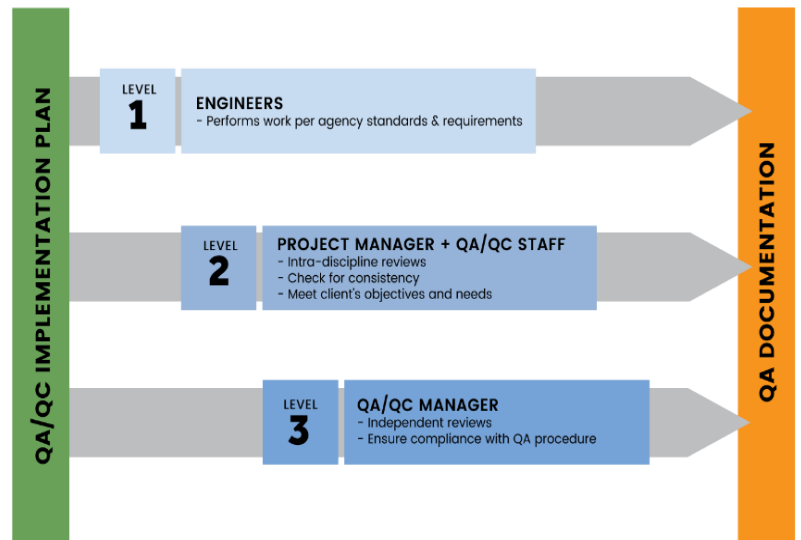
### Terms

- All hourly rates include overhead costs including but not limited to salaries, benefits, workers' compensation insurance, local travel, and miscellaneous office expenses.
- Overtime services and services provided outside of normal business hours will be billed at 1.5x the applicable hourly rate.
- On July 1 of each year following the contract start year, CSG will initiate an hourly rate increase based on change in CPI for the applicable region.
- CSG will mail/email an invoice every month for services rendered during the previous month. Unless otherwise agreed, payment terms are 30 days from receipt of invoice.
- This fee proposal is valid for a period of 90 days from date of submittal.

## 7 | QUALITY ASSURANCE/QUALITY CONTROL

CSG's in-house QA/QC Implementation Plan utilizes a peer review process with multi-level internal project checking. As highlighted in the organizational chart for this contract, Ms. Meditch, as Project Manager, will be dedicated to the QA/QC Implementation Plan and will be responsible for the following:

- » *Establishing guidelines & assigning accountable personnel and responsibilities for each task.*
- » *Assuring that all deliverables are reviewed, including products from subconsultants.*
- » *Monitoring the process to ensure that the schedule and budget are followed.*
- » *Participating in internal and external reviews.*
- » *Reviewing and signing off on deliverables before submittal to the City.*



All technical products, including technical engineering reports, studies, design notes, mapping, drawings, and engineering cost estimates are subject to a multi-tiered approach for review to ensure that all products are checked for accuracy, correctness, completeness and conformity with standards. The tiers will include routine checking and scheduled reviews by the Project Manager, Ms. Meditch. She will conduct periodic audits of the QA/QC review process to ensure that reviews are being properly conducted and documented by all team members. Each plan or map check we perform will receive formal QA/QC review from the most qualified staff as identified in the QA/QC Implementation Plan, with oversight by Ms. Meditch.

Deliverables will be reviewed for:

- » *Conformance to approved formats, criteria, specifications, and professional standards of practice*
- » *Adequacy, clarity, ease of interpretation*
- » *Conformance checks between disciplines*
- » *Errors and discrepancies*
- » *Coordination with adjacent projects when needed*
- » *Incorporation of all necessary changes*
- » *Conformance to required environmental mitigation*

## 8 | REFERENCES

City of Mountain View  
Quynh Byrer, Principal Civil Engineer  
650.903.6311  
quynh.byrer@mountainview.org  
Private Development Engineering Review Services  
2018 – Ongoing

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City of Livermore  
Jarrett Rasmussen, Senior Civil Engineer  
925.960.4519  
jsrasmussen@livermoreca.gov  
Plan Review Services  
2024 – Ongoing

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City of Foster City  
Laura Galli, Engineering Manager  
650.286.3280  
lgalli@fostercity.org  
Redevelopment and Expansion Inspection Services  
2013 – 2023

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