

**Agreement for Professional Services
Mission Springs Water District
66575 Second Street
Desert Hot Springs, CA 92240
Telephone (760) 329-6448 - FAX (760) 329-2482**

For your protection, make sure that you read and understand all provisions before signing. The terms on Pages 2 - 6 are incorporated in this document and will constitute a part of the agreement between the parties when signed.

**TO: TKE Engineering, Inc.
2305 Chicago Ave.
Riverside, CA 92507**

DATE: June 1, 2021

CONTRACT DIR # _____

TITLE: Professional General Engineering Services 2021-22

The undersigned Consultant agrees to furnish the following:

All Work/Services per the attached Exhibit A – Technical Proposal and in accordance with Exhibit B – Rate Schedule 2021-2022 as provided by TKE Engineering, Inc., and per Exhibit C – Term, Early Termination & Notice

Contract price \$: Not to Exceed \$250,000.00

Term: One (1) year from the effective Agreement DATE above

Instructions: Sign and return the originals. Upon acceptance by Mission Springs Water District, a copy will be signed by its authorized representative(s) and promptly returned to you. Insert the names of your authorized representative(s) below.

Accepted:
Mission Springs Water District

Consultant:
TKE Engineering, Inc.
(Business Name)

By: Arden Wallum
Title General Manager

By: Steve Ledbetter
Title Vice President

Other authorized representative(s):
Danny Friend
Director of Engineering and Operations

Other authorized representative(s):
Michael Thornton
President

Luiz Santos
Associate Engineer

Terry Renner
Senior Vice President

Consultant agrees with the Mission Springs Water District that:

- a. When the law establishes a professional standard of care for Consultant's services, to the fullest extent permitted by law, Consultant will immediately defend, indemnify and hold harmless Mission Springs Water District, its directors, officers, employees, and authorized volunteers from all claims and demands of all persons that arise out of, pertain to, or relate to the Consultant's negligence, recklessness, or willful misconduct in the performance (or actual or alleged non-performance) of the work under this agreement. Consultant shall defend itself against any and all liabilities, claims, losses, damages, and costs arising out of or alleged to arise out of Consultant's performance or non-performance of the work hereunder, and shall not tender such claims to Mission Springs Water District nor to its directors, officers, employees, or authorized volunteers, for defense or indemnity.
- b. Other than in the performance of professional services, to the fullest extent permitted by law, Consultant will immediately defend, indemnify and hold harmless Mission Springs Water District, its directors, officers, employees and authorized volunteers from all claims and demands of all persons arising out the performance of the work or furnishing of materials; including but not limited to, claims by the Consultant or Consultant's employees for damages to persons or property except for the sole negligence or willful misconduct or active negligence of Mission Springs Water District, its directors, officers, employees, or authorized volunteers.
- c. By his/her signature hereunder, Consultant certifies that he/she is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and that Consultant will comply with such provisions before commencing the performance of the professional services under this agreement. Consultant and sub-consultants will keep workers' compensation insurance for their employees in effect during all work covered by this agreement.
- d. Consultant will file with Mission Springs Water District, before beginning professional services, a certificate of insurance satisfactory to Mission Springs Water District evidencing professional liability coverage of not less than \$1,000,000 per claim and \$2,000,000 annual aggregate, that coverage shall not be cancelled except with notice to Mission Springs Water District. Coverage is to be placed with a carrier with an A.M. Best rating of no less than A-:VII, or equivalent, or as otherwise approved by Mission Springs Water District. The retroactive date (if any) is to be no later than the effective date of this agreement. Consultant shall maintain such coverage continuously for a period of at least five (5) years after the completion of the contract work. Consultant shall purchase a five-year extended reporting period i) if the retroactive date is advanced past the effective date of this Agreement; ii) if the policy is canceled or not renewed; or iii) if the policy is replaced by another claims-made policy with a retroactive date subsequent to the effective date of this Agreement. In the event that the Consultant employs other consultants (sub-consultants) as part of the work covered by this agreement, it shall be the Consultant's responsibility to require and confirm that each sub-consultant meets the minimum insurance requirements specified above.
- e. Consultant will file with Mission Springs Water District, before beginning professional services, certificates of insurance (Acord Form 25 or equivalent) satisfactory to Mission Springs Water District evidencing

Coverage – Coverage for commercial general liability and automobile liability insurance shall be at least as broad as the following:

1. Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 0001)

2. Insurance Services Office (ISO) Business Auto Coverage (Form CA 0001), covering Symbol 1 (any auto)

Limit – The consultant shall maintain limits no less than the following

1. General liability - coverage of not less than two million (\$2,000,000) per occurrence or the full per occurrence limits of the policies available, whichever is greater for bodily injury, personal injury and property damage; (\$4,000,000 general and products-completed operations aggregate (if used)).
2. Auto liability - One million dollars \$1,000,000 for bodily injury and property damage each accident limit.
3. Workers' compensation (statutory limits) and employer's liability (\$1,000,000) (if applicable).

Required Provisions –

- The general liability coverage shall give Mission Springs Water District, its directors, officers, employees (collectively the District), and authorized volunteers insured status (via ISO endorsement at least as broad as CG 2010 1185 or **both** CG 20 10 plus CG 20 37 if a later editions is used) specifically naming the Mission Springs Water District, its directors, officers, employees, or authorized volunteers; or using the language that states "as required by written contract."
 - The general liability coverage is to state or be endorsed (with as broad as ISO endorsement CG 20 01 04 13) to state "such insurance shall be primary and any insurance, self-insurance or other coverage maintained by Mission Springs Water District, its directors, officers, employees, or authorized volunteers shall not contribute to it".
 - Coverage is to be placed with a carrier with an A.M. Best rating of no less than A-:VII, or equivalent, or as otherwise approved by Mission Springs Water District.
 - The coverage shall contain no special limitations on the scope of protection afforded to Mission Springs Water District, its directors, officers, employees, or authorized volunteers.
 - In the event that the Consultant employs other consultants (sub-consultants) as part of the work covered by this agreement, it shall be the Consultant's responsibility to require and confirm that each sub-consultant meets the minimum insurance requirements specified above.
- f. If any of the required coverages expire during the term of this agreement, the Consultant shall deliver the renewal certificate(s) to Mission Springs Water District at least ten (10) days prior to the expiration date.
 - g. Consultant shall not accept direction or orders from any person other than the General Manager or the person(s) whose name(s) is (are) inserted on Page 1 as "other Authorized Representative(s)."
 - h. Payment, unless otherwise specified on Page 1, is to be within thirty (30) days after acceptance by Mission Springs Water District.

- i. Professional permits required by governmental authorities will be obtained at Consultant's expense, and Consultant will comply with applicable local, state and federal regulations and statutes including but not limited to Cal/OSHA requirements.
- j. Any change in the scope of the professional services to be done, method of performance, nature of materials or price thereof, or to any other matter materially affecting the performance or nature of the professional services will not be paid for or accepted unless such change, addition or deletion is approved in advance, in writing by a supplemental agreement executed by Mission Springs Water District. Consultant's "Authorized Representative(s)" has (have) the authority to execute such written change for Consultant.
- k. Unless otherwise agreed upon in writing, all reports, documents, or other written material, including any documents, images, photographs, video files, or other media created or developed by Consultant as part of the services required hereunder ("Written Products") shall be considered to be "works made for hire", and all Written Products and any and all intellectual property rights arising from their creation, including, but not limited to, all copyrights and all other proprietary rights, shall be and remain the property of Mission Springs Water District without restriction or limitation upon their use, duplication or dissemination by Mission Springs Water District, except as otherwise provided herein. Consultant shall not obtain or attempt to obtain copyright protection as to any of the Written Products.
- l. Consultant hereby assigns to Mission Springs Water District all ownership and any and all intellectual property rights to the Written Products that are not otherwise vested in Mission Springs Water District pursuant to section above.
- m. Consultant shall not disclose, publish, or authorize others to disclose or publish, design data, drawings, specifications, reports, or other information pertaining to the projects assigned to the Consultant by the Mission Springs Water District or other information to which the Consultant has had access during the term of this Agreement without the prior written approval of an Authorized Representative during the term of this Agreement. Consultant's covenant under this section shall survive the termination of this Agreement
- n. Consultant shall maintain complete and accurate records with respect to sales, costs, expenses, receipts, and other such information required by the Mission Springs Water District or the Authorized Representative. The Consultant shall maintain adequate records on services provided in sufficient detail to permit an evaluation of service. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. At all times during regular business hours, Consultant shall provide access to such books and records to the Authorized Representative or his or her designees, and shall give the Authorized Representative or his or her designees the right to examine and audit such books and records and to make transcripts as necessary, and shall allow inspection of all work, data, documents, proceedings, and activities related to this Agreement.
- o. This Agreement is personal to the Consultant. Any attempt to assign or subcontract any right or obligation hereunder by the Consultant shall be void unless approved in writing in advance by the Authorized Representative. Consultant's services pursuant to this Agreement shall be provided by the representative or directly under the supervision of the representative and Consultant shall not assign another to supervise the Consultant's performance of this Agreement without the prior written approval of the Mission Springs Water District, by and through the Authorized Representative
- p. Consultant shall not maintain, commit, or permit the maintenance or commission of any nuisance in connection with the performance of services under this Agreement

- q. Consultant agrees to be familiar with and comply with all applicable federal, state, and local conflict of Interest laws, including, but not limited to, the Political Reform Act (California Government Code Sections 81000, et seq.) and California Government Code Section 1090. During the term of this Agreement, Consultant shall retain the right to perform similar services for other clients, but Consultant and its officers, employees, associates and subcontractors shall not, without the prior written approval of the Authorized Representative, perform work for another person or entity for whom Consultant is not currently performing work that would require Consultant or one of its officers, employees, associates or subcontractors to abstain from a decision under this Agreement pursuant to a conflict of interest statute.
- r. A waiver by the Mission Springs Water District of any breach of any term, covenant, or condition contained in this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant, or condition contained in this Agreement whether of the same or different character.
- s. The Consultant shall commence, carry on, and complete all required tasks with all practicable dispatch, in a sound, economical, and efficient manner in accordance with all applicable laws and generally accepted industry standards.
- t. No Third Party Beneficiaries. The Mission Springs Water District shall not be obligated or liable under this Agreement to any party other than the Consultant.
- u. In no event shall the making by the Mission Springs Water District of any payment to the Consultant constitute or be construed as a waiver by the Mission Springs Water District of any breach of covenant, or any default which may then exist, on the part of the Consultant, and the making of any such payment by the Mission Springs Water District while any such breach or default shall exist shall in no way impair or prejudice any right or remedy available to the Mission Springs Water District with regard to such breach or default.
- v. If any legal action is necessary to enforce any provision of this Agreement or for damages by reason of an alleged breach of any provisions of this Agreement, the prevailing Party shall be entitled to receive from the losing Party all costs and expenses in such amount as the courts may determine to be reasonable. In awarding the cost of litigation, the court shall not be bound by any court fee schedule, but shall, if it is in the interest of justice to do so, award the full amount of costs, expenses, and attorneys' and experts' fees paid or incurred in good faith.
- w. In the performance of the work required by this Agreement, Consultant shall abide by and conform with and to any and all applicable laws of the United States and the State of California, and with the local County and Municipal Code, ordinances, regulations and policies.
- x. If any part, term, or provision of this Agreement shall be held illegal, unenforceable, or in conflict with any law of a federal, state, or local government having jurisdiction over this Agreement, the validity of the remaining portions or provisions shall not be affected by such holding.
- y. The terms of this Agreement shall be interpreted according to the laws of the State of California. Should litigation occur, venue shall be the Superior Court of Riverside County, California.
- z. This Agreement represents the entire Agreement between the Mission Springs Water District and Consultant with respect to the subject matter hereto and supersedes all prior oral or written negotiations, representations or agreements. No verbal agreement or implied covenant shall be held to vary the provisions of this Agreement. This Agreement shall bind and inure to the benefit of the parties to this Agreement and any subsequent successors and assigns. In the event of any inconsistency between the provisions of this Agreement and Consultant's proposal or Quote, and Exhibits hereto, the provisions of this Agreement shall control.

- aa. Precedence of Exhibits. All documents referenced as exhibits in this Agreement are hereby incorporated in this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail.
- bb. Consultant will act hereunder as an independent contractor. This agreement shall not and is not intended to constitute Consultant as an agent, servant, or employee of the Mission Springs Water District and shall not and is not intended to create the relationship of partnership, joint venture or association between the Mission Springs Water District and Consultant.
- cc. Each of the signatories herein, hereby represents that he or she has the authority to execute the Agreement on behalf of his or her contracting party.
- dd. Pursuant to Section 1770, and following, of the California Labor Code, the consultant shall pay not less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations. Copies of such prevailing rate of per diem wages are on file at the office of the Owner, which copies shall be made available to any interested party on request. The consultant shall post a copy of such determination at each job site.

This project is subject to the State of California "Prevailing Wage Rates".

This project is subject to the requirements of California Labor Code Section 1720 et seq. requiring the payment of prevailing wages, the training of apprentices and compliance with other applicable requirements. In accordance with provisions of Section 1773 of the Labor Code, the Director of the Department of Industrial Relations has ascertained the general prevailing rate of wages and employer payments for health and welfare, pension, vacation, and similar purposes applicable to the craft, classification, or type of workers employed on the work. The wage determinations shall be included in the bid specifications. All pertinent wage determinations shall be posted on the jobsite. If federal funding is included in the project, the higher of the State and Federal wage rates shall be used.

Pursuant to SB854, no contractor or subcontractor may work on a public works project unless registered with DIR for contracts awarded on/after April 1, 2015. General Contractors shall ensure all subcontractors executing work under the contract are DIR registered. All public works contractors and subcontractors to furnish Certified Payrolls and related records to the Agency's representative and shall also furnish electronic certified payroll records directly to the Labor Commissioner using the DLSE's online portal.

REQUEST FOR PROPOSAL

On-Call Professional General Engineering Services



for:

Mission Springs Water District
66575 Second Street
Desert Hot Springs, CA 92240



April 30, 2020

Prepared by:



2305 Chicago Avenue
Riverside, California 92507
(9 5 1) 6 8 0 - 0 4 4 0

WWW.TKEengineering.COM

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CONTACT INFORMATION

Prepared for:



**Mission Springs Water
District**

66575 Second Street
Desert Hot Springs, CA 92240
Contact: Luiz Santos, Associate Engineer
Phone: (760) 329-6448 Ext. 125
Email: lsantos@mswd.org

Prepared by:



TKE Engineering, Inc.

2305 Chicago Avenue
Riverside, CA 92507
Contact: Steve Ledbetter, P.E., Vice President
Phone: (951) 680-0440
Email: sledbetter@tkeengineering.com



April 30, 2020
Mr. Luiz Santos
Associate Engineer
Mission Springs Water District
66575 2nd Street
Desert Hot Springs, CA 92240

Subject: On-Call Professional General Engineering Services

Dear Mr. Santos

Thank you for the opportunity to present this material outlining TKE Engineering, Inc.'s (TKE's) qualifications. Enclosed herein is a comprehensive proposal depicting our qualifications and abilities to provide turnkey professional general engineering services to Mission Springs Water District (MSWD) for as needed planning, design and construction of water and sewer systems.

A. Consultant Identification - TKE, a California Corporation, is located less than 15 minutes from the MSWD service area at 2305 Chicago Avenue, Riverside, California 92507 and can be reached by phone at (951) 680-0440. TKE has a longstanding partnership with MSWD assisting with water resource management and capital project development and implementation. TKE currently provides the City of Highland, Hesperia, Fontana, Adelanto, Calimesa, Riverside County Flood Control and Water Conservation District and the City of San Bernardino Municipal Water Department, with On-Call Engineering Services and is highly qualified to perform the services necessary for project delivery. TKE is enthusiastic about the opportunity to continue to assist MSWD in improving the water and sewer system infrastructure within the community.

TKE is committed to providing high quality, efficient services to meet all of the MSWD's needs. TKE's Project Manager will be in contact with MSWD staff biweekly to ensure that we are progressing on schedule and are within our allocated budget. It is this personal touch and contact that define our "local service" approach. We consider ourselves community builders and take ownership of projects assigned to TKE, ensuring that our personnel will be allocated on an as needed basis in order to complete all projects on schedule.

B. Project Team - TKE is a full service, multi-disciplinary consulting firm, licensed in California and offering in-house delivery of planning, grant acquisition and administration, preliminary design, final design, topographic surveying, mapping, right-of-way engineering, legal and plat preparation, utility research, coordination and relocations services, bid assistance, construction management, inspection, plan checking, and construction staking services for wastewater systems, water systems, recycled water systems, transportation, street widening, pavement rehabilitation, sidewalk, parking lots, traffic signal, striping, grading, storm drain, detention/retention basins, and park improvement projects. Our wide variety of services and expertise allows us to complete nearly all services in-house.

TKE's has developed an excellent working relationship with numerous subconsultants for geotechnical, structural and environmental services. TKE will work with MSWD on an as needed basis to bring on subconsultants in accordance with any DBE requirements set forth by each project's funding source. Our years of experience working with numerous grant funding sources allows our team to seamlessly provide MSWD a full range of project services no matter what type of project is required.

Our experience in the region with MSWD, the City of Highland, Hesperia, Fontana, Adelanto, Calimesa, Riverside County Flood Control and Water Conservation District and the City of San Bernardino Municipal Water Department, numerous accomplishments as well as management skills will help maintain continuity in

the delivery of the MSWD's upcoming projects and makes TKE an excellent fit to continue providing services to MSWD. TKE takes a team approach to all projects and emphasizes the importance of constant communication between all members of the team, from the client to the consultants.

C. Addenda – TKE acknowledges receipt and incorporation of Addendum No. 1 dated April 23, 2020 related to the bid opening procedure.

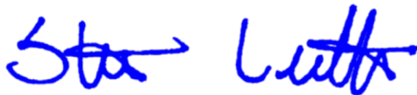
D. Contact Person – Steven W. Ledbetter, P.E., TKE's Vice President, will be the contact person during the proposal evaluation period. Mr. Ledbetter works from TKE's only office location located at 2305 Chicago Avenue, Riverside, California 92507 and can be reached by phone at (951) 680-0440 or by email at sledbetter@tkeengineering.com.

E. Proposal Validity – TKE's proposal shall remain valid for a period of 90 days from the date of submittal.

F. Authorization – TKE's proposal is signed by a principal of the firm who is authorized to bind TKE to the terms of the proposal and the firm is comprised of civil engineers and land surveyors fully licensed by the State of California.

Thank you for your consideration. If you have any questions, please call me at (951) 680-0440 or e-mail me at sledbetter@tkeengineering.com.

Sincerely,



Steven W. Ledbetter, P.E.
Vice President
TKE Engineering, Inc.

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SECTION B: BACKGROUND AND UNDERSTANDING OF SCOPE OF SERVICES

BACKGROUND

TKE is a full-service, local, multi-disciplinary firm with a wide range of experience in water, sewer, recycled water and public works improvement projects. TKE employs a team of 41 engineers, construction managers, surveyors, inspectors, drafters, and administration support staff. TKE is a certified small business in the state of California. More than 90% of TKE's core staff has been with us for ten years or more, creating an extremely cohesive team. TKE is a California corporation founded in 2000, and in the last twenty years has developed into one of Southern California's premier full-service consulting engineering firms.

TKE is a firm capable of managing and delivering municipal water and sewer consulting engineering services. We specialize in project management, design and construction administration of all types of public works projects including water, wastewater and recycled water, street widening, pavement restoration, street enhancements, roundabouts, pedestrian and bike enhancements, traffic signal modifications, signing and striping, storm drain, flood control basins, parks, and other public works maintenance projects.

As described in our proposal, TKE has a vast amount of pipeline, storage, delivery and treatment design experience, having designed over 100 miles of pipe, numerous reservoirs, lift stations, pumps and treatment systems over the past 20 years. We specialize in the successful completion of projects with tight budgetary and scheduling constraints. TKE's broad range of successful services includes turnkey program and project management and delivery for a diverse array of pipeline design projects, including large and small diameter CML& C, WSP, DIP, and PVC for water and/or recycled water projects, and PVC, RCP and VCP for wastewater projects. TKE vast experience includes every aspect of water and sewer system construction.

TKE currently provides engineering services for several water districts and municipalities and is extremely familiar with the requirements to successfully complete all of the water and sewer services listed in this RFP. TKE's broad range of successful services includes turnkey programs, grant funding management, and delivery for a diverse array of projects. A brief list of on-call municipal clients together with projects that TKE has successfully completed is presented in our proposal. MSWD will benefit from our broad range of experience through our intimate understanding of the common pitfalls for each project variation and our past history of successfully overcoming these challenges.

In addition, TKE's experience includes a comprehensive understanding of the MSWD standard plans for sewer and water, American Water Works Association (AWWA), Standard Specifications for Public Works Construction (Green Book), project scheduling programs (including critical path methodology relating to interagency and interdepartmental coordination), and Caltrans Local Assistance project processing. Finally, TKE's extensive funding administration experience will also greatly benefit MSWD. TKE routinely provides grant writing and administration services for numerous Districts, Agencies, and Cities throughout Southern California.

MSWD will benefit greatly by continuing the vision, leadership, and dedication to community exhibited by TKE's project team. TKE's numerous accomplishments and management skills will help maintain continuity in the delivery of the services. In particular, Steven Ledbetter, TKE's Vice President, project manager, and primary contact, is a registered civil engineer licensed in the State of California. Mr. Ledbetter has a vast amount of similar experience which extends from project planning to design and bidding through construction. His excellent project and construction management skills will provide a great benefit to MSWD. Additionally, his experience with "cutting edge" creative engineering techniques focused on cost control, ensure that projects provide the maximum value for the public's investment. Some of Mr. Ledbetter's key strengths are communication, organization, and issue resolution. Mr. Ledbetter's effective communication skills ensure that all stakeholders are constantly advised of project progress. His proactive organizational program effectively manages his schedule, documents action items with required follow-up, and continuous budget and schedule reviews will anticipate needs for future action items. Lastly, Mr. Ledbetter's 'can do' approach to all project issues always results in resolution. Mr. Ledbetter prides himself in maintaining a professional working relationship with each stakeholder regardless of conflict. His perseverance and vast knowledge and experience of issues will resolve challenges while protecting MSWD's interests. MSWD will find that Mr. Ledbetter's team approach provides the 'best working partnership' to meet the District's engineering needs.

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Supporting Mr. Ledbetter will be TKE's key personnel, including Michael Thornton, Terry Renner, Zuzanna Rand, Mike Heath, and Ron Musser. Each of these employees will remain in-place throughout the term of the contract. There will not be any changes in personnel during the contract duration without MSWD's approval.

TKE is committed to assisting MSWD in achieving its goal of delivering public infrastructure. To deliver public infrastructure MSWD desires to partner with consultants to develop comprehensive projects, prepare cost effective designs, complete regulatory and CEQA compliance processing, comply with funding resource requirements, and deliver projects within budget and on schedule. TKE is committed to completing all project tasks working closely with MSWD project management. The projects that MSWD endeavors to complete will include significant challenges and requires the consultant with the 'right' experience. Challenges include, but are not limited to, coordination and permit acquisition from Caltrans, flood control, US Army Corps of Engineers, and utilities. TKE has completed similar projects requiring such permitting and is highly qualified to provide all of the services that MSWD will require for successful project completion.

TKE is committed to providing high quality, efficient services to meet all of the MSWD's needs. If desired, we will meet with MSWD staff regularly to discuss requirements and scheduling needs. In addition, we will be in contact with project stakeholders as often as required to keep projects proceeding efficiently, on schedule and within allocated budgets. It is this personal touch and contact that define our 'local service' approach.

Our broad array of services and in-house team provide MSWD a trusted consultant to turn to in any challenge, no matter how simple or complex. We pride ourselves in the management and completion of special, atypical projects and thrive on challenging budgets and deadlines. It is this commitment to service and diverse array of offerings that makes us unique and drives our long-standing relationships with our client base, and it is these qualities that make us 'the right fit' for MSWD. Understanding that all aspects of the project are important, our team brings TKE management level professionals to projects ensuring that every aspect receives full and comprehensive consideration.

All of TKE's resources will be committed to the MSWD's needs as they arise. We encourage MSWD to verify our performance with our professional references provided in the proposal.

TKE's management team and staff are fundamentally committed to creating value in each task that we perform. As such, we have created a professional culture wherein each

member of our staff constantly strives for increased efficiency, ultimately allowing us to provide highly professional services at competitive rates. This culture of constant value creation and increased efficiencies ensures that the services contracted to, and provided by TKE, will always mean good stewardship of resources.

UNDERSTANDING SCOPE OF SERVICES

Due to the broad range of the required scope of services, TKE has presented our understanding of a few key services for anticipated projects in the following paragraphs:

Engineering Design Services

For design projects, TKE will provide the following services to deliver a complete, bid ready design package (i.e. plans, specifications, and engineer's estimate):

- Oversee and ensure that all measures of the specific project's scope of services are completed in a timely and professional manner with an emphasis on providing MSWD with a high-quality project.
- Prepare and maintain a project schedule identifying the critical path for expeditious project completion.
- Provide progress reports monthly or as deemed required.
- Conduct and attend design kick-off meeting with all stakeholders.
- Schedule and conduct Project Development Team (PDT) meetings and other necessary meetings; prepare agendas and minutes; and distribute to all applicable entities (not just attendees) within three (3) working days.
- Obtain, review, and analyze available records.
- Complete design surveying to obtain topographic mapping for the project.
- Prepare base construction drawings.
- Prepare preliminary design, typically consisting of selecting preferred alignments and identifying critical project constraints.
- Identify the environmental impacts associated with the project. Prepare an exemption or engage our environmental subconsultant to

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- prepare the appropriate level of environmental analysis.
- Coordinate with our geotechnical subconsultant and prepare a full geotechnical evaluation for the project.
- Meet with MSWD staff to discuss the project and receive comments.
- Prepare 60% design drawings, with both plan and profile views, draft specifications, and preliminary engineer's estimate.
- Submit drawings to utility and other agencies that may have facilities affected by the project for review.
- TKE will prepare and process any required permit applications.
- Coordinate with MSWD to complete any utility verifications at critical interfaces.
- 60% design review meeting with MSWD staff to receive comments and review other project requirements (i.e. environmental, geotechnical, utility conflicts, permitting, etc.).
- Prepare 90% design drawings, specifications, and engineer's estimate.
- 90% design review meeting with MSWD staff to receive comments.
- Prepare 100% design drawings, specifications, and engineer's estimate.
- After final review by MSWD staff, TKE will prepare and submit final bid documents to MSWD.
- Resubmit final drawings to all agencies/utilities having underground facilities in the project area requesting that they verify their facilities are shown correctly and we will advise them of the project construction schedule.
- Assist MSWD with project bidding, including attending pre-bid field walk and responding to RFIs, as required.

Engineering Support Services

Throughout the contract term, TKE will provide the following services in support of MSWD's Engineering Department:

- Prepare and maintain a project schedule identifying the critical path for expeditious project completion.
- Conduct and attend design kick-off meeting with all stakeholders.
- Schedule and conduct Project Development Team (PDT) meetings and other necessary meetings; prepare agendas and minutes; and distribute to all applicable

- entities (not just attendees) within three (3) working days.
- Schedule, facilitate, and attend public meetings, as necessary.
- Provide progress reports monthly or as deemed required.
- Compose all correspondences to keep the project on schedule.
- Check all contracts documents to ensure compliance with the MSWD standards and funding requirements, as required.
- Prepare all submittals in accordance agency requirements, as required.
- Prepare reimbursement requests and invoices to funding agencies, as required.
- Prepare agreements and Purchase Orders.
- Coordinate with and prepare inter-agency agreements.
- Coordinate with funding agencies and prepare reports, update funding reports, and grant applications as necessary for project funding.
- Prepare project update write-ups.
- Prepare project estimates and budgets.
- Issue all necessary Notices to Proceed (NTP).
- Review and process all invoices (MSWD staff will approve).
- Compose Requests for Proposal (RFP), Notices Inviting Proposals (NIP), and Scopes of Services to retain other related design services, construction, such as Design Review, Surveying, Inspection, Geotechnical, Material Testing, etc.; coordinate and schedule these services; and review proposals as necessary.
- Maintain all project files in accordance with MSWD format.
- Facilitate, coordinate, and oversee the ongoing daily actions required to completely provide the full level of intended service and ensure that the project meets all applicable Federal, State, and local requirements.
- Oversee and ensure that all measures of the specific project's scope of services are completed in a timely and professional manner

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with an emphasis on providing MSWD with a high-quality project.

- Act as a liaison between MSWD and all project stakeholders in order to accomplish the full project services intended by MSWD.
- Ensure that all appropriate communication, correspondence, and reports are completed on an ongoing basis in a timely manner to the satisfaction of the MSWD.
- Prepare MSWD Board of Directors staff reports, presentations, and associated documentation.
- Utility correspondence letters and e-mails.
- Federal, State and local correspondence.

Water Supply Assessment Services

When performing a water supply assessment and similar planning documents, TKE will provide: Prepare and maintain a project schedule identifying the critical path for expeditious project completion

- Conduct and attend design kick-off meeting with all stakeholders
- Review current legislative requirements and recently passed updates related to urban water management plans (UWMP), water supply assessments/verifications (WAS/V), etc.
- Clarify and establish plan goals and project description
- Identify project needs
- Analyze proposed project demands and impacts to MSWD's system
- Verify consistency with the most recent approved water supply planning document (i.e. UWMP, groundwater management plan, SGMA annual report, etc.)
- Develop the project WSA/V to address the information above and include water demand projections consistent with project description to meet the requirements of SB 610/SB 221
- Submit the draft WSA/V will to MSWD, developer, and others for review and comment.
- After receiving comments, prepare the final WAS/V.
- Ensure plan is completed in the required time frame.

Grant Writing and Administration Services

Our project team has extensive experience with not only grant writing and management, but our approach in delivering

successful grant applications. TKE understands we will be responsible for providing the following grant related services to MSWD:

- Conduct funding research to identify grant resources including but not limited to federal, state, and local agencies as well as private foundations/organizations that fund municipalities.
- Review MSWD's capital improvements projects, master plans, strategic plan, and growth impacts to develop a comprehensive list of potential projects and work with MSWD staff to prioritize the list of projects.
- Identify funding streams and match to projects based on need, funding availability, schedule, and budget, including our Go/No-Go analysis.
- On a regular basis provide MSWD with a summary of potential funding opportunities relevant to the needs of MSWD.
- Compose grant proposals on behalf of MSWD, including the preparation of a budget, coordinate preparation of exhibits such as concept plans, and compile demographic data and any other necessary items for grant applications.
- Assist MSWD in meeting with the Funding Agency to explain the project and get feedback on how the project will fit with the funding program. Insight is gained on what key project elements and benefits the Funding Agency is looking for.
- TKE will assist MSWD staff in engaging the Board to work with Federal, State, Regional, and Local agencies for project support. For certain funding opportunities, TKE has assembled upwards of 20 support letters to better highlight the project's need, impact in the community, and public/legislative backing.
- Develop comprehensive understanding of grant program scoring.
- Prepare a technical analysis for projects aimed at identifying and highlighting economic benefits and sustainability improvements. These are key scoring elements in all grant application.

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- Prepare grant applications, including work plans, budgets, schedules, and project benefits, with focus on hitting grant scoring metrics.
- Prepare a Long-Range Funding Application Program, identifying funding opportunities early will provide MSWD with an understanding of future Capital Improvements Projects planning and staffing needs.
- Reach, inform and involve constituents and stakeholders of planning proposals, projects and programs
- TKE will serve as the main point of contact between MSWD and Funding Agency. We will administer the grant on behalf of MSWD.
- Provide Grant Administration and Reporting, as required.
- Ensure compliance with Funding Agency Rules and Regulations (e.g. Right-of-Way Acquisition Processes, Environmental Compliance Documentation)

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SECTION C: PERSONNEL QUALIFICATIONS

BIOGRAPHIES

Michael P. Thornton, P.E., P.L.S., M.S. – Principal in Charge

Education

Bachelor of Science – California State Polytechnic University, Pomona, Civil Engineering

Masters of Science – California State University, Long Beach, Civil Engineering

Experience

34 Years

Credentials

California Professional Civil Engineer #44226

California Professional Land Surveyor #6867

Mr. Michael P. Thornton, President, will ultimately be responsible for all services provided by TKE.

Mr. Thornton has over 34 years of experience as a civil engineer. He has worked on a variety of public works engineering projects including water system improvements, wastewater system improvements, and recycled water system improvements, street improvements, park improvements, bike trail improvements and drainage improvements, projects. Mr. Thornton has been responsible for all project aspects including funding administration, planning, evaluating, and designing these projects and has provided construction engineering and surveying services for these same projects.

In addition to project related experience, Mr. Thornton has provided consulting engineering services to various communities as its City/District Engineer. City/District Engineering duties include, public staff management, land development processing, CIP development, including budgets and funding sources, regulatory agency coordination and permitting, public presentations, CEQA compliance processing, and responses to public inquiries.

Steven W. Ledbetter, P.E. – Project Manager

Education

Bachelor of Science – California State Polytechnic University, Pomona, Civil Engineering (Environmental)

Experience

19 Years

Credentials

California Professional Civil Engineer #84044

Mr. Ledbetter has over 19 years of professional experience in the civil engineering industry. He has handled various

critical and challenging projects from planning through design and implementation; all while ensuring that a quality product which meets specifications is delivered on schedule. He has a well-rounded background with experience in preparation and analysis of street and utility improvement plans and specifications, potable and non-potable water, wastewater, and drainage; utility master planning including computer modeling, analysis, and report preparation; water supply planning including feasibility studies, urban water management plans, water supply assessments, and verifications; storm water compliance reporting including water quality management plans and, storm water pollution prevention plans, permitting and grant writing for various State and Federal agencies.

Mr. Ledbetter has provided On-Call services listed herein to MSWD directly over the last 4-years and indirectly over the last 10 years. He has significant knowledge of MSWD and the Coachella Valley

Mr. Ledbetter's greatest attribute is his ability to deliver projects and his vast experience ensures success again and again. He also understands the importance of working as a team member. Mr. Ledbetter understands that he will be given direction from MSWD staff and fully understands the need to maintain proper protocol while providing services. He further understands that his role will be to implement a design that meets the needs of the MSWD while maintaining the project budget.

Terry M. Renner, P.E., Q.S.D. – Project Manager

Education

Bachelor of Science – California State Polytechnic University, Pomona, Civil Engineering

Experience

20 Years

Credentials

California Professional Civil Engineer #69984

California Qualified SWPPP Developer #24329

Arizona Professional Civil Engineer #55194

Mr. Terry Renner will be responsible for all day to day management of the services provided by TKE.

Mr. Renner has over 20 years of project and construction management experience for all types of public works, civil engineering, and surveying

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projects. He has extensive experience in the design and construction of public works improvement projects, including water systems, recycled water systems, street widening, pavement rehabilitation, traffic signal, drainage systems, sewer systems, ADA enhancements, and pedestrian enhancement improvements projects.

As a project manager, Mr. Renner has been responsible for design production, supervising a staff of engineers and drafters, coordinating work between the production team and the client, and for submitting all deliverables in a timely manner. He has successfully delivered a wide variety of complex and challenging projects and is dedicated to ensuring that the plans produced by TKE continue to exceed industry standards.

Zuzanna Rand, P.E., M.S. – Project Engineer

Education

Master's Degree in Environmental and Water/Wastewater Engineering – University of Zielona Góra, Poland

Experience

26 Years

Credentials

California Professional Civil Engineer #65967

Ms. Rand has over 26 years experience with master planning, engineering, design, construction, and operation of water, recycled water, and wastewater infrastructure projects, ranging in construction cost up to \$34 million. She specializes in engineering and operation of water and wastewater treatment plants, water distribution and wastewater collection systems. Ms. Rand has performed or managed and overseen projects involving feasibility studies (FS), preliminary design report (PDR), final design, construction support, and start-up of wastewater treatment plants, wastewater collection systems, pump stations, water and recycled water storage and distribution facilities.

Michael Heath, P.E. – Project Engineer

Education

Bachelor of Science – Cal State University Long Beach, Civil Engineering

Experience

21 Years

Credentials

California Professional Civil Engineer #63401

Mr. Heath has over 21 years of experience in staff augmentation, design and preparation of construction documents for street improvements, water and sewer improvements, pavement rehabilitation, storm drain infrastructure, grading and demolition, and right-of-way

engineering. He has provided engineering design for capital improvement program (CIP) projects, staff augmentation, development review, and plan checking services for several municipalities and agencies in the counties of San Bernardino, Riverside, Orange, Los Angeles, and San Diego, California. His experience includes storm drain master plans, hydrology and hydraulic studies, and sewer master plans. Many of his projects have involved pavement rehabilitation, asphalt overlay, curb and gutter replacement, water, sewer and recycled water pipelines, storm drain infrastructure, landscaped medians, signing and striping, signal modifications, traffic improvements, and accessibility pathways in accordance with the American with Disabilities Act (ADA).

Ronald A. Musser, P.L.S. – Senior Surveyor

Education

Riverside Community College

Experience

52 Years

Credentials

California Professional Land Surveyor #4230

Mr. Musser has over 52 years of experience in performing field and office surveying and plan checking services for public and private projects including water, wastewater, recycled water, drainage, roadway and highway projects. He has performed design topographic surveying and construction staking on all of TKE's respective design and construction management projects and map checking over the past 13 years. In addition, he has prepared records of survey, parcel maps, tract maps, lot line adjustments, right-of-way acquisition, easement acquisition, and lot mergers in San Bernardino County, Riverside County, Los Angeles County, Orange County, and San Diego County. He has performed boundary, topographic, ALTA, and precise level surveys as well as Global Positioning Surveys. Mr. Musser currently provides on-call survey and map checking services to the City's of Upland, Hesperia, Wildomar, Azusa, Pico Rivera, Highland, and Calimesa.

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PRESENT WORKLOAD

Below is a summary of current workloads our project managers are currently engaged in:

<u>Name/Role</u>	<u>Current Work</u>		<u>% Commitment</u>
Steven Ledbetter Project Manager	On-Call General Engineering Services ^[1]	Mission Springs Water District	70%
	West Valley Water Reclamation Program	Mission Springs Water District	10%
	On-Call Water Resource Management	City of Upland	5%
	Calimesa Creek	City of Calimesa	5%
	Proposed Project Availability^[2]:		10%
<p>[1] This includes all MSWD projects Mr. Ledbetter is currently engaged in, except the West Valley Water Reclamation Program (e.g. Well 42, Terrace Reservoirs, Desert Willows Waterline, SGMA, IRWM, 2020 UWMP, etc.).</p> <p>[2] If selected, Mr. Ledbetter will continue his current project manager role with MSWD (80%+ of Workload) and continue serving as the client liaison for TKE.</p>			

<u>Name/Role</u>	<u>Current Work</u>		<u>% Commitment</u>
Terry Renner Project Manager	On-Call Construction Management and Inspection ^[1]	Mission Springs Water District	10%
	Civic Center Park and Amphitheater	City of Moreno Valley	25%
	Jurupa Hills Lift Station	Rubidoux Community Services District	15%
	Article III Sidewalk Improvement Project	City of Highland	15%
	Proposed Project Availability:		35%
<p>[1] This includes both MSWD construction projects Mr. Renner is currently engaged in, AMI Meter Replacement Project and North Indian Canyon Sewer Project.</p>			

<u>Name/Role</u>	<u>Current Work</u>		<u>% Commitment</u>
Zuzanna Rand Project Manager	GQPP Areas H&I Design	Mission Springs Water District	10%
	Regional Conveyance Line	Mission Springs Water District	5%
	Vista Reservoir No. 2	Mission Springs Water District	10%
	Holly Drive Reservoir	San Antonio Water Company	15%
	Forebay Pump Station	Yuima Municipal Water District	25%
	Proposed Project Availability:		35%

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<u>Name/Role</u>	<u>Current Work</u>		<u>% Commitment</u>
Mike Heath Project Manager	On-Call General Engineering Services	County of Riverside Transportation and Land management Agency	50%
	Bill Barber Community Park	City of Irvine	5%
	On-Call General Engineering Services	City of Calimesa	15%
	County Line Road LPP	City of Calimesa	5%
	Proposed Project Availability:		25%

<u>Name/Role</u>	<u>Current Work</u>		<u>% Commitment</u>
Ron Musser Senior Surveyor	GQPP Areas H&I Design	Mission Springs Water District	5%
	Civic Center Park and Amphitheater	City of Moreno Valley	15%
	Pacific Street Pavement Rehabilitation	City of Highland	25%
	On-Call Plan Checking	City of Hesperia	15%
	Proposed Project Availability:		40%

Additional information regarding completed projects and similar services by the TKE Team, please refer to project references in Section D and individual resumes in Appendix A. Further, please refer to Section E for additional description on how TKE plans to respond to meet the changing needs of MSWD.

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SECTION D: EXPERIENCE AND REFERENCES

TKE ENGINEERING INC. AT A GLANCE



City/District Engineer

City Engineer in 6 Cities/Districts



Staff Augmentation

TKE currently provides Staff Augmentation in 10 Cities / Counties / Districts



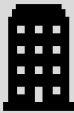
On-Call Contracts

TKE currently provides Engineering and project Support Services Development Plan Checking and Map Services for more than 30 Cities / Counties / Districts throughout Southern California



Size of Organization

41 Professional Engineers, Project Managers, Plan Checkers, Inspectors, Designers, Traffic Engineering Specialist, Construction Managers, Surveyors, and Support Staff



Location of Office

TKE Engineering, Inc.
2305 Chicago Avenue
Riverside, CA 92507



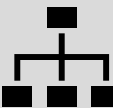
Years in Business

TKE has conducted business for the past 20 years and has 20 years of experience in providing engineering support services for water and sewer improvement Projects for public clients.



Company Structure

TKE is a California Corporation founded in June 2000. TKE is not a subsidiary. California Business License Number: 00109901



Firm Owners

Michael P. Thornton, P.E., P.L.S., M.S.
– President
Terry Renner, P.E., Q.S.D. –
Senior Vice President
Steven Ledbetter, P.E. Vice President



Mission Springs Water District's Point of Contact

Steven Ledbetter, P.E. – Vice President
2305 Chicago Avenue
Riverside, CA 92507
Phone: (951) 680-0440
Email: sledbetter@tkeengineering.com

EXPERIENCE

TKE was established with the goal of providing turnkey services for Municipal Agencies in order to benefit our community. As a result of the focus of a firm on this mission, TKE has earned a reputation for thoroughness, rapid turnaround, cost efficiency, and overall quality of work. We are a highly motivated, dynamic firm with the goal of being your preferred consultant.

TKE has provided numerous municipalities and agencies throughout Southern California with consulting services and staffing for every facet of Public Works. In addition, we have worked on multi-million dollar regional mega projects for a variety of government agencies. TKE recognizes the importance of providing quality design documents and construction management based on a client's need and workload. Our flexible support and qualified staff enables our clients to serve their constituents in a cost effective and efficient manner. TKE proudly serves municipal agencies:

Project Management

TKE provides effective project management services to a variety of clients. We have successfully delivered extensive and highly visible water, wastewater, street improvement, traffic improvement, drainage improvement, and facility improvement projects for the County of Riverside and San Bernardino, Cities of Coachella, Highland, Colton, Corona, Upland, Fontana, Rialto, Redlands, Glendora, El Monte, South El Monte, Banning, Calimesa, Moreno Valley, Hesperia, Yucaipa, Wildomar, Lake Elsinore, and Riverside and for the Municipal Agencies East Valley Water District, San Bernardino Water Department, Rubidoux Community Services District, Mission Springs Water District, Three Valleys Municipal Water District, Monte Vista Water District, and Maywood Mutual Water Company. TKE's approach has consistently allowed our partner agencies to fulfill

• • •
Our diverse experience from planning to construction management and our wide variety of projects provides our team with an intimate knowledge and expertise of common pitfalls and how to successfully overcome them for any project type
• • •

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their missions of delivering the best value for the public's investment.



TKE's management approach includes:

- 1) Monthly Progress Reports – TKE documents project progress for all project assigned to TKE by a comprehensive project management summary. The summary includes project name and related number, description of progress, budget status, schedule compliance, and anticipated upcoming accomplishments.
- 2) Communication – Communications with agencies' staff is another important component to effective project management. In addition to the monthly progress reports, TKE meets with clients as needed to ensure the projects are proceeding as anticipated. We document each discussion or meeting with notes and electronically mail them to the project team within three days of the meeting/conference indicating action items and a schedule for completion of these items.
- 3) Record Keeping – TKE keeps records in an organized filing system both in hard copy and electronic forms. This organized filing system allows TKE to access records immediately should they be needed.
- 4) Meetings – TKE meets with project stakeholders as needed including the public, permitting agencies, utilities, etc. We meet with them at the project's onset and throughout the course of project development to ensure all stakeholder project needs are considered in the project design. All meeting preparation (Staff Reports, agendas, exhibits, slide shows, etc.) will be prepared by TKE for each meeting. Again, meetings will be documented. TKE has provided numerous similar presentations to Council's (closed sessions, council meetings, community meetings, etc.).
- 5) Team Meetings – Team meetings include all parties that have any interest in the project development. In particular, MSWD's Engineering Departments will be a

close working partner with TKE in project development and environmental compliance for capital projects.

TKE has managed publicly funded design projects throughout our history. The breadth of experience and technical skill of our staff enable us to manage a wide variety of projects, ranging from major infrastructure to the restoration and rehabilitation of significant historical structures. We ensure that all work is completed in accordance with funding contract specifications, terms, conditions, state and federal laws and regulations, and client policy.



Our management portfolio includes:

- 1) Wastewater System Projects
- 2) Water System Projects
- 3) Recycled Water System Projects
- 4) Street Projects
- 5) Traffic Signal and Striping Projects
- 6) Facilities Projects
- 7) Signing and Striping
- 8) Major Infrastructure Projects
- 9) Reconstruction and Rehabilitation

Civil Engineering

TKE regularly provides design services on a wide variety of public works improvement projects. TKE's Civil Engineering projects have included:

- 1) Sanitary Sewer Infrastructure Planning and Design
- 2) Sanitary Sewer Force Main and Lift Stations
- 3) Potable and Recycled Water Infrastructure Planning and Design
- 4) Water System Reservoirs and Pumping Facilities
- 5) Floodplain Analysis and Mapping

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- 6) Local Streets and Road Design
- 7) Street Widening
- 8) Traffic Signal Design
- 9) Traffic Studies and Warrant Analysis
- 10) Traffic Impact Studies
- 11) Pavement Rehabilitation
- 12) Pavement Management Systems
- 13) Grading Studies, Design and Earthwork Analysis
- 14) Capital Improvement Programs (CIPs)
- 15) Neighborhood Improvement Preservation
- 16) Hydrologic Studies / Hydraulic Design
- 17) Storm Water Pollution Prevention Plans (SWPPP)
- 18) Sediment and Erosion Control Facilities
- 19) Hydromodification Studies / Water Quality Management Plans (WQMPs)
- 20) Storm Drainage Infrastructure Planning and Design
- 21) Water Supply Assessments & Verifications



Surveying, Mapping, and Right-of-Way Engineering

TKE provides Land Analysis services for many projects: Our Surveying and Mapping experts provide these services:

- 1) Transportation Improvements
- 2) Water / Wastewater System Improvements
- 3) Land and Real Estate Evaluations
- 4) Grade Separations
- 5) Street Widening
- 6) Construction Layout/Staking
- 7) Right-Of-Way Engineering

- 8) Boundary Surveys
- 9) Construction Surveys
- 10) Design Surveys
- 11) Legal Description Surveys
- 12) Aerial Mapping
- 13) A.L.T.A. Surveys
- 14) Topographic Surveys
- 15) Control Surveys
- 16) Easement Surveys

Staff Augmentation, Plan Check, and Inspection

TKE provides experienced, highly qualified staff with significant technical expertise and strong public relations skills for staff augmentation, plan checking and inspection. TKE is fully capable of providing staff on a full-time, part-time, on-call or interim project basis. Please refer to our project team, together with our corporate resumes to verify our team's technical ability to deliver these services.

TKE has provided similar services to those requested here for a number of different agencies. TKE understands that each jurisdiction has its own development and capital improvement standards that were developed to meet the needs of that particular community. TKE has a thorough understanding of these standards together with the needs of the community needs. For each project that TKE is assigned, TKE will verify compliance with all applicable standards. Furthermore, with our extensive experience in other jurisdictions, TKE will be able to recommend improvements to these standards to ensure expedited project delivery and enhanced public infrastructure.



Our inspection portfolio includes:

- 1) Daily review and documentation of construction activities (daily reports and digital photo of significant issues and milestones)

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- 2) Monitor Contractor's daily labor force for compliance with state & federal labor laws.
- 3) Field verification of traffic control procedures and consistency with approved Traffic Control Plan
- 4) Coordinate with agencies and different stakeholders to ensure smooth progress of construction activities
- 5) Monitor project schedule
- 6) Verify quantities and assuring quality control
- 7) Field observations of construction activities
- 8) Maintain complete and accurate project records compliant with Caltrans manual
- 9) Review and recommend approval/disapproval of monthly progress pay estimates
- 10) Verify NPDES and SWPPP compliance
- 11) Prepare weekly statement of working days
- 12) Review RFI's, change orders and progress payments
- 13) Coordinate punch list and as-built plans
- 14) Ensure that materials and completed work comply with plans specifications and design criteria
- 15) Implement security procedures
- 16) Issue notices for safety concerns and violations
- 17) Coordinate with survey, material testing and other construction consultants
- 18) Review and ensure compliance with control documents, submittals, RFI's, change orders, and work change directives
- 19) Compliance with Caltrans encroachment permit requirements, if required
- 20) Preparation of punch list
- 21) Coordinate project closeouts activities which include staff report, Notice of Completion, release of retention, warranty walk, and archiving documents.

Grant Writing / Funds Management

TKE's Grant Writing/Funds Management team enables our municipal and agency partners of any size to find potential funding sources and to prepare competitive funding applications. Additionally, after funds are awarded to a partner, TKE ensures compliance with state and federal funding requirements. In the past few years, TKE has obtained millions of dollars in funding for our public works projects and transportation improvements.

Our grant writing services are enhanced by integration with engineering services to facilitate and integrate project design. This expedites project start up and completion and ensures compliance with funding requirements.

This service is so valued by our clients that our Funding Specialist is supported by several staff members including a Planning Specialist, Transportation Specialist and an Administrative Analyst.

TKE has assisted clients secure funding from the following programs:

- 1) State Water Resources Control Board
 - a. Drinking Water State Revolving Fund Program
 - b. Clean Water State Revolving Fund Program
 - c. Groundwater Grant Program
 - d. Small Communities Wastewater Grant Program
- 2) Department of Water Resources
 - a. Proposition 40 Grant Program
 - b. Proposition 1E, Proposition 84, Proposition 1, and Proposition 63 Grant Programs
 - i. Integrated Regional Water Management
 - ii. Stormwater Flood Management Program
 - iii. Sustainable Groundwater Management
 - c. Infrastructure Rehabilitation Grant



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PAST EXPERIENCE

TKE continues to provide numerous municipalities and agencies with Engineering and project support consulting design and construction management services and staffing for every facet of engineering and public works projects. In addition, we have worked on a wide variety of projects, ranging from multi-million dollar regional mega projects to minor replacement projects for a variety of government agencies. TKE recognizes the importance of staffing based on a client's need and workload. Our flexible support and qualified staff enables our clients to serve their constituents in a cost effective and efficient manner.

A few examples of similar services provided by TKE are the Rubidoux Community Services District, Mission Springs Water District, San Bernardino Municipal Water District, City of Upland, City of Fontana, City of Highland, and City of Hesperia. Each are discussed below:

Rubidoux Community Services District – TKE is currently providing on-call design and construction management services to the Rubidoux Community Services District (RCS D) various water and wastewater infrastructure projects. The projects include distribution and transmission water pipelines, gravity and force main sewers and lift stations.

Mission Springs Water District – TKE is currently serving Mission Springs Water District (MSWD) as its District Engineer. In addition, TKE is providing on-call construction management and inspection services on various capital improvements projects.

San Bernardino Municipal Water Department – TKE is currently serving as the San Bernardino Municipal Water Department's (SBMWD) on-call plan check and inspection engineering consultant. TKE is responsible for all plan checking and inspection services on numerous developer improvement projects to ensure the plans are developed and constructed to SBMWD, City of San Bernardino, Health Department and all other regulatory agency standards. TKE is currently and has been providing plan check and inspection services to SBMWD since 2005 for more than 46 pipeline projects totaling more than 100,000 linear feet of pipeline installation.

City of Upland – TKE served the City of Upland as its interim City Engineer for approximately 2 years and is currently serving as its Interim Public Works director. TKE continues to be responsible for all engineering & public works activities performed by City staff including development services and CIP implementation. TKE has been providing plan and map checking services to the City since 2000. Additionally, TKE is providing on-call water

resource management services to the City, including coordination and participation with regional agencies (i.e. Chino Basin Watermaster, Inland Empire Utilities Agency, and Cucamonga basin Watermaster).

City of Fontana – TKE currently provides on-call civil engineering, construction assistance and inspection services to the City of Fontana Public Works and Engineering Departments for various Public Works Capital Improvements Projects. TKE has been providing on-call civil engineering, construction management and construction inspection services to the City for the past eighteen years, including street improvements, wastewater improvements, storm drain improvements and traffic signal projects.

City of Highland – TKE provides on-call civil engineering, construction and project management, grant writing, and inspection services to the City of Highland for Capital Improvement project coordination, planning and implementation. TKE is assisting the City Engineer with more than \$7 million in Capital Improvements projects for the current fiscal year. While providing these services to the City, TKE provided project management services, prepared numerous grant applications, performed plan checking on Capital Improvement projects, represented the City with other agencies at numerous meetings, represented engineering with the City's council and other public meetings, managed engineering budgets and project schedules, prepared and acquired right-of-way, managed funding programs, provided construction management and inspection services, provided public relations and various related work.

City of Hesperia – TKE serves the City of Hesperia as its City Engineer. TKE is responsible for all engineering activities performed by City staff including design, survey, plan check, traffic engineering, grant assistance, development services, CIP development and its implementation.

Contact information for each of these clients is presented later in this section.

ADDITIONAL RESOURCES

TKE may engage sub-consultants to aid in completing the proposed scope of work. TKE has a long history of successfully partnering with the sub-consultants presented below to deliver capital projects:

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LOR Geotechnical Group, Inc.

LOR is a multi-disciplinary geotechnical, engineering, and consulting firm providing sound solutions and innovative strategies in the geotechnical, geologic, environmental, and construction inspection fields for their clients since 1988.

LOR has a multi-disciplinary staff of highly qualified and experienced licensed professionals who hold registrations in the State of California. LOR's principals are directly involved in the implementation and completion of its professional services. All of the field and laboratory personnel that will work on MSWD projects have been employed by the firm for over 10-years. Their engineers, geologists, and technical support personnel are committed to serving MSWD with personal, timely, and technically superior service. We believe that you will find our understanding of our duties for this contract to be unsurpassed and our individual and combined experience will assure you that we will deliver what is expected. LOR should have the ability to provide the anticipated geotechnical engineering and materials testing services in-house, without the use of subcontractors.

LOR provides a comprehensive organization of qualified personnel to support the technical need of MSWD's projects. LOR is Small Business Certified. Their laboratory is currently approved by the California Department of Transportation (Caltrans). Our field and laboratory personnel are Caltrans, International Code Council (ICC), American Concrete Institute (ACI), and American Construction Institute Association (ACIA) certified. Our organizational chart and resumes of the key personnel are also provided within this proposal.

Over the past five years they have provided on-call geotechnical testing and inspection services to the following Public Works and Capital Projects Departments: City of Big Bear Lake, Indio, Moreno Valley, Perris, Riverside, Santa Monica, Yucaipa, and we have also provided our services to the Counties of Riverside and San Bernardino.

A thorough understanding of site conditions is crucial to the success of any project. LOR has implemented a Quality Assurance Program (QAP) that has aided in this firm's quality of work and minimizing the errors as much possible throughout our long history. In the event an error may occur, our clients will be notified immediately and a plan to fix the error will be determined immediately to minimize the impact to the project. In their history LOR has provided a similar scope of services for numerous agencies.

For their Preliminary Geotechnical Investigation Reports they have experienced engineers and geologists that use proven site investigation techniques to accurately

characterize the surface and subsurface environment. State of the art equipment is used to explore and sample the soil, rock, and groundwater conditions. In-place soil testing is performed in order to accurately evaluate the site conditions. Their fully equipped laboratory provides proven testing methods to evaluate the mechanical properties of the soil. All laboratory and field data are processed through computerized geotechnical integration programs.

Their geotechnical engineers evaluate the proposed projects with respect to the site conditions and provide recommendations to optimize project development. Recommendations are provided to guide site selection and preparation, foundation design, pavement design, slope construction, erosion control, and general site grading.

LOR has provided geotechnical engineering services for over three thousand projects within southern California, many of which lie within the Coachella Valley. Among the types of geotechnical engineering services provided are: pavement rehabilitation design including complete removal and replacement, inlay/overlay, pulverization, asphalt recycling, subgrade stabilization, specialized design to minimize section thickness without minimizing the integrity of the section, slope stability analysis, liquefaction analysis, pipeline excavation and construction design, and best management practice storm water infiltration testing and design.

Tom Dodson and Associates

TDA incorporated in 1983, is an environmental consulting and regulatory compliance firm. Tom Dodson (President) is involved in day-to-day operation of the firm and is also involved in each project undertaken by TDA. This approach provides the company owner with knowledge and input into each project, thus ensuring that each project receives the firm's high standard for product quality.

A common theme of all TDA projects is compliance with environmental requirements while meeting project schedules. TDA works with clients to meet schedules and identify reasonable and ethical environmental requirements. For every project, TDA has found there is a mutually acceptable balance between development goals and the need to protect the environment. TDA strives to define this balance for clients and regulators and present workable solutions that both parties can accept as

TECHNICAL PROPOSAL

the basis for implementation of projects. With over 40 years of collective experience in environmental problem-solving, TDA has been remarkably successful in meeting client and environmental objectives.

TDA is capable of providing a full range of environmental and regulatory compliance services. This includes an in-house biological staff capable of providing biological resources evaluations, as well as, revegetation and habitat restoration capabilities. TDA professionals bring more than 40 years of environmental and regulatory compliance experience to each assignment. TDA conducts environmental and regulatory compliance work for more than 100 firms and agencies with a single goal which is to make each project succeed for both the client and the environment.

TDA has provided planning and environmental consulting services for various water, hazardous waste management, biological evaluations, and base reuse projects. TDA has also prepared the environmental compliance documents needed for such projects. These documents have ranged from Initial Studies and Negative Declarations to full Environmental Impact Reports (EIRs) that meet California Environmental Quality Act (CEQA) requirements. In addition, TDA has prepared environmental documents for projects on federal land that meet the requirements of the National Environmental Policy Act (NEPA).

Over the years TDA has worked with MSWD on numerous water and wastewater projects. Work performed was for CEQA and State Water Board State Revolving Fund (SRF) projects. The most notable recent project with MSWD was for the “West valley Water Reclamation Facility” TDA worked with both TKE and MSWD to publish an Initial Study and Environmental Impact Report (IS/EIR). The IS/EIR was approved by the MSWD Board and TKE submitted it as a CEQA Plus package to the State Water Board for an SRF loan to fund the proposed reclamation facility.

TECHNICAL PROPOSAL

REFERENCES

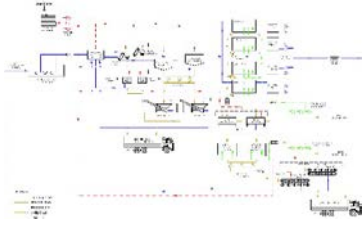
Please see below for a small, but representative list of agencies who have and continue to request TKE assist them in delivering valuable projects to their communities. We respectfully request that you verify our qualifications with the listed references.

AGENCY	CONTACT NAME	PHONE NUMBER AND EMAIL ADDRESS	DATES SERVICES PROVIDED
CITY OF HESPERIA 9700 SEVENTH AVENUE HESPERIA, CA 92345	MR. MICHAEL BLAY ASSISTANT CITY MANAGER	PHONE: (760) 947-1901 FAX: (760) 240-7262 MBLAY@CITYOFHESPERIA.US	2016 – PRESENT
MISSION SPRINGS WATER DISTRICT 66575 2ND STREET DESERT HOT SPRINGS, CA 92240	MR. ARDEN WALLUM GENERAL MANAGER	PHONE: (760) 329-5169 FAX: (760) 660-4403 AWALLUM@MSWD.ORG	2001 – PRESENT
SAN BERNARDINO MUNICIPAL WATER DISTRICT 1350 S E STREET SAN BERNARDINO, CA 92408	MR. TED BRUNSON WATER UTILITY DIRECTOR	PHONE: (909) 684-7580 TED.BRUNSON@SBMWD.ORG	2003 – PRESENT
RUBIDOUX COMMUNITY SERVICES DISTRICT 3590 RUBIDOUX BLVD., RUBIDOUX, CA 92509	MR. JEFF SIMS ASSISTANT GENERAL MANAGER	PHONE: (951) 684-7580 JSIMS@RCSD.ORG	2001 – PRESENT
CITY OF HIGHLAND 27215 BASELINE HIGHLAND, CA 92346	CARLOS ZAMANO ASSISTANT PUBLIC WORKS DIRECTOR	PHONE: (909) 864-6861 FAX: (909) 862-3180 CZAMANO@CITYOFHIGHLAND.ORG	2014 – PRESENT
CITY OF FONTANA PUBLIC WORKS DEPARTMENT 16489 ORANGE WAY FONTANA, CA 92335	MR. CHUCK HAYS DIRECTOR OF PUBLIC WORKS	PHONE: (909) 350-6530 FAX: (909) 350-6755 CHAYS@FONTANA.ORG	2000 – PRESENT
SAN ANTONIO WATER COMPANY 139 N EUCLID AVENUE UPLAND, CA 91786	MR. BRIAN LEE GENERAL MANAGER	PHONE: (909) 982-4107 BLEE@SAWATERCO.COM	2006 – PRESENT
CITY OF CALIMESA 908 PARK AVENUE CALIMESA, CA 92320	MS. BONNIE JOHNSON CITY MANAGER	PHONE: (909) 795-9801 FAX: (909)795-4399 BJOHNSON@CITYOFCALIMESA.NET	2012 – PRESENT

TECHNICAL PROPOSAL

PROJECT SPECIFIC EXPERIENCE

Please find project specific experiences on the following project.



West Valley Water Reclamation Facility Desert Hot Springs, CA

Client Contact
Mr. Arden Wallum
Mission Springs Water District
760.329.5169
awallum@mswd.org

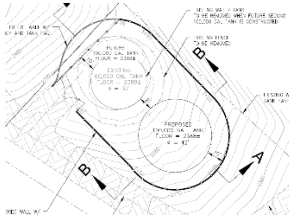
Project Cost
\$28.0 Million

Completion Date
Current

Project Team
Michael P. Thornton, P.E., L.S.
Terry Renner, P.E., Q.S.D.
Steven Ledbetter, P.E.
Zuzana Rand, P.E.
Ron Musser, L.S.

Description: Mission Springs Water District (MSWD) retained TKE to prepare a preliminary engineering analysis that evaluated expanding an existing WWTP or building a new regional WWTP. Ultimately, MSWD selected to proceed with a new regional WWTP, the West Valley Water Reclamation Facility (WVWRF). Thereafter, TKE was retained to be the program manager for the for the development of the WVWRF and associated projects. As program manager, TKE is responsible for coordinating the design, hydrogeological analysis, environmental compliance processing, and construction of the WVWRF, a new Regional Conveyance Trunk Sewer to deliver wastewater to the new WWTP, and the M-2 Collection System to connect 695 parcels to the sewer system. In addition, TKE is in charge of grant funding and permit acquisition. The project includes coordination with the State Water Resource Control Board, Regional Water Quality Control Board, Air Quality Management District, other agencies, and other consultants.

Services: Preliminary engineering, benefit-cost analysis, project planning and scoping, Board report preparation and presentations, prepare grant funding applications and management, preparation of wastewater flow projection report, technical report and design review, prepare RFPs, environmental compliance services, prepare right-of-way acquisition documents, provided program/project management, regulatory and stakeholder meetings and presentations, perform construction management and inspection.



Holly Drive 120,000 Gallon Reservoirs Upland, CA

Client Contact
Mr. Brian Lee
General Manager
San Antonio Water Company
(909) 982-4107
blee@sawaterco.com

Project Cost
\$850,000

Completion Date
Current

Project Team
Terry Renner, P.E., Q.S.D.
Zuzanna Rand, P.E.
Ron Musser, P.L.S.

Description: TKE is preparing plans and specifications for San Antonio Water Company's to construct two new 120,000-gallon welded steel water storage reservoirs at the Holly Drive Tank Site. This project includes extensive earthwork and retaining walls of up to 20' in height to accommodate the proposed reservoirs and the demolition of an existing 60,000-gallon reservoir. Additionally, TKE is managing all CEQA and permit compliance efforts for the project.

Services: Services include records research, conventional topographic surveying, coordination with agencies, preliminary design, property acquisition, cost estimating, preparation of construction plans and specifications, bidding services, construction management, inspection and construction staking.



Regional Conveyance Trunk Sewer

Desert Hot Springs, CA

Client Contact

Mr. Arden Wallum
Mission Springs Water District
760.329.5169
awallum@mswd.org

Project Cost

\$3.3 Million

Completion Date

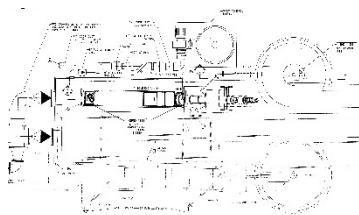
Current

Project Team

Michael P. Thornton, P.E., L.S.
Terry Renner, P.E., Q.S.D.
Zuzanna Rand, P.E.
Steven Ledbetter, P.E.
Mike Heath, P.E.
Ron Musser, L.S.

Description: Mission Springs Water District (MSWD) retained TKE to conduct a preliminary engineering analysis that will evaluate potential service areas, trunk sewer alignments, wastewater flow rates, lift station capacity analysis, and other preliminary design criteria needed to identify the preferred alignment of the Regional Conveyance Trunk Sewer and potential flow diversions to the West Valley Water Reclamation Facility (WVWRF). TKE is also responsible for final design and contract documents for the preferred Regional Conveyance Trunk Sewer alignment from the intersection of Dillon Road and Avenida Manzana to the WVWRF. The project includes coordination with developers, other agencies, Regional Water Quality Control Board, and other consultants.

Services: Services include Preliminary Engineering, Opinion of Probable Cost, Planning System Alternatives, Sewer Hydraulic Modeling Analysis, Design, Topographic Surveying, and Preparation of Plans, Specifications, and Estimates



Horton Wastewater Treatment Plant Odor Control System

Desert Hot Springs, CA

Client Contact

Mr. Arden Wallum
Mission Springs Water District
760.329.5169
awallum@mswd.org

Project Cost

\$225,000

Completion Date

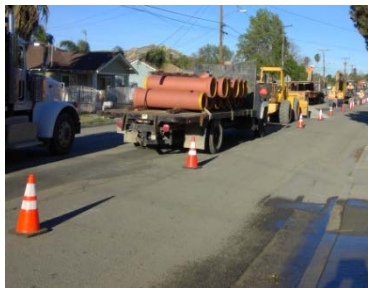
December 2019

Project Team

Steven Ledbetter, P.E.
Zuzanna Rand, P.E.
Brad Enscoe

Description: TKE prepared updates to plans, specifications, and estimates for the construction of an odor control system for the District's existing Horton Wastewater Treatment Plant. The proposed vapor phase odor control system will service the influent pump station and headworks facilities. The project will significantly reduce odor emissions to neighboring residential developments. The project includes coordination with the Regional Water Quality Control Board, Air Quality Management District, other agencies, vendors, and consultants.

Services: Services include records research, coordination with agencies, vendors, and consultants, design, cost estimating, technical and benefit cost analysis, regulatory agency coordination, permitting, bidding, construction management, construction staking, and inspection.



Tilton Avenue Sewer Improvements

Jurupa Valley, CA

Client Contact

Mr. Steven Appel
Rubidoux Community Services
District
951.684.7580
\$1.0 Million

Completion Date

May 2017

Project Team

Terry Renner, P.E., Q.S.D.
Michael P. Thornton, P.E., L.S.
Steven Ledbetter, P.E.
Ron Musser, L.S.
Stephen Biscotti

Description: The Tilton Street Sewer Improvements Project is located in the City of Jurupa Valley on Tilton Avenue between approximately 800 feet east of Riverview Drive and Rubidoux Boulevard. This project consisted of the construction of 1,900 linear feet of 12" vitrified clay sewer pipe, manholes, laterals, diversion manholes to abandon the existing undersized 10" sewer and connections to existing sewer manholes. Proposed waste water system improvements provide relief for the existing 10" sewer which has insufficient capacity to convey current and proposed development flows.

Services: Services include design, permitting, surveying, construction administration, construction inspection, coordination with agencies and consultants, and construction staking.



Baseline Gardens Consolidation

San Bernardino, CA

Client Contact

Mr. Eliseo Ochoa
East Valley Water District
(909)888-8986
eochoa@eastvalley.org

Project Cost

\$3.2 Million

Completion Date

September 2014

Project Team

Michael P. Thornton, P.E., L.S.
Terry Renner, P.E., Q.S.D.
Ron Musser, L.S.
Stephen Biscotti

Description: The Baseline Gardens Consolidation Project is located in the City and Unincorporated Area of San Bernardino County north of Baseline Road. Proposed improvements provided replacement of all existing water main, service laterals and meters and appurtenances for the previously owned Baseline Gardens Mutual Water system which was consolidated by East Valley Water District with State Revolving Fund grant funding. TKE provided construction management and inspection services for approximately 18,000 linear feet of water system replacement improvements and 480 service laterals including, pipeline, valves, fire hydrants, meters and appurtenances.

Services: Services included construction management, inspection, utility coordination and permitting.



I-15 Sewer and Water Improvement Project

Hesperia, CA

Client Contact

Mr. Michael Blay
City of Hesperia
Ph: (760) 947-1901
mblay@cityofhesperia.us

Project Cost
\$6.5 Million

Completion Date
September 2019

Project Team

Michael P. Thornton, P.E., L.S.
Terry Renner, P.E., Q.S.D.
Mike Heath, P.E.
Ron Musser, L.S.
Zuzanna Rand, P.E., M.S.

Description: The Interstate 15 (I-15) freeway sewer and water improvement project is located in the City of Hesperia between the Rancho Road Interchange and the Union Pacific Railroad crossing. The I-15 Sewer portion of the project will extend sewer service to provide adjacent to I-15. The project includes an underground crossing of the I-15 freeway, a lift station, and a force main that will be converted to a local bridge that extends over the Union Pacific Railroad. The I-15 water system includes pipeline and construction of a hydropneumatics pump station.

Services: Services included construction management, inspection, utility coordination and permitting.



0.5 MG Reservoir and Manganese Treatment Plant

Huntington Park, CA

Client Contact

Mr. Sergio Palos
Maywood Mutual Water Company
No. 1
(323) 791-1043

Project Cost
\$4.3 Million

Completion Date
August 2016

Project Team

Terry Renner, P.E., Q.S.D.
Zuzanna Rand, P.E.
Ron Musser, L.S.
Stephen Biscotti

Description: The 0.5 MG Reservoir and Manganese Treatment Plant is located in the City of Huntington Park at the corporate yard of Maywood Mutual Water Company No. 1. The project consists of the demolition and reconstruction of a 35-foot wide by 70-foot tall steel reservoir and the installation of a 1,500 gpm manganese filtration plant. The project includes site improvements and 45-foot deep caissons for structural foundation supports.

Services: Services include records research, conventional topographic surveying, permitting, coordination with agencies, preliminary design, cost estimating, preparation of construction plans and specifications, bidding services, SRF grant management, construction administration, construction inspection, construction staking, and as-built verification.

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Belt Filter Press

Mission Springs Water District, CA

Client Contact

Mr. Arden Wallum
Mission Springs Water District
(760) 329-5169

Project Cost

\$80 Thousand

Completion Date

June 2013

Project Team

Michael P. Thornton, P.E., L.S.
Terry Renner, P.E.
Ron Musser, L.S.
Steven Ledbetter, E.I.T.

Description: TKE prepared plans, specifications, and estimates for the construction of a belt filter press at the Horton Waste Water Treatment Plant in the City of Desert Hot Springs. The belt filter press was design as a skid mounted system and installed on 3-foot high structural support walls. The belt filter press was surrounded by a steel grated walkway with angle iron supports and access stairs.

Services: Services include records research, coordination with agencies, cost estimating, topographic survey, design, and bidding and construction assistance.



Recycled Water Pipeline

City of Hesperia, CA

Client Contact

Mr. Michael Blay
City of Hesperia
9700 Seventh Avenue
Hesperia, CA 92345
(760) 947-1901

Project Cost

\$16 Million

Completion Date

December 2018

Project Team

Michael P. Thornton, P.E., L.S.
Terry Renner, P.E., Q.S.D.
Steven Ledbetter, P.E.
Ron Musser, L.S.
Stephen Biscotti

Description: TKE prepared engineering construction documents for the City of Hesperia for construction of 8 miles of recycled water pipelines ranging for 16" to 8" in diameter including, plan and profiles, specifications, cost estimates, and DWR funding management. In addition, TKE is providing construction assistance services, grant funding management and inspection for pipeline construction.

Services: Services include records research, planning, system modeling, hydraulic analysis, hydraulic modeling, report and cost estimate preparation, construction document preparation, utility coordination, right-of-way acquisition, cost estimation, construction assistance, inspection and grant fund management assistance.

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SECTION E: FIRM RESOURCES

FIRM STAFFING AND KEY PERSONNEL

TKE has assembled an elite team of professionals to partner with MSWD to provide professional engineering consulting services. TKE's management team came together out of the collective belief of longtime practitioners that there needed to be, in the civil engineering and land surveying consultant's marketplace, a company that brought modern management techniques and new ways of thinking to the business of consulting services for engineering projects. Our management team is 100% accountable and responsible for TKE's work product and actively seeks feedback and suggestions on our services.

TKE has two unique advantages associated with the experience of TKE's project team. One benefit of TKE's project team is our extremely low internal turnover rate. As a result of our rigorous interview and testing procedures, coupled with our extremely high employee satisfaction rates, TKE staff has years of experience working together. The close relationships each of our staff members have with one another provide MSWD with an extremely well rounded and experienced team. As such, TKE's project team experience directly correlates with TKE's firm experience described below.

The second benefit of TKE's project team is our internal training procedures. TKE has strived to develop techniques that reach outside the box and develop well rounded individuals committed to providing high quality, efficient services to meet all of our clients' needs. TKE constantly trains our staff on every facet of engineering design and construction to provide a level of knowledge that can identify problems in every phase of a project, from planning through construction.

It is this commitment to service and diverse array of offerings that makes us unique and drives our long-standing relationships with our client base. Understanding that all aspects of civil engineering are important to ensure MSWD's interests are protected and project schedules are met, our team brings TKE management level professionals to projects ensuring that every aspect receives full and comprehensive consideration. It is this personal touch and contact that define our 'local service' approach. We consider ourselves community builders and take ownership of services requested from TKE, ensuring that our personnel will be allocated on an as needed basis in order to complete all services on schedule and within specified budget. TKE genuinely cares about what are clients have

to say and our reputation in the industry and is committed to responding to our clients' needs as they arise.

Below is a summary of education, experience, and credentials of key personnel proposed to perform the work in any upcoming projects, professional resumes for each of our team members are also presented in this section of our proposal.

NUMBER OF STAFF AND CAPACITY

As shown in the organization chart below, personnel that will be primarily working on projects assigned to TKE include:

Mr. Michael Thornton, P.E., P.L.S. – President and Principal in Charge

Mr. Terry Renner, P.E., Q.S.D. – Senior Vice President and Project Manager

Mr. Steven Ledbetter, P.E. – Vice President and Project Manager

Ms. Zuzanna Rand, P.E., M.S. – Project Engineer

Mr. Michael Heath, P.E., – Project Engineer

Mr. Ron Musser, P.L.S. – Senior Surveyor

• • •
TKE's principal project manager has provided services to MSWD beginning in 2004 and has worked directly with MSWD in a similar capacity for the past 4 years providing him a superior knowledge of MSWD's service area.
• • •

However, TKE can pull from any of our 41 members shown within our support staff section on the organizational chart, if the workload requires.

TKE has extensive experience with an excellent reputation in the provision of on-call engineering services for numerous municipal agencies. Throughout our history, we have provided municipal, land development, design, and construction engineering support services for water, sewer and recycled water projects for municipal agencies, including Water Districts, Cities, and Community Service Districts. We have successfully completed complex and challenging projects for a variety of municipal agencies who have

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continued to request that we partner with them in delivering value to their communities.

TKE currently provides similar services to numerous other clients; however, as can be verified by our references, TKE effectively meets the needs of our clients. TKE will respond to the MSWD's needs as they arise. The MSWD is and will continue to be an important client and will be given the utmost attention.

TKE's commitment will ensure that all of the District's needs are met. We strongly encourage the District to verify our performance history with our references. Because of TKE's proactive management approach, TKE rarely experiences 'crisis' project delivery needs. When requested by our clients, TKE adds resources, commits extended work hours, develops an efficient implementation plan, and other efforts as needed to successfully complete our projects.

LABOR RESOURCES

Resources

TKE has strived to develop techniques that reach outside the box and develop well rounded individuals committed to providing high quality, efficient services to meet all our clients' needs. TKE trains our staff on every facet of engineering design to provide a level of knowledge that can identify problems in every phase of the project during design. It is this commitment to service and diverse array of offerings that makes us unique and drives our long-standing relationships with our client base. Understanding that all aspects of civil engineering are important to ensure MSWD's interests are protected, our team brings TKE management level professionals to projects ensuring that every aspect receives full and comprehensive consideration. It is this personal touch and contact that define our 'local service' approach. We consider ourselves community builders and take ownership of services requested from TKE, ensuring that our personnel will be allocated on an as needed basis in order to complete all services on schedule and within specified budget. TKE is committed to responding to our clients' needs as they arise.

TKE is aware of MSWD's need to complete projects on schedule. We are committed to providing services as requested in the RFQ to ensure all projects are completed on schedule. TKE's proactive management approach ensures we rarely experience 'crisis' project delivery needs. When requested by a client, TKE will add resources, commit extended work hours, develop an efficient implementation plan and other efforts as

needed to bring the project back on schedule at no charge to MSWD.

Workload

TKE currently provides similar services to other clients; however, as can be verified by our references, TKE effectively meets the needs of our clients. If selected, TKE is committed to meeting all MSWD's needs. TKE's local service approach ensures that MSWD's needs will be met and TKE will constantly exceed MSWD's expectations. TKE maintains state of the art conferencing and communications equipment. We are fully capable of hosting multi-participant meetings including video conferencing. TKE, with its current clients, already utilizes similar tools including clients' ability to view host computer screens for document development and review.

Availability to Perform Work

TKE is committed to completing all the services required for the duration of the contract and any extensions approved by MSWD. TKE will always hold MSWD as a priority client. As such, resources needed to complete the required tasks will be provided.

TKE has extensive experience with an excellent reputation in the provision of on-call design services for municipal agencies. Throughout our history, we have provided municipal, land development, design, and construction engineering support services for agencies. We have successfully completed complex and challenging projects for a variety of municipal agencies who have continued to request that we partner with them in delivering value to their communities.

Changes in Personnel

TKE recognizes that changes in project managers may sometimes be required; however, TKE will only proposed such a change at the written consent of MSWD's Director of Engineering and Operations.

FIRM STABILITY

TKE's organizational structure has steadily grown since our inception twenty years ago, which provides us with a solid foundation and ensures successful completion of any MSWD project. In TKE's twenty years of business, not a single TKE project has gone through litigation. TKE has an annual gross revenue of more than \$4 million and there are no financial conditions that may impede TKE's ability to provide services or complete the services as outlined in the RFQ. No conditions or organizational conflicts of interest exists that will affect

TECHNICAL PROPOSAL

the ability of TKE to perform the required duties as described in this proposal.

COMMITMENT TO SERVICE

MSWD Coordination and Public Meetings

TKE's project staff will be available for meetings at MSWD as much as requested and as needed. Meeting with staff, developers, other consultants, and regulatory agencies will be vital to ensuring expedited project completion. Our Project Manager will be available as needed to address issues as they arise. Appropriate TKE staff will manage their schedule to meet MSWD's needs and will manage other projects as required to ensure timely MSWD needs are met.

In addition, the TKE staff will be available to attend all public meetings as requested by MSWD staff. Meetings include, but are not limited to, Board, Council, Commission, and Committee meetings. Further, TKE will attend public meetings such as project scoping meetings, construction information, and workshops, again as requested by MSWD staff.

Work Quality and Cost Controls

TKE takes pride in its reputation for thoroughness, rapid turnaround, cost efficiency and overall quality of work, and believes that a high level of quality is needed on all services provided by TKE. Key components of the program include check lists, field reviews, and discussion with Client staff. High quality services yield ease of project oversight, smoother processing, minimal delays in the bidding phase, healthy number of bidders, consistent bids, minimized construction support cost, absence of design-related change orders, and reduced claims and dispute resolution costs.

TKE believes that the most successful quality assurance program is one that is applied inherently throughout the entire process. This program requires not only formal procedures for checking, but encourages the conscientious effort of experienced people to always "think quality" in every task performed throughout the design process. This program has become a natural element in all aspects of TKE's management activities and will guide all services provided by TKE.

Effective QA/QC includes assignment of experienced staff, continuity of staffing, project-specific work plan, schedule compliance, comprehensive field review and compilation of site data, established design procedures, established detailing standards, established checking procedures, including independent in-house QA/QC review, dual (independent) quantity estimates, and

review by constructability expert. The QA/QC program is in place to ensure that services provided by TKE continues to exceed the standards of our clients and that we will deliver the projects on schedule and within budget.

Regarding cost controls, TKE's Project Manager will provide monthly progress reports documenting project progress for all projects assigned to TKE using a comprehensive project management summary. The summary includes project name and related number, description of progress, budget status, schedule compliance, and anticipated upcoming accomplishments.

TECHNICAL PROPOSAL

TEAM ORGANIZATION

Mission Springs Water District



Danny Friend

Director of Engineering & Operations

Michael P. Thornton, P.E., P.L.S., MS

Principal in Charge

Steven Ledbetter, P.E.

*Project Manager
Water / Wastewater Design
Pipeline Design
Treatment Design
Cost Estimating
Project / Utility Coordination
Water Resource Planning and Management*

Zuzanna Rand, P.E., M.S.

*Project Manager
Water / Wastewater Design
Reservoirs
Booster/Lift Stations
Reports / Studies*

Mike Heath, P.E.

*Project Manager
Water / Wastewater Design
Pipeline Design
Street / Drainage Design
Cost Estimating
Project / Utility*

Terry Renner, P.E., Q.S.D.

*Project Manager
Water / Wastewater Design
Pipeline Design
Storage/ Delivery Design
Street / Drainage Design
Cost Estimating*

Ron Musser, P.L.S

*Senior Surveyor
Topographic Survey
Mapping
Right-of-Way Engineering
Construction Staking*

TKE Engineering, Inc. Support Staff

Michael Thornton, P.E., P.L.S. – *Principal-in-Charge*

David Kinzle – *Project Manager*

Steve Dukett – *Managing Director Development Services*

Dennis Donahue, P.E., P.L.S., Q.S.D. – *Senior PC Engineer*

Steve Nix, P.E., P.L.S. – *Senior Engineer*

Mycal Balta – *Survey*

Patrick Palafox – *Senior Public Works Inspector*

Stephen Biscotti – *Senior Public Works Inspector*

Kristine Macalma, EIT – *Associate Engineer*

Yesenia Diaz – *Associate Engineer*

Alex Estepa – *Associate Engineer*

Jose Hernandez – *Associate Engineer*

Jayden Renner – *Engineering Technician*

Candice Velasco – *Marketing Manager*

Diana Rodriguez – *Clerical*

Tracey McLoughlin – *Clerical*

Claire Thornton – *Clerical*

Robert Doss, P.E. – *Project Manager*

Octavio Parada – *Project Manager*

Kathleen Robles – *Project Manager*

Michelle Arellano, P.E. – *Senior Plan Check Engineer*

Brian Wolfe, P.E. – *Senior Engineer*

Brett Enscoe – *Survey*

George Garcia – *Senior Public Works Inspector*

Brad Enscoe – *Senior Public Works Inspector*

Marvin Lara, EIT – *Associate Engineer*

Jose Martinez – *Associate Engineer*

Juan Diaz – *Associate Engineer*

Chance Renner – *Assistant Engineer*

Nyasha Burnatte – *Engineering Technician*

Michelle Sells – *Accounting/Office Manager*

Deana Vilches – *Clerical*

Cassandra Gutierrez – *Clerical*

Appendix 'A'



Resumes

TECHNICAL PROPOSAL



Mr. Michael Thornton, P.E., P.L.S., M.S.

Project Role

Project Manager and
Principal-in-Charge

Education

MS, Civil Engineering,
California State
University, Long Beach

BS, Civil Engineering,
California State
Polytechnic University,
Pomona

Registration

Registered Civil Engineer,
PE #44226 (CA)

Professional Land
Surveyor, LS# 6867 (CA)

Affiliations

American Society of Civil
Engineers

American Water Works
Association

California Rural Water
Association

American Public Works
Association

American Council of
Engineering Companies

Mr. Thornton, TKE's President, is in charge of all TKE projects. He has over 35 years of experience in engineering, consulting, planning, design, land surveying and construction management for public works projects. He has worked on a variety of public works engineering projects including water and wastewater improvements, street improvements, park improvements, bike trail improvements, drainage improvements, and reclaimed water system improvements projects. Mr. Thornton has been providing on-call water and wastewater consulting services to the Cities of Fontana and Upland and Mission Springs Water District. He has been responsible for managing including funding administration, planning, evaluating, and designing these projects and has provided construction engineering and surveying services for many of these same projects.

Related Experience

- *Mission Springs Water District* - Mr. Thornton was serving Mission Springs Water District and its District Engineer for a period of 8 years. He worked with staff to manage more than \$20 million in water and wastewater improvement projects. Services included budget development and management, management of other consultants and presentations to their board of directors.
- *Interstate 15 (I-15) freeway sewer and water improvement project City of Hesperia* - Mr. Thornton was the Principle in Charge for the Interstate 15 freeway sewer and water improvement project which is located in the City of Hesperia between the Rancho Road Interchange and the Union Pacific Railroad crossing. The I-15 Sewer portion of the project extended the sewer service to provide adjacent to I-15. The project includes an underground crossing of the I-15 freeway, a lift station, and a force main that will be converted to a local bridge that extends over the Union Pacific Railroad. The I-15 water system includes pipeline and construction of a hydropneumatics pump station
- *Recycled Water Pipeline Project, City of Hesperia, CA* – Mr. Thornton was the Principal in Charge for this project which consists of construction of 8 miles of recycled water pipelines ranging for 16” to 8” in diameter including, plan and profiles, specifications, cost estimates, and DWR funding management. In addition, TKE is providing construction assistance services, grant funding management and inspection for pipeline construction.
- *Fontana City Wide Water/Wastewater Engineering, City of Fontana, CA* – Mr. Thornton provided the City of Fontana with water and wastewater consulting engineering services to improve water supply reliability and increase wastewater service area for the residents of the City of Fontana. The components include, water rate review, recycle water direct reuse and recharge, enhanced storm water capture and recharge, imported water development, exchange water agreements and sewer analysis. Mr. Thornton has performed extensive research, preliminary design and coordination with agencies to assist in the elimination of high maintenance basins and sewer lift stations, development of storm water and recharge basins, sewer service and recycled water service to residents, businesses and City facilities throughout the City of Fontana.
- *Upland Basin, City of Upland, CA*-Mr. Thornton provided project and construction management services for the 1300 acre-foot flood control and aquifer recharge basin project that included DSOD jurisdictional facilities, inlet and outlet facilities, permitting with the US Army Corps of Engineers California Department of Fish and game, and related work. The project included

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preparation of basin, street improvements, storm drain, spillway, and structural detail construction documents (drawings, specifications, and estimates), hydrology and hydraulic analyses, environmental compliance, storm water pollution prevention plan preparation, right-of-way acquisition, aerial mapping, and related civil engineering services.

- *San Bernardino Avenue Trunk Sewer, City of Fontana, CA* - Mr. Thornton provided project management, design and construction management services for approximately 19,500 linear feet of 48-inch and smaller vitrified clay and reinforced concrete pipe sewer, two siphons, including bore and jacked pipe and casings, and numerous diversion gates for flow diversion. The facility was constructed to convey 25 million gallons of wastewater to a proposed lift station, which will convey the water to IEUA's regional plant number 4.
- *1158 Zone Recycled Water Program, Fontana, CA* – Mr. Thornton prepared preliminary engineering reports that identified potential users, amounts each user is projected to use, alignment alternatives to provide service, environmental compliance documents (amendment to Program EIR), cost estimates, and funding application and processing with the State of California's State Water Resources Control Board. In addition, TKE is providing design engineering services for the construction of the pipeline system that includes approximately 35,800 lineal feet of recycled water pipeline ranging from 6-inch to 20-inch and related appurtenances.
- *Sewer Master Plan Update, City of El Monte, CA* – Mr. Thornton is Principal in charge for this Sewer Master Plan Update for the City of El Monte. This study includes approximately 9.67 square miles in an area located northwest of the Interstate 10 and 605 Freeways. The project services included meetings, records research, coordination with stakeholders and agencies, area map exhibit preparation, flow generation calculations, model preparation, flow monitoring, cost estimating, capital improvement programming and report preparation.
- *Southwest Sewer Analysis, City of Fontana, CA* – Mr. Thornton is Principal in charge for this Sewer Analysis for the Southwest Fontana area. This study includes approximately 6,700 acres in an area bounded by Foothill Boulevard to the north, Citrus Avenue to the east, Jurupa Avenue to the south and Etiwanda Avenue to the west. The project services included meetings, records research, coordination with stakeholders and agencies, area map exhibit preparation, flow generation calculations, model preparation, flow monitoring, cost estimating and report preparation.
- *2013 Water Master Plan Update, City of Coachella, CA* – Mr. Thornton served as the Principal-in-Charge for this project to prepare an update to the City's previous 2007 Water Master Plan (WMP). The WMP evaluated the City's existing water system and planned the facilities to meet increase future water demands. The evaluation included future planned development projects and the City's most current General Plan Update report. The update report provided land use and population projections. The WMP forecasted out to the year 2035 and a capital improvement plan (CIP) was developed out of the findings and recommendations in the WMP. The project included significant coordination with the City and the future La Entrada Development team. The project services include research, coordination with agencies, hydraulic calculations, model preparation, preliminary engineering, cost estimating, exhibit preparation, CIP development and presentation to City Management Staff.

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Mr. Terry Renner, P.E., Q.S.D.

Project Role
Project Manager

Education

BS, Civil Engineering,
California State
Polytechnic University,
Pomona

Continuing Education

Caltrans SWPPP Certified
QSP/QSD Training

Registration

Registered Civil
Engineer,
PE# 69984 (CA)

Professional Civil
Engineer #55194 (AZ)

Qualified SWPPP
Developer and
Practitioner #24329

Affiliations

Riverside-San Bernardino
Counties Branch,
American Society of Civil
Engineers

American Public Works
Association

American Council of
Engineering Companies
of California

Mr. Renner is the Senior Vice President of TKE and has 20 years of experience in civil engineering infrastructure projects, including water and sewer improvements, drainage improvements, transportation improvements, facilities improvements and recreation improvements. He has managed numerous projects and has delivered projects for East Valley Water District, the City of San Bernardino Municipal Water Department, Elsinore Valley Municipal Water District, Eastern Municipal Water District, Mission Springs Water District, Rubidoux Community Services District, Maywood Mutual Water Company No. 1, and the cities of Fontana, Upland, Riverside, Redlands, Rialto, Calimesa, El Monte and Corona. As a project manager, Mr. Renner has been responsible for design production, supervising a staff of engineers and drafters, coordinating work between the production team and the client, and for submitting all deliverables in a timely manner. As a construction manager, Mr. Renner has been responsible for construction coordination and scheduling, utility relocation coordination, public relations, submittal review, supervising a staff of inspectors and subconsultants, weekly progress meetings, request for information responses, storm water management, progress payments, change order review and negotiations, labor compliance, and project closeout. He has successfully delivered a wide variety of complex and challenging projects and is dedicated to ensuring that the plans produced by TKE continue to exceed industry standards.

Related Experience

- *Baseline Gardens Consolidation Project, East Valley Water District, San Bernardino, CA* – Mr. Renner provided project and construction management services for the Baseline Gardens Consolidation Project which is located in the City and Unincorporated Area of San Bernardino County north of Baseline Road. Proposed improvements provided replacement of all existing water main, service laterals and meters and appurtenances for the previously owned Baseline Gardens Mutual Water system which was consolidated by East Valley Water District with State grant funding. TKE provided construction management and inspection services for approximately 18,000 linear feet of water system replacement improvements and 480 service laterals including, pipeline, valves, fire hydrants, meters and appurtenances.
- *2017-18 Annual Water Replacement Program, City of Hesperia, CA* – Mr. Renner was the Project Manager for this project which consists of replacement of 42,600 linear feet of 4” aging pipelines with 8-inch pipe and related appurtenances. Typical pipeline appurtenances for the project include, control valves, fire hydrants, air vacuum release valves, blowoffs, and water service piping to construct to the existing water meters which will remain. In addition, the project includes over 60 connections to existing water mains.
- *Recycled Water Pipeline Project, City of Hesperia, CA* – Mr. Renner was the Project Manager for this project which consists of construction of 8 miles of recycled water pipelines ranging for 16” to 8” in diameter including, plan and profiles, specifications, cost estimates, and DWR funding management. In addition, TKE is providing construction assistance services, grant funding management and inspection for pipeline construction.
- *Pacific Avenue 16” and 12” Water Pipeline Improvements Project, City of Jurupa Valley, CA* – Mr. Renner was the Project and Construction Manager for this project which consists of 5,525 linear feet of 16” and 12” ductile iron and polyvinyl chloride pipe, including connection to existing system, construction of new water system infrastructure, bore and jack with 24” steel casing, meter connections, appurtenances and demolition and abandonment of required existing facilities.

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- *"I" Street Pipeline – City of San Bernardino, CA* – Mr. Renner is Project Manager of this project, which consists of the construction of 2,300' of 16" and 3,700' of 20" ductile iron pipe. The project included hanging the pipe beneath a flood control bridge crossing of the Devil's Creek and BNSF permitting for bore and jack crossing of railroad at Rialto Street, along with coordination with other agencies.
- *1158 Zone Recycled Water Program, City of Fontana, CA* – Mr. Renner was the Project Manager and Design Engineer for this project, which TKE prepared preliminary engineering report, utility permitting, plans, specifications, and estimates for the construction of approximately 50,000 linear feet of recycled water mains ranging from 6" to 24" in diameter. The project included San Bernardino County Flood Control District bridge crossings, DWR pipeline crossings and Southern California Edison easement crossings. TKE prepared a preliminary engineering report that identified potential users, projected use amounts alignment alternatives to provide service, environmental impacts and service retrofits. TKE also assisted with a funding application and processing of the application with the State of California State Water Resource Control Board.
- *1720 Zone West Transmission Main Pipeline – City of San Bernardino, CA* - Mr. Renner was Project Manager for this project which consisted of the construction of 14,500' of 36" cement mortar lined and coated steel pipe, Metropolitan Water District and San Gabriel Valley Water district encroachment permits, San Bernardino County Flood Control District, US Army Corp of Engineers, and Department of Fish and Game permitting for pipeline bore and jack crossing of Devil's Creek Diversion Channel/Cable Creek, BNSF permitting for bore and jack crossing of railroad at Palm Avenue, and coordination with other agencies for tie-ins to the proposed reservoir site.
- *Bellevue and Vine Streets Alley Main Replacement Project, City of San Bernardino, CA* – Mr. Renner was the Project Manager and Design Engineer for this project, which provided construction of 2,400 linear feet of 8-inch ductile iron pipeline and appurtenances and 132 water services along Vine Street and Bellevue Street. The project included removal of all water meters from the rear side of the properties and construction of new meters on the street frontage.
- *College Pipeline - City of San Bernardino, CA* - Mr. Renner was Project Manager for this project. This project consisted of the construction of 2,500' of 24" and 36" ductile iron pipe, including restrained length calculations, joint specifications, system appurtenances, connections to the existing system, coordination with San Bernardino County Flood Control and BNSF Railroad for a railroad crossing encroachment permit, and coordination with other agencies for tie-ins to the proposed booster station.
- *In-Line Well Booster Pump and Chlorination Injection Replacement Project, City of Huntington Park, CA* – Mr. Renner was the Project Manager, Design Engineer and Construction Manger for this project, which TKE prepared plans, specifications, and estimates for the construction of in-line booster pumps for the installation of a manganese filtration plant capable of flowrates up to 1500 gpm in the City of Huntington Park. The redundant booster pumps are required to boost the water from well pump #4 through the filtration system and into the 70-foot tall welded steel reservoirs. The project included replacement of all well head piping and pump to waste discharge lines as well as the replacement of the existing chlorine chemical feed pumps with a vacuum chemical feed system to prevent chemical injectors from routine maintenance problems.
- *Jurupa Street Recycled Water Main Project, Ontario Municipal Utilities Company, City of Ontario, CA* – Mr. Renner was the Project Manager and Design Engineer for this project, which TKE prepared design, utility coordination, utility verification, plans, specifications, estimates and coordination with local businesses for the construction of approximately 4,700 linear feet of 8" recycled water main and related appurtenances. The project constructed an infill recycled water main to connect a previously constructed recycle water main which was currently serving potable water to the existing recycled water system.
- *Manganese Treatment Facility and 0.5 MG Reservoir Project, City of Huntington Park, CA* – Mr. Renner was the Project Manager, Design Engineer and Construction Manger for this project, which TKE prepared plans, specifications, and estimates for the construction of a grant funded 70-foot tall

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welded steel reservoir replacement project and a fully redundant manganese filtration plant capable of flowrates up to 1500 gpm in the City of Huntington Park. The project included the removal of a structurally deficient steel reservoir and construction of the proposed welded steel reservoir including a ring footing with 45-foot deep 3-foot diameter caissons to combat liquefaction issues. The reservoir removal and replacement is located within fifteen feet of an existing 70-foot tall 2 million gallon steel reservoir to be protected during construction

- *Ogden Reservoir Pipeline - City of San Bernardino, CA* – Mr. Renner was Project Manager for this project. This project consisted of the construction of 7,385' of 36" ductile iron pipe, including restrained length calculations, joint specifications, system appurtenances, connections to the existing system, transit analysis, coordination with Caltrans to tie into a proposed waterline and Department of Water Resources for encroachment permits, and coordination with other agencies for tie-ins to the proposed booster station and reservoir site.
- *Holly Drive Reservoirs - San Antonio Water Company* – Mr. Renner served as Project Manager for this project to construct two new 120,000-gallon welded steel water storage reservoirs at the Holly Drive Tank Site. This project includes extensive earthwork and retaining walls of up to 20' in height to accommodate the proposed reservoirs and the demolition of an existing 60,000-gallon reservoir. Additionally, TKE is managing all CEQA and permit compliance efforts for the project.
- *Holt Boulevard Sewer Improvements, City of Ontario, CA* – Mr. Renner served as Project Manager for this project evaluating existing conditions of Holt Boulevard Trunk Sewer and developed recommendations to repair the partially constructed sewer system. The trunk sewer contains numerous construction deficiencies including sags of as much as 10-inches, slipped joints, unsuitable bedding, failed trenches, and failed compaction. TKE designed removal and replacement sections along with Cured In Place Pipe (CIPP) slip lined sections within the 25-foot deep sewer system. The system includes both 24" and 30" diameter VCP sewer pipe and is very flat with slopes of 0.0012 feet per foot. Services included records research, coordination with agencies, preliminary analysis report, hydraulic calculations, cost estimating, topographic survey, design, forensic engineering, permitting, and bidding and construction support services.

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Mr. Steven W. Ledbetter, P.E.

Project Role

Project Manager

Education

BS, Civil Engineering
(Environmental),
California State
Polytechnic
University, Pomona

Registration

Registered Civil
Engineer,
PE# 84044 (CA),

Affiliations

Riverside-San
Bernardino Counties
Branch, American
Society of Civil
Engineers

Mr. Ledbetter has over 19 years of professional experience in the civil engineering industry. He has handled various critical and challenging projects from planning through design and implementation; all while ensuring that projects are executed as per specification in the stipulated time with quality. He has a well-rounded background with experience in: preparation and analysis of street and utility improvement plans and specifications including potable and non-potable water, wastewater, and drainage; utility master planning including computer modeling, analysis, and report preparation; water resource planning and management including feasibility studies, urban water management planning, water supply assessments and verifications, integrated regional water management planning, and groundwater management planning; storm water compliance reporting including water quality management plans and storm water pollution prevention plans and; and grant writing and administration for various State and Federal agency programs.

Related Project Experience

- *Mission Springs Water District, Desert Hot Springs, CA* - Mr. Ledbetter is currently serving Mission Springs Water District as its District Engineer. He is working with staff to manage more than \$30 million in water and wastewater improvement projects. In addition, Mr. Ledbetter supports the District in several regional water resource planning elements, including Integrated Regional Water Management and Sustainable Groundwater Management. Services include budget development and management, technical analysis, capital project planning and delivery, management of other consultants, and presentations to their board of directors.
- *West Valley Water Reclamation Program, Mission Springs Water District, CA* – Mr. Ledbetter is providing program management services for the development and construction of the District’s West Valley Water Reclamation Program (WVWRP). The WVWRP includes planning, design, and construction of a regional wastewater treatment plant, interceptor conveyance system, and local wastewater collection systems. Mr. Ledbetter is managing the completion of the WVWRP, including: participation and management of funding acquisition; staff, board, consultant, funding agencies, and public coordination and communications; assessment district formation; State Revolving Fund (SRF) and grant application processing; State invoicing and reporting; environmental compliance processing; preliminary engineering preparation; plans, specifications, and cost estimates (PS&E) preparation; bidding and construction; and all related services to successfully complete the WVWRP.
- *Chino Basin Watermaster, Rancho Cucamonga, CA* – Mr. Ledbetter serves as the City of Upland’s representative on administrative and water resource matters at Chino Basin Watermaster. Mr. Ledbetter represents the City at pool and committee meetings and technical workshops ensuring the City’s interests are protected. Mr. Ledbetter is currently overseeing the development of a Storage Management Plan, Optimum Basin Management Plan, and Safe Yield Recalculation, amongst other items. Mr. Ledbetter routinely meets with the City to discuss current issues, provide input, and receive direction on all Watermaster items.
- *Canyon Creek Resort Water Supply Assessment, Norco, CA* - The proposed Canyon Creek Resort development includes 551 dwelling units of low and medium density residential, hotel lodging, and

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213 acres of open space within the eastern portion of the City of Norco. The development has an estimated water demand of 448 acre-feet per year. As project manager, Mr. Ledbetter is providing an assessment of the projects water demand and water supplies available to serve the development over a 20-year period, including normal, single dry, and multiple dry water years.

- *Well 42 Design and Construction, Desert Hot Springs, CA* - Mr. Ledbetter is providing project and construction management services for the design and construction of Well 42. The project includes the preparation of plans, specifications, and estimates, and provided construction management and inspection services for the construction of a new potable water production well capable of flowrates up to 2,000 gpm in the City of Desert Hot Springs. The new production well will replace an existing production well that was placed on standby due to uranium contamination. The project includes well drilling and development, equipping the well, well building, and drainage and site improvements. The project is funded, in part, by a Proposition 84 Integrated Regional Water Management grant. Services include grant administration, records research, coordination with agencies and consultants, cost estimating, environmental coordination, permitting, bidding, construction management, construction staking, and inspection.
- *Vista Del Agua Water Supply Assessment, City of Coachella, CA* – The proposed Vista Del Agua development includes 1,640 single family and multi-family residential units on 275 acres of vacant land within the northern sections of the City of Coachella with an estimated water demand of 1,317 acre-feet per year. In accordance with SB 610, TKE provided an assessment of water supplies available to serve the development over a 20-year period, including normal, single dry, and multiple dry water years. Mr. Ledbetter was the project manager, providing the following services: records research, Project specific water demand analysis, City wide water supply and demand analysis, report preparation, and community meetings.
- *DHS 109 Industrial Park Water Supply Assessment and Water Supply Verification, Desert Hot Springs, CA* – The proposed DHS 109 Industrial Park development includes a total of 1,284,180 square feet of industrial floor area on 110 acres in the City of Desert Hot Springs with an estimated water demand of 910 acre-feet per year. As project manager, Mr. Ledbetter provided an assessment of the projects water demand and water supplies available to serve the development over a 20-year period, including normal, single dry, and multiple dry water years. In addition, Mr. Ledbetter provided verification that adequate water supplies exist to serve the project.
- *Groundwater Quality Protection Program Areas H and I Sewer Project, Desert Hot Springs, CA* - Mr. Ledbetter is the project manager for the preparation of bidding documents for two areas in MSWD's Groundwater Quality Protection Program (GQPP), a septic to sewer conversion program. The Project includes approximately 25,000 linear feet of 8" vitrified clay pipe sewer improvements, including 676 4" service laterals. Once complete, MSWD will abate approximately 465 existing septic tanks that are impacting groundwater quality. The project includes records research, conventional topographic surveying, coordination with agencies, hydraulic calculations, preliminary design, cost estimating, geotechnical investigation, environmental coordination, preparation of construction plans and specifications, permit acquisition, and grant funding administration.
- *Coachella Valley Regional Water Management Group (CVRWMG)* – Beginning in 2016 and continuing through today, Mr. Ledbetter represent Mission Springs Water District (District) at technical coordination and public outreach meetings related to the Integrated Regional Water Resource Management Program in the Coachella Valley. His responsibilities included representing the District at the meetings, review of technical memorandums and other project deliverables, assistance with grant funding applications, grant administration, and presentations to the District's board of directors and public. While representing the District at these meetings, Mr. Ledbetter was responsible for review of the 2018 Coachella Valley Integrated Regional Water Management and Storm Water Resource Plan update.
- *Horton Wastewater Treatment Plant Odor Control, Desert Hot Springs, CA* - Mr. Ledbetter is the project manager for the preparation of plans, specifications, and estimates for the construction of an

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odor control system for the District's existing Horton Wastewater Treatment Plant. The proposed vapor phase odor control system will service the influent pump station and headworks facilities. The project will significantly reduce odor emissions to neighboring residential developments. The project includes coordination with the Regional Water Quality Control Board, Air Quality Management District, other agencies, vendors, and consultants. Services include records research, coordination with agencies, vendors, and consultants, design, cost estimating, technical and benefit cost analysis, regulatory agency coordination, permitting, bidding, construction management, construction staking, and inspection.

- *Well 33 Solar Project, Mission Springs Water District, CA* – Mr. Ledbetter is providing project and construction management services for the development and construction of a 1.0 megawatt solar photovoltaic system in the City of Desert Hot Springs. When complete, the project will offset approximately 25-percent of the District's energy consumption. In addition, Mr. Ledbetter assisted with the preparation of a grant application for the District through AQMD, a regional governmental agency responsible for meeting air quality health standards. The District was successful in achieving \$3.3 million in funding for the renewable energy project. TKE provided the following services: grant preparation and administration, funding and consultant agreement preparation, preparation of bid documents, design-build contractor procurement, design review, SCE interconnection coordination, construction administration, and coordination with District staff and Board, consultants, funding agencies, and public.
- *"I" Street Water Main, San Bernardino Municipal Water Department, CA* – Mr. Ledbetter provided design engineering services for the project that included 7,200 linear feet of 16" and 20" pipe and related appurtenances; permitting with both San Bernardino County Flood Control District and Burlington Northern Santa Fe; crossing an existing bridge over a flood control channel by hanging pipe between existing girders; crossing a railway using jack and bore; and connections newly constructed transmission main and stub-outs for future expansions.
- *Calimesa Creek Storm Drain and Basin Improvements, City of Calimesa, CA* – Mr. Ledbetter is serving as the Project Manager for the Calimesa Creek Storm Drainage Improvements Project, located in the City of Calimesa along County Line Road between the Interstate 10 Freeway and 5th Street. The proposed project is planned to provide 100-Year flood protection to the City's Downtown Business District. In addition, the project will provide groundwater recharge of storm water, environmental restoration and enhancement, and increased protection to existing developments. The project will include environmental assessment and processing, preliminary engineering and project scoping, design, right-of-way acquisition, EPA funding coordination and management, and additional drainage system improvements.
- *Vulcan Basin, City of Fontana, CA* – Mr. Ledbetter provided preliminary civil design services for a flood control and aquifer recharge basin project. The project consisted of a 2,000 acre-foot retention and detention basin utilizing an abandoned formerly mined pit including 900,000 cubic-yards of earthwork, inlet, outlet, and spillway facilities, 7,100 linear feet of 24" recycled waterline and appurtenances, 21,800 linear feet of 144" to 48" reinforced concrete pipe storm drain. On behalf of the City, TKE successfully prepared a grant application for Proposition 1E funding. The project included hydrology and hydraulic analyses, preliminary basin sizing and grading plans, cost estimates, environmental compliance, land and right-of-way acquisition, aerial mapping, and related civil engineering services.

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Ms. Zuzanna Rand, P.E., M.S.

Project Role

Project Engineer

Ms. Rand has over 24 years experience with master planning, engineering, design, construction, and operation of water, recycled water, and wastewater infrastructure projects, ranging in construction cost up to \$34 million. She specializes in Engineering and Operation of Water and Wastewater Treatment Plants, Water Distribution and Wastewater Collection System. Ms. Rand has performed or managed and overseen projects involving Feasibility Studies (FS), preliminary design report (PDR), final design, construction support, and start-up of wastewater treatment plants, wastewater collection systems, pump stations, water and recycled water storage and distribution facilities as well as flood control and drainage infrastructures. She has performed or directed the preparation of complex technical and environmental studies, master planning, hydraulic calculations, GIS base hydraulic modeling analysis construction engineering support, approval and permit acquisitions, troubleshooting, and other related work pertaining to water, recycled water and wastewater facilities. She has actively coordinated construction projects, participated in the startup and commissioning. She was extensively involved in the providing the engineering support for the preparation of EIR and NPDES discharge permits within the limits of Santa Ana, Lahontan, Colorado and San Francisco Bay Regional Water Quality Control Boards. Ms. Rand participated in numerous short and long-term planning processes in developing of master plans and expansion of water, recycled water and wastewater facilities.

Education

Master's Degree in Environmental and Water/Wastewater Engineering – University of Zielona Góra, Poland

Registration

Registered Civil Engineer,
PE# 65967 (CA)

Related Experience

- *Interstate 15 (I-15) Freeway Sewer and Water Improvement Project City of Hesperia* - Ms. Rand was responsible for the project management for the Interstate 15 Freeway Sewer and Water Improvement project which is located in the City of Hesperia between the Rancho Road Interchange and the Union Pacific Railroad crossing. The I-15 Sewer portion of the project extended the sewer service to provide adjacent to I-15. The project includes an underground crossing of the I-15 freeway, a lift station, and a force main that will be converted to a local bridge that extends over the Union Pacific Railroad. The I-15 water system includes pipeline and construction of a hydropneumatics pump station
- *Horton Wastewater Treatment Plant Odor Control, Desert Hot Springs, CA* – Ms. Rand. was the project engineer for the preparation of plans, specifications, and estimates for the construction of an odor control system for the District's existing Horton Wastewater Treatment Plant. The proposed vapor phase odor control system will service the influent pump station and headworks facilities. The project will significantly reduce odor emissions to neighboring residential developments. The project includes coordination with the Regional Water Quality Control Board, Air Quality Management District, other agencies, vendors, and consultants. Services include records research, coordination with agencies, vendors, and consultants, design, cost estimating, technical and benefit cost analysis, regulatory agency coordination, permitting, bidding, construction management, construction staking, and inspection.
- *Horton Wastewater Treatment Plant Tertiary Filtration System, Desert Hot Springs, CA* – Ms. Rand is the project manager for the preparation of Preliminary Design Report, and estimates for the construction of a Title 22 tertiary treatment facility for the District's existing Horton Wastewater Treatment Plant. The report defined the feasibility and cost effectiveness to alleviate existing and future secondary effluent disposal deficiencies at the Horton Wastewater Treatment Plant. To address the issues at hand, the level of treatment will be limited to the installation of tertiary filters to reduce suspended solids prior to disposal. In addition, the report evaluated the ability to use the proposed tertiary filters along with disinfection facilities to meet Title 22 recycled water standards in the future.

Affiliations

Riverside-San Bernardino Counties Branch, American Society of Civil Engineers
American Public Works Association
American Council of Engineering Companies of California

TECHNICAL PROPOSAL

The project included coordination with the MSWD and vendors. In addition, the services include records research, identification of appropriate design parameters (flow and mass loading), assessment of existing disposal deficiencies the secondary effluent, development of alternatives for the tertiary treatment facilities for interim and ultimate conditions, hydraulic analysis, cost estimating, technical and benefit cost analysis.

- *Holly Drive Reservoir San Antonio Water Company City of, CA* – As Lead Project Engineer, Ms. Rand was responsible for planning, design, construction, startup and commissioning of the four 120,000-gallon capacity portable water steel Reservoir. Services included all civil, mechanical, structural, electrical design, construction support services, preparation of preliminary and final design plans, specifications, property acquisition, cost estimates, final contract documents for the construction of the steel tank. Due to site constraint, the preliminary design analyzed various types of reservoirs and method of construction before the 142-foot diameter above ground steel tank was chosen. The project also involved: the site grading, drainage issues, geotechnical conditions, site access and improvements, overflow piping and overflow structure, inlet/outlet piping configurations, yard and street piping and valving, flex tend expansion joints, altitude control valve, telemetry and instrumentation, corrosion protection, disinfection and connection to the District potable water system.
- *Ontario Municipal Utilities Company, City of Ontario, CA* – Ms. Rand reviewed and evaluated master plans, planning studies, complex engineering reports, plans and specifications for variety of capital improvements projects, consult with other department and provide recommendations for appropriate corrective actions as necessary. She developed recommendations, conceptual scope of work and provide justifications for expansion, improvements, rehabilitation and/or replacement of water, recycled water or wastewater facilities, GIS base hydraulic modeling analysis using Innovyze (InfoWater/ InfoSewer) Software. She prepared and/or participated in development of requests for proposal of feasibility studies, PDR(s) and final design. She developed RFP for Feasibility Study of the Archibald Sanitary Sewer Diversion Project. The goal of this Feasibility Study was to establish necessary improvements to the Archibald Sewer Trunk Main in order to accept an additional wastewater flows from a future development. The study will provide analysis of the feasibility, necessity, and timing of the proposed Project Scope and clearly define how and where the growth will impact the Archibald Sewer system. The service area includes residential, commercial, industrial and institutional developments. She also developed RFP for Feasibility Study of North Vineyard Sewer Trunk Main. The primary purpose of this Feasibility Study was to establish necessary mitigation measures and improvements to the 3,700 feet of North Vineyard Sewer Trunk Main (south of Holt Blvd) in order to alleviate existing and future collection system deficiencies. Alignment alternatives shall be evaluated in logical manner considering all relevant factors such as the technical feasibility, constructability, permitting, traffic control, property acquisition, schedule and environmental and economic considerations.
- *San Timoteo Sewer System (STSS), City of Beaumont, CA* – Ms. Rand was Lead Project Engineer responsible for planning, PDR, final design and construction of the \$16 million STSS project, which included three (3) sewer lift stations, total of 6 miles of 8-inch, 10-inch, 12-inch, and 14-inch diameter dual force mains, and 30-inch diameter gravity sewer. The construction of the project has been completed in three phases and included the followings: (1) One (1) mgd LOV Lift Station with three 88 HP submersible pumps (TDH of 188 ft) with dual, 12,960 feet long PVC force mains; (2) Three (3) mgd UOV Lift Station with four submersible pumps (250 hp @ 240 feet TDH and 100 hp pumps @ 204 feet TDH) with 6,900 feet of 12-inch diameter force main; and (3) 4.5 mgd BM Lift Station with four pumps (150 hp pumps @ 230 feet TDH and 250 hp pumps @ 242 feet TDH). Each pump station and force mains were equipped with air/vacuum release and pressure release valves, magnetic flow meters and SCADA monitoring systems. The hydraulic modeling analysis were performed using Bentley Sewer Software. Portions of this project encountered San Timeteo Creek, Union Pacific Railroad and Freeway 60 crossings. Directional drilling was used for the creek and railroad crossings and jack and bore method was used to cross the freeway. Longitudinal encroachment permit was also obtained to install around 1.5 miles of dual force main and sewer main in the Caltrans and Union Pacific Rail Road right-of-way. This project required extensive coordination with state agencies for various environmental clearance and permits, coordination with utility companies for relocation of facilities

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(e.g. 30-inch diameter high pressure Sempra gas pipeline) and with property owners, land acquisition and preparation of documents for Right of Way Dedications, address the traffic control measures, construction cost estimates, grading, erosion control, SWPPP, WQMP, BMPs & compliance, construction engineering support etc. Permit requirements included Santa Ana Regional Water Quality Control Board, Riverside County Flood Control District, U. S. Army Corps of Engineers, California Department of Fish and Game and County of Riverside.

- *Wastewater Pump Stations, City of Beaumont, CA* – As a Project Manager/Lead Project Engineer, Ms. Rand was responsible for planning, PDR, the design, surge analysis, construction support and start-up of the following sewer lift stations. Each pump station and force mains were equipped with air/vacuum release and pressure release valves, magnetic flow meters, a stand-by diesel generator for emergency power outages and SCADA monitoring systems. These projects required extensive coordination with state agencies for various environmental clearance and permits, coordination with utility companies and property owners to relocate the existing utilities, land acquisition and preparation of documents for Right of Way Dedications. Permit requirements included Santa Ana Regional Water Quality Control Board, Riverside County Flood Control District, U. S. Army Corps of Engineers, California Department of Fish and Game and County of Riverside and Caltrans. The examples of these lift stations are as follow:
 - *Four Seasons Lift Station (FSLs)*: The Four Seasons Lift Station was designed to accept the wastewater flows in Highland Springs from the K. Hovnanian's Four Seasons land development. The construction of this lift station took place in 2005, completed with three submersible pumps (one stand-by) with a capacity of 365 gpm/ 02.41 mgd of peak flow for pump #1 and 1,675 gpm/ 2.41 mgd of peak flow for pump #2. This station was designed for an average flow of 1.32 mgd and 2.36 mgd of peak flow. A stand-by diesel generator for emergency power outages is also onsite with a horse power of 160 and a pump capacity of 1,675gpm. The station was designed to provide service to approximately 567 acres with an ultimate design to accept the flow from 4,000 residential homes.
 - *Seneca Springs Lift Station (SSLs)*: The Seneca Springs Lift Station; The construction of this lift station took place in 2005, complete with three submersible pumps (one stand-by) with a capacity of 450 gpm/ 1.30 mgd of peak flow for both pump # 1 and pump #2. This station was designed for an average flow of 0.66 mgd and 1.37 mgd. A stand-by diesel generator for emergency power outages is also onsite with a horse power of 20 and a pump capacity of 450 gpm. The station provides service to approximately 337 acres with an ultimate design to accept flow from 2,000 residential homes.
 - *Noble Creek Lift Station (NCLS)*: The Noble Creek Lift Station: The construction of this lift station took place in 2001, complete with two submersible pumps (one stand-by) with a capacity of 1,875 gpm/ 2.7 mgd of peak flow. This station was designed for an average flow of 1.5 mgd and 2.7 mgd of peak flow. A stand-by diesel generator for emergency power outages is also onsite with a horse power of 60 and a pump capacity of 1,865gpm. The total length of 12" diameter force mains is 1,900 feet. The station provides service to approximately 516 acres with an ultimate design to accept flow from 4,700 residential homes.

TECHNICAL PROPOSAL



Mr. Michael L. Heath, P.E.

Project Role Project Manager

Education
B.S., Civil Engineering,
Cal State University at
Long Beach

Registration
Registered Civil Engineer,
PE# 63401 (CA)

Affiliations
American Society of Civil
Engineers
American Public Works
Association

Mike Heath has over 21 years of experience in design and preparation of construction documents for water and sewer improvements, as well as transportation and right-of-way engineering. He has provided engineering design for capital improvement program (CIP) projects, staff augmentation, development review, and plan checking services for several municipalities and agencies in the counties of San Bernardino, Riverside, Orange, Los Angeles, and San Diego, California. His experience includes sewer master plans, storm drain master plans, pipelines, lift stations, hydrology and hydraulic studies. Many of his water and sewer projects have also involved pavement rehabilitation, asphalt overlay, curb and gutter replacement, storm drain infrastructure, landscaped medians, signing and striping, signal modifications, traffic improvements, and accessibility pathways in accordance with the American with Disabilities Act (ADA).

Related Experience

- *City of Hesperia On-Call Engineering Services* – Mr. Heath provides on-call civil engineering services to the City, for CIP design projects. While providing these services to the City, he has represented the City with other agencies at numerous meetings, managed engineering budgets and project schedules, retained subconsultants to prepare various elements for the improvement design projects, managed funding programs, and various related work.
- *2017-18 Annual Water Replacement Program, City of Hesperia, CA* – Mr. Heath was a Project Engineer for this project which consists of replacement of 42,600 linear feet of 4” aging pipelines with 8-inch pipe and related appurtenances. Typical pipeline appurtenances for the project include, control valves, fire hydrants, air vacuum release valves, blowoffs, and water service piping to construct to the existing water meters which will remain. In addition, the project includes over 60 connections to existing water mains.
- *Recycled Water Pipeline Project, City of Hesperia, CA* – Mr. Heath was a Project Engineer for this project which consists of construction of 8 miles of recycled water pipelines ranging for 16” to 8” in diameter including, plan and profiles, specifications, cost estimates, and DWR funding management. In addition, TKE is providing construction assistance services, grant funding management and inspection for pipeline construction.
- *Pacific Avenue 16” and 12” Water Pipeline Improvements Project, City of Jurupa Valley, CA* – Mr. Heath was a Project Engineer for this project which consists of 5,525 linear feet of 16” and 12” ductile iron and polyvinyl chloride pipe, including connection to existing system, construction of new water system infrastructure, bore and jack with 24” steel casing, meter connections, appurtenances and demolition and abandonment of required existing facilities.
- *Program Management for Water and Sewer CIP, City of Pomona, CA* - Mr. Heath served as the assistant program manager and project manager responsible for the City of Pomona's \$60 million water and sewer CIP contract. Services included preparing request for proposals (RFP) for design, construction management, field inspection, review of the submitted proposals, and preparation of the city council staff reports with recommendations for selection of the consultant services. The city had identified 75 separate projects, including water mainlines, fire flow upgrades, treatment plant improvements, water well installations, sanitary sewer mainlines, booster pumps, and

TECHNICAL PROPOSAL

construction of a one-million-gallon reservoir. In addition to the construction projects, the program included a number of studies related to future programs.

- *Interstate 15 (I-15) freeway sewer and water improvement project City of Hesperia* - Mr. Heath was responsible for project engineer for the Interstate 15 freeway sewer and water improvement project which is located in the City of Hesperia between the Ranchero Road Interchange and the Union Pacific Railroad crossing. The I-15 Sewer portion of the project extended the sewer service to provide adjacent to I-15. The project includes an underground crossing of the I-15 freeway, a lift station, and a force main that will be converted to a local bridge that extends over the Union Pacific Railroad. The I-15 water system includes pipeline and construction of a hydropneumatics pump station
- *Quail Valley Subarea 9A Sewer Improvements, Eastern Municipal Water District, Menifee, CA* - Mr. Heath serves as the ongoing staff engineer responsible for preliminary field investigation and engineering for the preliminary design report and preliminary plans for a gravity sewer system in Subarea 9A to replace the failing septic systems in said subarea of Quail Valley. Atkins completed the Quail Valley Master Sewer Improvements Alternatives Study in 2005 to evaluate feasible options for sewerage the community and eliminating the septic systems in the area due to health hazards and water quality violations in downstream Canyon Lake. As part of the master study, Atkins divided the area into nine manageable subareas of similar lot sizes and residential layout. Subarea 9 became the first project subarea to be sewerage because it is the largest and located closest to Canyon Lake. Subarea 9 was then divided into three sewer subbasins based on the topography of the subarea. Grant funding obtained by the District will provide enough funds for Phase 1 of the project which will include roughly 230 lots of Subbasin A of Subarea 9. The scope of the project includes detailed investigation of geotechnical conditions, development of base maps, alignment alternatives to minimize use of lift stations, confirmation of feasible connection points to existing systems or use of future development for connection points, preparing 30% to 50% plans, specifications and estimates (PS&E), identification of right-of-way acquisition requirements, detailed on lot septic system inventory, and assessment of the issues associated with installing new sewer laterals to homes. *Duration: 2014-2015*
- *Program Management for Water and Sewer CIP, City of Pomona, CA* - Mr. Heath served as the assistant program manager and project manager responsible for the City of Pomona's \$60 million water and sewer CIP contract. Services included preparing request for proposals (RFP) for design, construction management, field inspection, review of the submitted proposals, and preparation of the city council staff reports with recommendations for selection of the consultant services. The city had 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 one-million-gallon reservoir. In addition to the construction projects, the program included a number of studies related to future programs. *Duration: 2008-2011*
- *Recycled Water System, Phase 1A, City of Hesperia, CA* - Mr. Heath served as the project engineer responsible for coordinating and leading the design and preparation of construction documents for the construction of 8 miles of 18-inch, 16-inch, 12-inch, and 8-inch polyvinyl chloride recycled water pipeline. The pipeline initially will serve the Hesperia Golf Course, Hesperia Community Park, Hesperia High School, Sultana High School, and other Hesperia Unified School District facilities along the alignment as the Victor Valley Wastewater Reclamation Plants are completed and additional reclaimed water is available. This project consists of the preparation of full Construction documents including plans, technical specifications, construction cost estimates (PS&E), construction support services, and inspection services for the design and construction of the recycled water pipeline.

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Mr. Ron Musser, P.L.S.

Project Role

Director of Survey

Registration

Professional Land
Surveyor, LS# 4230
(CA),

Affiliations

American Council of
Engineering Companies
of California

Mr. Musser has over 50 years of experience in performing field and office surveying services for public and private projects including roadway and highway projects. Prior to joining TKE Engineering, Inc., Mr. Musser worked as a Partner in an engineering and surveying firm and supervised the mapping department providing mapping and calculations support for the firm's projects. He has performed design topographic surveying and construction staking on all of TKE's respective design and construction management projects over the past 8 years. In addition, he has prepared records of survey, parcel maps and tract maps in San Bernardino County, Riverside County, San Diego County, Orange County and Los Angeles County. He has performed boundary, topographic, ALTA, and precise level surveys as well as Global Positioning Surveys.

Related Experience

- *Groundwater Quality Protection Program Areas H & I Sewer Project, Desert Hot Springs, CA* – Mr. Musser served as the Project Surveyor for this project. The project consisted of preparation of bidding documents for two areas in MSWD's Groundwater Quality Protection Program (GQPP), a septic to sewer conversion program. The Project includes approximately 25,000 linear feet of 8" vitrified clay pipe sewer improvements, including 676 4" service laterals. Once complete, MSWD will abate approximately 465 existing septic tanks that are impacting groundwater quality. The project includes records research, conventional topographic surveying, coordination with agencies, hydraulic calculations, preliminary design, cost estimating, geotechnical investigation, environmental coordination, preparation of construction plans and specifications, permit acquisition, and grant funding administration.
- *Regional Conveyance Trunk Sewer Mission Springs Water District, CA* Mr. Musser was the Project Surveyor for this project. The project consisted of conducting a preliminary engineering analysis that evaluated potential service areas, trunk sewer alignments, wastewater flow rates, lift station capacity analysis, and other preliminary design criteria needed to identify the preferred alignment of the Regional Conveyance Trunk Sewer and potential flow diversions to the West Valley Water Reclamation Facility (WVWRF). TKE is also responsible for final design and contract documents for the preferred Regional Conveyance Trunk Sewer alignment from the intersection of Dillon Road and Avenida Manzana to the WVWRF. The project includes coordination with developers, other agencies, Regional Water Quality Control Board, and other consultants.
- *"I" Street Pipeline – City of San Bernardino, CA* – Mr. Musser is Project Surveyor of this project, which consists of the construction of 2,300' of 16" and 3,700' of 20" ductile iron pipe, including restrained length calculations, joint specifications, system appurtenances, connections to the existing system, San Bernardino County Flood Control District permitting for pipeline hanging under "I" Street bridge crossing of the Lytle Creek Channel, and SANBAG permitting for bore and jack crossing of railroad at Rialto Avenue. Proposed water system improvements provide a transmission main from the newly constructed pipelines in 2nd Street, Mill Street and Inland Center Drive for adequate water system conveyance
- *1158 Zone Recycled Water Program, City of Fontana, CA* – Mr. Musser served as the Project Surveyor for this project, which TKE prepared preliminary engineering report, utility permitting, plans, specifications, and estimates for the construction of approximately 50,000 linear feet of recycled water mains ranging from 6" to 24" in diameter. The project included San Bernardino County Flood Control District bridge crossings, DWR pipeline crossings and

Southern California Edison easement crossings. TKE prepared a preliminary engineering report that identified potential users, projected use amounts alignment alternatives to provide service, environmental impacts and service retrofits. TKE also assisted with a funding application and processing of the application with the State of California State Water Resource Control Board.

- *1720 Zone West Transmission Main Pipeline – City of San Bernardino, CA* – Mr. Musser served as Project Surveyor for this project. This project consisted of the construction of 14,500' of 36" cement mortar lined and coated steel pipe, including restrained length calculations, joint specifications, system appurtenances, connections to the existing system, Metropolitan Water District and San Gabriel Valley Water district encroachment permits, San Bernardino County Flood Control District, US Army Corp of Engineers, and Department of Fish and Game permitting for pipeline bore and jack crossing of Devil's Creek Diversion Channel/Cable Creek, BNSF permitting for bore and jack crossing of railroad at Palm Avenue, and coordination with other agencies for tie-ins to the proposed reservoir site. Proposed water system improvements provided a transmission main from the Palm Avenue Reservoir to the newly constructed Ogden Reservoir for adequate water system conveyance.
- *Fontana City Wide Water/Wastewater Engineering, City of Fontana, CA* – Mr. Musser served as Project Surveyor on this project to improve water supply reliability and increase wastewater service area for the residents of the City of Fontana. The components include, recycle water direct reuse and recharge, enhanced storm water capture and recharge, imported water development, exchange water agreements and sewer analysis. TKE has performed extensive research, preliminary design and coordination with agencies to assist in the elimination of high maintenance basins and sewer lift stations, development of storm water and recharge basins, sewer service and recycled water service to residents, businesses and City facilities throughout the City of Fontana.
- *Jurupa Street Recycled Water Main Project, Ontario Municipal Utilities Company, City of Ontario, CA* – Mr. Musser was the Project Surveyor for this project, which TKE prepared design, utility coordination, utility verification, plans, specifications, estimates and coordination with local businesses for the construction of approximately 4,700 linear feet of 8" recycled water main and related appurtenances. The project constructed an infill recycled water main to connect a previously constructed recycle water main which was currently serving potable water to the existing recycled water system.
- *San Bernardino Avenue Trunk Sewer, City of Fontana, CA* - This project consisted of approximately 19,500 linear feet of 48-inch and smaller vitrified clay and reinforced concrete pipe sewer, two siphons, including bore and jacked pipe and casings, and numerous diversion gates for flow diversion. The trunk sewer was constructed on San Bernardino Avenue between Cypress Avenue and Mulberry Avenue. The facility was constructed to convey 25 million gallons of wastewater to a proposed lift station, which will convey the water to IEUA's regional plant number 4. TKE provided project and construction management and inspection services. In addition, TKE provided construction staking and topographic surveying throughout the completion of the project.
- *San Bernardino Avenue/Etiwanda Avenue Force Main, Inland Empire Utilities Agency, City of Fontana, CA* – Mr. Musser served as Project Surveyor for this project, which provided 8,360 linear feet of 24-inch and 30-inch parallel DIP force mains and PVC electrical and fiber optic conduits.
- *Upland Basin, City of Upland, CA*- Mr. Musser provided topographic design survey, aerial target placement, ALTA survey, Parcel Map preparation and construction staking for the 1300 acre-foot flood control and aquifer recharge basin project that included DSOD jurisdictional facilities, inlet and outlet facilities, and related work. The project included preparation of basin, street improvements, storm drain, spillway, and structural detail construction documents (drawings, specifications, and estimates), hydrology and hydraulic analyses, environmental compliance, storm water pollution prevention plan preparation, right-of-way acquisition, aerial mapping, and related civil engineering services.

Appendix 'B'



Addenda

MISSION SPRINGS WATER DISTRICT

ADDENDUM NO. 1 TO THE REQUEST FOR QUALIFICATIONS FOR ON-CALL PROFESSIONAL GENERAL ENGINEERING SERVICES

April 23, 2020

ADDENDUM NO. 1 – Consultants are hereby advised that the Request for Proposals for the above referenced project are hereby amended in the following manner and the following manner only:

NOTICE TO CONSULTANTS

GENERAL:

All provisions of this Addendum No. 1 are hereby incorporated into the Request for Proposals and consultants shall account for all provisions pursuant to this Addendum No. 1 in submitting their proposals. Each Consultant shall account for all provisions pursuant to this Addendum No. 1 in submitting their bid proposals.

PROPOSAL SUBMITTAL METHOD:

In response to Federal, State and County Orders, MSWD is changing the method of proposal submittal as follows:

1. ALL proposals must be submitted via the Project's Portal in Planet Bids. MSWD will not accept any hand delivered or mailed submittals. Proposal submittal packages must be uploaded and submitted via Planet Bids on or before **Thursday, April 30, 2020 by 2:00 p.m.**

COVID-19 GATHERING RESTRICTIONS:

On Monday, April 6, 2020 Riverside County Health Officer, Dr. Cameron Kaiser issued the Amended Order for all gatherings in Riverside County. Effective immediately through May 15, 2020, all businesses, with the exception of those listed in Section 2 of the attached order, are to adhere to the following:

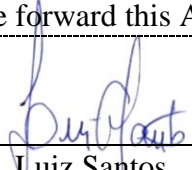
CA Health and Safety Code § 120295: County Ordinance 533 and 556:

All public or private “gatherings”, as defined in section 2 below, within the jurisdiction of the Public Health Officer of the County of Riverside are prohibited, regardless of venue or size.

To ensure the public health safety of you and the well-being of MSWD staff, your employees, and the community, MSWD is exercising this order seriously. Additionally, MSWD offices are closed to the public until further notice.

If you have given the Request for Proposal to someone else, please forward this Addendum.

Dated Sign: April 23, 2020

By: _____

Luiz Santos

Title: Associate Engineer



Prepared by:



TKE Engineering, Inc.
2305 Chicago Ave.
Riverside, CA, 92507

EXHIBIT B

TKE ENGINEERING, INC.
RATE SCHEDULE
2021-2022

	<u>HOURLY RATE</u>
Principal in Charge	\$140.00
Project Manager/Construction Manager/Licensed Surveyor	\$135.00
Senior Engineer/Project Engineer (PE)/Senior Plan Checker.....	\$130.00
Associate Engineer	\$120.00
Assistant Engineer/Plan Checker/Designer	\$115.00
AutoCAD Technician.....	\$105.00
Engineering Technician.....	\$ 85.00
Clerical	\$ 80.00
Forensic Engineering	\$180.00
Expert Witness Testimony	\$310.00

SURVEYING SERVICES

2-Man Survey Crew (Prevailing Wage).....	\$235.00
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CONSTRUCTION SERVICES

Senior Construction Inspector (Prevailing Wage)	\$120.00
Construction Inspector (Prevailing Wage)	\$115.00

REIMBURSABLE COSTS

In-House Reproduction	Cost
Printing and Materials	Cost + 10%
Express Mail/Courier/Next Day Service ..	Cost + 10%
Special Subconsultant Services ...	Cost + 10%

EXHIBIT C

Term, Early Termination & Notice

Professional General Engineering Services for 2021-22

A. Term of Agreement

This professional services agreement shall be effective upon approval by the parties thereof and shall expire one (1) year from the effective Agreement DATE therein. This contract also terminates and replaces any previous agreements between the District and TKE Engineering, Inc. for Professional General Engineering Services for 2021-22 in force prior to the effective date of this agreement.

B. Early Termination of Agreement

This agreement may be terminated at any time upon a thirty (30) day written Notice from either party, and without fault or claim for damages by either party.

C. Notice

All correspondence and Notices will be sent to the following addresses as noted below for Mission Springs Water District and TKE Engineering, Inc.

OWNER

Attn: Luiz Santos
Mission Springs Water District
66575 Second Street
Desert Hot Springs, CA 92240
lsantos@mswd.org

CONSULTANT

Attn: Steve Ledbetter
TKE Engineering, Inc.
2305 Chicago Ave.
Riverside, CA 92507
sledbetter@tkeengineering.com