

**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 Avenue
Riverside, CA 92507**

DATE: July 1, 2024

PROJECT DIR#: N/A

TITLE: **On-Call Professional General Engineering Services**

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 as provided by TKE Engineering, Inc. and per Exhibit C – Term, Early Termination & Notice

Contract price \$: Not to Exceed \$170,000.00

Term: One (1) year from the effective date above

Instructions: Sign and return via email. Upon acceptance by Mission Springs Water District, (sometimes referred to herein as “District”) a copy will be 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: Brian E. Macy, PE

By: Steven Ledbetter

Title General Manager

Title Vice President

Other authorized representative(s):

Other authorized representative(s):

Eric Weck
Engineering Manager

Michael Thornton
President

Amanda Lucas
Contracts Analyst

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 against any and all liability 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. The 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. **Verification of Coverage** – Consultant shall furnish the District with certificates and amendatory endorsements, or copies of the applicable policy language affecting coverage required by this clause. All certificates and endorsements are to be received and approved by the District before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The District reserves the right to require complete, certified copies of all required insurance policies, including policy Declaration pages and Endorsement pages.
- f. Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries or death to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Consultant, his agents, representatives, employees, or sub-consultants. 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 shall be at least as broad as the following:

1. **Commercial General Liability (CGL)** - Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 00 01) including products and completed operations, property

damage, bodily injury, personal and advertising injury with limit of at least 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. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (coverage as broad as ISO CG 25 03, or ISO CG 25 04 endorsements provided to District), or the general aggregate limit shall be twice the required occurrence limit.

2. **Automobile Liability** - Insurance Services Office (ISO) Business Auto Coverage (Form CA 00 01), covering Symbol 1 (any auto) or if the Consultant has no owned autos, Symbol 8 (hired) and 9 (non-owned) with limit of one million dollars (\$1,000,000) for bodily injury and property damage each accident.
3. **Workers' Compensation Insurance** - as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease. **Waiver of Subrogation:** The insurer(s) named above agree to waive all rights of subrogation against the Mission Springs Water District, its elected or appointed officers, officials, agents, authorized volunteers and employees for losses paid under the terms of this policy which arise from work performed by the Named Insured for the Agency; but this provision applies regardless of whether or not the Mission Springs Water District has received a waiver of subrogation from the insurer. Consultant 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 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. Sole proprietors with no employees, acknowledge that they are not subject to the Workers' Compensation Act of the State of California and agree to complete a signed workers compensation exemption form.

If Claims Made Policies:

1. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
2. Insurance must be maintained, and evidence of insurance must be provided for at least five (5) years after completion of the contract of work.
3. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

If the Consultant maintains broader coverage and/or higher limits than the minimums shown above, the District requires and shall be entitled to the broader coverage and/or higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the District.

Notice of Cancellation: Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the Mission Springs Water District.

Self-Insured Retentions - Self-insured retentions must be declared to and approved by the Mission Springs Water District. The Mission Springs Water District may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or Member Water Agency.

Required Provisions:

- **Additional Insured Status:** Mission Springs Water District, its directors, officers, employees, and authorized volunteers or using the language that states "as required by written contract." are to be given insured status (at least as broad as ISO Form CG 20 10 01), with respect to liability arising out of work or operations performed by or on behalf of the

Consultant including materials, parts, or equipment furnished in connection with such work or operations.

- **Primary Coverage:** For any claims related to this project, the consultant's insurance coverage shall be primary at least as broad as ISO CG 20 01 04 13 as respects to the District, its directors, officers, employees, and authorized volunteers. Any insurance or self-insurance maintained by the District its directors, officers, employees, and authorized volunteers shall be in excess of the Consultant's insurance and shall not contribute with it.
 - Consultant shall require and verify that all sub-consultants maintain insurance meeting all requirements stated herein, and Consultant shall ensure that Mission Springs Water District its directors, officers, employees, and authorized volunteers are an additional insured on Commercial General Liability Coverage.
 - 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.
- g. 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.
- h. 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)."
- i. Payment, unless otherwise specified on Page 1, is to be within thirty (30) days after acceptance by Mission Springs Water District.
- j. Consultant hereby specifically represents and warrants to District that it possesses the qualifications and skills necessary to perform the services under this agreement in a competent and professional manner, without the advice or direction of District and that the services to be rendered pursuant to this agreement shall be performed in accordance with the standards customarily applicable to an experienced and competent professional rendering the same or similar services in the state of California. Consultant further represents and warrants that it possesses all required licenses necessary or applicable to the performance of the services under this agreement. 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.
- k. 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.
- l. 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. The Consultant shall not obtain or attempt to obtain copyright protection as to any of the Written Products.
- m. District shall hold all intellectual property rights to any data, materials, digital information, and Written Products stored and/or developed pursuant to this agreement. Consultant hereby assigns to Mission Springs Water District all ownership and any and all intellectual property rights to the data, materials, digital information and Written Products that are not otherwise vested in Mission Springs Water District pursuant to section above.

- n. 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.
- o. 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.
- p. 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.
- q. Consultant shall not maintain, commit, or permit the maintenance or commission of any nuisance in connection with the performance of services under this Agreement.
- r. 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 subconsultants 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 subconsultants to abstain from a decision under this Agreement pursuant to a conflict-of-interest statute.
- s. 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.
- t. 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.
- u. 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.
- v. 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.
- w. 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.

- x. 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.
- y. 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.
- z. 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.
- aa. 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.
- bb. 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.
- cc. Consultant will act hereunder as an independent consultant. 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.
- dd. 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.
- ee. In the event the Consultant performs additional or different services than those described herein without the prior written approval of the Contract Manager, Consultant shall not be compensated for such services. Consultant expressly waives any right to be compensated for services and materials not covered by the scope of this Agreement or authorized by the District in writing.
- ff. Consultant shall promptly advise the Contract Manager as soon as reasonably practicable upon gaining knowledge of a condition, event or accumulation of events which may affect the scope and/or cost of Services. All proposed changes, modifications, deletions and/or requests for additional services shall be reduced to writing for review and approval by the District.
- gg. Consultant shall perform all services in accordance with the terms and conditions of this agreement and the proposal. In the event that the terms of the proposal conflict with the terms of this agreement or contain additional terms that purport to bind the District, the terms of this agreement shall govern and said additional or conflicting terms shall be of no force or effect.

EXHIBIT A
REQUEST for PROPOSAL
ON-CALL PROFESSIONAL GENERAL ENGINEERING SERVICES



for:
**MISSION SPRINGS WATER DISTRICT
ENGINEERING AND OPERATIONS**
Attn: Eric Weck
66575 Second Street
Desert Hot Springs, CA 92240



April 4, 2023
2:00 p.m.

Prepared by:



2305 Chicago Avenue
Riverside, California 92507
(951) 680-0440

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Prepared for:



Mission Springs Water District
Engineering and Operations
66575 Second Street
Desert Hot Springs, CA 92240
Contact: Eric Weck
Phone: (760) 329-6448 ext. 122
E-mail: engineering@mswd.org

Prepared by:



TKE Engineering, Inc.
2305 Chicago Avenue
Riverside, CA 92507
Contact: Steven W. Ledbetter, P.E.
Vice President
Phone: (951) 680-0440
E-mail: sledbetter@tkeengineering.com



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

April 4, 2023

Mr. Erick Weck, P.E.
Engineering Manager
Mission Springs Water District
66575 2nd Street
Desert Hot Springs, CA 92240

Subject: On-Call Professional General Engineering Services

Dear Mr. Weck

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 wastewater systems.

A. Consultant Identification - TKE, a California Corporation, is located less than 45 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, Calimesa, Riverside County Flood Control and Water Conservation District and the San Bernardino Municipal Water Department, with on-call engineering services and is highly qualified to perform the services necessary for capital improvement project delivery. TKE is enthusiastic about the opportunity to continue to assist MSWD in improving the water and sewer system infrastructure and sustainable water resource management 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 decades 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 Coachella Valley Association of Governments, City of Coachella, La Quinta, Highland, Hesperia, Fontana, Needles, Calimesa, Riverside County Flood Control and Water Conservation District, City of San Bernardino Municipal Water Department, Rancho California Water District, Rubidoux Community Services District, Western Municipal Water District, and West Valley Water District; 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 March 21, 2023 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 120 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.

SECTION 2 | STATEMENT OF UNDERSTANDING AND APPROACH

A. PROJECT UNDERSTANDING

The Mission Springs Water District (MSWD) desires to retain a professional consultant to assist MSWD Staff with providing On-Call General Engineering Services for a variety of both development and Capital Improvement Program (CIP) Projects. Anticipated projects may include, but are not limited to: utility installation for sewer and water pipelines and facilities, as well as water resource management. TKE is prepared to help MSWD achieve its mission in providing protecting, and preserving our most valuable resource – water!. To accomplish this advancement, we will perform on-call general engineering services of City-owned facilities under the following disciplines:

- △ Environmental Compliance Processing , Preliminary Engineering and Right-of-Way Engineering
- △ Permitting
- △ Grant Acquisition and Administration
- △ Preliminary and Final Design
- △ Pre-Construction Phase

TKE has provided numerous municipalities and agencies throughout Southern California with consulting design, surveying, plan checking, construction management and grant management services for every facet of Public Works. TKE proudly serves municipal agencies the following services on a routine basis. The following is a typical list of services provided by TKE Engineering, Inc.

GRANT WRITING / FUNDS MANAGEMENT

TKE's Grant Writing and 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 over \$75 million 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.

TKE has assisted clients secure funding from the following programs:

- △ Department of Water Resources – Proposition 84, 1, and 68 Grant Programs
- △ State Proposition 1E and 84 Flood Management Funding
- △ Department of Water Resources – Infrastructure Rehabilitation Grant
- △ Groundwater Grant Program
- △ State Water Resources Control Board – State Revolving Fund Program, Small Community Wastewater Program,
- △ SRTS and SR2S (Safe Routes to Schools)
- △ Active Transportation Program (ATP) Funding
- △ Highway Safety Improvements Program (HSIP) Funding
- △ Federal Transportation Funding thru Caltrans Local Assistance
- △ Community Development Block Grant (CDBG) Funding

TKE is prepared to help MSWD achieve its mission in providing, protecting, and preserving our most valuable resource – water!

PROJECT / PROGRAM MANAGEMENT

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:

- △ Utilities Improvement Projects
- △ Facilities Improvement Projects
- △ Major Infrastructure Projects
- △ Reconstruction and Rehabilitation Projects
- △ Pavement Rehabilitation Projects
- △ Street Widening Projects
- △ Signing and Striping Projects

TRAFFIC SIGNAL PROJECTS CIVIL ENGINEERING

- △ Potable and Recycled Water Infrastructure Planning and Design
- △ Water System Reservoirs and Pumping Facilities
- △ Water and Wastewater Treatment Systems
- △ Sanitary Sewer Infrastructure Planning and Design
- △ Sanitary Sewer Gravity Main, Force Main, and Lift Stations
- △ Storm Drainage Infrastructure Planning and Design
- △ Capital Improvement Programs (CIPs)
- △ Retention / Detention Basins
- △ Storm Drain and Channels
- △ Floodplain Analysis and Mapping
- △ Hydrologic Studies / Hydraulic Design
- △ Storm Water Pollution Prevention Plans (SWPPP)
- △ Sediment and Erosion Control Facilities
- △ Hydromodification Studies / Water Quality Management Plans (WQMPs)
- △ Pavement Rehabilitation
- △ Pavement Management Systems
- △ Local Streets and Road Design
- △ Street Widening
- △ Grading Studies, Design and Earthwork Analysis
- △ Neighborhood Improvement Preservation
- △ Traffic Signal Design

- △ Traffic Studies and Warrant Analysis
- △ Traffic Impact Studies

SURVEYING, MAPPING, AND RIGHT-OF-WAY ENGINEERING

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

- △ Construction Layout/Staking
- △ Right-Of-Way Engineering
- △ Boundary Surveys
- △ Construction Surveys
- △ Design Surveys
- △ Legal Description Surveys
- △ Aerial Mapping
- △ A.L.T.A. Surveys
- △ Topographic Surveys
- △ Control Surveys
- △ Easement Surveys
- △ Transportation Improvements
- △ Land and Real Estate Evaluations
- △ Grade Separations
- △ Street Widening
- △

PLAN CHECKING

TKE has provided numerous municipalities and agencies throughout Southern California with consulting services and staffing for every facet of Public Works including MSWD for the past 23 years. In addition, we have worked on multi-million dollar regional mega 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 community in a cost effective and efficient manner.

TKE provides experienced, highly qualified staff with significant technical expertise and strong public relations skills for plan checking. TKE is fully capable of providing staff on a full-time, part-time, on-call or interim basis plan checker. Please refer to our project team presented below 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 MSWD development and capital improvement standards were developed to meet the needs of that particular community. TKE has developed a thorough understanding of these standards together with the needs of the community. For each project that TKE is assigned, TKE will verify compliance with MSWD standards. Furthermore, with our extensive experience, TKE will be able to recommend improvements to these standards to ensure expedited project delivery and enhanced public infrastructure.

COMMUNITY OUTREACH / PUBLIC RELATIONS

Depending on MSWD's needs, TKE's strategies are designed to reach, inform, and involve constituents and stakeholders of planning proposals, projects and programs. If requested, we can provide opportunities for interested parties to comments, enabling actionable analysis and results for feedback received. TKE's outreach methods result in building greater consensus and public buy-in. Services include the design, planning and execution of:

- △ Marketing campaigns
- △ Public information meetings / Groundbreaking ceremonies
- △ Project branding
- △ Project website design and construction
- △ Bilingual project collateral materials (brochures, presentation boards, etc.)
- △ Graphic design

SECTION 3 | APPROACH TO THE SCOPE OF WORK

A. PROJECT APPROACH

Whether the services required are planning, design, survey or construction related, successful project delivery is our goal. Our definition of successful project delivery is:

- △ Project completion that meets all project requirements and specifications through:
 - Programming
 - Site Planning
 - Preliminary Design
 - Program Verification
 - Design:
 - Schematic Design
 - Design Development
 - Construction Documents
 - Specifications
- △ Project Completion on Schedule
- △ Project Completion within Budget

Our goal is not limited to any one phase of a project only but includes the incorporation of value engineering and constructability review. Through the examination of specific design and construction alternatives, we will identify the most cost-effective project alternative that meets projects requirements and will provide for the greatest opportunity for expedited construction, which allows us to consistently deliver projects that use public resources in a very wise and responsible manner. We have developed this project approach in order to maintain an expertise in our core business of public works projects with tight budgetary constraints.

To achieve our goal, we approach our projects by first developing a project plan. Our project plan considers the major issues described below and development of project tasks (Scope of Services) to be performed by the design team, preparation of task budgets and preparation of a schedule to complete each task. Prior to beginning preparation of a project plan and Scope of Services, we would perform the following:

- △ Detailed Review of the Project
- △ Preliminary Research and Data Collection
- △ Client Inquiries
- △ Field Reconnaissance

IMPLEMENTATION PLAN

TKE's implementation plan includes the following key elements which we routinely provide for each of our projects:



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, water, wastewater and facility improvement projects for the County of San Bernardino and Riverside, Coachella Valley Association of Governments, Cities of Coachella, La Quinta, Needles, Banning, Calimesa, Moreno Valley, Chino, Glendora, El Monte, South El Monte, Corona, Highland, Hesperia, Colton, Upland, Fontana, Yucaipa, Rialto, Redlands, Wildomar, Lake Elsinore, and Riverside; and for the Municipal Agencies San Bernardino Municipal Water Department, Rubidoux Community Services District, East Valley Water District, Three Valleys Municipal Water District, Monte Vista Water District, Rancho California Water District, and Maywood Mutual Water Company. TKE's approach has consistently allowed our partner agencies to fulfill their missions of delivering the best value for the public's investment.

TKE's management approach includes:

MONTHLY PROGRESS REPORTS

TKE documents project progress for all projects 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.

COMMUNICATION

Communications with MSWD 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.

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.

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 (City/Board 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 Councils/Boards (closed sessions, council meetings, community meetings, etc.).

TEAM MEETINGS

Team meetings include all parties that have any interest in the project development. In particular, the MSWD's Engineering Department and design consultants will be close working partners with TKE in project development and environmental compliance for capital projects. TKE will function as an extension of MSWD staff in meeting and coordinating with design consultants, while ensuring accurate minutes are kept for all pertinent meetings to ensure critical design decisions are memorialized and adhered to throughout the design and/or construction process.

CIP PROJECT MANAGEMENT

Project management will be an essential element in all types of project delivery. Effective communications will lead to effective management. Management will include weekly reviews of project budget and schedules and regular meetings with all project shareholders.



Mission Springs Water District | Regional Water Reclamation Program Management

For all projects, the most important aspect of management will be to ensure that MSWD's interests are protected to the maximum extent possible and project schedules are met. TKE will ensure that public funds and impact fees are used for the benefit of the community. Any deviation from standards and requirements will be referred to the Engineering Manager, and TKE will implement direction given by MSWD. Maintaining excellent communications will prevent any project processing misunderstandings and will avoid project delays. TKE management techniques always result in efficient project delivery.

Managing other consultants is another area that TKE excels. Due to our extensive variety of project experience, specifically in these types of roles, TKE has a vast amount of knowledge with all public works improvement projects and operating as owner representative. With this understanding, TKE is able to manage others and avoid any costly project changed conditions and delays.

REGULATORY, SUBDIVISION MAP ACT AND CITY STANDARDS COMPLIANCE

Another primary function of TKE staff is to verify compliance with aspects of federal, state, and local

laws as well as the subdivision map act and City standards. TKE is already well versed with federal, state and local development law and the map act requirements. Further, TKE will familiarize ourselves with City standards verifying that all construction related to engineering components, are constructed in accordance with these requirements and standards.

FEDERAL / STATE FUNDING COMPLIANCE

TKE will verify that all construction activities, records management and processing are completed in accordance with project requirements including Caltrans Construction Manual and Federal / State requirements. TKE is already working closely with Caltrans Local Assistance on numerous other projects and is very familiar with funding requirements ensuring that MSWD's projects will be delivered efficiently. TKE also has current experience with Caltrans District 8 preparing requests for authorization to proceed to construction, programming change requests, and variance to finance letter requests to conform to actual bid amounts. In addition, TKE has experience in performing grant administration with the State Water Board and Department of Water Resources (both directly and via the Mojave Integrated Regional Water Management Group).

FINANCE AND ADMINISTRATION

TKE is familiar with a number of funding sources for capital improvement projects. TKE has prepared numerous applications and administered these funds for a number of agencies. TKE has extensive experience with Federal and State funded projects including:

- △ Highway Safety Improvement Program (HSIP)
- △ Transportation Enhancement Program (TE)
- △ Congestion Management & Air Quality (CMAQ)
- △ Safe Routes to School (SRTS)
- △ Community Development Block Grant (CDBG)
- △ U.S. EPA Clean Water Grant
- △ U.S. Army Corp Environmental Infrastructure

- △ U.S. HUD Community Development Block Grants
- △ Active Transportation Program (ATP)
 - Safe Routes to School (SR2S)
- △ Road Repair and Accountability Act of 2017 (SB1)
 - Local Partnership Program (LPP)
 - Local Planning Grants
 - Local Street and Road Maintenance and Rehabilitation
- △ Mobile Source Reduction Committee (MSRC)
- △ TDA Article 3
- △ Rubberized Asphalt Concrete (RAC)
- △ CA EPA Clean Water SRF
- △ Proposition 1 and 68
 - Drinking Water SRF
 - Clean Water SRF
 - Storm Water Grant Program
 - Integrated Regional Watershed Management Program
 - Flood Management Program

We will apply this knowledge to process current projects and continue to work with City staff to match funding streams with proposed capital improvement projects.

ENVIRONMENTAL COMPLIANCE

Environmental permitting for projects within the CIP may be complex and involve coordination with multiple jurisdictional agencies, in addition to the normal CEQA analysis and determination. Our preliminary review of the CIP indicates that many projects projected will qualify for a categorical exemption. Notwithstanding, TKE has experience in successfully managing Initial Studies, Mitigated Negative Declarations, and Environmental Impact Reports. Other projects may require some additional environmental permit requirements including Clean Water Act (CWA) Section 404 permits from the United States Army Corps of Engineers, CWA Section 401 or Lake and Streambed Alteration permits from the Regional Water Quality Control Board, Section 1602 Permits

from the California Department of Fish and Wildlife, and potential US ESA Section 7 permitting from the United States Fish and Wildlife Service. TKE has experience in the acquisition of each of these different permit types and will provide excellent management and oversight to ensure environmental compliance permitting is implemented.

PROJECT BUDGETS AND SCHEDULING

TKE has extensive experience in monitoring budgets and evaluating project / construction schedules to ensure delivery of projects that are within budget and on-schedule. The evaluation of the budget and schedule will consist of comparing historical design / construction phase costs and time frames, best practices, agency and manufacturer recommendations, budget and scheduling requirements against the approved contracts. The review of this will take into considerations input from Subject Matter Experts (SME), stakeholders, project plans / specifications, the risk register, and the approved budget and schedule.

The main reason for the evaluation of the budgets and schedule is to ensure that resources, equipment, materials, and staff (personnel, contractors, and inspectors) are available when needed and projects delivery meets MSWD's requirements. The availability of personnel, alternate priorities, multiple levels of approval, unfamiliarity with the project, internal / external politics, and numerous other factors can impact both the project budget and schedule. TKE has the experience to oversee the project budget scheduling with consultants and contractors to identify potential cost or time overruns and apply corrective action to mitigate any potential impacts.

CONSTRUCTION MANAGEMENT

Construction management is an essential element in project delivery. Effective communications will lead to effective management.

For construction projects, project requirements, project schedule compliance and budget tracking will be important. Project requirements will be assessed by TKE staff and presented to City's management staff. Upon receipt of direction from City staff, TKE staff will be responsible to verify that construction is completed in compliance with those project requirements. TKE's effective construction

management techniques will ensure that compliance will occur.

As noted above, maintaining the project schedule will be one of the most important tasks. Further, maintaining excellent communications will prevent any project processing misunderstandings and will avoid project delays. TKE's developed management techniques have resulted in efficient project delivery throughout our 22 year history.



City of Calimesa | Citywide Pavement Rehabilitation

STRICT CONSTRUCTION COMPLIANCE

In order to ensure cost controls and maintain project budgets, it is imperative that City employ an experienced construction management and inspection team. Our construction management and inspection team has consistently delivered projects on-time and within budget by maintaining an active dialogue and hands on approach with the project contractor, while ensuring that all construction is consistent with the bid plans and specifications. We are familiar with applicable standards and specifications, including but not limited to numerous San Bernardino County Cities, County of San Bernardino, CalTrans, and Greenbook.

INSPECTION

TKE provides experienced, highly qualified staff with significant technical expertise and strong public relations skills for inspection services. All of TKE's inspectors have a background within design and construction, enabling TKE to provide well

rounded inspectors capable of understanding the requirements to construct a project and who are capable of identifying potential change orders and design deficiencies before they occur. 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:

- △ Daily review and documentation of construction activities (daily reports and digital photo of significant issues and milestones)
- △ Monitor Contractor's daily labor force for compliance with state & federal labor laws.
- △ Field verification of traffic control procedures and consistency with approved Traffic Control Plan
- △ Coordinate with agencies and different stakeholders to ensure smooth progress of construction activities
- △ Monitor project schedule
- △ Verify quantities and assuring quality control
- △ Field observations of construction activities
- △ Maintain complete and accurate project records compliant with Caltrans manual
- △ Review and recommend approval / disapproval of monthly progress pay estimates
- △ Verify NPDES and SWPPP compliance
- △ Prepare weekly statement of working days
- △ Review RFI's, change orders and progress payments
- △ Coordinate punch list and as-built plans
- △ Ensure that materials and completed work comply with plans specifications and design criteria
- △ Implement security procedures
- △ Issue notices for safety concerns and violations
- △ Coordinate with survey, material testing and other construction consultants
- △ Review and ensure compliance with control documents, submittals, RFI's, change orders, and work change directives
- △ Compliance with Caltrans encroachment permit requirements, if required
- △ Preparation of punch list
- △ Coordinate project closeouts activities which include staff report, Notice of Completion, release of retention, warranty walk, and archiving documents.

DISPUTE RESOLUTION

TKE's construction managers are highly skilled with and have provided dispute resolution on a number of past projects. The keys to avoiding potential costly and time-consuming disputes are knowledge, communication and organization. Our construction managers pride themselves on thorough research and review of the project plans and specifications and existing knowledge and understanding of Caltrans, Greenbook and other standard plans and specifications. Their effective communications skills ensure that all stakeholders are constantly advised of project progress and requirements. Their proactive organizational program effectively manages the construction schedule, documents action items with required

follow-up and continuous schedule reviews and anticipate needs for future action items. Our project manager's 'can do' approach to all project issues nearly always results in resolution. They are non-combative with all project stakeholders, maintaining professional working relationships with each stakeholder regardless of conflict. Their perseverance and vast knowledge and experience of issues will resolve challenges while protecting City's and local jurisdictional agencies interests.

TKE has been working with MSWD for over 10 years and has developed a vast understanding of MSWD's needs and maintained a database of records that will be used to support CIP delivery.

CONFLICT RESOLUTION

One of TKE's greatest strengths is conflict resolution. Through our history, not one of TKE's projects has resulted in litigation. We use a proactive approach to conflict resolution that includes continuous communications, development of alternative proposals and reason. Our not-confronting project and construction management approach has proven success.

PUBLIC RELATIONS

TKE's Construction Manager and Inspector are experienced with public relations associated with construction projects. TKE performs initial site visits to all potentially affected properties to discuss the upcoming project and any potential concerns the property owner and/or tenant may have. TKE identifies improvements that will benefit the property owners to help them understand the importance of project construction. Our approach builds a project coalition with the property owners and tenants which reduces public complaints at City Council meetings and provides a sense of ownership with the project. TKE's Inspector also performs routine visits during construction to check on the property owners concerns and to see if there are any issues that need to be mitigated.

CITY STAFF REQUIREMENTS

For all projects, TKE will require MSWD to provide records of existing improvement drawings and copies of any centerline ties and benchmarks during the records research phase. In addition, MSWD will also be required to provide final direction on alternatives, critical design options, and plan check comments at all pertinent phases of design. TKE is familiar with MSWD's GIS system, the resources it provides, and using it as a tool to relieve burdensome requests to City staff. Further,



TKE Engineering, Inc. | AT A GLANCE

**City/District Engineer**

TKE is the City District Engineer in 10 Cities/Districts

**Staff Augmentation**

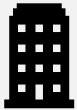
TKE currently provides Staff Augmentation in 10 Cities / Counties / Districts

**Municipal On-Call Contracts**

TKE currently provides Civil Engineering Design, Project Support, and Survey services for more than 30 Cities / Counties / Districts throughout Southern California

**Size of Organization**

43 Professional Engineers, Project Managers, Surveyors, Plan Checkers, Inspectors, Designers, Construction Managers, and Support Staff

**Location of Office**

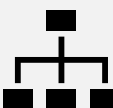
TKE Engineering, Inc.
2305 Chicago Avenue
Riverside, CA 92507

**Years in Business**

TKE has conducted business for the past 23 years and has 23 years of experience in providing street widening and design services for municipal client projects

**Company Structure**

TKE is a California Corporation founded in June 2000. TKE has no affiliates or subsidiary companies. California Business License Number: 00109901
TKE DIR No. 1000413173

**Firm Owners**

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

**Mission Spring Water District Point of Contact**

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

SECTION C | CONSULTANT INFORMATION**1. FIRM BACKGROUND**

TKE Engineering, Inc. (TKE), a California Corporation, was established in 2000, and in the last 23 years has developed into one of Southern California's premier full-service consulting engineering, surveying and construction management firms. TKE was established with the goal of providing turnkey services for municipal projects 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 been providing design and survey services to municipalities for street improvement projects for the past 23 years.

TKE provides turnkey design and survey services to numerous municipalities throughout Riverside, San Bernardino, and Los Angeles Counties. TKE routinely provides the following municipal services: Project Development, CIP Design, Surveying, Traffic Engineering, Project Management, Plan and Map Checking, Program Management, construction management, inspection, Utility Company Coordination and Management, Public Outreach, Grant Funding, CDBG, HUD and Federally/State Funded Project Management, and Construction Surveying services. Our wide range of services and history with Mission Springs Water District (MSWD) provides our team with an intimate knowledge and experience of the common pitfalls associated with each project variation and our past history of successfully overcoming these challenges. This allows our team to provide quick and efficient decisions to be made related to design, which helps to reduce the potential for delays and keeps the project on schedule.

TKE is currently providing On-Call general engineering services as well as construction management and inspection services on the RWRP treatment plant and sewer project. We are committed to providing high quality, comprehensive services to meet all of MSWD's needs. TKE's Project Manager will be in contact with MSWD staff and our subconsultants weekly to ensure that the project is progressing on

schedule and within the 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 are highly trained and active to keeping the design on schedule and the project within budget using our superior communication and management skills. Our experience with MSWD and in the low desert region, water and waste water expertise, communication skills, numerous accomplishments, as well as management skills, will help maintain continuity in the delivery of MSWD’s capital project. 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 contractor and other consultants.

LEGAL AND FINANCIAL CONDITION

TKE’s organizational structure has steadily grown since our inception 23 years ago, which provides us with a solid foundation and ensures successful completion of this project. In TKE’s 23 years of business, not a single TKE project has gone through litigation. TKE has an annual gross revenue of more than \$10 million and there are no financial conditions that may impede TKE’s ability to provide services, or complete any projects as outlined in the RFP and Professional Services Agreement. No conditions or organizational conflicts of interest exist that will affect the ability of TKE to perform the required duties as described in this proposal.



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

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 ManagerEducation

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 ManagerEducation

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 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.

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.

*Resumes for key personnel may be found as an attachment at the end of this proposal.

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:

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 as 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 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.

JCA Engineering, Inc.

JCA Engineering (JCA) has been dedicated to providing state of the art electrical engineering services. Mr. James Corns, Principal Engineer, offers more than 20 years of experience. Projects successfully completed within the last year, including efficient public works facilities, represent total construction values exceeding \$40 million.

SECTION 4 | EXPERIENCE

A. EXPERIENCE IN PERFORMING SIMILAR WORK

TKE takes pride in our reputation for thoroughness, rapid turnaround, cost efficiency and overall quality of work, and believes that a high level of quality is needed on all CIP Projects. It is our standard to demonstrate proactive leadership and implement effective planning and management practices. As MSWD's qualified professional consultant, our team will adopt MSWD's Project Delivery Process and ensure best practices are being implemented for timely project delivery completed within budget. As MSWD's reliable service provider, we will strategically apply lessons learned from our collective years of experience to deliver quality services.

This section showcases TKE's depth and breadth of resources, which will be led by our team of expert key personnel. The following project examples showcase our team's experience in performing work of a similar nature to the scope provided in the RFP. This experience highlights our ability to effectively manage and coordinate the services requested.



REGIONAL WATER RECLAMATION PROGRAM MANAGEMENT

Mission Springs Water District, City of Desert Hot Springs, CA

Client Contact: Mr. Arden Wallum
Mission Springs Water District
Phone Number: (760) 329-5169
Email: awallum@mswd.org
Project Cost: \$68,000,000
Completion Date: On-Going

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 Regional Water Reclamation Facility (RWRf). Thereafter, TKE was retained to be the program manager for the for the development of the RWRf and associated projects. As program manager, TKE is responsible for coordinating the design, hydrogeological analysis, environmental compliance processing, and construction of the RWRf, a new Regional Conveyance Trunk Sewer to deliver wastewater to the RWRf, and the M-2 Collection System to connect 695 parcels to the sewer system for treatment by the RWRf. In addition, TKE is in charge of grant funding and permit acquisition. In 2022, TKE secured \$68 million in grant funding for the project. 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

Services include 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.

KEY STAFF

Steven Ledbetter, PE
Terry Renner, PE, LS, QSD
Shelby Kelley, EIT
Ron Musser, PLS

RELEVANCE TO MSWD

- * *Management of the Program from Inception to Date*
- * *Program Sequencing*
- * *Value Engineering*
- * *Managing CEQA Compliance*
- * *Managing Permitting*
- * *Coordination with City, County, RWQCB, and State Water Board*
- * *SRF and Grant Acquisition and Administration*



REGIONAL CONVEYANCE FORCE MAIN AND TRUNK SEWER

Mission Springs Water District, Desert Hot Springs, CA

Client Contact:	Mr. Arden Wallum Mission Springs Water District
Phone Number:	(760) 329-5169
Email:	awallum@mswd.org
Project Cost:	\$9,000,000
Completion Date:	On-Going

DESCRIPTION

Mission Springs Water District (MSWD) retained TKE to conduct a preliminary engineering analysis that evaluated potential service areas, trunk sewer/force main alignments, wastewater flow rates, lift station capacity analysis, and other preliminary design criteria needed to identify the preferred alignment of the Regional Conveyance Force Main and Trunk Sewer and potential flow diversions to the Regional Water Reclamation Facility (RWRF). TKE is also responsible for final design and contract documents for approximately 3 miles of the preferred Regional Conveyance Force Main and Trunk Sewer alignment from the intersection of Dillon Road and Avenida Manzana to the RWRF. The project includes environmental compliance and geotechnical investigation, along with 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, Construction Management, Inspection and Construction Staking.

KEY STAFF

Terry Renner, PE, LS, QSD

Steven Ledbetter, PE

Octavio Parada

Shelby Kelly, EIT

Ron Musser, PLS

RELEVANCE TO MSWD

- *MSWD Construction Management and Inspection Experience*
- *Sewer Design*
- *Project Sequencing*
- *Managing CEQA Compliance*
- *RCTD Permitting*
- *Coordination with City, County, RWQCB, and State Water Board*



RECYCLED WATER PIPELINE

City of Hesperia, CA

Client Contact: Mr. Nils Bentsen

Phone Number: (760) 947-1025

Email: nbentsen@cityofhesperia.us

Project Cost: \$16M

Completion Date: December 2018

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.

KEY STAFF

Terry Renner, PE, QSD

Octavio Parada

Ron Musser, PLS

RELEVANCE TO MSWD

- *Recycled Water Design*
- *Utility Relocation/Coordination*
- *Design/Construction Surveying*
- *Railroad Permitting*
- *SCE Permitting*
- *Right-of-Way Engineering*
- *Easement Acquisition/Property Owner Coordination*



CALIMESA CREEK BASIN AND STORM DRAIN

City of Calimesa, CA

Client Contact: Ms. Bonnie Johnson
Phone Number: (909) 795-9801
Email: Bjohnson@cityofcalimesa.net
Project Cost: \$7.3M
Completion Date: November 2022

DESCRIPTION

The Calimesa Creek Storm Drain Improvements Project is located in the Cities of Calimesa and Yucaipa south of County Line Road between the Interstate 10 Freeway and 5th Street. The project includes the design of 2,000 linear feet of 96" storm drain pipe and open channel improvements and includes design of a 53 Acre-Foot detention basin for flood control and hydro-modification purposes, providing 100-Year flood conveyance storm drain protection and low flow diversion to the existing Calimesa Creek. Design will also include walking trails and maintenance roads alongside of the improved channel alignment.

SERVICES

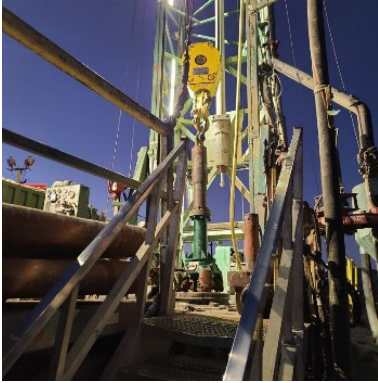
Services include pre-project planning, development, preliminary engineering, hydrology and hydraulics, design, project grant writing, environmental compliance, state and federal funding coordination, utility relocation coordination, right-of-way acquisition and permitting.

KEY STAFF

Terry Renner, PE, QSD
 Steven Ledbetter, PE
 Octavio Parada

RELEVANCE TO MSWD

- *Major Drainage Infrastructure*
- *Regional Flood Control Basin*
- *Connection to County Flood Control Facility*
- *Extensive Utility Coordination and Permitting*
- *Hydraulics/ Hydrology Modeling*



WELL NO. 16 AND TRANSMISSION MAIN

City of Needles

Client Contact: Ms. Rainie Torrance
Phone Number: (760) 326-5700 x 140
Email: rtorrance@cityofneedles.com
Project Cost: \$3.8 Million
Completion Date: March 2022

DESCRIPTION

The Well No.16 and transmission main project is located along Needles Highway, north of Interstate 10, in the City of Needles. TKE prepared the design plans, specifications, and estimates, and provided bidding support and construction management services for the new production well and transmission main. The project was required to provide potable water supply backup and remove inefficiencies in the existing distribution network. The project included design of the well pump and motor, above ground discharge piping, appurtenances, 2,750 linear feet of 16" transmission pipeline, shade structure, electrical system, SCADA system integration, and connections to the existing system.

SERVICES

Services include records research, design survey, coordination with agencies and consultants, preliminary engineering, utility verification, permitting, design, cost estimating, bidding support, and construction management.

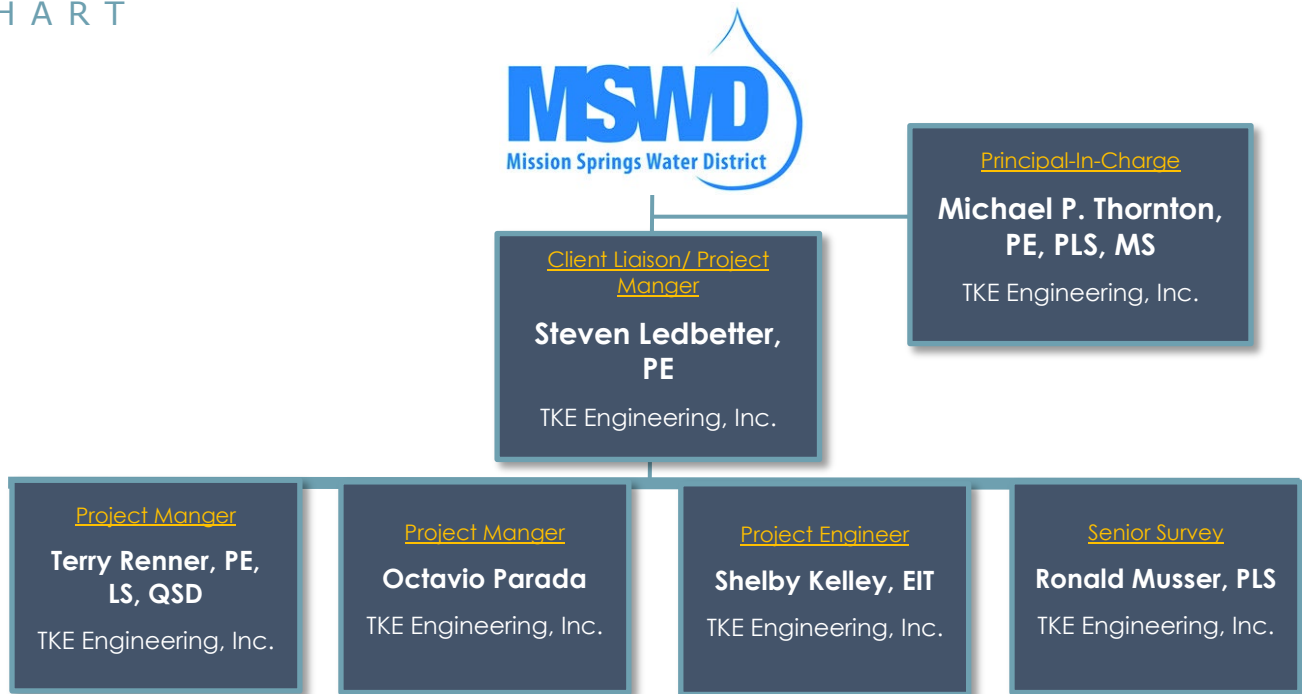
KEY STAFF

Steven Ledbetter, PE
 Shelby Kelley

RELEVANCE TO MSWD

- *Well Design*
- *Utility Coordination*
- *Design Surveying*
- *Permit Coordination*

B. ORGANIZATIONAL CHART



SUPPORT TEAM
(40+ Members)

Michael P. Thornton PE, PLS | *President*
Michelle Arellano, P.E. | *Senior Plan Check Engineer*
Brett Enscoe | *Survey Party Chief*
Mycal Balta | *Public Works Inspector*
Steve Dukett | *Managing Director Development Services*
Monae Pugh | *Traffic Engineering Specialist*
Patrick Palafox | *Senior Public Works Inspector*
Brad Enscoe | *Senior Public Works Inspector*
Tyler Ault | *Senior Public Works Inspector*
Jeff Lantosh | *Senior Public Works Inspector*
Brian McDuffie | *Senior Public Works Inspector*
Nelson Blackwell | *Senior Public Works Inspector*
Michael Counce | *Senior Public Works Inspector*
Naeem Dulloo | *Senior Public Works Inspector*
Brittany Simmons | *Proposal Coordinator*
Michelle Sells | *Accounting/Office Manager*

Jennifer Cioffi, PE | *Project Manager*
Steve Nix, PE, PLS | *Senior Engineer*
Marvin Lara, EIT | *Assistant Construction Manager*
Travis Bradshaw | *Associate Engineer*
Jose Martinez | *Associate Engineer*
Alex Estepa | *Associate Engineer*
Jose Hernandez | *Associate Engineer*
Metehan Gumustekin, EIT | *Associate Engineer*
Chance Renner | *Associate Engineer*
Emmanuel Perez | *Engineering Assistant*
Jayden Renner | *Engineering Technician*
Nyasha Burnatte | *Engineering Technician*
Daniel Melero | *Engineering Technician*
Deana Vilches | *Clerical*
Tracey McLoughlin | *Clerical*
Jeannette Barlow | *Clerical*

SECTION 5 | REFERENCE

AGENCY	CONTACT NAME	CONTACT INFO
Mission Springs Water District 908 Park Avenue Calimesa, Ca 92320	Arden Wallum General Manager	P: (760) 329-6448 awallum@mswd.org
City of Hesperia 9700 Seventh Avenue Hesperia, CA 92345	Nils Bentsen Deputy City Manager	P: (760) 947-1018 nbentsen@cityofhesperia.us
County of San Bernardino 222 W. Hospitality Lane San Bernardino, CA 92415	Noel Castillo Assistant Director- Planning and Operation	P: (909) 387-7916 Noel.Castillo@dpw.sbcounty.gov
City of Needles 817 3 rd Street Needles, CA 92363	Patrick Martinez Director of Development Services	P: (909) 326-5740 pmartinez@cityofneedles.com
City of San Bernardino Municipal Water Department 1350 SE Street San Bernardino, CA 92408	Ted Brunson Water Utility Director	P: (909) 384-5095 tedb@sbmwd.org
San Antonio Water Company 139 N. Euclid Avenue Upland, CA 91786	Brian Lee General Manager	P: (909) 982-4107 Blee@sawaterco.com

Please refer to the project examples listed in Section 4 of this proposal to see detailed descriptions regarding where TKE has worked with each of the references listed above.



Uploaded separately via PlanetBids.



SECTION F | DISCLOSURES

Uploaded separately via PlanetBids.





MICHAEL THORNTON, P.E., P.L.S., M.S.

PRINCIPAL-IN-
CHARGE

TKE Engineering, Inc.

EDUCATION

MS, Civil Engineering, California State University, Long Beach

BS, Civil Engineering, California State Polytechnic University, Pomona

REGISTRATIONS

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

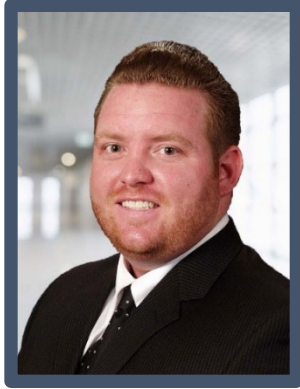
American Council of Engineering

Companies

Mr. Thornton, TKE's President, is in charge of all TKE projects. He has over 35 years of experience in engineering planning, design, land surveying and construction management for public works projects. He has worked on a variety of public works engineering projects including water system improvements, sewer system improvements, street improvements, park improvements, bike trail improvements, drainage improvements, and reclaimed water system improvements projects. Mr. Thornton 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.

DETAILED PROJECT EXPERIENCE

- **I-15 Sewer Lift Station, Hesperia, CA** - Mr. Thornton was Principal-in-Charge for services on the sewer lift station project he oversaw the design to accept wastewater flows from existing and proposed developments at Interstate 15 and Rancho Road, and the surrounding community of approximately 110 acres. The analysis included defining the tributary area, calculating existing, near-term, and ultimate wastewater flows (0.94 MGD, 1.78 MGD, and 2.56 MGD, respectively), calculating head loss, selecting pumps, and designing the wet well and piping system. TKE identified two self-cleaning high efficiency 25 hp wastewater pumps with variable frequency drives. The pumps were selected based on its peak efficiency (76%) under ultimate head and flow conditions, while maintaining good efficiency (65%) under initial head and flow conditions.
- **San Bernardino Avenue Trunk Sewer, City of Fontana, CA** - Mr. Thornton was Principal-in-Charge for services on the San Bernardino Avenue Trunk Sewer and provided project and construction management, coordination with stakeholders and agencies, flow generation calculations, model preparation, flow monitoring analysis, cost estimating and report preparation for the San Bernardino Avenue Trunk Sewer System, an area encompassing approximately 9,400 acres covering the majority of the San Sevaine redevelopment project area. The study limits were State Route 210 to the north, Maple Avenue to the east, San Bernardino Avenue to the south and East Avenue to the west. The trunk sewer construction included 22,000 linear feet of 42" and smaller diameter lined RCP and VCP sewer pipe, two siphon structures, interconnections with gated manholes to major sewer crossings and residential and commercial laterals.
- **Mission Springs Water District** - Mr. Thornton previously served Mission Springs Water District as 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.
- **2017 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 increased future water demands. The evaluation included future planned development projects and the City's most current General Plan Update report. 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 services include research, coordination with agencies, hydraulic calculations, model preparation, preliminary engineering, cost estimating, exhibit preparation, CIP development and presentation to City Management Staff.



STEVEN LEDBETTER, P.E.

CLIENT LIAISON /
PROJECT MANGER

TKE Engineering, Inc.

EDUCATION

B.S., Civil Engineering, California State Polytechnic University, Pomona

REGISTRATIONS

P.E. License Number 84044 (CA)

AFFILIATIONS

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

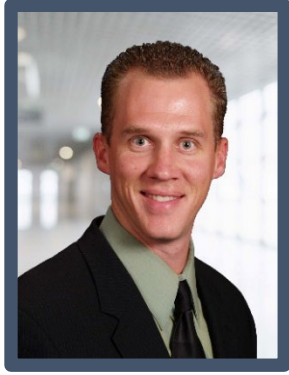
American Public Works Association, Coachella Valley Board Member

American Council of Engineering Companies of California

Mr. Ledbetter has over 23 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.

DETAILED PROJECT EXPERIENCE

- **Regional Water Reclamation Program, Mission Springs Water District, CA** – Mr. Ledbetter is providing program management services for the development and construction of the District's Regional Water Reclamation Program (RWRP). The RWRP 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 RWRP, 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 RWRP.
- **Eastgate Building No. 1 Water Supply Assessment, San Bernardino, CA** – The proposed Eastgate development project includes 658,500 square feet of industrial floor space on approximately 97.48 acres of land. The development will consist of a warehouse building for air cargo use located at San Bernardino International Airport. The development has an estimated water demand of 223 acre-feet per year. As project manager, Mr. Ledbetter is providing an assessment of the water supplies available to serve the development over a 20-year period.
- **IRWM Agency Representative, Coachella Valley Regional Water Management Group (CVRWMG)** – Beginning in 2016 and continuing through today, Mr. Ledbetter represent Mission Springs Water District at technical coordination and public outreach meetings related to the CV Integrated Regional Water Resource Management Program. 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.
- **Well No. 16, City of Needles, CA** - Mr. Ledbetter is currently managing the design and construction of a new production well, Well No. 16, and transmission main located along Balboa Place and South of McShans Lane in the City of Needles. The project includes design of the well pump and motor, above ground discharge piping, appurtenances, 2,750 linear feet of 16" transmission pipeline, shade structure, electrical system, and SCADA system integration. The project includes restrained joints, system appurtenances, and connections to the existing systems and interconnections to City of Needles Water.



**TERRY
RENNER,
P.E., Q.S.D.
PROJECT MANAGER**
TKE Engineering, Inc.

EDUCATION

B.S. Civil Engineering, California State Polytechnic University, Pomona

CERTIFICATIONS

Caltrans SWPPP Certified QSP/QSD Training

REGISTRATIONS

P.E. License Number 69984 (CA)
Qualified SWPPP Developer and Practitioner #24329

AFFILIATIONS

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

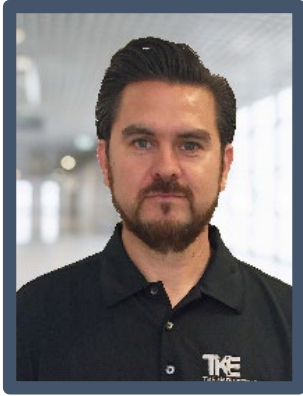
American Public Works Association

American Council of Engineering Companies of California

Mr. Renner is the Senior Vice President of TKE and has 25 years of experience in civil engineering infrastructure projects, including transportation and traffic improvements, drainage improvements, sewer and water improvements, facilities improvements and recreation improvements. He has managed numerous grant funded (Federal and State) projects and has delivered projects for the Cities of Coachella, Highland, Calimesa, Yucaipa, Fontana, Rialto, Upland, Riverside, and Redlands. As a construction manager, Mr. Renner has been responsible for supervising a staff of inspectors, construction coordination and scheduling, utility relocation coordination, public relations, submittal review, coordination with 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 projects managed and delivered by TKE continue to exceed industry standards.

DETAILED PROJECT 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.
- **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.



OCTAVIO PARADA

PROJECT MANAGER

TKE Engineering, Inc.

EDUCATION

Bachelors of Science (B.S),
Autonomous University of Baja
California, Mexico (UABC)

CERTIFICATIONS

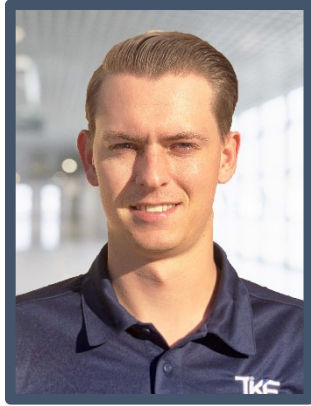
Certificate (1996), Traffic Engineering
for highways, Secretary of Transport
and Communication (SCT-Mexico)

Certificate (2007), CAD Pilot Boot
Camp for Civil 3D, CVIS

Mr. Parada has over 26 years of progressive experience in civil engineering in the public works sector as well as the private sector. He is result-driven, proactive and detail-oriented with a proven track record of successfully handling and delivering a wide variety of complex and challenging projects. He is dedicated to ensure that projects exceed industry standards and consistently finishing under budget and schedule. Through his career, Octavio has accumulated extensive experience in planning, designing and project completion for more than 30 miles of roadways, street widening, medians, traffic calming, roundabouts, signing and striping modifications, bicycle lanes, pedestrian facilities for major corridors, arterials, collectors and residential streets, including water improvements, sewer improvements, drainage improvements, grading plans and computerized system modeling for drainage master plans. Finally, Octavio has worked in the private sector for commercial and industrial development as technical director managing projects from the conceptual stage, through planning, designing, bidding, construction, and project completion under project specifications and exceeding client expectations.

DETAILED PROJECT EXPERIENCE

- **Pearmain Street Relief Sewer Project**, *City of Adelanto, CA* - Mr. Parada performed design and project management services for City on Pearmain Street and Auburn Road between approximately 1,300 feet east of US Highway 395 and Air Expressway. This project consists of the construction of 9,000 linear feet of pipe with diameters ranging from 21" to 15", utilizing Polyvinyl chloride pipe, manholes, stub outs, 110 linear feet of 30" bore and jack steel casing, existing manhole replacement with diversion manhole, reconnection of existing undersized 12" sewer and connections to existing sewer manholes. Proposed wastewater system improvements provide relief for the existing 12" sewer which has insufficient capacity to convey current and proposed development flows.
- **Pacific Avenue Water Pipeline Improvements Project**, *Rubidoux Community Service District* - Mr. Parada Assisted in the design and preparation of 5400' linear feet of watermains ranging from 16" to 8" in diameter, utilizing ductile iron and Polyvinyl chloride pipe, pipeline appurtenances, fire hydrants, 60 linear feet of 24" bore and jack steel casing. The project also included coordination of future street and storm drain improvements with riverside county transportation department and flood control district.
- **1158 Zone Recycled Water Program**, *City of Fontana, CA* - Mr. Parada assisted in the design and preparation 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. The project included preparation of preliminary engineering report that identified potential users, projected use amounts alignment alternatives to provide service, environmental impacts and service retrofits. Assistance with a funding application and processing with the State of California State Water Resource Control Board.
- **Central Avenue Water Replacement Project**, *City of Upland, CA* - Mr. Parada assisted in the design and preparation of 3500' linear feet of 12" CML&C waterline, pipeline appurtenances, service laterals and fire hydrants.



SHELBY KELLEY, E.I.T.

PROJECT ENGINEER

TKE Engineering, Inc.

EDUCATION

B.S. Civil Engineering, San Diego State University

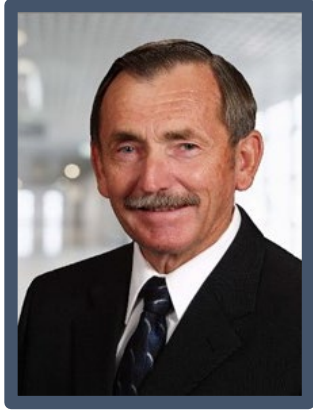
REGISTRATIONS

Engineer in Training; E.I.T. Number
171121

Mr. Kelley is an Associate Engineer of TKE Engineering, Inc. and has 6 years of experience in civil engineering design and construction of infrastructure projects, including sewer and water improvements, drainage improvements, transportation improvements, facilities improvements, and construction methods. Mr. Kelley has been responsible for assistance with design of water and sewer plan/profile, lift stations, treatment plant facilities, preliminary design exhibits, and cost estimates. He has delivered projects for Mission Springs Water District and the Cities of Adelanto, Chino, Fontana, Hesperia, Highland, Needles, and Rialto.

DETAILED PROJECT EXPERIENCE

- **Regional Water Reclamation Facility, Mission Springs Water District, City of Desert Hot Springs, CA** – Mr. Kelley is currently assisting in performing construction management and office engineering services for the construction of the new Regional Water Reclamation Facility located near 20th Avenue and Little Morongo Road in the City of Desert Hot Springs. The \$43,000,000 project includes the construction of a 1.5 MGD Sequence Batch Reactor (SBR) wastewater treatment plant that will dispose treated secondary effluent in on-site disposal ponds. The project also includes an operations and administration building that will house a solids processing area, chemical storage area, maintenance area, administrative area, electrical room, and blower room. Mr. Kelley provides support in submittal and RFI review, change order review, progress payment review/approval, labor compliance, coordination with utilities, permitting, grant reimbursement and coordination with District representatives.
- **Well No. 16, City of Needles, CA** - Mr. Kelley assisted with the design of the new Well No. 16 and Waterline located along Balboa Place and South of McShans Lane in the City of Needles. The project includes well pump, above ground piping, appurtenances, discharge piping and shade structure. Along with the design of the proposed well, Mr. Kelley assisted with the design of 2,750 linear feet of 16" Ductile Iron pipe designated along Well Access Road and Balboa Place. The project includes restrained joints, system appurtenances, and connections to the existing systems and interconnections to City of Needles Water.
- **Horton Wastewater Treatment Plant Tertiary Filter, Mission Springs Water District, City of Desert Hot Springs, CA** – Mr. Kelley is currently assisting with the design of a pump station and tertiary filters located at the Horton Wastewater Treatment Plant in the City of Desert Hot Springs. Tertiary Filter design consisted of modifications to existing distribution box, pumping structure, 590 linear feet of 24" Ductile Iron pipe, Aqua-Disk Tertiary Filter, 600 linear feet of 4" Ductile Iron pipe for metered backwash line to influent pump station and proposed distribution box.
- **White Avenue Drainage, City of Adelanto, CA** - Mr. Kelley assisted in the design of a 38,000 square foot drainage basin, inlet and outlet facilities, curb, gutter, and sidewalk located near White Avenue and Pearmain Street. The project will effectively improve flood control, eliminating current flooding along the transportation corridor, enhance water conservation from the rainfall within the vicinity, storm water, and provide water to the region.



RON MUSSEY, P.L.S.

SENIOR SURVEYOR

TKE Engineering, Inc.

REGISTRATIONS

P.L.S. License Number (CA): 4230

Mr. Musser has over 55 years of experience in performing field and office surveying and plan checking services for public and private projects including 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 10 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. Mr. Musser currently provides map checking services to the cities of Calimesa, Upland, Azusa, Pico Rivera and El Monte.

DETAILED PROJECT EXPERIENCE

- **Regional Water Reclamation Program, Mission Springs Water District, CA** – Mr. Musser is providing all survey, construction staking, and mapping services for the development and construction of the District's Regional Water Reclamation Program (RWRP). The RWRP includes planning, design, and construction of a regional wastewater treatment plant, interceptor conveyance system, and local wastewater collection systems. Mr. Musser is dealing with all survey related items in the completion of the RWRP, including: survey control, street and topographic survey, mapping, coordination with the City and Planning Department, construction staking, preparation of grade/tie-sheets, confirming final grades and elevations, and all related services to successfully complete the RWRP.
- **On-Call Survey and Map Checking Services, City of Calimesa, CA** - Mr. Musser provides on-call map checking services to the City of Calimesa. Mr. Musser is providing map checking services for several small and large tract developments, single family residential units and commercial retail centers within the City. Services include closure calculations, development project screen checks, response to development community inquiries, perform map checking for tract maps, parcel maps, lot line adjustments, lot mergers, records of survey, corner records, easement and right-of-way acquisitions.
- **On-Call Survey and Map Checking Services, City of Hesperia, CA** - Mr. Musser provides on-call map checking services to the City of Hesperia. Mr. Musser is providing map checking services for several small and large tract developments, single family residential units and commercial retail centers within the City. Services include closure calculations, development project screen checks, response to development community inquiries, perform map checking for tract maps, parcel maps, lot line adjustments, lot mergers, records of survey, corner records, easement and right-of-way acquisitions.
- **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.



Prepared By:



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

EXHIBIT B



RATE SCHEDULE 2024-2025

	<u>HOURLY RATE</u>
Principal in Charge	\$155.00
Project Manager/Construction Manager/Licensed Surveyor	\$150.00
Senior Engineer/Project Engineer (PE)/Senior Plan Checker	\$145.00
Associate Engineer	\$135.00
Assistant Engineer/Plan Checker/Designer	\$130.00
AutoCAD Technician.....	\$120.00
Engineering Technician	\$100.00
Clerical	\$ 85.00
Forensic Engineering	\$195.00
Expert Witness Testimony	\$330.00
 <u>SURVEYING SERVICES</u>	
2-Man Survey Crew (Prevailing Wage)	\$260.00
 <u>CONSTRUCTION SERVICES</u>	
Senior Construction Inspector (Prevailing Wage)	\$135.00
Construction Inspector (Prevailing Wage)	\$125.00
 <u>REIMBURSABLE COSTS</u>	
In-house Reproduction	Cost
Printing and Materials	Cost + 10%
Express Mail/Courier/Next Day Service ..	Cost + 10%
Special Subconsultant Services ..	Cost + 10%

Mission Springs Water District
On-Call General Engineering for FY24/25
Proposed Task Order Budget Request

Projects	FY22/23	FY23/24	FY24/25	Notes
	Actual	Actual	Proposed Task Order Budget	
02-General District Engineering Services	\$ 57,095.00	\$ 43,717.50	\$ 20,000.00	On-going assistance to engineering department as directed by GM and Engineering Manager, including assistance with developing agreements and securing grant funding with the USACE, developing RFPs/RFQs, plan checking, preparing monthly Board reports, and biweekly CIP and Water Resource project progress meetings.
11-Integrated Regional Water Management Plan	\$ 33,550.00	\$ 23,530.00	\$ 25,000.00	On-going CVRWMG project management, including attending monthly meetings, preparing quarterly progress reports for grant funded projects, assisting with grant applications and developing project charters for grants.
51-Mission Creek Subbasin	\$ 22,750.00	\$ 16,242.50	\$ 17,500.00	On-going MCSB SGMA assistance, including attending quarterly general manager meetings, preparing quarterly hydrographs, and assisting with preparation of the SGMA annual report.
61-SGMA San Geronio Pass Subbasin	\$ 1,745.00	\$ 2,740.00	\$ 3,500.00	On-going SGPSB SGMA assistance, including attending periodic GSA meetings, preparing quarterly hydrographs, and assisting with preparation of the SGMA annual report.
78-SNMP Planning and Workplan	\$ 9,395.00	\$ 14,915.00	\$ 20,000.00	On-going SNMP Update assistance, including attending monthly Steering Committee meetings, Technical Advisory Committee meeting, reviewing and commenting on technical memoranda (three TMs expected in this FY), and coordination with the District's independent 3rd party technical reviewer.
83-Water/Wastewater Master Plan PM	\$ 8,720.00	\$ 22,145.00	\$ 10,000.00	Project management assistance for completion of the final water and sewer master plans, including review and commenting on report chapters and CIP projects, and attending meetings as required.
87-TDS Impact Evaluation Workplan Project Management	\$ 5,900.00	\$ 7,642.50	\$ -	Project completed FY24.
88-GQPP Area M-2 Design Project Management	\$ 6,297.50	\$ 9,145.00	\$ 7,500.00	Project management assistance for obtaining SWRCB approval of bid package, coordination with AECOM to address any final comments, and bidding support services.
89-GQPP Area A and G Design Project Management	\$ 17,140.00	\$ 4,620.00	\$ 5,000.00	Project management assistance including attending monthly design progress meetings and plan check of the 100% design package.
91-Supplemental Environmental Project	\$ 14,350.00	\$ 1,907.50	\$ -	Project completed FY24.
93-Viento LS & FM Plan Check	\$ -	\$ 4,400.00	\$ -	Project completed FY24.
94-Area M2 Waterline Replacement	\$ -	\$ 45,550.00	\$ -	Project completed FY24.
95-Rancho Descanso Tract 38200 CM and Inspection	\$ -	\$ 44,010.00	\$ 15,000.00	TKE has \$75k in approved budget remaining for CM and inspection; however, with a majority of construction complete, work anticipated in FY25 includes inspection of setting valves, manholes, and meter boxes to final grade, pouring concrete rings, final punch list, and project closeout. As such, only \$15k budget is anticipated.
96-Viento Development Project WSA-WSV	\$ -	\$ 17,630.00	\$ 3,410.00	Draft report submitted in June; FY25 work includes addressing MSWD and developer comments of the draft report and preparing the Final report.
97-13th Ave, Thomas Ave, & Mission Lakes Blvd Watermain Repairs	\$ -	\$ 13,355.00	\$ 23,545.00	Construction underway; Estimated completion in Fall 2024. TKE has a remaining budget of \$23.5k which is expected to be used on FY25.
98-Area D3 Sewer Design Project Management	\$ -	\$ -	\$ 7,500.00	Project management assistance including responding to data requests and RFIs, attending design progress meeting, and plan checking. Design scheduled for completion in Fall 2024.
99-Viento LS, FM, Water, and Sewer CM and Inspection	\$ -	\$ -	\$ 175,300.00	TKE has an approved budget of \$175k for CM and inspection. Construction is expected to start in August 2024 and be completed within FY25.

Totals: \$ 176,942.50 \$ 271,550.00 \$ 333,255.00

Total w/out Project #99: \$ 157,955.00

EXHIBIT C

Term, Early Termination & Notice

On-Call Professional General Engineering Services

A. Term of Agreement

This professional services agreement shall be effective upon approval by the parties thereof and shall expire upon (1) one year from the effective Agreement DATE therein. This contract also terminates and replaces any previous agreements between Mission Springs Water District and TKE Engineering, Inc. for On-Call Professional General Engineering Services 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: Eric Weck
Mission Springs Water District
66575 Second Street
Desert Hot Springs, CA 92240
eweck@mswd.org

CONSULTANT

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