

Our proposed personnel are local to the community and have worked in the City and surrounding areas. We are excited to serve the City of Hermosa Beach.



City of Hermosa Beach Proposal for RFQ No. 25-001 On-Call Staff Augmentation Services

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SECTION 3.2.1 COVER LETTER

COVER LETTER (SECTION 3.2.1)

May 15, 2025

Joe SanClemente, *Public Works Director*
City of Hermosa Beach, Department of Public Works
1315 Valley Drive, Hermosa Beach, CA 90254

Subject: Proposal for RFQ No. 2025-001: On-Call Staff Augmentation Services

Dear Mr. SanClemente & Selection Committee,

Z&K Consultants, Inc. is pleased to submit our Statement of Qualifications in response to RFQ No. 25-001 for On-Call Staff Augmentation Services. We are excited about the opportunity to support the City of Hermosa Beach with expert staffing solutions that align with your evolving capital project and public infrastructure needs.

Relevant Experience & Expertise | Z&K is a certified DBE, SBE, and WBE consulting firm with extensive experience providing on-call municipal engineering services. We have successfully supported more than 70 on-call contracts in the past five years and currently hold over 57 active agreements with agencies throughout Southern California. Because of our active presence on so many municipal on-call teams, we are exceptionally well-positioned to deploy personnel quickly and responsively based on your immediate needs. Our staff are accustomed to integrating seamlessly with City systems, workflows, and expectations, allowing us to provide consistent and high-performing support on short notice.

For the role of Interim City Engineer, we propose Amer Jakher, PE, MBA, who brings over 36 years of municipal engineering and public works leadership. Amer has served as City Engineer and Public Works Director for the Cities of Chino, Beaumont, Colton, Victorville, and San Bernardino. He has overseen complex development, permitting, and construction programs and is highly experienced in navigating California municipal codes, coordinating with planning staff and developers, and ensuring efficient, code-compliant project delivery.

Approach and Methods | Z&K's service model is built on flexibility, responsiveness, and proactive communication. Our team is prepared to provide as-needed staffing for interim roles, engineering support, plan checking, construction inspection, and grant-funded CIP delivery. Amer will be available for up to 20 hours per week at City Hall, supported by our internal systems for QA/QC, task tracking, and clear documentation. We pride ourselves on being a seamless extension of municipal staff—quick to integrate, easy to work with, and committed to delivering solutions that meet City priorities and timelines.

Administration | Our rate structure is clear, competitive, and includes all requested roles. We are fully prepared to meet the City's insurance and agreement requirements and confirm our willingness to enter into the City's standard Professional Services Agreement with no exceptions. Z&K has internal systems in place to ensure timely invoicing, transparent reporting, and responsive administration throughout the contract term.

Brittany Duhn will serve as the Contract Manager for this contract and will act as the primary point of contact. She can be reached at (714) 788-9965 or by email at bduhn@zandkconsultants.com. We look forward to the opportunity to support the City of Hermosa Beach and to contribute meaningfully to the continued success of your Public Works Department. I am authorized to obligate Z&K to the commitments in this proposal. This proposal is valid for 90 days from the submission date. We acknowledge receipt and review of Addendum No. 1, issued May 7, 2025, as posted to the PlanetBids Portal.

Our commitment is to serve as a seamless extension of the City's team—providing high-level technical guidance, stakeholder coordination, and real-time problem-solving that supports project momentum and long-term success.

Sincerely,



Crystal Fraire, PE, President/Principal-in-Charge
17130 Van Buren Blvd. #122, Riverside, CA 92504
Phone (951) 310-7470 | cfraire@zandkconsultants.com



SECTION 3.2.2 FIRM PROFILE

FIRM PROFILE (SECTION 3.2.2)

Z&K Consultants, Inc. is a certified Disadvantaged Business Enterprise (DBE), Women's Business Enterprise (WBE), and Small Business Enterprise (SBE) based in Southern California, dedicated to delivering high-quality services tailored to the needs of public agencies. We specialize in Staff Augmentation, Construction Inspection, Construction Management, Project Management, Engineering, Construction Administration, and Pre-Construction Inspection services. Backed by decades of combined team experience, Z&K has successfully supported hundreds of infrastructure projects for cities across the region—ensuring regulatory compliance, timely delivery, and responsive service.

Z&K currently supports agencies across Los Angeles, Orange, Riverside, and San Bernardino Counties. Our extensive on-call experience—with over 57 active contracts—positions us to quickly mobilize qualified personnel and integrate seamlessly into City operations. We understand the City of Hermosa Beach's needs for reliable, flexible staffing to support its Capital Improvement Program and ongoing infrastructure efforts. Our local team is equipped with field management tools, scheduling platforms, and remote coordination systems to ensure real-time responsiveness, transparent documentation, and seamless support to your Public Works Department.

GENERAL INFORMATION



Official Name | Z&K Consultants, Inc. *(No Prior Company Names)*

Address | 17130 Van Buren Blvd. #122, Riverside, CA 92504

Phone & Email | (951) 310-7470, cfraire@zandkconsultants.com

Federal Employer ID Number | 80-0359298



Organizational Structure | Z&K Consultants, Inc. is a California C Corporation with a scalable structure and defined lines of accountability. Our team includes licensed civil engineers, project managers, inspectors, and support staff with expertise in municipal engineering, public works, and on-call staff augmentation.



Names & Titles of the Principal Owners | Crystal Fraire, PE, *President/Principal-in-Charge* & Zack Faqih, PE, *Vice President*

Persons Authorized to Make Commitments | Crystal Fraire, PE, *President/Principal-in-Charge* & Zack Faqih, PE, *Vice President*



Firm History & Length of Relevant Experience | Z&K Consultants, Inc. was established in 2009 to provide high-quality engineering, construction management, inspection, and project support services to public agencies. With over 15 years of experience, we have built a strong reputation for delivering infrastructure projects with accuracy, responsiveness, and cost-efficiency. Our team has consistently supported cities across Southern California with dependable on-call staffing and technical expertise.



Current Number of Employees | Z&K Consultants employs over 90 professionals, including licensed engineers, project managers, inspectors, and support staff. We have been in continuous operation under the name Z&K Consultants, Inc. since our founding in 2009, with over 15 years of experience providing the types of staff augmentation, engineering, and construction management services requested in this RFQ.

Z&K Consultants, Inc. maintains a flexible and responsive staffing model to ensure that the right personnel are available to meet evolving project demands. Each proposed team member has been carefully selected for this contract and has the availability and capacity to provide focused, high-quality support. Should additional resources be required, we have experienced staff ready to mobilize immediately to maintain continuity and meet schedule needs.

Z&K Consultants, Inc. has never failed or refused to complete a contract. Our firm is committed to fulfilling all contractual obligations and maintaining strong, long-term relationships with our public agency clients.



SECTION 3.2.3 ORGANIZATIONAL CHART

ORGANIZATIONAL CHART (SECTION 3.2.3)

Z&K Consultants, Inc. is a Southern California-based DBE, SBE, and WBE firm with over 15 years of experience delivering high-quality municipal engineering, project management, construction management, and inspection services. Our experienced staff structure—outlined in the attached organizational chart—supports efficient staffing for task orders, clear lines of accountability, and seamless service across disciplines. Our team is fully equipped to provide interim staffing, engineering support, and construction oversight services under this contract.

Commitment to Quality | At Z&K, quality is built into every level of our team structure. We follow rigorous QA/QC protocols and assign certified professionals to ensure technical accuracy, responsiveness, and compliance with all agency standards and procedures.

Our Core Services | Our firm specializes in managing complex, multi-disciplinary projects that require precision, coordination, and adherence to regulatory requirements.

- **City Engineer:** Our team provides comprehensive municipal engineering support, serving as the City Engineer for numerous agencies. We oversee capital improvement planning, development review, infrastructure maintenance, and regulatory compliance. Our expertise includes water and sewer system management, traffic engineering, stormwater compliance, and public works administration, ensuring efficient and cost-effective solutions for municipalities.
- **Project Management & Program Management:** We offer full-service project management, ensuring every aspect of a project is carefully coordinated from planning to closeout. Our team has extensive experience managing large-scale Capital Improvement Programs (CIP) and grant-funded projects, including water/wastewater infrastructure, street improvements, parks, and public facilities.
- **Construction Management & Inspection:** Z&K excels in construction oversight, ensuring that projects are completed on time, within budget, and in compliance with local, state, and federal regulations. Our certified inspectors provide detailed daily inspections, progress reporting, and quality control to ensure that every phase of construction meets the highest standards.
- **Plan Review & Engineering Support:** Our experienced engineers and plan reviewers offer comprehensive plan check services, ensuring all project designs meet technical, safety, and regulatory requirements. We provide timely feedback to facilitate smooth project approvals and avoid delays.
- **Specialized Consulting Services:** Z&K offers additional expertise in areas such as traffic engineering, environmental assessments, geotechnical studies, SCADA system management, and utility coordination. Our multi-disciplinary team ensures that even the most complex technical challenges are addressed with precision.

Qualified Personnel | Z&K is proud to employ a team of highly qualified professionals, including registered civil engineers, certified construction inspectors, and project managers with decades of experience in both the public and private sectors. Our staff is fully certified across multiple disciplines, including ICC, QSD/QSP, and Cal-OSHA, ensuring that all aspects of project delivery are handled by experts with a deep understanding of industry best practices.

Proven Success | Z&K Consultants has a proven track record of successfully delivering municipal projects ranging from park renovations and street improvements to complex water and wastewater treatment facilities. Our team's expertise in managing public works projects, securing and administering grant funding, and overseeing construction ensures that our clients receive the highest level of service.

Why Choose Z&K Consultants?

- ✓ **Experienced Team:** Our personnel have decades of experience managing and inspecting public works and infrastructure projects.
- ✓ **Comprehensive Services:** We provide end-to-end solutions, from planning and design to construction and closeout.
- ✓ **Proven Track Record:** Our successful portfolio of municipal projects reflects our ability to deliver on time and within budget.
- ✓ **Client Commitment:** We maintain strong relationships with our clients by delivering personalized service, tailored solutions, and exceptional results.

ORGANIZATIONAL CHART

As a multidisciplinary civil engineering and construction management firm, Z&K specializes in City Engineering, Plan Review, Project and Program Management, and Construction Inspection. Our team is also experienced in pre-construction planning, stakeholder coordination, and task order execution from start to finish. We understand the importance of clear scopes, strategic planning, and responsive service.



Z&K is committed to personnel continuity throughout the duration of the contract. All proposed staff are available and fully committed to supporting the City. No team members will be reassigned without prior written approval from the City. This proposal includes only Z&K Consultants personnel—no subconsultants are included in our staffing model, ensuring direct accountability and seamless communication with City staff.



SECTION 3.2.4

BIOS OF KEY STAFF

BIOS OF KEY STAFF (SECTION 3.2.4)

Z&K is proud to present a team of highly qualified professionals with deep expertise in construction management and municipal support services. Each individual has been carefully selected based on their ability to meet the specific technical and functional needs of this on-call contract. Our core staff—referred to internally as our “A-Team”—brings proven experience, responsiveness, and a strong understanding of public agency expectations. All proposed personnel are fully committed and available for the duration of the contract, ensuring seamless execution, consistent communication, and high-quality support for the City of Hermosa Beach.

PROJECT TEAM



Crystal Fraire, PE, QSD/P, Principal-in-Charge | Crystal Fraire, PE, QSD/P, serves as Principal-in-Charge for this contract and will provide executive-level oversight to ensure responsiveness, quality control, and alignment with City priorities. As founder and President of Z&K Consultants, Inc., Crystal brings over 20 years of experience in municipal engineering, construction management, and development review. She has led teams on dozens of public works projects across Southern California, overseeing capital improvement programs, infrastructure rehabilitation, stormwater compliance, and citywide on-call staffing contracts.



Brittany Duhn, PE, QSD/P, Contract Manager | Brittany Duhn, PE, QSD/P, will serve as the Contract Manager for this on-call contract with the City of Hermosa Beach. She will oversee the delivery of all assigned task orders—including project management, construction management, and inspection services—and will act as the primary point of contact for City staff. Brittany will ensure that work is completed in full compliance with City standards, Caltrans LAPM procedures, and project-specific requirements.



Amer Jakher, PE, MBA, Interim City Engineer | Amer Jakher, PE, is a licensed Professional Civil Engineer with over 36 years of experience in municipal engineering, capital improvement delivery, and public works leadership. He has served as City Engineer and Public Works Director for several Southern California cities, including Chino, Beaumont, San Bernardino, Colton, and Victorville, and held senior engineering roles in Banning, Baldwin Park, and Lynwood. Amer has managed the successful planning, design, and construction of over \$900 million in capital improvement projects, including roadway rehabilitation, storm drain upgrades, public facilities, and utility infrastructure. His expertise spans the full project lifecycle—from grant funding and agency coordination through bid support, construction oversight, and project closeout.



Khalil Saba, PE, Senior Program/Project Manager | Khalil Saba, PE, is a Senior Program/Project Manager with over 46 years of experience in civil engineering, transportation infrastructure, and grant administration. He is a recognized expert in managing and closing out multimillion-dollar federally and state-funded projects, ensuring compliance with agencies such as Caltrans, Metro, FHWA, and local municipalities. As former Deputy District Director at Caltrans District 8, Khalil oversaw \$1.5 billion in transportation infrastructure, leading funding acquisition, financial reporting, audit compliance, and project closeout.



Lisa Naslund, PE, QSD/P Senior Program/Project Manager | Lisa Naslund is a seasoned Senior Project Manager with over 28 years of experience leading complex capital improvement projects for public agencies. Her expertise spans transportation infrastructure, bridges, roadway widenings, water and wastewater systems, and stormwater and flood control improvements. She has successfully delivered projects involving water mains, reservoirs, pressure-regulating and pumping stations, wells, valves, storm drains, access roads, and culverts.



Nadeem Syed, PE, QSD/P, Senior Program/Project Manager | Nadeem Syed, PE, is a Senior Project Manager with over 29 years of experience in project management, construction oversight, civil engineering, and traffic engineering. He brings deep expertise in Capital Improvement Program (CIP) development and delivery, having successfully led municipal infrastructure projects for cities including San Bernardino, El Monte, Rialto, Fontana, Corona, Diamond Bar, San Marcos, and Baldwin Park.



Pernilla Brandt, BSCE, Senior Program/Project Manager | Pernilla is a highly experienced Project Manager with over 20 years of expertise in engineering design, municipal project delivery, and grant funding administration. She has successfully managed projects from strategic planning and conceptual design through grant acquisition, implementation, and closeout—ensuring alignment with technical, financial, and regulatory requirements. Pernilla brings specialized expertise in identifying and securing state and federal funding for transportation infrastructure, facility improvements, and community development initiatives.



Zack Faqih, PE, QSD/P, CBO, ICC Cert., Senior Construction Manager | Zack Faqih brings over 32 years of experience in project and construction management, resident engineering, and public works inspection. He has successfully delivered a wide range of infrastructure projects, including roadway resurfacing and reconstruction, bridge improvements, park and recreational facility upgrades, water and sewer pipeline installations, storm drain systems, and vertical construction. Zack has deep expertise in ADA-compliant infrastructure, stormwater management systems, irrigation, landscaping, and full-site development.



Anthony Flores, Senior Construction Manager | Anthony Flores is a skilled Senior Construction Manager with extensive experience managing public works and capital improvement projects for municipalities. His portfolio includes transportation infrastructure, utility systems, public facilities, park upgrades, and complete street improvements. He has successfully delivered projects involving pavement rehabilitation, ADA upgrades, water and sewer systems, storm drains, traffic signal modifications, fiber optic and ITS installations, landscaped medians, and pedestrian and bicycle trails.



Tom Dawson, CBO, ICC Cert., Senior Construction Inspector | Tom brings over 28 years of experience in construction management, public works inspection, and capital improvement project delivery. He has successfully overseen a broad range of projects including building construction, roadway and sidewalk improvements, traffic signal installations, and community park developments. His experience encompasses lighting and electrical systems, concrete infrastructure, stormwater chambers, irrigation systems, site furnishings, playground equipment, sports facilities, and decorative masonry and fencing.



Kev Tcharkhoutian, PE, Plan Reviewer | Kev brings over 30 years of experience in municipal civil engineering, design, and construction. He has extensive expertise in land development, subdivision design, and public infrastructure projects, with a strong background in both quality control and quality assurance for a wide range of municipal and private developments. Kev has served as a design engineer, construction manager, and plan reviewer for numerous transportation and capital improvement projects.

ADDITIONAL SUPPORT PERSONNEL

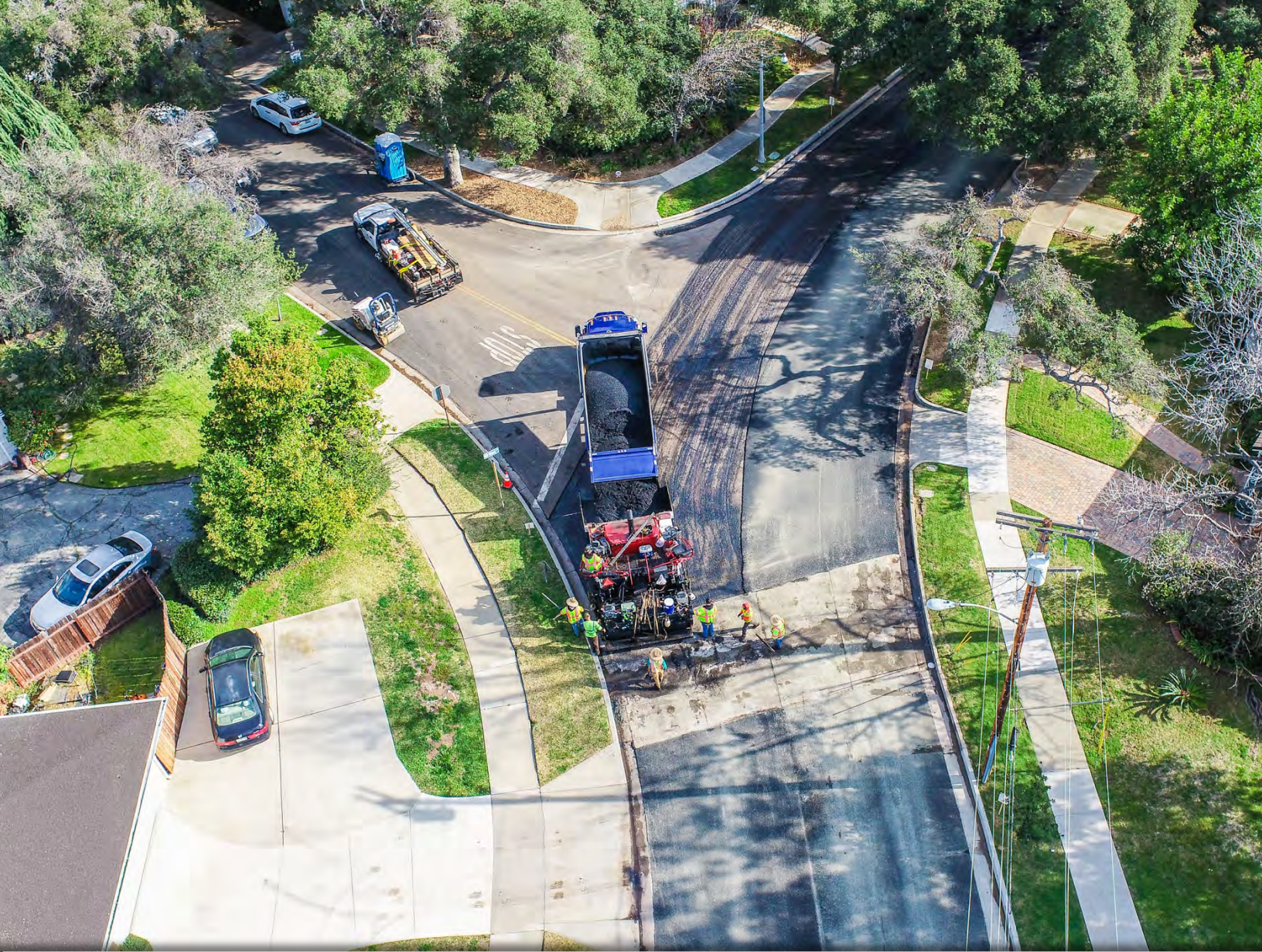
Project Administrator / Office Engineer | The Project Administrator/Office Engineer supports construction teams with document management, coordination of submittals, tracking of RFIs, and processing of pay estimates and change orders. Acting as a central point of communication between field and office staff, this role ensures that project records are complete, accurate, and up to date.

Labor Compliance Officer | The Labor Compliance Officer oversees adherence to prevailing wage laws, workforce reporting, and compliance with the California Department of Industrial Relations. Responsibilities include reviewing certified payroll, verifying labor classifications, and ensuring contractors meet state and federal labor standards. This role is essential in upholding legal compliance and public transparency across all projects.

Scheduler / Estimator | The Scheduler/Estimator is responsible for preparing, maintaining, and analyzing detailed project schedules and cost estimates from design through closeout. This role includes identifying critical path activities, analyzing schedule impacts, and evaluating resource needs.

Public Relations Officer | The Public Relations Officer plays a key role in supporting community engagement and stakeholder communication throughout all phases of project delivery. This role involves preparing public notices, coordinating with residents and businesses, managing outreach materials, and responding to inquiries and concerns in a timely and professional manner.

Resumes are included in Appendix A.



SECTION 3.2.5 RELEVANT EXPERIENCE AND REFERENCES

RELEVANT EXPERIENCE AND REFERENCES (SECTION 3.2.5)

Z&K Consultants brings over 15 years of experience providing construction management and inspection services to municipalities throughout Southern California. We have successfully managed complex infrastructure projects from planning through closeout—consistently delivering on time, within budget, and in compliance with all agency requirements. Our team is deeply familiar with the unique demands of public sector work, including Caltrans standards, ADA compliance, and environmental regulations. We are known for proactive communication, rigorous quality assurance, and responsive service. Our key personnel have successfully supported a wide range of projects that align with the City's anticipated needs, including:

CITY OF MANHATTAN BEACH, ON-CALL STAFF AUGMENTATION SERVICES

As part of an active on-call contract, Z&K Consultants provides City Engineering, project management, construction management, and inspection services in support of the City of Manhattan Beach's Capital Improvement Program (CIP). Our team supports a wide range of infrastructure projects including roadway rehabilitation, utility improvements, storm drain upgrades, and municipal facility enhancements. Services include engineering review, plan check, construction oversight, daily inspection, and contractor coordination—ensuring all work is performed in compliance with City standards, safety protocols, and applicable regulations such as the Greenbook, California Building Code, Caltrans construction standards, and MUTCD guidelines.



Transportation Projects

- Manhattan Beach Boulevard and Aviation Intersection Improvements
- Cycle 2 Street Resurfacing and ADA Compliance
- Citywide Pavement Management Program
- Manhattan Village Parkway Streetscape Project
- Cycle 3 CDBG ADA Curb Ramp Project

Municipal Facility and Park Improvements

- Municipal Facility Improvements
- Marine Avenue Park Enhancements

Utility and Stormwater Projects

- Sepulveda Boulevard Storm Drain Rehabilitation
- Peck Reservoir Replacement Project
- Cycle 2 Water Infrastructure Improvement Project
- High Flow Capacity Trash Treatment Control Devices Project
- Peck Avenue and Marine Avenue Stormwater Improvement Project

Sustainability and Green Initiatives

- Manhattan Beach Green Infrastructure Initiative

CITY OF CARSON, ON-CALL STAFF AUGMENTATION SERVICES



Z&K Consultants is currently providing On-Call Project Management and Construction Management/Inspection Services for the City of Carson, supporting the successful delivery of a wide range of Capital Improvement Projects (CIPs) focused on infrastructure enhancement, community revitalization, and sustainable development. Our services include contract administration, daily inspection, schedule and budget tracking, and coordination with City staff, utilities, and external stakeholders.

We apply a proactive, municipal-focused approach that emphasizes transparent communication, regulatory compliance, and high-quality documentation. Z&K leverages tools such as Procore for document control, Primavera P6 for schedule management, and GIS mapping for spatial coordination to ensure each project remains on track, within budget, and compliant with all applicable standards. This technology-driven strategy allows us to streamline the delivery of complex, multi-phase projects while ensuring full alignment with City goals and public expectations.

Civic Projects

- Civic Center Specific Plan
- City Hall Basement Renovation

Transportation and Streetscape

- Pavement Rehab Projects
- Traffic Signal and Intersection Improvement Projects

Environmental and Stormwater

- Urban Forestry Master Plan

- Storm Drain Improvement Initiatives

Parks and Recreation

- Park and Recreation Enhancement

CITY OF CHINO, ON-CALL STAFF AUGMENTATION SERVICES

Z&K Consultants provides on-call project management, construction management, inspection, and engineering support for the City of Chino's Public Works Department. Our work includes roadway resurfacing, storm drain upgrades, ADA improvements, and utility coordination. Services include plan review, constructability input, permitting support, daily inspection, SWPPP compliance, and final closeout documentation. Z&K applies Greenbook, Caltrans, California Building Code, and MUTCD standards while also supporting grant administration, interagency coordination, and utility engagement to help the City streamline project delivery.

Water Projects

- WA17B - Chino Quad 1.2
- WA211 - Well 11 Pipeline Project
- WA212 - State Street Water Treatment Plant
- WA213 - Benson Reservoir and Site Improvements
- WA214 - Well 17 Equipping Project
- WA221 & WA222 - Central Ave and Dupont Ave Waterline Project
- WA223 - Russell Ave Waterline Replacement Project
- WA224 - B Street Alley Water Main Line Replacement
- WA231 - Wells 4 & 6 Water Treatment Facility
- ST223 – Madison St & Kellogg Ave Gap Closure
- SN231 - Alley Rehabilitation Project - Pioneer St
- ST232 – Kimball Ave Street Improvement
- ST233 - Yorba Ave Improvements
- ST241 - Ramp Improvements
- R2401 - Euclid Bridge
- G6220 - CDBG Alley Project, East-West North Chino

Slurry Seal and Repairs

- MS222 - Slurry Seal Program
- NC231 - Schaefer Ave Localized Asphalt Repairs

Street Improvement Projects

- ST061 - Pine Avenue Extension
- ST162 Localized Asphalt Repairs Various Locations
- ST203 - Pine Avenue Widening & Pine/Euclid Intersection
- SN211 – Alley Sanitation Rehab 20-21
- SN221 - FY21/22 Alley Reconstruction Project
- ST222 - Kimball/EI Prado/Central Traffic Improvement

ADA and Accessibility Projects

- MS202 – ADA Grievance 21-004 Curb Ramps at Olive Place & Walnut Ave
- MS202 & ST221 - Chino Avenue Accessibility and Curb Ramp Improvements at 15th, 17th, and 19th Streets and Norton Avenue PCC Walk and Curb Ramps
- 11th Street Pavement Reconstruction Alley Accessibility and Intersection Accessibility Project

Storm Drain Projects

- SD223 - Chino Avenue Storm Drain Improvement
- SD222 - Philadelphia Street and Monte Vista Avenue Storm Drain Extension Project
- SD211 - 11th Street/B Street Project
- Philadelphia St. & Monte Vista Ave Storm Drain Extension Project

CITY OF CORONA, ON-CALL STAFF AUGMENTATION SERVICES

Z&K Consultants is providing on-call construction management, inspection, and engineering support for the City of Corona. Our team oversees grading, drainage, utility coordination, roadway widening, traffic signal upgrades, and stormwater improvements. We support all phases of delivery—from constructability review and plan check to construction oversight and closeout. Services include SWPPP inspections, environmental compliance, and enforcement of standards including the Greenbook, California Building Code, Caltrans specs, and MUTCD.

Transportation Projects

- Annual Pavement Rehabilitation
- Citywide Traffic Signal Optimization Project
- Citywide Street Pavement Rehabilitation Project
- Sherborne Street Improvements
- South Mall Parking Lot Rehabilitation
- Corona Green Alleys
- Bedford Wash Bridge

Municipal Facility and Park Improvements

- City Hall Veterans Memorial Improvements Project
- Old PD Building Demolition Project
- Victoria Park Splashpad

Water/Wastewater Projects

- Liberty Avenue Waterline Replacement Project
- Lester WTP Backwash Tank
- Lester WTP Gravity Thickener
- Desalter Surge Anticipator

- Desalter WTP Sulfuric Acid Parts
- Replace Desalter Motorized Operating Valves
- Centrifuge Project
- WRF 2 Secondary Clarifiers
- WRF 2 MCC Electrical Upgrades
- WRF 1 Clarifiers Rehab Project
- Emergency Bypass Booster Pumps

CITY OF LONG BEACH, ON-CALL PROGRAM & PROJECT MANAGEMENT, CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES

Z&K Consultants, Inc. is proud to support the Long Beach Utilities Department through an on-call contract providing a comprehensive suite of engineering and management services tailored to critical infrastructure and utility improvement projects. Our work includes project management, construction management and inspection, document control, and technical support services across a range of water, sewer, and stormwater initiatives. We assist with initial design coordination, bid and construction phase oversight, field documentation, quality assurance, and stakeholder coordination. Our approach emphasizes efficient project execution, real-time communication, and strict adherence to schedule, budget, and regulatory requirements.

Water Projects

- West Coast Basin Well Equipment
- NLB-13 & NLB-14 Equipping
- GWTP-1 and GWTP-2 Wells
- Golden Ave Water Main
- LADWP Haynes Generating Station Water & Sewer Pipeline
- Wells - Alamitos 9A & 14

Sewer Projects

- S-8 Sewer Lift Station Rehab
- S-25 Sewer Lift Station Rehab

Facility and Building Projects

- Groundwater Treatment Plant HVAC Replacement Project
- EO-3585: LBWD Admin Bldg Roof Improvements

ADDITIONAL SIMILAR ON-CALL CONTRACTS

CITY OF SAN BERNARDINO, ON-CALL SERVICES | Z&K Consultants has been a trusted provider of comprehensive project management, construction management, and construction inspection services for the City of San Bernardino. Our dedicated team supports the entire project lifecycle, from initial inception through planning, design review, bidding, construction oversight, and project closeout. We closely collaborate with City staff, contractors, and community stakeholders to proactively address challenges, streamline communication, and ensure adherence to timelines, budgets, and quality standards. This integrated and collaborative approach helps the City effectively achieve its infrastructure improvement goals while maintaining transparency and accountability throughout the process.

CITY OF NORCO, ON-CALL SERVICES | Z&K Consultants, Inc. has successfully supported the City of Norco by providing comprehensive inspection services and detailed oversight to uphold high-quality standards and regulatory compliance throughout all phases of public infrastructure construction projects. Our experienced team offers meticulous supervision and proactive coordination across diverse project types, including roadway rehabilitation, drainage system enhancements, utility installations, and other municipal improvement initiatives. We closely collaborate with City personnel, contractors, and regulatory agencies to ensure construction activities consistently align with approved plans and specifications, established safety protocols, environmental standards, and relevant regulatory requirements.

PROJECT SPECIFIC EXPERIENCE

In addition to our extensive on-call experience, we have included a selection of representative project summaries below to highlight our team's capabilities across a range of infrastructure types and agency clients.

PARKS & RECREATION PROJECTS

- City of Costa Mesa – Jack Hammet Sports Complex Improvement Project
- City of Garden Grove – Woodbury Park Revitalization and Expansion Project
- City of Irwindale – Irwindale Park Improvements Project
- City of La Habra – Vista Grande Park Improvements
- City of Lake Forest - Arbor Mini Parks Project; Neighborhood Park Renovations – Borrego Overlook, Regency, Rancho Serrano, Sundowner and Vintage Parks
- City of La Quinta – SilverRock Park Venue Site
- City of Newport Beach – San Miguel Park Improvement Project
- City of South Gate – Hollydale Community Park Renovation Project & Circle Park Improvement Project
- City of Tustin – Veterans Sports Park at Tustin Legacy; Armstrong Pedestrian Bridge; Legacy Park Phase 3; and N-D South Phase 2 Package 2
- DRD - Thermal Park Improvement Project

TRANSPORTATION, STREET IMPROVEMENT & TRAFFIC SIGNAL PROJECTS

- City of Alhambra - FY 19-20, 20-21, and 21-22 Street Rehabilitation Projects & Pedestrian Countdown Signal Head Installation Project
- City of Cathedral City - HSIP Cycle 9A Traffic Signal Project
- City of Compton – Annual Residential Street Rehab Project, Phases 1 & 2A
- City of Costa Mesa – Citywide Parkway Maintenance, Street Rehab, and Slurry Seal
- City of Downey – Woodruff Avenue Pavement Rehabilitation Project
- City of Eastvale - 2024 Median Project
- City of El Segundo – El Segundo Boulevard Project
- City of Fontana - Sierra Avenue Landscape Median Project
- City of Glendale - Glendale Arts and Entertainment District Improvements on Artsakh Avenue Project
- City of Irwindale – 2021-2022 Resurfacing
- City of Laguna Beach – Zones 5 & 11A Street Slurry Seal
- City of Lake Forest - Various LFTM Projects and Arterial Median Improvement Project; Slurry Seal Zones A, D (Phase 1), D (Phase 2), E, and B; Street Resurfacing of Glenn Ranch Road from Portola to El Toro, Slurry Seal Zone F, and Arterial Slurry Seal Jeronimo and Muirlands from Los Alisos to Bake; Arbor Park Access Ramp Project; Bake Parkway Resurfacing (South Pointe Drive to Rancho Parkway South Phase 1 and 2)
- City of Moreno Valley – Citywide Pavement Rehabilitation
- City of Norwalk – CDBG Local Streets Rehabilitation
- City of Palm Springs – HSIP Cycle 9 Traffic Signal Modifications at Nine Intersections Project
- City of Pomona - Police Parking Lot Renovations
- City of Rancho Cucamonga - Heritage Park Bridge Project
- City of San Marino – Street Rehabilitation Project
- City of Torrance – Anza/Vista Montana/PCH Traffic Signal & Residential/Arterial Pavement

PUBLIC FACILITIES PROJECTS

- City of Carson – City Hall Basement Renovation
- City of Fontana – Fire Station #81 Project
- City of Irvine – James Musick Facility Project
- City of La Habra – Vista Grande Park Restroom Improvements Project
- City of La Mirada - City Hall Fountain Renovation Project
- City of Lynwood – Yvonne Burke John Ham Park Community Center Project
- City of Ontario – Fire Station #5 & Fire Station Training Facility Project
- City of Orange – Betty Lamoreaux Justice Center
- City of Rancho Palos Verdes – Hesse Park Roof Replacement Project
- City of Santa Ana – Main Jail Structure for Sheriff's Department Project
- City of Signal Hill – City Hall Interior Renovation
- County of Los Angeles – Juvenile Hall Detention Facility

UTILITY (WATER, WASTEWATER, STORM DRAIN) PROJECTS

- City of Fullerton – Longview Drive Water/Sewer Main Replacement & Street Improvements
- City of Fullerton – Valencia Avenue Water Main
- City of Hemet – Sewer Mainline Replacement
- City of La Habra - Coyote Creek and Imperial Channel Repair Project
- City of Lake Forest - Arbor Access Ramp Sewer Lateral
- City of Norwalk – Water Main Installation Project
- City of Oceanside – Pilgrim Creek Sewer Lift Station Improvement Project
- City of Oceanside – San Luis Rev (SLR) WWTP Aeration Basin Effluent Piping Replacement
- City of Pico Rivera – Water Main Replacement Project
- City of San Marino – Lift Station Improvement Program
- City of Torrance – Van Ness Water Wells Transmission
- Elsinore Valley Municipal Water District (EVMWD) – Highway 74 Waterline Relocation
- City of Riverside - Magnolia Interconnect Project; Garfield Overland Phase 3; Gage 29-2R Equipping; Lincoln Avenue Techite Pipe Replacement Project Phase I (Jefferson St. to Madison St.)

These project examples demonstrate Z&K's proven ability to deliver high-quality, responsive services across a range of municipal infrastructure projects. Our consistent performance under active on-call contracts reflects our team's deep understanding of public agency expectations, regulatory requirements, and technical standards. With a flexible staffing model, experienced personnel, and a commitment to accountability, Z&K is well-equipped to support the City of Hermosa Beach with seamless integration, dependable service, and results that align with your CIP goals.

CURRENT ON-CALL CONTRACTS

Z&K Consultants currently holds over 57 active on-call contracts with cities, counties, and public agencies throughout Southern California—demonstrating our consistent ability to deliver responsive, high-quality services across a wide range of municipal infrastructure, transportation, utility, and facility improvement projects. This breadth of experience has equipped our team with a deep understanding of agency operations, funding cycles, permitting requirements, and stakeholder coordination. Our flexible staffing model allows us to quickly adapt to evolving project needs, while our process-driven approach ensures cost-effective, schedule-conscious solutions tailored to each assignment. This proven record of performance makes Z&K a trusted partner for agencies seeking reliable, integrated, and efficient project support.

#	Agency	PM	CM	CI	#	Agency	PM	CM	CI
1	City of Alhambra	✓	✓	✓	30	City of Ontario	✓		
2	City of Beaumont	✓			31	City of Palm Desert	✓	✓	
3	City of Bell	✓	✓	✓	32	City of Pico Rivera	✓	✓	
4	City of Burbank	✓	✓	✓	33	City of Placentia	✓	✓	
5	City of Carson	✓	✓	✓	34	City of Pomona	✓	✓	✓
6	City of Chino	✓	✓	✓	35	City of Rancho Palos Verdes	✓		
7	City of Corona	✓	✓	✓	36	City of Rosemead		✓	✓
8	City of Costa Mesa	✓	✓	✓	37	City of San Bernardino	✓	✓	✓
9	City of Downey	✓	✓	✓	38	City of San Marino	✓	✓	✓
10	City of Eastvale	✓	✓	✓	39	City of Santa Monica	✓		
11	City of El Segundo	✓	✓	✓	40	City of Signal Hill	✓	✓	
12	City of Encinitas	✓	✓	✓	41	City of South Gate	✓	✓	✓
13	City of Fontana	✓	✓	✓	42	City of Temecula	✓		
14	City of Glendale	✓	✓	✓	43	City of Torrance	✓	✓	✓
15	City of Hemet	✓	✓	✓	44	Caltrans 59 - District 5*	✓	✓	
16	City of Irvine	✓	✓	✓	45	Caltrans 59 - District 8*	✓	✓	
17	City of Irwindale	✓	✓	✓	46	Caltrans 59 - District 9*	✓	✓	
18	City of La Habra	✓	✓	✓	47	Coachella Valley Water District	✓		
19	City of La Mirada		✓	✓	48	County of Los Angeles*	✓	✓	
20	City of Laguna Beach	✓	✓	✓	49	County of San Diego*	✓	✓	
21	City of Lake Forest	✓	✓	✓	50	LA Metro*	✓	✓	
22	City of Lancaster	✓	✓		51	Long Beach Utilities	✓	✓	
23	City of Malibu	✓	✓		52	RCTC*	✓	✓	
24	City of Manhattan Beach	✓	✓	✓	53	RCTD*	✓		
25	City of Moreno Valley		✓	✓	54	Riverside Public Utilities		✓	✓
26	City of Newport Beach	✓	✓		55	San Bernardino County*	✓		
27	City of Norco		✓	✓	56	Santa Clarita Valley Water Agency*	✓		
28	City of Norwalk	✓	✓	✓	57	South Orange County Wastewater Authority	✓	✓	✓
29	City of Oceanside	✓	✓	✓	58	San Gabriel Valley Council of Governments*	✓		

*PM: Project Management, CM: Construction Management, and CI: Construction Inspection, * Contract as a Subconsultant*

REFERENCES

Z&K is pleased to provide references from recent on-call contracts where we have delivered comprehensive engineering services. These references reflect our experience delivering complex municipal infrastructure projects on time, within budget, and in full alignment with agency standards.

City of Manhattan Beach	
	Contact Name: Gilbert Ramos, Associate Engineer
	Address: 3621 Bell Avenue, Manhattan Beach, CA 90266
	Phone & Email: (310) 802-5362, gramos@manhattanbeach.gov
	Contract Amount: \$1.2M
	Contract Term: January 2022 – December 2026 (Ongoing)
	Services: On-Call Staff Augmentation Services
	Key Personnel: Brittany Duhn, Amer Jakher, Khalil Saba, Lisa Naslund, Pernilla Brandt, Anthony Flores
City of Corona	
	Contact Name: Aftab Hussain, Assistant Utilities Director
	Address: 400 S Vicentia Ave, Corona, CA 92882
	Phone & Email: (909) 202-5981, aftab.hussain@coronaca.gov
	Contract Amount: \$750K
	Contract Term: January 2022 – June 2027 (Ongoing)
	Services: On-Call Staff Augmentation Services
	Key Personnel: Brittany Duhn, Amer Jakher, Khalil Saba, Nadeem Syed, Pernilla Brandt, Zack Faqih, Anthony Flores, Tom Dawson
City of Chino	
	Contact Name: Michele Hindersinn, Principal Engineer
	Address: 13220 Central Ave, Chino, CA 91710
	Phone & Email: (909) 334-3213, mhindersinn@cityofchino.org
	Contract Amount: \$1.1M
	Contract Term: April 2021 – July 2028 (Ongoing)
	Services: On-Call Staff Augmentation Services
	Key Personnel: Brittany Duhn, Amer Jakher, Khalil Saba, Lisa Naslund, Nadeem Syed, Pernilla Brandt, Zack Faqih, Anthony Flores, Tom Dawson
City of Carson	
	Contact Name: Dr. Arlington Rodgers, Director of Public Works
	Address: 18620 South Broadway Street, Carson, CA 90248
	Phone & Email: (310) 857-3500, arodgers@carsonca.gov
	Contract Amount: \$1.1M
	Contract Term: January 2024 – June 2028 (Ongoing)
	Services: On-Call Staff Augmentation Services
	Key Personnel: Brittany Duhn, Amer Jakher, Zack Faqih, Anthony Flores, Tom Dawson
City of Long Beach	
	Contact Name: Dennis Santos, Manager of Engineering
	Address: 1800 E Wardlow Rd, Long Beach, CA 90807
	Phone & Email: (562) 570-2381, dennis.santos@lbwater.org
	Contract Amount: \$3.2M
	Contract Term: October 2021 – October 2025 (Ongoing)
	Services: On-Call Staff Augmentation Services
	Key Personnel: Brittany Duhn, Khalil Saba, Lisa Naslund, Tom Dawson

Additional references available upon request.



SECTION 3.2.6

PROJECT MANAGEMENT PLAN

PROJECT MANAGEMENT PLAN (SECTION 3.2.6)

SCOPE OF SERVICES

Z&K Consultants, Inc. is fully prepared to provide the full range of staff augmentation services outlined in the City's RFQ No. 25-001. Our in-house team includes licensed civil engineers, certified construction inspectors, plan reviewers, project managers, permit technicians, and administrative support personnel. We are equipped to support the City across the following service areas:

City Engineering Services | Z&K Consultants offers dedicated City Engineering services, including the assignment of an Interim City Engineer to provide oversight and leadership for engineering operations. Our proposed Interim City Engineer, Amer Jakher, PE, brings over 36 years of experience as a City Engineer and Public Works Director for multiple Southern California agencies. Under this scope, we support the administration and management of the City's Capital Improvement Program (CIP), development review and entitlement support, preparation of staff reports and engineering recommendations, attendance at Council and commission meetings, updates to engineering standards and policies, and resolution of infrastructure emergencies and field issues. We also coordinate with internal departments and external agencies, ensuring alignment with City goals and compliance with all applicable codes, standards, and regulations. The Interim City Engineer will be available to work up to 20 hours per week on site, with additional availability for remote support.

General Staff Augmentation | Z&K provides flexible, responsive staffing to support the City's operational and project-specific needs on an as-needed basis. Our staff can augment existing Public Works Department functions or provide temporary coverage for vacant positions. Available positions include Assistant and Associate Civil Engineers, Engineering Technicians, Permit Technicians, and administrative support personnel. These team members are trained in municipal protocols and can assist with field engineering, permit processing, customer service at the public counter, utility coordination, and documentation. Staff can work on-site or in a hybrid capacity, depending on the City's preferences. Z&K's deep bench of prequalified personnel enables rapid deployment and staffing continuity without disruption to City operations.



Project and Program Management | Z&K offers comprehensive project and program management services to support the successful delivery of the City's CIP and other key initiatives. Our services include management of individual capital projects, coordination with consultants and contractors, preparation of project scopes, schedules, and budgets, and oversight of project progress through closeout. We assist with the preparation of grant applications and provide full administration of award

ed funds, including ATP, SB1, HSIP, and MSRC programs. Our team also supports the development and execution of right-of-way, lease, and maintenance agreements, as well as interagency coordination. We apply a proactive, detail-oriented approach to scheduling, reporting, and task tracking, enabling City staff to maintain full visibility into project status, funding compliance, and resource allocation.

Engineering Support Services | Z&K provides technical engineering services to assist with the City's development review, utility coordination, and public infrastructure planning efforts. Our scope includes plan checking for grading, drainage, utility, street improvement, traffic control, and wireless facility plans, as well as review of parcel maps, tract maps, boundary determinations, easements, and certificates of compliance. We support the coordination of survey services and right-of-way acquisitions, and we provide preliminary and final engineering support for City-led projects. Z&K also assists in environmental clearance efforts, including CEQA documentation and coordination with regulatory agencies for required permits. All work is conducted in accordance with applicable standards such as the Greenbook, California Building Code, ADA guidelines, MUTCD, and Caltrans design criteria.

Specialized Consulting Services (As-Needed) | In addition to the core services outlined above, Z&K can provide specialized staff and technical expertise on an as-needed basis. This includes CASp-certified plan reviewers and inspectors for ADA compliance, traffic signal and electrical inspectors, stormwater and NPDES/FOG compliance specialists, and public engagement personnel for outreach during construction. We also offer pavement management analysts, schedulers experienced in Primavera P6 and MS Project, and grant strategists to support competitive funding acquisition.

CONTRACT APPROACH

Steps to Provide On-Call Services | Z&K Consultants delivers on-call services through a structured, responsive framework designed for seamless integration with City operations. Each assignment begins with a detailed project initiation phase, during which we confirm communication protocols, clarify roles and responsibilities, and align expectations with the City's goals. We assign a dedicated Project Manager to oversee the task order and ensure quality, accountability, and consistency from start to finish.

Our team conducts a comprehensive review of project plans, specifications, and schedules. We lead or participate in kick-off meetings, confirm contractor readiness, and establish controls for schedule, cost, and documentation tracking. During execution, Z&K deploys technical experts such as our Interim City Engineer, Senior Construction Manager, inspectors, and plan reviewers, depending on the scope. We provide continuous oversight, maintain clear records, and deliver consistent updates to City staff, ensuring efficient progress and early issue resolution.

City Engineering Oversight | Z&K's ability to provide City Engineer-level oversight is a cornerstone of our contract approach. Our proposed Interim City Engineer, Amer Jakher, PE, brings over 36 years of leadership experience and will be available up to 20 hours per week on site, with additional availability for remote support. Amer will lead CIP coordination, development review, utility and ROW interface, plan checks, policy updates, and interdepartmental coordination. He will also attend internal meetings and provide technical input for Council and Commission items, if requested. Our approach to City Engineering emphasizes responsiveness, early problem solving, and continuity of oversight. We support both high-level administration and day-to-day engineering operations, ensuring the City maintains full momentum on key projects even during internal staffing gaps.



Ensuring Contractors Stay on Schedule and Under Budget | Z&K employs a multi-layered strategy to ensure that contractors remain on schedule and within budget. Our team develops baseline schedules and cost tracking frameworks for each task order. Tools like Primavera P6 and Procore are used to monitor progress, flag risks, and manage resources in real time. Our Senior Construction Manager works closely with City staff to review contractor submittals, RFIs, change orders, and daily reports—identifying issues early and resolving conflicts quickly.

By conducting regular site visits, attending progress meetings, and maintaining detailed logs, our team ensures strict compliance with plans, specifications, and contractual obligations. We foster a collaborative relationship with contractors while enforcing expectations and protecting the City's interests. Cost and schedule controls are supported by proactive issue tracking and transparent reporting throughout the construction process.

Tools for Managing Staff and Keeping the City Informed | Z&K uses proven project management tools—including Primavera P6, Procore, and GIS-based dashboards—to manage workflow, track performance, and keep the City informed. These platforms offer real-time visibility into inspection status, construction milestones, document control, and cost tracking. All task orders are tracked using internal checklists and shared status logs that allow Z&K staff and City personnel to stay aligned.

Our weekly progress reports summarize activities, schedule performance, risks, and upcoming milestones. Reports are supported by inspection logs, materials testing results, and change order status summaries. GIS dashboards provide spatial views of project locations and impacts. This integrated approach ensures full transparency, coordination, and accountability across all services.

Quality Assurance & Responsiveness | Every assignment follows a defined QA/QC process, led by experienced engineers and peer reviewers. Before documents are submitted to the City, they are reviewed internally to ensure technical accuracy, consistency with standards, and regulatory compliance. Our Contract Manager, Brittany Duhn, PE, coordinates across task orders to ensure staffing continuity, timely deliverables, and responsive communication with the City.

Z&K is known for our reliability and adaptability across over 57 active on-call contracts. We maintain open lines of communication, mobilize quickly, and resolve issues early—ensuring that the City receives consistent, high-quality service across all project types and staffing assignments.

PROPOSED PROJECT TIMELINE

Z&K Consultants proposes a flexible and responsive timeline approach to support the City of Hermosa Beach through on-call engineering, construction management, plan review, inspection, and staff augmentation services. Our model is designed for task order-based execution, allowing us to mobilize quickly, deliver targeted support, and adapt to the City's evolving priorities.

Task Order Kickoff & Coordination (Typically Weeks 1–2) | Each assignment will begin with a kickoff meeting to confirm objectives, roles, schedule, and communication protocols. Z&K will review applicable plans, regulatory requirements, and permit conditions to ensure alignment with City standards. A dedicated Contract Manager will coordinate staffing and document control procedures to ensure consistency throughout the task.

Technical Review & Pre-Construction Support (Varies by Task Order) | Depending on the assignment, our team will support plan review, field evaluations, utility coordination, and constructability analysis. This may include reviewing developer or CIP submittals, supporting permit processing, or preparing documentation for procurement. If required, we can assist in bid package development and contractor selection.

Construction Phase Oversight (Task Orders in Progress) | For active construction, our certified inspectors and senior managers will oversee daily field activities, monitor contractor compliance, and enforce safety and environmental requirements. We will provide ongoing communication with the City, prepare daily inspection logs and weekly progress reports, and support SWPPP compliance and issue resolution in the field.

Closeout & Documentation (As Needed per Project) | At the conclusion of each assignment, Z&K will provide closeout documentation, final inspection support, and, where applicable, assistance with grant reporting, punch list verification, and as-built plan review.

Ongoing On-Call Support (Throughout Contract Duration) | Beyond defined task orders, Z&K will be available to provide general engineering assistance, emergency response, development review, and interim staffing. Our team is structured to remain responsive and accessible to the City throughout the contract term, ensuring that all requests—whether urgent or routine—are addressed promptly and professionally.

PLAN REVIEW TIMELINE

Z&K Consultants will implement a responsive, structured approach to plan review services that ensures timely processing, clear communication, and strict adherence to City standards. Our team's process emphasizes efficiency, technical accuracy, and collaboration with City staff and applicants to reduce delays and facilitate prompt approvals.

Initial Plan Submission and Intake (Weeks 1–2) | Upon receiving plan submittals from developers or City-initiated projects, Z&K will perform an intake review to confirm completeness. This includes verifying that required documents, permits, and engineering plans are included. If any components are missing, we will promptly notify the applicant and provide a checklist for resubmittal. At the end of this phase, a lead reviewer will be assigned based on the project's scope and technical requirements.

Detailed Plan Review and Compliance Check (Weeks 3–6) | Z&K will conduct a comprehensive technical review of all plan elements—including grading, drainage, utility, and accessibility components—ensuring conformance with the Greenbook, California Building Code (CBC), ADA regulations, and any other applicable local or state standards. Our team will coordinate with relevant City departments (e.g., Public Works, Traffic Engineering, Environmental Services) to incorporate interdisciplinary feedback. A review memo summarizing findings, requested corrections, and any clarifying questions will be prepared and submitted to the applicant by the end of this phase.

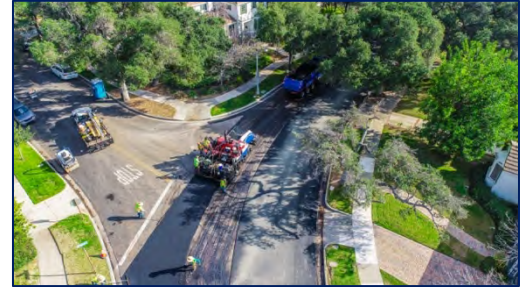
Applicant Communication and Revisions (Weeks 6–8) | Following the initial review, Z&K will transmit comments to the applicant and remain available to answer questions, clarify technical items, and help navigate complex regulatory issues. This open communication supports quality resubmittals and reduces the likelihood of repeated revisions.

Resubmission and Final Review (Weeks 9–12) | Once revised plans are received, Z&K will perform a final compliance check within a two-week period. This includes verification of all corrections, cross-referencing with original comments, and confirmation that revised plans meet all applicable City and regulatory standards. Upon successful review, Z&K will provide formal approval documentation and notify the City that the project is ready to proceed to permitting or construction.

MANAGEMENT APPROACH

Z&K Consultants applies a results-driven management approach centered on four key pillars: time, information, cost, and quality. This framework allows us to deliver projects efficiently, communicate clearly, maintain strict budget control, and ensure all work meets or exceeds technical and regulatory standards. By proactively managing schedules, streamlining information flow, monitoring expenditures, and enforcing quality assurance, we consistently deliver projects on time and within budget while upholding the City's expectations for service and performance.

Time Management: Accurate scheduling is crucial for managing restrictive time and resource elements in every project. Z&K will review the contractor's baseline schedule to ensure its accuracy, constructability, and reasonable activity durations. We will monitor the contractor's three-week look-ahead schedule and proactively address potential delays. Our team's detailed scheduling reviews will ensure that the contractor adheres to the record schedule, identifying any discrepancies early and flagging potential issues for timely resolution.



Cost Management: Z&K takes a proactive approach to cost management, ensuring accurate monthly progress billings and strict oversight of the change order process. We will track work to verify the contractor's progress billing and tie monthly payments to the construction schedule. Any changes or unforeseen conditions will be closely monitored and managed to prevent cost overruns, and an ongoing log of potential change orders will be maintained for discussion at meetings.

Funding Management: Our team understands the importance of complying with funding requirements to ensure that project financing remains unaffected. Z&K will closely manage all reporting and filing deadlines, ensuring that project documentation meets the requirements for DBE reporting and compliance with funding agency guidelines. We will also assist the City in preparing documentation for any necessary audits, ensuring all processes are completed smoothly and efficiently.



Quality Management: Z&K's quality management approach includes both quality assurance and quality control procedures. We will lead the quality assurance efforts by implementing a comprehensive quality management plan that allocates quality control responsibilities to the appropriate project participants. This includes inspecting the contractor's work and documentation processes, ensuring submittals, RFIs, and other paperwork meet quality standards. Z&K's proactive approach to managing submittals and RFIs will prevent misunderstandings, incorrect materials, and construction delays.

Information Management: Effective information management is essential for successful project delivery. Z&K will serve as the central hub for all project documentation, ensuring that contracts, meeting minutes, drawings, submittals, and RFIs are properly managed and distributed. Our approach fosters open communication and collaboration among all project stakeholders, with regular construction meetings to discuss ongoing issues and progress. Z&K's experience with electronic document management solutions ensures that information flows efficiently and is accessible to all involved parties.

Codes and Procedures Management: Z&K has extensive knowledge of local, state, and federal codes and procedures required to deliver successful projects. We will ensure full compliance with the California Building Code, Caltrans standards, OSHA safety regulations, and other relevant codes. Our team's expertise ensures that all codes and procedures are properly followed, ensuring project safety, compliance, and successful completion.

By leveraging our proven task order and management approaches, Z&K Consultants is confident in our ability to deliver the highest-quality service and ensure the success of the City's projects.



QA/QC PROCEDURES

To ensure the successful execution of the City's Projects, Z&K Consultants, Inc. has developed a comprehensive Quality Assurance/Quality Control (QA/QC) program that encompasses all project phases—pre-bid, construction, and post-construction. This structured approach ensures that all project deliverables meet or exceed the City's expectations for safety, quality, and compliance with applicable standards and regulations. Below is a summary of our QA/QC procedures tailored specifically to the unique requirements of this initiative.

Pre-Bid Phase | During the pre-bid phase, Z&K will conduct a detailed review of project documentation, focusing on constructability, bid-ability, and overall design feasibility. Our team will assist the City in finalizing bid documents and evaluating contractor qualifications to ensure that only the most capable teams are selected for the project. Utility coordination will also take place during this phase to prevent conflicts during construction, and pre-construction photos and videos will document the site's existing conditions. By addressing these elements early, we can minimize potential delays and ensure the project is set up for success.

Construction Phase | The construction phase is the most critical period for implementing QA/QC procedures. Z&K will oversee weekly progress meetings, maintain detailed inspection logs, and review contractor submittals for compliance with approved plans and specifications. Environmental compliance will be monitored in alignment with CEQA and local regulations, while labor compliance will ensure adherence to prevailing wage laws. Throughout the construction phase, our team will actively track quantities, process RFIs, and monitor change orders to maintain financial transparency and control. Safety and traffic control procedures will be strictly enforced to protect workers, residents, and stakeholders. Additionally, progress photos and daily inspection reports will be maintained to provide a clear record of the contractor's activities and any challenges encountered. Our commitment to rigorous QA/QC measures ensures that construction activities are completed to the highest standards.

Post-Construction Phase | In the post-construction phase, Z&K will conduct a thorough final inspection and walk-through with City staff and other stakeholders. Punch lists will be issued, and the contractor's as-built drawings will be reviewed for accuracy. Our team will ensure that all project documentation, including photographs and final reports, is delivered to the City in a well-organized format. Final pay requests and certificates of completion will be processed promptly to close out the project efficiently. By adhering to these QA/QC procedures, we will ensure a smooth transition from construction to operational use.

A table summarizing the activities, descriptions, and deliverables is provided below for clarity and easy reference.

Pre-Bid Phase	
Activity	Description
Bidding Phase	Assist the City in finalizing the bid document, evaluate bidder/qualifications, bid opening/Analysis, and award process through City Council Award.
Constructability Review/Quantity Takeoff	Review for constructability, bid ability and perform value engineering. Conduct independent quantity take-off for construction cost.
Coordinate with Utility Companies	Meet with all utility companies responsible for relocating their lines and equipment.
Photo & Video	Take pre-construction photos and videotape conditions.
Project Schedule/Long Lead Items	Evaluate Design Engineer's proposed schedule for construction duration and cost.
Preconstruction Meeting	Arrange a preconstruction meeting with agencies, contractor, and utility companies and address all concerns.
Construction Phase	
Weekly Progress and Schedule Meeting	Conduct weekly meetings to discuss schedule, change orders, new issues, submittal status, RFI's & safety.
Deficiency Log	Maintain a log of non-compliant work items.
Process Submittals	Review and track all submittals for completeness & constructability.

Track Quantities	Track quantities of completed/force account work for payment.
Process Requests for Information (RFI)	Answer the Contractor's RFI, ensure that the designer explains design RFI.
Review Contract Change Orders (CCO)	Review CCO's proposed by the contractor. Recommend needed CCO's. Track cash flow for CCO's.
Claims Administration	Perform claims administration, coordination and monitoring claims, response preparation, logging claims, and tracking claims status.
Weekly Statement of Working Days	Issue a Weekly Statement of Working Days, showing days remaining, and rainy days.
Environmental Compliance	Review and enforce requirements stipulated in permits issued by regulatory and environmental agencies. Maintain/update the master ECR for project compliance.
Labor Compliance	Monitor for compliance with the applicable labor laws and contract requirements, such as prevailing wage requirements.
Progress Payments	Review contractor's payment requests, verify completed quantities
Project Documentation	Maintain a project Uniform Filing System.
Project Schedule	Review contractor's baseline, monthly, and "look-ahead" submittals. Notify all parties of deviations from the schedule.
Permits/Easement Utility relocations	Continuation of pre-construction activities. Assist in coordination and scheduling of utility work.
SWPPP & Safety	Assist and review, approve and monitor of the Contractor's SWPPP. Review, monitor, document and enforce contractor safety procedures for compliance with laws and regulations.
Disadvantage Business Enterprise	Assure that the contractor is meeting disadvantage business enterprises goals established for the project.
Quality Assurance / Inspection	Inspect work to ensure compliance with contract documents. Reject unacceptable work using Deficiency Log. Observe the work of special inspectors when required.
Progress Photos	Continue taking pictures to document the contractor's progress and any problems.
Community Outreach	Respond to citizens and business owner's concerns.
Daily Inspection Reports	Document contractor's daily operations and provides daily diaries.
Traffic Control	Review contractor's traffic control and lane closure request, obtains CT closure approval, establish an agreement/contract with CHP's.
Post Construction Phase	
Final Inspection	Conduct a final inspection/walk-through including maintenance and service personnel. Issue preliminary and final punch list. Coordinate with City and Caltrans.
"As-Built" Drawings	Review Contractor's redline drawings, submit to the designer.
Dispute Resolution	As requested, aids in resolving any outstanding disputes.
Project Files	Deliver all project files including photographs. Complete Final Report and Funding Reimbursement application.
Final Inspection	Conduct a final inspection/walk-through including maintenance and service personnel. Issue preliminary and final punch list. Coordinate with City and Caltrans.
Final Pay Request, Certificate of Completion	Process the contractor's final payment request, issue a Certificate of Completion, obtain applicable permits and a Project Final Report.

PROJECT FLOW CHART

The Projects will follow a streamlined and structured workflow to ensure efficient execution and successful delivery. The project flow chart outlines the key phases—Pre-Construction, Construction, and Start-Up and Close-Out Phases—along with the major activities within each phase. This approach enables clear communication, accountability, and coordination among all stakeholders.





SECTION 3.2.7 REQUIRED FORMS



6.2 Required Forms

6.2.1 Certification of Qualifications

RFQ #: 25-001

The undersigned hereby submits its statement of qualifications and agrees to be bound by the terms and conditions of this Request for Qualifications (RFQ).

1. Proposer declares and warrants that no elected or appointed official, officer or employee of the City has been or shall be compensated, directly or indirectly, in connection with this statement of qualifications or any work connected with this statement of qualifications. Should any agreement be approved in connection with this Request for Qualifications, Proposer declares and warrants that no elected or appointed official, officer or employee of the City, during the term of his/her service with the City shall have any direct interest in that agreement, or obtain any present, anticipated or future material benefit arising therefrom.
2. By submitting the response to this request, Proposer agrees, if selected to furnish services to the City in accordance with this RFQ.
3. Proposer has carefully reviewed its statement of qualifications and understands and agrees that the City is not responsible for any errors or omissions on the part of the Proposer and that the Proposer is responsible for them.
4. It is understood and agreed that the City reserves the right to accept or reject any or all statement of qualifications and to waive any informality or irregularity in any statement of qualifications received by the City.
5. The statement of qualifications response includes all of the commentary, figures and data required by the Request for Qualifications.
6. The statement of qualifications shall be valid for 90 days from the date of submittal.
7. Proposer acknowledges that the City may issue addendums related to this RFQ and that the proposer has reviewed the following addendums which have been issued:

Addendum: 1

Addendum: _____

Addendum: _____

Addendum: _____

8. Proposer further acknowledges the provisions of any addendums issued have been incorporated into their statement of qualifications.



Signature of Authorized Representative:

Crystal Fraire

Printed Name and Title:

Crystal Fraire, Principal-in-Charge

6.2.2 Non-Collusion AffidavitRFQ #: 25-001

The undersigned declares states and certifies that:

1. This statement of qualifications is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation.
2. This statement of qualifications is genuine and not collusive or sham.
3. I have not directly or indirectly induced or solicited any other Proposer to put in a false or sham statement of qualifications and I have not directly or indirectly colluded, conspired, connived, or agreed with any other Proposer or anyone else to put in a sham statement of qualifications or to refrain from submitting to this RFQ.
4. I have not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the rate schedule price or to fix any overhead, profit or cost element of the rate schedule price or to secure any advantage against the City of Hermosa Beach or of anyone interested in the proposed contract.
5. All statements contained in the statement of qualifications and related documents are true.
6. I have not directly or indirectly submitted the rate schedule price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any person, corporation, partnership, company, association, organization, RFQ depository, or to any member or agent thereof, to effectuate a collusive or sham statement of qualifications.
7. I have not entered into any arrangement or agreement with any City of Hermosa Beach public officer in connection with this statement of qualifications .
8. I understand collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards.

Signature of Authorized Representative:



Printed Name and Title:

Crystal Fraire, Principal-in-Charge

6.2.3 Compliance with Insurance RequirementsRFQ #: 25-001

The selected consultant will be expected to comply with the City's insurance requirements contained within this RFQ.

The undersigned declares states and certifies that:

1. Proposer agrees, acknowledges and is fully aware of the insurance requirements as specified in the Request for Qualifications.
2. If selected, proposer agrees to accept all conditions and requirements as contained therein.

Signature of Authorized Representative:

Crystal Fraire

Printed Name and Title:

Crystal Fraire, Principal-in-Charge

6.2.4 Acknowledgement of Professional Services AgreementRFQ #: 25-001

The selected consultant will be expected to comply with and sign the City's Professional Services Agreement. Proposers should identify and/or indicate any exceptions to the Sample Professional Services Agreement included in Section 6.2. The City Attorney or their designee retains the discretion to accept or reject proposed exceptions or modifications to the City's Professional Services Agreement.

1. Proposer agrees, acknowledges and is fully aware of the conditions specified in the City's Sample Professional Services Agreement.
2. Proposer agrees to accept all conditions and requirements as contained therein with exceptions noted as follows:

None.

Signature of Authorized Representative:

Crystal Fraire

Printed Name and Title:

Crystal Fraire, Principal-in-Charge



APPENDIX A. RESUMES

Contract Manager



EDUCATION

- » BSCE – Civil Engineering
California State Polytechnic
University, Pomona

LICENSES & REGISTRATION

- » Professional Engineer,
P.E. State of California,
#91078
- » SWPPP (QSD) & (QSP)
Certificate # 22055
- » OSHA 30 Hour

Brittany Duhn, PE, QSD/P, will serve as the Contract Manager for this on-call contract with the City of Hermosa Beach. She will oversee the delivery of all assigned task orders—including project management, construction management, and inspection services—and will act as the primary point of contact for City staff. Brittany will ensure that work is completed in full compliance with City standards, Caltrans LAPM procedures, and project-specific requirements. With over a decade of experience in public works construction, she brings proven expertise managing complex municipal infrastructure projects, including roadway and sidewalk improvements, ADA-compliant facilities, traffic signals, storm drain systems, public utility coordination, and park upgrades.

PROJECT EXPERIENCE | Brittany Duhn, PE, QSD/P, has served as the Contract Manager for several municipal On-Call Project Management, Construction Management and Inspection Services contracts. In this role, she is responsible for overseeing all assigned task orders, managing staff deployment, ensuring quality control, coordinating with City staff and contractors, and maintaining compliance with funding and regulatory requirements (including Caltrans LAPM and FHWA standards). She currently or previously served as the Contract Manager for the following on-call contracts:

CITY OF BEAUMONT | Oversaw on-call construction support for utility and street improvement projects, ensuring documentation accuracy and coordination with City engineering staff.

CITY OF CARSON | Led task orders including facility renovations, park improvements, and stormwater upgrades, managing documentation, coordination, and field oversight through tools like Procore and P6.

CITY OF CHINO | Managed a variety of task orders including pipeline installation, storm drain upgrades, ADA curb ramps, and street widening—ensuring compliance with City and regulatory standards.

CITY OF CORONA | Directed construction management efforts for waterline replacements, bridge improvements, and green alley infrastructure—ensuring regulatory compliance and quality assurance.

CITY OF EL SEGUNDO | Served as PM for on-call permit inspection and capital project support, including traffic improvements and grant compliance documentation.

CITY OF HEMET | Served as PM on utility and sewer main replacements, overseeing construction documentation and ensuring smooth coordination across public works teams.

CITY OF LAKE FOREST | Oversaw park renovations, slurry seal, and accessibility upgrades—ensuring quality construction and coordination with City staff and the public.

CITY OF LONG BEACH | Managed construction support for water, sewer, and recycled water pipeline projects, including coordination with LADWP and utility agencies.

CITY OF MANHATTAN BEACH | Oversaw on-call projects such as Cycle 2 Street Improvements and streetscape enhancements, providing construction oversight and ensuring adherence to schedules and accessibility goals.

CITY OF NORCO | Managed inspections for water, sewer, and storm drain improvement projects—coordinating closely with field staff to maintain compliance and progress.

CITY OF SAN BERNARDINO | Provided construction support across multiple capital improvement projects, including Safe Routes to School, street rehab, and splash pad installations.

Interim City Engineer



EDUCATION

- » Bachelor of Science, Civil Engineering, San Diego State University, 1988
- » Master's in Public Administration, Cal State San Bernardino, 2007

LICENSES & REGISTRATION

- » Professional Civil Engineer, 50932, California
- » Cal-OSHA 30 Hour
- » Contractor License No. 829929, State of California
- » Power B.I.
- » Fluent in Spanish

Amer Jakher, PE, is a licensed Professional Civil Engineer with over 36 years of experience in municipal engineering, capital improvement delivery, and public works leadership. He has served as City Engineer and Public Works Director for several Southern California cities, including Chino, Beaumont, San Bernardino, Colton, and Victorville, and held senior engineering roles in Banning, Baldwin Park, and Lynwood.

Amer has managed the successful planning, design, and construction of over \$900 million in capital improvement projects, including roadway rehabilitation, storm drain upgrades, public facilities, and utility infrastructure. His expertise spans the full project lifecycle—from grant funding and agency coordination through bid support, construction oversight, and project closeout. On this contract, Amer brings executive-level insight, hands-on technical expertise, and a deep understanding of city processes to support the City of Hermosa Beach with responsive, high-quality engineering leadership.

EXPERIENCE

City of Manhattan Beach, *Contract Senior Engineer / Senior Project Manager (Consultant)* | As a Senior Engineer and Senior Project Manager for the City of Manhattan Beach, Amer Jakher played a key role in supporting the City's Engineering Division during a period of high development activity and capital project delivery. He led the review and approval of grading, storm drain, sewer, and street improvement plans for residential, commercial, and institutional projects. Amer collaborated closely with the Planning and Building & Safety departments to ensure seamless coordination between entitlement approvals, permit issuance, and civil design compliance.

He participated in pre-construction meetings with developers, contractors, and utility agencies to clarify requirements, resolve technical issues, and prevent construction delays. Amer also provided guidance on traffic control, utility coordination, and stormwater compliance (NPDES), and routinely ensured that all development conditions of approval were satisfied prior to final occupancy or permit closure.

In addition to private development, Amer contributed to the management of select City capital projects and helped maintain coordination between public improvements and adjacent developments. He regularly communicated with residents, developers, and City officials to support clear understanding of engineering requirements, and helped modernize workflows to reduce review times and improve customer service delivery.

City of Carson, *Senior Engineer / Senior Project Manager (Consultant)* | While serving as a Senior Engineer and Senior Project Manager for the City of Carson, Amer Jakher led the technical review of private development projects ranging from major commercial centers to industrial and residential subdivisions. He was responsible for reviewing and approving engineering plans for grading, drainage, roadway design, utility connections, and public improvements—ensuring consistency with City codes, standard plans, and permit requirements.

Amer worked directly with applicants and their consultants to provide clear, constructive plan check comments and facilitate revisions that would support timely approvals. He served as a liaison between Planning, Engineering, and Building divisions, ensuring that project conditions of approval were enforced accurately and consistently. His collaborative approach helped bridge gaps between policy intent and engineering implementation, especially in cases involving complicated entitlement conditions or phased construction.

City of Chino, *Director of Public Works / City Engineer* | As City Engineer and Director of Public Works, Amer led the review and coordination of complex land development projects, ensuring regulatory compliance and efficient delivery of public infrastructure. He managed a \$180 million Capital Improvement Program while overseeing the development plan check process, engineering conditions of approval, and coordination with developers, contractors, and utility agencies.

Amer directed the review of grading, storm drain, water, sewer, and roadway improvement plans for residential, commercial, and industrial developments. He regularly represented the City at planning commission meetings and pre-construction conferences, resolved construction-related conflicts in the field, and ensured alignment with City standards and permit requirements. His leadership extended to ADA compliance upgrades, stormwater management, traffic engineering, and cross-departmental coordination to streamline entitlement and permitting processes.

City of Beaumont, Director of Public Works / City Engineer | At Beaumont, Amer developed and managed a \$300 million Five-Year CIP while serving as the City's lead on all public works and land development activities. He oversaw the engineering plan review process, coordinated with planning and building departments, and worked closely with developers to ensure timely approvals and implementation of infrastructure improvements. Amer successfully led the negotiation and execution of CFD-funded infrastructure agreements, supported entitlement reviews, and provided public agency representation during developer meetings and regional coordination efforts. He directed projects such as the \$108 million wastewater treatment plant expansion and the \$25 million Potrero/SR-60 Interchange, all while maintaining focus on design compliance, field oversight, and multi-agency collaboration. Amer also implemented a citywide pretreatment ordinance to strengthen regulatory compliance for development-driven utility expansions.

City of San Bernardino, Interim Contract City Engineer | As Interim City Engineer, Amer was responsible for capital project delivery, traffic engineering, and land development review. He directed plan check and entitlement coordination for new development projects, prepared and enforced engineering conditions of approval, and managed field issues related to grading, storm drain, and utility connections. Amer led the Mt. Vernon Bridge Replacement and multiple pavement rehabilitation programs, working closely with Caltrans, utility providers, and internal departments to ensure technical compliance and on-time execution. His ability to manage overlapping priorities, represent City interests during public and developer meetings, and guide cross-functional teams contributed to the City's infrastructure resilience and regulatory success.

City of Colton, Director of Public Works / Interim City Manager | Amer oversaw all public works and utility operations, including engineering, land development, capital improvement delivery, and regional coordination. He led strategic planning and infrastructure development across multiple divisions—engineering, stormwater, water/wastewater, solid waste, and streets—ensuring that development projects aligned with City standards and regional goals. He actively coordinated with regional partners on major infrastructure initiatives such as the \$200M Colton Crossing Grade Separation and multiple bridge/interchange projects. Amer was instrumental in processing development applications, securing grant funding, and coordinating with agencies such as SANBAG and local utilities. As a Board Member of the RIX JPA, he managed advanced water treatment and successfully administered joint-agency wastewater flow agreements. Amer also regularly presented infrastructure priorities and policies to the City Council and Utilities Commission, facilitating informed, data-driven decisions.

City of Victorville, Director of Public Works and Water | As Director, Amer managed a staff of over 180 and an annual budget of \$70M, overseeing plan review, utility infrastructure, street maintenance, and solid waste operations. He led the engineering division's private development review and utility coordination, ensuring projects adhered to municipal and regulatory requirements. Amer played a key role in delivering infrastructure tied to economic development, including a \$90M sanitation CIP and a major DDA for a new bottling facility. He implemented in-house cost-saving measures for sidewalk reconstruction, established sewer rate adjustments, and directed utility contract negotiations to stabilize long-term revenues. His leadership extended to serving as the City's technical representative at regional forums including SANBAG and VVWRA, advocating for Victorville's infrastructure priorities in development-related planning and coordination.

City of Colton, Director of Public Works / City Engineer | Amer led a staff of over 60 in the Engineering, Maintenance, and NPDES divisions, managing both public infrastructure projects and private development plan review. He spearheaded the City's "No Streets Left Behind" initiative—an aggressive pavement rehabilitation and street maintenance program—while overseeing engineering plan checks for grading, utilities, and public improvements. Amer streamlined permitting and inspection processes, supported community-wide CIP implementation, and fostered interdepartmental coordination to align development activity with long-term infrastructure goals.

Senior Program/Project Manager



EDUCATION

» Bachelor of Engineering, Civil Engineering, American University of Beirut, 1978

LICENSES & REGISTRATION

» Registered Civil Engineer in CA, C51144
» OSHA 30 Hour
» Defensive Driver Training

Khalil Saba, PE, is a Senior Program/Project Manager with over 46 years of experience in civil engineering, transportation infrastructure, and grant administration. He is a recognized expert in managing and closing out multimillion-dollar federally and state-funded projects, ensuring compliance with agencies such as Caltrans, Metro, FHWA, and local municipalities. As former Deputy District Director at Caltrans District 8, Khalil oversaw \$1.5 billion in transportation infrastructure, leading funding acquisition, financial reporting, audit compliance, and project closeout. His expertise includes financial reconciliation, eligibility verification, and regulatory compliance—making him a valuable asset for grant-funded capital improvement programs.

Khalil has successfully led highway expansions, multimodal improvements, transit infrastructure, and citywide capital programs. His strengths include grant writing, strategic fund coordination, and lifecycle funding management. He has helped agencies streamline final invoicing, maximize reimbursements, and retain eligibility for future funding cycles. Known for his proactive approach, Khalil provides trusted leadership in risk mitigation, cost control, and funding optimization. His deep understanding of federal, state, and local funding requirements ensures seamless grant administration and reliable delivery of critical public works projects.

RELEVANT PROJECT EXPERIENCE

Caltrans District 8, Program/Project Management On-Call, Program/Project Manager | Provided program/project management services, including risk management, freeway maintenance agreements, database management, and project oversight. This contract involved extensive grant management and

compliance oversight, ensuring adherence to federal and state funding requirements. Khalil led the final invoicing, documentation, and regulatory approvals for closeout procedures, streamlining financial reconciliation and maximizing fund utilization while ensuring compliance with FHWA and state regulations. Khalil was responsible for reviewing, monitoring, training, and directing staff; ensuring the availability of personnel for each task order; and providing necessary resources to complete tasks within budget and on time.

Caltrans District 8, Design On-Call, Senior Project Manager | Provided design support services to help Caltrans District 8 deliver PS&E for projects in San Bernardino and Riverside counties. This project involved detailed grant tracking, reporting, and compliance verification to ensure federal and state funding requirements were met. Khalil coordinated contract management, funding allocation, and financial oversight while reviewing, monitoring, training, and directing staff. He ensured the availability of staff for each task order and facilitated the closeout of grant-funded design initiatives.

San Bernardino County Transportation Authority (SBCTA), Program Management & Other Specialty Services, Senior Program/Project Manager | Served as Senior Program/Project Manager overseeing the performance of a 16-member team stationed at SBCTA offices. Managed a \$4.5 billion transportation program, which included freeway widenings, grade separations, interchange improvements, and toll and high-occupancy vehicle (HOV) lanes. His role was pivotal in ensuring that state and federal grant funding was properly tracked, reported, and closed out while maintaining compliance with FHWA, FTA, and Caltrans grant requirements.

Riverside County Transportation Commission (RCTC), SR 91/Sr 71 Interchange Improvement, Senior Program/Project Manager | Served as Senior Program/Project Manager responsible for day-to-day project management and delivery within budget and schedule constraints. Managed coordination with RCTC staff, Caltrans, the Army Corps of Engineers, State Parks, County of Riverside, and the Cities of Corona and Riverside. Oversaw grant administration, ensuring funding compliance with FHWA and Caltrans requirements. The project involved preparing a project report, environmental documentation, and feasibility studies for interchange improvement, including a fly-over direct connector for eastbound SR 91 to northbound SR 71. Responsibilities included managing technical studies, right-of-way data, surveys, and construction cost estimates to support grant reimbursements and final project closeout.

Lisa Naslund, PE, QSD/P

Senior Program/Project Manager



EDUCATION

- » BSCE – California State University – Long Beach

LICENSES & REGISTRATION

- » Professional Engineer, P.E. State of California, #67989
- » SWPPP (QSD) & (QSP) Certificate #23613
- » 30-Hr. Cal OSHA
- » Defensive Driving Training

Lisa Naslund is a seasoned Senior Project Manager with over 28 years of experience leading complex capital improvement projects for public agencies. Her expertise spans transportation infrastructure, bridges, roadway widenings, water and wastewater systems, and stormwater and flood control improvements. She has successfully delivered projects involving water mains, reservoirs, pressure-regulating and pumping stations, wells, valves, storm drains, access roads, and culverts. Lisa is highly experienced in managing state and federally funded projects, including securing and administering grant funding. She ensures compliance with all regulatory requirements while maximizing available resources. Her strengths include constructability reviews, scheduling, consultant management, and coordination with permitting agencies to keep projects on track. She is also proficient in preparing staff reports, managing scopes and contracts, leading the RFP process, and overseeing bidding and procurement. Her technical capabilities include hydrology calculations, LID report development, SWPPP preparation, plan review, and tract and parcel map design. Lisa is widely respected for her ability to deliver projects on time and within budget, serving as a trusted extension of agency staff to ensure smooth, successful execution.

PROJECT EXPERIENCE

City of Chino, Senior Program/Project Manager | Lisa Naslund provides on-call engineering, project management, and grant administration services for the City of Chino, ensuring the efficient execution of critical public works

projects. She plays a key role in overseeing all phases of project delivery, from initial planning and design reviews to construction oversight and final closeout, ensuring projects are completed on time, within budget, and in compliance with regulatory standards. Lisa specializes in grant administration, permitting, and plan review, helping the City secure funding opportunities while maintaining compliance with local, state, and federal regulations. She has extensive experience in public right-of-way encroachment, stormwater quality inspections, and SWPPP compliance, ensuring that all infrastructure projects meet environmental and sustainability requirements. Her expertise in contract administration, budget tracking, and transparent reporting enables the City of Chino to optimize resources and make informed decisions. Lisa also excels in inter-agency coordination and collaboration with third-party utilities, mitigating potential conflicts and ensuring seamless project execution. Through her technical knowledge, regulatory expertise, and client-focused approach, Lisa plays a vital role in advancing Chino's infrastructure priorities, delivering efficient, high-quality, and sustainable municipal improvements.

City of Manhattan Beach, Senior Program/Project Manager | Lisa Naslund provides on-call project management, city engineering, and grant administration services for the City of Manhattan Beach, ensuring the successful execution of infrastructure improvements aligned with the City's Capital Improvement Plan (CIP). She plays a key role in overseeing roadway improvements, stormwater systems, utility upgrades, and municipal facility projects, ensuring they remain on schedule, within budget, and in compliance with regulatory requirements. Lisa's expertise includes real-time scheduling, budget tracking, and contractor oversight, ensuring that all construction activities adhere to high-quality standards, safety regulations, and environmental compliance mandates. She proactively coordinates with stakeholders, mitigates potential delays, and fosters collaboration among contractors, consultants, and City staff to ensure efficient project delivery. In addition to project oversight, Lisa supports the City's infrastructure resilience strategies by conducting plan checks, environmental compliance reviews, and pavement management assessments. She also assists in developing long-term maintenance and rehabilitation plans for critical City assets. Lisa is instrumental in community engagement efforts, working closely with City staff to host public workshops, deliver project presentations, and address resident concerns. Through her technical expertise, regulatory knowledge, and proactive problem-solving, she ensures that Manhattan Beach's infrastructure projects are delivered efficiently, transparently, and successfully.

Nadeem Syed, PE, QSD/P

Senior Program/Project Manager



EDUCATION

- » BS, Civil Engineering, California State University Long Beach, 1990
- » BA, Business, Punjab University, Pakistan

LICENSES & REGISTRATION

- » Registered Professional Civil Engineer, CA – No. 64381
- » OSHA 30 Hour
- » Defensive Driver Training
- » QSP/D Certified

Nadeem Syed, PE, is a Senior Project Manager with over 29 years of experience in project management, construction oversight, civil engineering, and traffic engineering. He brings deep expertise in Capital Improvement Program (CIP) development and delivery, having successfully led municipal infrastructure projects for cities including San Bernardino, El Monte, Rialto, Fontana, Corona, Diamond Bar, San Marcos, and Baldwin Park. His project portfolio includes roadway and pavement rehabilitation, slurry seals, traffic signal installations, ADA upgrades, pedestrian safety enhancements, and concrete infrastructure such as sidewalks, curbs, gutters, and ramps. Nadeem has also managed large-scale projects including grade separations, interchanges, lift stations, sewer and water upgrades, park renovations, and municipal building improvements.

Beyond project execution, Nadeem is experienced in staff training, performance evaluation, and budget development. He has led the establishment of Assessment Districts for sewer and streetlight improvements and has successfully secured and administered grant funding, including HES, SR2S, and ATP programs. With a proactive, solution-oriented approach and a strong understanding of municipal priorities, Nadeem consistently delivers efficient, cost-effective, and high-quality infrastructure projects for public agencies.

PROJECT EXPERIENCE

City of San Bernardino, Senior Program/Project Manager | Nadeem Syed played a key role in on-call project management, construction management, engineering, and inspection services for the City of San Bernardino, ensuring efficient execution and compliance with city infrastructure goals. He provided

expert oversight throughout the project lifecycle, from inception and design to construction and closeout, ensuring that all projects adhered to schedules, budgets, and regulatory standards. His expertise included civil, mechanical, and electrical design, preparation of preliminary studies, technical drawings, specifications, and plan checks for engineering and building permits. During construction, he actively monitored contractor performance, oversaw compliance with permits, processed change orders, responded to RFIs, and managed pay estimates. His detailed inspection oversight ensured adherence to approved plans, specifications, and safety regulations, contributing to high-quality project outcomes. With a comprehensive and hands-on approach, Nadeem ensured seamless coordination, risk mitigation, and quality control, supporting the City of San Bernardino in delivering successful public infrastructure and facility projects.

City of Beaumont, Senior Program/Project Manager | Nadeem Syed provided on-call project management, construction management, engineering, and inspection services for the City of Beaumont, ensuring the successful execution of capital improvement and public infrastructure projects. He oversaw all phases of project delivery, from initial planning and design to construction management and final closeout, ensuring compliance with local, state, and federal regulations. His responsibilities included preparing and reviewing engineering plans, coordinating with contractors, and managing budgets and schedules to keep projects on track. He played a crucial role in grant administration, permitting, and regulatory compliance, ensuring that all infrastructure improvements aligned with the City's goals. Additionally, he facilitated stakeholder coordination and inter-agency collaboration, working closely with public agencies and utility providers to mitigate delays and streamline project execution. Nadeem also provided construction oversight and inspection services, ensuring that roadway rehabilitation, water and sewer system upgrades, traffic improvements, and municipal facility projects met quality and safety standards. His expertise in contract administration, change order negotiations, and financial tracking helped the City maintain cost-effective and efficient project delivery. Through his technical knowledge, leadership, and commitment to excellence, Nadeem supported the City of Beaumont in enhancing its infrastructure and delivering long-term value to the community.

Pernilla Brandt, BSCE

Senior Program/Project Manager



EDUCATION

» BSCE – California State University – Long Beach

LICENSES & REGISTRATION

» 30-Hr. Cal OSHA
» Defensive Driving Training

Pernilla Brandt is a highly experienced Project Manager with over 20 years of expertise in engineering design, municipal project delivery, and grant funding administration. She has successfully managed projects from strategic planning and conceptual design through grant acquisition, implementation, and closeout—ensuring alignment with technical, financial, and regulatory requirements.

Pernilla brings specialized expertise in identifying and securing state and federal funding for transportation infrastructure, facility improvements, and community development initiatives. She excels in grant writing, compliance tracking, and resource optimization to help agencies maximize available funding while maintaining full regulatory adherence.

With a strong foundation in civil engineering, architectural specifications, and scheduling, she effectively leads multi-disciplinary teams and coordinates with contractors, consultants, and agency staff. Her collaborative approach, technical precision, and commitment to cost control make her a trusted partner in delivering high-quality, timely, and financially sustainable public infrastructure projects.

PROJECT EXPERIENCE

City of Chino, Senior Program/Project Manager | Pernilla Brandt provided engineering, project management, and grant administration services for the City of Chino, ensuring the successful execution of critical capital improvement and public works projects. She played a key role in managing infrastructure planning, design coordination, and funding acquisition, supporting initiatives such as roadway enhancements, utility upgrades, stormwater management, and municipal facility improvements. Her expertise in grant identification, application preparation, and compliance management helped the City secure significant state and federal funding for key infrastructure projects. She worked closely with engineering and finance departments to ensure proper fund allocation, reporting, and regulatory adherence, allowing the City to maximize funding opportunities while maintaining budget discipline. Pernilla also played a central role in technical oversight, reviewing engineering designs, conducting plan checks, and facilitating construction administration, ensuring that projects adhered to local, state, and federal regulations. Her ability to collaborate with stakeholders, contractors, and regulatory agencies was instrumental in streamlining project execution, mitigating potential risks, and enhancing inter-agency coordination. She worked diligently to optimize timelines, maintain quality control, and implement cost-effective solutions, ensuring that the City of Chino's infrastructure goals were met with efficiency and sustainability.

City of Manhattan Beach, Senior Program/Project Manager | Pernilla Brandt played a critical role in on-call engineering, project management, and grant administration services for the City of Manhattan Beach, supporting the development and execution of a broad range of capital improvement and infrastructure projects. She provided technical leadership and strategic oversight, ensuring projects were delivered on schedule, within budget, and in compliance with regulatory requirements. Pernilla was integral to securing and managing grant funding, preparing successful applications for transportation improvements, stormwater management systems, and municipal facility upgrades. She managed grant compliance, financial reporting, and regulatory documentation, ensuring that all funds were properly utilized and that projects aligned with state and federal funding requirements. Beyond grant administration, Pernilla provided engineering support for plan reviews, permitting, and construction oversight, ensuring that all infrastructure projects met high technical and environmental standards. She collaborated extensively with city staff, consultants, and third-party agencies to streamline processes, resolve challenges, and keep projects progressing smoothly. Additionally, Pernilla supported long-term infrastructure planning efforts, assisting the City in developing maintenance strategies and rehabilitation plans for roadways, utilities, and public assets.

Zack Faqih, PE, QSD/P, CBO

Senior Construction Manager



EDUCATION

- » MSCE - Structures
Cal State Fullerton 2005
- » BSCE - Civil /Transportation
Cal State LA 1985

LICENSES & REGISTRATION

- » Professional Engineer, P.E.
State of California, C57958
- » Certified Accessibility
Inspector/Plans Examiner
- » Certified Building Official,
C.B.O., CABO, ICC #3741
- » Certified Plans Examiner,
I.C.B.O., #1020345-60
- » Certified Mechanical
Inspector
I.C.B.O. #1020345-40
- » Certified Plumbing Inspector
I.C.B.O. #1020345-30
- » Certified Electrical Inspector
I.C.B.O. #1020345-20
- » SWPPP (QSD) & (QSP)
#22055
- » OSHA 30 Hour Certification
- » State Certified HERS Rater
- » Certified Emergency
Inspector
- » C.G.B.P Certified Green
Building Inspector
- » Certified Special Inspector
for Fire Proofing
- » Certified Special Inspector
for Structural Welding
- » Certified Special Inspector
for Structural Steel
- » Certified Special Inspector
for Reinforced Concrete

Zack Faqih brings over 32 years of experience in project and construction management, resident engineering, and public works inspection. He has successfully delivered a wide range of infrastructure projects, including roadway resurfacing and reconstruction, bridge improvements, park and recreational facility upgrades, water and sewer pipeline installations, storm drain systems, and vertical construction. Zack has deep expertise in ADA-compliant infrastructure, stormwater management systems, irrigation, landscaping, and full-site development. His extensive experience with Caltrans Local Assistance, municipal governments, and funding agencies ensures projects are delivered in compliance with federal, state, and local standards. Zack excels at managing CPM schedules, proactively identifying and mitigating delays, and maintaining strict budget control. His leadership and collaborative approach have consistently resulted in the successful execution of complex, multi-phased capital improvement projects. As a seasoned manager and technical expert, Zack serves as a reliable point of contact, providing cities with dependable oversight and results-driven service.

TRANSPORTATION, STREET IMPROVEMENT & TRAFFIC SIGNAL PROJECTS

CITY OF ALHAMBRA, PEDESTRIAN COUNTDOWN SIGNAL HEAD INSTALLATION PROJECT | The City of Alhambra Pedestrian Countdown Signal Head Installation Project involved the installation of pedestrian countdown signal heads at various signalized intersections throughout the city. This federally funded project was administered under the HSIP Program and required strict adherence to Caltrans Local Assistance Procedures Manual (LAPM) guidelines. The project aimed to enhance pedestrian safety by improving signal visibility and ensuring clearer countdown indicators for crossing pedestrians. By implementing these improvements at key intersections, the project contributed to increased public safety, reduced accidents, and improved traffic flow throughout the city.

CITY OF EL SEGUNDO, EL SEGUNDO BOULEVARD IMPROVEMENT PROJECT, PW 23-02 | The El Segundo Boulevard Improvement Project enhances roadway conditions, traffic flow, and safety along key corridors. The project involves pavement rehabilitation on El Segundo Boulevard (Illinois Street to Isis Avenue) and Nash Street (El Segundo Boulevard to Imperial Highway) using a cement-stabilized base with an asphalt overlay, requiring traffic detours. Key improvements include new traffic signals, ADA-compliant curb ramps at multiple intersections, and upgraded bicycle infrastructure with 1,020 linear feet of cycle track, 27,450 linear feet of Class II bike lanes, and Class III bike route markings.

PUBLIC FACILITIES PROJECTS

CITY OF LYNWOOD, YVONNE BURKE – JOHN HAM PARK COMMUNITY CENTER PROJECT | This project includes improvements to the Yvonne Burke – John Ham Park Community Center, with upgrades such as a kitchen, multipurpose rooms, administration offices, restrooms, and a game room. Park enhancements feature landscaping, irrigation, outdoor exercise stations, a natural grass baseball field, and covered picnic and barbecue areas. The site incorporates a dual-plumbed system and reclaimed water for irrigation, supporting sustainability and improved recreational facilities.

PARKS & RECREATION PROJECTS

CITY OF SAN BERNARDINO, NICHOLSON PARK IMPROVEMENT PROJECT | The Nicholson Park Project involved a comprehensive overhaul of the park's facilities and infrastructure to better serve the local community. The project featured the selective demolition of outdated structures, followed by grading, drainage, concrete and asphalt paving, fencing, and ballfield renovations. It also included the installation of a new play area, renovation of the existing restrooms, and construction of a new pre-fabricated restroom / snack bar / storage building. Additional improvements consisted of site furnishings, basketball surfacing, shade structures, electrical work, lighting, and the installation of planting and irrigation systems. The park includes baseball diamonds (Little League and Senior League) with a concession stand and restroom, an outdoor basketball court, a playground area, restrooms, a Recreation/Community Center, a picnic shelter, barbecue grills, and a community garden.

CITY OF LA QUINTA, SILVERROCK PARK VENUE SITE | The SilverRock Park Venue Site, located at the prominent entrance of SilverRock Way and Avenue 52, is a multi-functional outdoor recreational and event space developed to blend seamlessly with the natural desert landscape of La Quinta. The project encompassed precise grading, extensive landscaping using drought-tolerant plants, and a fully integrated irrigation system to ensure sustainability in the arid environment. The venue's centerpiece is an outdoor theater and stage designed to accommodate a wide range of events, including concerts, festivals, and community gatherings. The stage is complemented by reinforced retaining walls, a seating area, and concrete walkways constructed from decomposed granite, ensuring durability and ease of access. ADA-compliant parking areas were built with 6" P.C.C. pavement and interlocking concrete pavers at the entrance, making the space accessible to all visitors.

CITY OF IRWINDALE, IRWINDALE PARK IMPROVEMENTS PROJECT, PHASE IV & V | The Irwindale Park Improvements Project Phase IV & V, located in the City of Irwindale, included a comprehensive overhaul of park facilities to better serve the community. The project involved significant site work such as grading, landscaping, and the installation of a new irrigation system. The electrical systems were upgraded throughout the park to support the new lighting, security measures, and amenities.

UTILITY PROJECTS (WATER, WASTEWATER, STORM DRAIN)

CITY OF LAGUNA BEACH, JASMINE STREET STORM DRAIN IMPROVEMENTS | The project involved installing approximately 2,400 linear feet of storm drain pipe across Heisler Park, Jasmine Street, Monterey Drive, Locust Street, and High Drive. This included jacking a 28-inch steel casing and installing a 24-inch PVC pipe beneath North Coast Highway. Additional tasks included setting up a low-flow diversion with a 12-inch PVC pipe, installing or replacing catch basins, connecting storm drain laterals, and performing trenching. The project also entailed removing and replacing A.C. pavement and P.C.C. street improvements, striping, pavement markings, and markers, along with traffic control and necessary park and private property improvements and landscaping repairs.

CITY OF LA HABRA, COYOTE CREEK AND IMPERIAL CHANNEL REPAIR PROJECT | The City of La Habra, in collaboration with the California Department of Water Resources, launched the Coyote Creek and Imperial Channel Repair Project. This initiative focused on repairing and upgrading the Coyote Creek and Imperial Channel to address critical infrastructure needs within the city's flood management system. The project aimed to mitigate flood risks, enhance water management, and ensure the long-term structural integrity of these key waterways.

CITY OF SAN MARINO, LIFT STATION IMPROVEMENT PROGRAM | This project involved comprehensive upgrades to the City's sewage lift stations. At Avondale Road, upgrades included new pumps, piping, sump pump, wet well lining, and electrical improvements. Orlando Road received new submersible pumps, guide rails, discharge piping, and cement lining. Monterey Road upgrades featured pump recoating, piping repainting, a new bypass connection, and electrical testing.

CITY OF TORRANCE, VAN NESS WATER WELLS TRANSMISSION MAIN | This city-funded project involved installing potable water mains to transport well water from three wells near Artesia Boulevard and Van Ness Avenue to a storage, treatment, and pumping facility near Border Avenue and Plaza Del Amo. The work included constructing 30-inch, 24-inch, and 18-inch water transmission mains using steel and ductile iron, as well as installing storm drains, catch basins, and relocating sewer pipes and manholes.

CITY OF VERNON, 50th STREET WATER MAIN REPLACEMENT PROJECT | This project replaced a 12-inch water pipeline and updated water services, including ductile iron pipe installation, joint bonding, and cathodic protection. Work involved excavation, potholing, traffic control, and SWPPP compliance, with installation of service laterals, fire hydrants, and abandonment of a 10-inch cast iron main.

Anthony Flores, BSCE



Senior Construction Manager



EDUCATION

- » Bachelor of Science in Civil Engineering – California State University, Long Beach

TRAINING & REGISTRATION

- » Engineer-In-Training (EIT), State of California, #170698
- » Caltrans Temporary Pedestrian Facilities Training
- » 30-Hr. Cal OSHA
- » Defensive Driving Training

Anthony Flores is a skilled Senior Construction Manager with extensive experience managing public works and capital improvement projects for municipalities. His portfolio includes transportation infrastructure, utility systems, public facilities, park upgrades, and complete street improvements. He has successfully delivered projects involving pavement rehabilitation, ADA upgrades, water and sewer systems, storm drains, traffic signal modifications, fiber optic and ITS installations, landscaped medians, and pedestrian and bicycle trails.

Anthony has deep knowledge of Caltrans construction standards, Greenbook specifications, municipal codes, and Cal-OSHA safety protocols. His strengths include full-service construction oversight, field inspection, contractor coordination, and schedule and cost control. He is proficient in processing RFIs, submittals, change orders, contractor pay applications, and project documentation.

His leadership has contributed to successful delivery of bridge improvements, grade separations, community center renovations, and full-depth roadway reconstruction projects. Anthony is also highly experienced in public and stakeholder coordination, maintaining open lines of communication with residents, schools, utilities, businesses, and local agencies to minimize disruptions and ensure smooth implementation.

Known for his proactive problem-solving, collaborative field presence, and focus on quality and safety, Anthony plays a vital role in ensuring projects are completed efficiently, on time, and to the highest standards of excellence.

TRANSPORTATION, STREET IMPROVEMENT & TRAFFIC SIGNAL PROJECTS

CITY OF CARSON, CITYWIDE PAVEMENT REHABILITATION AND SLURRY SEAL PROGRAM | This citywide program encompassed pavement rehabilitation and surface treatment improvements across all four districts of the City of Carson. The project targeted critical roadway segments, sidewalks, curb ramps, and associated infrastructure in need of repair or ADA upgrades. Work included comprehensive traffic control measures, cold milling, leveling course placement, and application of asphalt rubber hot mix (ARHM) to strengthen pavement durability. Additional scope items included slurry sealing for surface preservation, refreshed striping and pavement markings, installation of traffic loop detectors, and concrete enhancements to curbs, gutters, and ramps. These improvements collectively extended the life of the City's roadway network, improved pedestrian accessibility, and enhanced overall safety and mobility for the traveling public.

CITY OF CHINO, PAVEMENT REHABILITATION AND SLURRY SEAL PROGRAM | This Project includes street rehabilitation and slurry seal of various streets, including, Pipeline Ave from City Limits to City Limits, Chino Ave from City Limits to City Limits and Schaefer Ave from City Limits to City Limits. Scope of work includes pavement improvements, street resurfacing, crack sealing, slurry seal, localized dig-outs, striping removal/install, and traffic loop detectors. Z&K provided preparation of submittal packages, scheduling, mark outs, meetings, cost control, reviewing RFIs, preparing change order proposals, permits, progress billings, subcontractor coordination, as-built drawings, and final walkthrough/closeout.

CITY OF SAN MARINO, STREET REHABILITATION PROGRAM PHASE 1 & 2 | The project included a wide range of improvements, such as roadway and pavement reconstruction, concrete enhancements, installation of cross gutters, curbs and gutters, curb ramps, and ADA-compliant upgrades. The work also covered cold milling of asphalt concrete pavement followed by resurfacing with hot mix asphalt (HMA) and asphalt rubber hot mix (ARHM). Additional tasks involved clearing and grubbing, localized pavement repairs, and replacement of impacted traffic striping, pavement markings, legends, loop detectors, and curb painting.

CITY OF LAKE FOREST, STREET RESURFACING PROJECT | The Project involves the street resurfacing of Glenn Ranch Road from Portola Parkway to El Toro Road, as well as the slurry seal of and arterial slurry seal of Jeronimo and Muirlands from Los Alisos to Bake. Relevant project features include street resurfacing and rehabilitation, application of slurry seal, grinding and overlay, cold milling, concrete improvements, ARHM pavement, AC base course, aggregate base, signing, striping, markings and pavement legends, removal and replacement of PCC curb ramps, removal and replacement of PCC sidewalk, bike lane traffic loops, Type E traffic loops, dig-outs, sewer and storm drain manhole adjustments, and water valves adjustments.

CITY OF FONTANA, SIERRA AVENUE LANDSCAPE MEDIAN PROJECT | The Sierra Avenue Landscape Median Improvement Project (Bid No. DE-24-28-SB) involves the enhancement of the landscape and irrigation infrastructure along the Sierra Avenue corridor in Fontana, California, between Foothill Boulevard and Baseline Avenue. This project includes the installation of new hardscape and landscape features, along with an advanced irrigation system to ensure efficient water management and compliance with the City's water conservation standards. Key components of the project include soil preparation, planting of drought-tolerant species, and installation of automated irrigation systems designed for water efficiency. This project also entails excavation, concrete curbing, and safety measures to protect the medians from vehicular traffic.

PUBLIC FACILITIES PROJECTS

CITY OF NEWPORT BEACH, SAN MIGUEL PARK IMPROVEMENT PROJECT | The San Miguel Park Improvement Project in the City of Newport Beach included essential upgrades to roofing systems as part of the broader revitalization effort. These improvements focused on replacing aging roof structures on key park facilities to ensure durability, energy efficiency, and enhanced protection from weather conditions. The new roofing systems were designed to complement the overall aesthetics of the park while incorporating sustainable materials and practices. The project also integrated modern lighting and safety features into the roofing upgrades, enhancing security and usability during evening hours.

CITY OF RANCHO PALOS VERDES, HESSE PARK ROOF REPLACEMENT PROJECT | The project included the demolition and replacement of approximately 9,000 square feet of flat roofing at a multi-use community building. Work involved removing the existing torch-down roofing system, installing a new PVC membrane, replacing multiple skylights (including curb-mounted dome and barrel-style units), and restoring roof-mounted mechanical wells and louvers. Additional tasks included handling transite panels in accordance with a limited asbestos assessment, protecting in-place rooftop electrical components, and ensuring compatibility with existing structural features and finishes

UTILITY PROJECTS (WATER, WASTEWATER, STORM DRAIN)

CITY OF HEMET, SEWER MAIN REPLACEMENT PROJECT | The project involved bypass pumping, removal or abandonment of existing sewer facilities, and the installation of new 8-inch PVC sewer mains and sewer manholes. It also included connecting existing laterals to the new mains and conducting trench repairs. The work was performed along Kirby Street (from Devonshire Ave. to Florida Ave.), Gibbel Park (from G.P. Restrooms to Kirby St.), Florida Ave (from Kirby St. to Gilmore St.), and Thompson Street (from Acacia to Central Ave., with the sewer main located on the opposite side of the street), following the approved plans and specifications.

ELSINORE VALLEY MUNICIPAL WATER DISTRICT, HIGHWAY 74 WATERLINE RELOCATION | The project involved replacing an existing 6-inch steel watermain with a new 8-inch PVC waterline along a 1,800-foot segment of Highway 74 within Caltrans right-of-way, near El Cariso Village. It included abandoning the old watermain, installing new valves, and reconnecting existing meters and fire hydrants.

CITY OF SAN MARINO, LIFT STATION IMPROVEMENT PROGRAM | This project involved comprehensive upgrades to the City's sewage lift stations. At Avondale Road, upgrades included new pumps, piping, sump pump, wet well lining, and electrical improvements. Orlando Road received new submersible pumps, guide rails, discharge piping, and cement lining. Monterey Road upgrades featured pump recoating, piping repainting, a new bypass connection, and electrical testing.

CITY OF PICO RIVERA, WATER MAIN REPLACEMENT PROJECT | The Water Main Replacement Project addressed outdated pipelines at various locations. These pipelines, which had been in service for 70 years, were causing inefficiencies and water loss, indicating they were at the end of their service life. The project involved replacing approximately 4,240 linear feet of 8-inch, 3,000 linear feet of 10-inch, and 2,750 linear feet of 18-inch water lines, as well as associated valves, domestic services, and fire hydrant assemblies.

Thomas Dawson, CBO, ICC Certified

Senior Construction Inspector



LICENSES & REGISTRATION

- » International Code Counsel Certifications
- » Building Plan Examiner
- » California **Commercial Combination** Inspector
- » California **Commercial Plumbing** Inspector
- » California **Commercial Mechanical** Inspector
- » California Residential Mechanical Inspector
- » California Residential Electrical Inspector
- » California Residential Plumbing Inspector
- » Certified Building Official
- » CLB License No. 674861
- » OSHA 30 Hr.

Tom Dawson brings over 28 years of experience in construction management, public works inspection, and capital improvement project delivery. He has successfully overseen a broad range of projects including building construction, roadway and sidewalk improvements, traffic signal installations, and community park developments. His field experience encompasses lighting and electrical systems, concrete infrastructure, stormwater chambers, irrigation systems, site furnishings, playground equipment, sports facilities, and decorative masonry and fencing. Tom is highly knowledgeable in Cal-OSHA practices, Caltrans construction standards, and both ADA and Caltrans ADA requirements. Tom has specialized expertise in landfill remediation and methane gas collection systems, including system rehabilitation, contaminated soil removal, and mitigation measures to protect occupied structures. He is well-versed in the Greenbook and Caltrans standard specifications and has managed numerous projects within Caltrans right-of-way (ROW), including structural and slab-on-grade foundation work. With a comprehensive understanding of construction codes, permitting, inspection protocols, and quality assurance, Tom Dawson is a trusted inspector and field leader capable of ensuring regulatory compliance, public safety, and high-quality project delivery.

TRANSPORTATION, STREET IMPROVEMENT & TRAFFIC SIGNAL PROJECTS

CITY OF EL SEGUNDO, EL SEGUNDO BOULEVARD IMPROVEMENT PROJECT, PW 23-02 | The El Segundo Boulevard Improvement Project enhances roadway conditions, traffic flow, and safety along key corridors. The project involves pavement rehabilitation on El Segundo Boulevard (Illinois Street to Isis Avenue) and Nash Street (El Segundo Boulevard to Imperial Highway) using a cement-stabilized base with an asphalt overlay, requiring traffic detours.

PUBLIC FACILITIES PROJECTS

CITY OF LYNWOOD, YVONNE BURKE – JOHN HAM PARK COMMUNITY CENTER PROJECT | This project includes improvements to the Yvonne Burke – John Ham Park Community Center, with upgrades such as a kitchen,

multipurpose rooms, administration offices, restrooms, and a game room. Park enhancements feature landscaping, irrigation, outdoor exercise stations, a natural grass baseball field, and covered picnic and barbecue areas. The site incorporates a dual-plumbed system and reclaimed water for irrigation, supporting sustainability and improved recreational facilities.

PARKS & RECREATION PROJECTS

CITY OF IRWINDALE, IRWINDALE PARK IMPROVEMENTS PROJECT, PHASE IV & V | The Irwindale Park Improvements Project Phase IV & V, located in the City of Irwindale, included a comprehensive overhaul of park facilities to better serve the community. The project involved significant site work such as grading, landscaping, and the installation of a new irrigation system. The electrical systems were upgraded throughout the park to support the new lighting, security measures, and amenities.

UTILITY PROJECTS (WATER, WASTEWATER, STORM DRAIN)

CITY OF SAN MARINO, LIFT STATION IMPROVEMENT PROGRAM | This project involved comprehensive upgrades to the City's sewage lift stations. At Avondale Road, upgrades included new pumps, piping, sump pump, wet well lining, and electrical improvements. Orlando Road received new submersible pumps, guide rails, discharge piping, and cement lining. Monterey Road upgrades featured pump recoating, piping repainting, a new bypass connection, and electrical testing.

Kev Tcharkhoutian, PE

Plan Reviewer



EDUCATION

» BSCE – Civil Engineering and Environmental Engineering, June 1980

LICENSES & REGISTRATION

» Professional Civil Engineer, PE CA#44598

Kev Tcharkhoutian brings over 30 years of experience in municipal civil engineering, design, and construction. He has extensive expertise in land development, subdivision design, and public infrastructure projects, with a strong background in both quality control and quality assurance for a wide range of municipal and private developments. Kev has served as a design engineer, construction manager, and plan reviewer for numerous transportation and capital improvement projects, including street improvements, water and sewer systems, storm drains, traffic signal installations, and subdivision infrastructure. His experience spans all project phases—from design and permitting through construction oversight and final acceptance. He is well-versed in the California Building Code, the Standard Specifications for Public Works Construction (Greenbook), Caltrans Standard and Special Provisions, and the Caltrans Construction Manual. His technical depth and regulatory knowledge make him a trusted expert in evaluating plans, enforcing standards, and ensuring constructability across disciplines.

PROJECT EXPERIENCE

City of South El Monte, CA, Interim City Engineer | Prepared plans and specifications for Public Works construction and other City projects, Inspected construction to ensure that City specifications and standards are met, Prepared

cost estimates for budget to include Traffic Engineering, Attended and participates in conferences and meetings of department heads and the City Commission as required. Consults with contractors, engineers, manufacturing representatives, and others in carrying out various Public Works objectives and programs, Prepared engineering reports and recommendations, Developed and maintained traffic engineering operations for City streets and highways, Checked site plans for adequacy of easements, storm drainage facilities, traffic flow, and parking, Checked construction plans for site development, buildings, and subdivisions to ensure that the design meets all applicable codes and regulations.

City of Montebello, Plans Examiner | Review grading plans for conformance with city ordinances and LID.

City of Duarte, Interim Public Works Manager | Work under the leadership of the Community Development Director, at implementing the City's CIP, and review subdivision maps, lot line adjustments and developments.

City of Vernon, Senior Plans Examiner – Building and Safety | Review plans for commercial and industrial projects for compliance with City's ordinances, pertaining to grading plans, development requirements and LID.

County of Riverside, Plan Examiner – Building and Safety | Reviewed plans for new developments for compliance with County's ordinances pertaining to grading plans, LID and hydrology studies.

City of Wildomar, Riverside County, Engineering Manager | Project Manager working with staff on reviewing developments, Project Manager on the City's Grand Ave Bike path project, Project Manager for the City's Bundy Canyon Transportation Safety Improvement project.

City of Colton, San Bernardino County, CA, Principal Engineer/CIP Plans Examiner | Provide staff augmentation to the Public Works Department by providing services in a Principal Engineer capacity.

City of South Gate, Principal Engineer/CIP Plans Examiner | Provide staff augmentation to the Public Works Department by providing services in a Principal Engineer capacity. Services included writing RFP's for CIP projects, reviewing P, S & E packages for Quality assurance and technical accuracy and constructability.

City of Maywood, Principal Engineer CIP and Land Development | Provide staff augmentation assistance in the areas of CIP and land development.

City of El Monte, Deputy City Manager for Community Development/Public Works/Director/City Engineer | Report to City Manager, Lead the Community Development Department with its seven divisions, prepare staff reports to City Council, design and administer street improvement projects funded by CDBG, SAFETEA LU, and GAS TAX. Manage water, sewer, storm drain, and traffic projects.



APPENDIX B.

ADDENDUM ACKNOWLEDGEMENT



ADDENDUM No. 1

On-Call Staff Augmentation Services RFQ No. 25-001

DATE: May 7, 2025

TO: ALL PROSPECTIVE PROPOSERS

Please note the questions and answers for the Request for Qualifications indicated above.

PROPOSAL SUBMITTAL: The deadline to submit qualifications **HAS NOT** changed. The deadline to submit qualifications is still May 15th at 3:00 PM.

1. Will all selected firms be invited to propose on each task, or will the City assign work based on specific qualifications or availability?
 - A. The City reserves the right to solicit task proposals from all, some, or none, of the awarded consultants based on availability and on an as-need basis.
2. Does the City intend to enter a contract with each selected firm for \$750,000/year or \$750,000 over the entire five-year period?
 - A. The City intends to enter into agreements of five (5) years and with a total of amount not to exceed up to \$750,000 for the entire contract length.
3. Are we required to submit for all scopes of work, or can we bid on certain categories?
 - A. City is searching for consultants, or teams of consultants, that can provide all services outlined in the RFQ. If a firm cannot provide all the services listed directly themselves, multiple firms can team up together to submit a single proposal that can provide those services.
4. We understand that the interim City Engineer is required to work up to 20 hours/week at City Hall. Will an office and technology package be provided?
 - A. The interim City Engineer will be provided a desk at City Hall in the Public Works Department Engineering division, along with a desktop computer/workstation, official City email, login information, access to City files and records, and other software that are used by the City's in-house



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engineers.

5. In addition to the interim City Engineer, are there any other positions that require sustained physical presence in City Hall?
 - A. Any roles for staff augmentation in the City will be on an as-needed basis through a task order request with specific requirements identified at that time.
6. May we use an additional page to include exceptions to the Professional Services Agreement?
 - A. Yes. You may use additional pages to propose exceptions to the City's standard Professional Services Agreement; however, all exception would have to be reviewed and approved by the City Attorney and depending on the nature of the changes may be considered in the scoring of the evaluation criteria as outlined in Section 4.2.
7. What all challenges you are facing with the current contractors?
 - A. See desired scope of work and services in the RFQ.
8. What all areas of improvement you are seeking from the new vendors?
 - A. See desired scope of work and services in the RFQ.
9. How many requirements are anticipated to be released annually?
 - A. The City cannot provide a yearly anticipated amount of task proposal solicitations for staff augmentations services. As detailed in Section 2.2, page 11 of the RFQ, being selected for an as-needed contract does not guarantee that a Consultant will be requested to submit a task order or be assigned any work.
10. How many vendors be awarded on this RFP?
 - A. See Section 1.1. on Page 4 of the RFQ. The City intends to enter an agreement with two (2), or more, qualified consultants (or teams of consultants).
11. As mentioned on page 9 under the "Business License" section that "The selected firm(s) must obtain a City of Hermosa Beach Business License," is it mandatory to already possess this license, or would a valid California Business License suffice?



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- A. If awarded a contract, the awarded firms must obtain a City of Hermosa Beach Business License, which can be done after execution of the contract.
12. As it is stated that the services are “in an amount not to exceed \$750,000 each for a period of five years,” does this mean \$750,000 per awarded vendor for the full five-year term, or is this amount allocated per year?
- A. Each contract will be up to \$750,000 in total.
13. What is the average expected duration of each assignment under this agreement?
- A. Duration of each staff augmentation task/assignment will vary and will be defined in each specific task order request.
14. Since the department is seeking an Interim City Engineer, could the City please confirm how many Interim City Engineers are required?
- A. The City is currently in need of one (1) City Engineer.
15. For how long is the City intending to engage the Interim City Engineer(s)?
- A. The current need is immediate and duration is subject to change once the position is filled subject to the completion of the active recruitment process.
16. Regarding the agreement document provided by the City, are vendors required to fill in any sections at this stage, or will it be completed after the award?
- A. Firms must fill in and submit the forms in Section 6.2 Required Forms as part of their proposal package.
17. Besides the Interim City Engineer position, are there any other roles for which services are being sought under this opportunity?
- A. Any roles for staff augmentation in the City will be on an as-needed basis through a task order request.
18. Could the City please confirm the required format for submitting the pricing?
- A. There is no specific formatting other than what is stated in Section 3.2.8 Rate Schedule of the RFQ.
19. As it is mentioned that “The rate schedule shall detail hourly billable rates for key



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staff members,” can the City confirm whether vendors are only required to list rates for key staff members?

- A. Firms shall provide rates for any key staff members identified and also rate categories for those services which are not fully defined.

20. Are vendors required to provide only key staff rates, or should rates for other categories of staff or services be included as well?

- A. Firms may provide rates for additional services that they could provide to the City.

21. Since the City is specifically seeking an Interim City Engineer, where should the corresponding rates be included in the proposal?

- A. Rates for the staff that could serve as the Interim City Engineer shall be provided in the Rate Schedule. See Section 3.2.8.

22. Is there any page limit to make the response ?

- A. No, but the submitted Statement of Qualifications must be concise.

23. Do subconsultants need to submit any required forms?

- A. Not at this time. Insurance and a City Business License may be required from subconsultants after award of contract depending on the services performed on the subconsultants.

24. Which firms have had on-call staff augmentation services contracts with the City in the past? Who is the incumbent?

- A. The City has utilized a wide variety of contracts to provide various augmentation services, including, but not limited to, on-call design and engineering support services (numerous firms), plan check (TransTech and Bureau Veritas), transportation engineering (Hartzog & Crabill), and other services by other firms. The position of interim City engineer is currently being filled by TransTech Engineers, however the defined scope of work defined in this RFQ is unique to the other existing contracts.

25. Could the \$750K limit per firm for 5 years be increased during the contract period of performance?

- A. The City reserves the right to increase the not to exceed limit of the contract in the future subject to City Council approval; however, it is likely that the contract would be readvertised at that time should services



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continue to be necessary.

26. Is the "Deferred maintenance program" mentioned in the RFP the same as (or include) the projects identified in the CIP as "Deferred and Unfunded Future Projects?" If not, please provide more information regarding this program.
- A. The City's Deferred maintenance program includes the projects identified in the CIP as "Deferred and Unfunded Future Projects" and other unfunded projects not yet identified in the CIP to address aging City infrastructure, including but not limited to City owned facilities, parks roadways, and utilities.
27. Aside from the Interim City Engineer role, what minimum duration (in days or fractional days) would other as-needed staff augmentation roles be engaged for? Would it be for a pre-defined duration (e.g. weeks at a time) for full or partial days, or could it be for just a few hours with little notice to mobilize?
- A. For any as-needed staff augmentation services, the City will solicit task proposals from the contracted firms. The duration of the staff augmentation services will vary. For the Interim City Engineer the minimum requirement is 20 hours per week with two days in person in City Hall. The current need is immediate and duration is subject to change once the position is filled subject to the completion of the active recruitment process.
28. Will staff augmentation roles only be engaged for "vacancies" in the City's full-time positions?
- A. No, staff augmentation roles may be in addition to the City's full-time positions.
29. What, if any, staff augmentation roles would be for full-time positions?
- A. The exact need for services (part of full time) will be defined as a task order request once the need for those services are identified.
30. For roles that are not full-time, the consultant will keep staff engaged at their home office. In this scenario, would staff assigned to the City be able to work from consultant home office locations, or would they be required to come into the City to perform part-time tasks?
- A. The RFQ details a broad scope of augmentation and supportive services for which services will be solicited through a task order request as services are defined and then negotiated with the selected consultant(s). The only position identified in this solicitation is the Interim



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City Engineer role which requires at least two days in person in City Hall. Other remote work would be considered by the City as appropriate.

31. Under Construction Engineering and Inspection services, does what “administrative management services” include? Are scheduling, estimating, and document control services required as part of this scope of work?

A. Administrative management services is to include typical services as part of the construction management of projects which include scheduling, estimating, and document control or other related services.

32. Are public outreach services anticipated?

A. Consultants are encouraged to submit qualifications that address the specific services listed in the RFQ and may also add any related supplemental services they may offer as the scope of work details minimum requirements which are not limited to these tasks.

33. For the requested “Environmental clearance” services, is the City requesting EIR/EIS services, compliance for MNDs, or something in between? Please be specific as to the “environmental clearance” services needed.

A. The city is seeking any supporting environmental permitting services to obtain permits for public works projects from outside agencies as required

34. How many unique entities have submitted questions to this RFP at the completion of the Q&A deadline?

A. 5

35. Can you provide the job titles that may need augmentation?

A. As detailed in the RFQ, Section 2.2.1, augmentation may be needed to support any Public Works Department services and programs, engineering, administrative support, or other specialty services as necessary. Job titles are not defined as the needs are unknown, with the potential exception of City Engineer.

36. What is the expected salary range for the position/positions?

A. As detailed in Section 3.2.8 proposers must provide rates for any specific staff members listed or for team member rate categories. The RFQ lists a variety of services, so rates should be provided for those categories identified, however the RFQ also allows for additional associated services to be provided that may have not been explicitly defined and could be



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added at a later date subject to negotiation with the City should they fall outside of the standard rate categories provides.

37. Is this a recomplete RRP, if so who is the incumbent?

- A. The scope of work outlined in this RFQ is unique to other existing contracts in the Public Works Department. Some of the services are partially filled by other firms but not in their entirety as envisioned in this RFQ.

38. Can general details of the incumbent contract be made available (award amount, positions filled, ect.)?

- A. The defined scope of work outlined in this RFQ is unique to other existing contracts in the Public Works Department.

39. Will this be a multi award contract or a single award contract?

- A. See Section 1.1 on page 4.



ACKNOWLEDGEMENT OF ADDENDUM No. 1

On-Call Staff Augmentation Services RFQ No. 25-001

Complete and sign this acknowledgement form. Submit and enclose the acknowledgement in your proposal. Failure to do so may result in disqualification of your firm's proposal.

The undersigned acknowledges receipt of **Addendum No. 1** dated May 7, 2025.

ATTEST:

Crystal Fraire

Principal:

Crystal Fraire

Address:

17130 Van Buren Blvd, Suite 122, Riverside, CA, 92504

By:

Crystal Fraire

Title:

Principal in Charge