



T K E E N G I N E E R I N G , I N C .

August 23, 2024

Mr. Eric Weck, P.E.
Engineering Manager
Mission Springs Water District
66575 Second Street
Desert Hot Springs, CA 92240

Subject: Engineering Consultant Services Proposal

Dear Mr. Weck,

Thank you for the opportunity to submit a proposal to provide Engineering Consultant Services. TKE Engineering, Inc. (TKE) has been providing engineering consultant services to the District for over 15 years and is uniquely qualified to continue to assist the District in this role. Based on our understanding of the required scope of work, TKE is proposing Mr. Shelby Kelley, P.E. as Project Manager. Serving directly under myself as Principal-in-Charge, Mr. Kelley is well suited to fill the Project Manager role as an extension of the District's staff. With over 7-years experience and a TKE team member for over 3-years, Mr. Kelley has shown strong leadership and communication skills in developing water and sewer CIP projects for MSWD and other agencies. In particular, he had an integral role in the Well 22 Rehabilitation Design, Well 34 Rehabilitation Design, Regional Conveyance Line Design, and Construction Management of Well 42, Regional Water Reclamation Facility and Conveyance Line, and PODS Storage Water and Sewer Projects. Mr. Kelley is available to serve the requested term of 3 months, with an option to extend, should the need arise.

TKE's suggested scope of services includes overall project management, plan checking services, and conducting site visits on an as-needed basis.

SCOPE OF SERVICES

1. Overall Project Management

Mr. Kelley will represent MSWD in the role of Project Manager for Capital Improvement Projects and Development Projects as needed. He will regularly monitor project progress and correspond with engineers, developers, contractors, inspectors, city representatives and regulatory agencies, as needed, to ensure projects are progressing efficiently. Mr. Kelley will review and respond to requests for information and material submittals, and keep correspondence records and proper document management in accordance with MSWD standards.

2. Plan Check Services

Mr. Kelley will review design submittals for various projects to confirm proposed plans, specifications and reports are prepared in accordance with MSWD standards and requirements. He will submit comments and attend meetings, as required, to provide direction during the plan development process. TKE regularly utilizes BlueBeam for all digital plan checks.

He will also confirm the proposed project or improvements will integrate appropriately into MSWD's overall sewer conveyance and water distribution systems, as well as MSWDs overall master plans for future facility improvements.

3. Site Visits

Mr. Kelley will visit project sites, as needed or directed by MSWD staff, to assess and confirm project progress, and to address any concerns that may arise while work is being completed on-site. He can also provide inspections to support Engineering staff, if needed.

In accordance with the RFP, TKE estimates 16 total hours per week to provide the services described herein over the 12-week duration at \$145 per hour for Mr. Kelley, with an estimated budget of \$27,840. We will invoice the District monthly in accordance with our approved on-call engineering consultant services rate schedule. Our invoice will not exceed the amount presented above without prior written approval.

TKE has demonstrated our ability to meet MSWD's expectations in delivering CIP projects, and we will continue to provide valuable resources to the District.

TKE appreciates the District's trust in our ability to deliver the services described herein. We pledge that we will always strive to advance the interest of the District to the best of our ability.

Thank you for the opportunity to submit our proposal to provide engineering consultant services. If you have any questions, please contact me or Mr. Kelley, at (951) 680-0440.

Sincerely,



Steven W. Ledbetter, P.E.
Vice President
TKE ENGINEERING, INC.