



**INTERWEST**

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# CITY OF COSTA MESA



Proposal – Construction Management and  
Inspection Support Services for Adams Ave and  
Pinecreek Drive Intersection Project (Federal  
Project No. CML-5312(104), City Project No. 23-01)

*August 25, 2023*

**MAIN PROPOSAL CONTACT:**  
**Shelby Sieracki**  
**Account Manager**  
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**ssieracki@interwestgrp.com**

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



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## I | Cover Letter



A SAFEbuilt COMPANY

1 Jenner, Suite 160  
Irvine, CA 92618  
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August 25, 2023

City of Costa Mesa, Finance Department  
77 Fair Drive, 1st Floor  
Costa Mesa, CA 92626

ATTN: Ramin Nikoui

**RE: RFP for Construction Management and Inspection Support Services for Adams Ave and Pinecreek Drive Intersection | Federal Project No. CML-5312 (104), City Project No. 23-01**

Dear Selection Committee,

Interwest Consulting Group (Interwest) is pleased to present our qualifications in response to the City of Costa Mesa's (City) Request for Proposal (RFP) to perform Construction Management and Inspection Support Services for the Adams Ave and Pinecreek Drive Intersection Project, Federal Project No. CML-5312 (104), City Project No. 23-01.

We are uniquely qualified to perform the requested services as evidenced by our proven track record and testimony of our past and current clients. We pride ourselves in building long, sustaining relationships in the Cities we work with— providing solutions that will strengthen your community. We believe that the extensive knowledge and experience held by our proposed team qualify us to be the best to perform the services requested.

Interwest brings nearly two decades of expert-level Construction Management and Inspection service to partner with the City. Through this partnership, the City will benefit from our team's extensive construction industry knowledge as well as:

- **Dedicated Local Partner:** We have appreciated the opportunity to serve the City of Costa Mesa since 2012, having provided On-Call Building Plan Review and Inspection, Traffic Engineering support, and Public Works support. Most recently, our team has provided Right-of-Way support services on the Adams project through our Real Estate division.
- **Best Practices:** Our team is excited about this opportunity to share their best practices during the process of delivering this high-profile and eagerly awaited community project. With a commitment to delivering construction management in a manner consistent with the City's adopted Customer Care Standards, Interwest's team will successfully manage the project's quality, cost and schedule.
- **Industry Experts:** These construction management experts are critical thinkers and solution-oriented leaders who know how to navigate through the scheduled tasks while mitigating risk on a day-to-day basis. As evidenced by our proven track record and testimony of past and current clients, our expert team knows that details matter when managing a project such as this Adams Ave and Pinecreek Drive Intersection, inclusive of the Federal grant requirements and compliance with the Caltrans Local Assistance Procedures Manual (LAPM).

Our goal is to provide experts in the industry who can perform services in a seamless manner by customizing our services to correspond with our clients' expectations and needs. We strive to work collaboratively with the Department of Public Works and other City personnel, applicants, and designers to resolve issues as efficiently as possible to expedite processes with our focus being the successful delivery of services. We remain committed and flexible to provide the City with exemplary services that meet their individual needs.

To assure our continued exemplary services to the City, we propose **Steve Kooyman, PE** as **Project Manager** for this engagement. Steve has extensive construction management experience with municipal Public Works and CIP projects. Over his career, he has worked as the Public Works Director of Rancho Santa Margarita; City Engineer for Brea; Assistant Public Works Director for the City of San Juan Capistrano; and Deputy Director with the County of El Dorado. He has in-depth knowledge of construction contract requirements for public works projects, including the APWA standard plans and specifications within the "Greenbook" and Caltrans requirements. As Resident Engineer, **Tyrone Chesanek, PE**, will lead our team of qualified inspectors to provide these services to the City. Tyrone will be responsible for all matters related to our personnel and operations, and provide plan reviews, inspection, quality assurance materials testing, compliance with the LAPM and State and Federal requirements, and contract administration under the overall supervision of the City's Project Manager.

**Shelby Sieracki** will continue to act as your **Account Manager** for the City. Shelby will be responsible for ensuring increasing levels of client satisfaction throughout the life of the contract by performing periodic Client Health Checks, a service uniquely provided by Interwest.

<p><b>Proposal Main Contact</b>  <b>Shelby Sieracki</b>  Account Manager  ssieracki@interwestgrp.com  626.224.2055</p>	<p><b>Project Manager</b>  <b>Steve Kooyman, PE</b>  Project Manager  skooyman@interwestgrp.com  530-318-1066</p>
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**Project Office: 1 Jenner, Suite 160, Irvine, Ca 92618**

Interwest will be providing services from our project office in Irvine, CA, which is also the closest office in proximity to the City of Costa Mesa. Additionally, Interwest will be partnering with our subconsultant teams Ninyo & Moore to provide material testing services, and Avant Garde, Inc. (DBE Certified Firm) to provide Labor Compliance.

We appreciate the opportunity to present our qualifications to provide these services to the City of Costa Mesa and its community and we are confident that the Interwest team is exceedingly qualified to partner with the City once again to ensure the successful delivery of the new Intersection Project in your community.

As President of Interwest Consulting Group, I am authorized to sign any agreements that may result from this proposal and will provide contract support to the proposed Interwest team. Should you have any questions, please contact me at 619.372.9962 or pmeschino@interwestgrp.com.

Respectfully Submitted,



Paul Meschino, President

## 02 / Background and Project Summary Section

### Background and Project Summary

Interwest understands the City of Costa Mesa is seeking a qualified firm for construction management services for the federally funded Adams Avenue and Pinecreek Drive Intersection Project. It is our understanding that these services generally include inspection, contract administration, soils and materials testing, and other services as outlined in the attached scope of work. The Adams Avenue and Pinecreek Drive Intersection Project is federally funded via the Orange County Transportation Authority (OCTA) Bicycle Corridor Improvement Program (BCIP) grant, contributions from Coast Community College District, and local City funds. Interwest follow all federal requirements and compliance with the LAPM throughout execution of the project.

We are proposing an individual who is a registered Professional Engineer to serve as the construction Resident Engineer. **Tyrone Chesanek, PE**, will lead our team of qualified inspectors to provide these services to the City. Tyrone will be responsible for all matters related to our personnel and operations, and provide plan reviews, inspection, quality assurance materials testing, and contract administration under the overall supervision of the City's Project Manager. Additionally, we will be partnering with our subconsultant **Ninyo and Moore** to provide a certified laboratory for soil and material testing services, and **Avant Garde, Inc.** to provide labor compliance, ensuring all services and requirements are met.

Services will be provided to support and supplement your existing staff. All staff will maintain a high level of customer service to the community, support the efficiency within the department. Interwest Consulting Group has over **20 years of experience** providing the construction management and inspection services requested in the RFP. Our team is comprised of highly experienced, customer-service-oriented professionals who have successfully served our client jurisdictions.

### Key Objectives

There are several important areas requiring special attention for construction management and inspection to ensure project success.

- **Standardization & Maintenance of Project Documentation:** To effectively combat claims, it is important that the resident engineer and inspector follow a uniform standard to ensure that potentially volatile issues are dealt with in a timely and accurate manner. Interwest has instituted such a system and has a proven track record of helping its clients to avoid costly claims.
- **Monitoring Quality & Objectiveness of Field Personnel:** Our construction supervisors routinely check the files and performance of our construction inspectors. Regular training meetings are conducted to discuss changes in rules and regulations. Storm water compliance rules and the requirements of the general construction permitted on City projects are of critical importance.
- **Public Relations:** Public works projects that impact residents and businesses present unique, non-technical challenges that must be addressed throughout the life of a project. Interwest will work closely with these stakeholders to make them aware of the project, its status, and any changes. Our assigned staff possess the non-technical skillset needed to navigate the public relations arena.

## 03 / Project Approach and Methodology

### 1. Project Familiarity

Interwest stands capable and ready to provide our exceptional services to the City and its community. Pursuant to the RFP, we understand that the project consists of constructing pedestrian and bicycle improvements at and in the vicinity of the Adams Avenue intersection as defined by the attached plans (Appendix B), and project bid set (Appendix C). Additionally, the project will specifically benefit the

over 25,000 students and adults that attend Orange Coast College, will enhance the traffic patterns, improve pedestrian and bicycle connectivity at the intersection, and reduce conflicts between vehicles, pedestrians, and bicyclists.

Our team has the following qualifications that make us the best choice in providing these services to the City:

- Diverse roadway and streetscape engineering and construction management experience working on federal projects. Direct extensive experience and a successful track record of completing federal construction projects.
- Being knowledgeable about federal procedures and requirements. Being thoroughly acquainted with the latest revisions of the Caltrans Local Assistance Procedures Manual (LAPM).
- Having the capability to provide complete technical and administrative services to ensure successful project completion on time and under budget. Providing coordination oversight for all activities taken by outside entities in connection with the project including utility companies, OCTA, and Orange Coast College.

## 2. Potential Issues and Response

- **Potential Issue #1:** Signal and Lighting Equipment Procurement and Delivery – The timing of the shop drawing approvals, manufacturing, and delivery of the equipment to the site is a major factor with respect to completing the signal modification work at the Adams Ave. and Pinecreek Ave. intersection within the Contract 90 WD's. The proposed plan includes removing several existing signal poles with equipment and installing 7 new signal poles with equipment as well as modifying several existing signal poles. The Specifications call out long lead items to commence within fourteen (14) weeks after date of Contract. However, current lead times for signal procurement, manufacturing, and delivery is running around 24+ weeks. This will have an impact on the schedule, which will need to be discussed with the Contractor as part of the Pre-Construction Meeting and submittal review.
- **Recommended Response:** We would suggest that the signal submittal be provided to the City and CM/RE team as soon as the Contract is executed, if not before to begin the review and acceptance process, which could take 2 weeks. Additionally, we would recommend that the City issue two NTP's as follows: 1) NTP#1 to initiate the signal submittal, procurement, manufacturing and delivery process; 2) NTP#2 – Once the signal equipment delivery date has been scheduled, after the submittals have been approved with no exceptions, issue NTP#2 to start the 90 WD's. This should allow some float in the schedule depending on the estimated delivery date of the signal equipment. The Interwest Team is very familiar with the traffic signal and lighting submittal and procurement process and will assist the City to expedite the work.
- **Potential Issue #2:** Existing Utility Locations and Coordination – The plans show various underground utilities within the vicinity of the proposed work requiring excavation. Additionally, there are several utilities called out for adjustments by the specific utility co. (AT&T and Charter). This could cause delay issues if the specific utility location and schedule for adjustments/relocation is not addressed early as part of the initial stages of construction. One specific area of concern is the installation of the new signal foundations. This is critical to assure that no existing underground utilities exist within the new foundation area that would require relocation or movement of the new signal foundation.
- **Recommended Response:** We would recommend that the Contractor provide a pothole plan prior to potholing for City and CM/RE review as part of the Pre-Construction submittals. This would allow both the Contractor and City/CM/RE/EOR and Inspection Team to mutually agree on where the utility exploration should be done as well as format and information to be provided within a certain timeframe for final assessment. Based on the Specifications, this work is covered under Bid Item #1 – Mobilization, so the costs of the work should be covered. As for the adjustments by other utility

companies, the initial coordination for this work should be discussed at the pre-construction meeting in detail with the Contractor’s baseline schedule. The final notices for relocation should be sent out as part of the per-construction phase with the approved baseline schedule form the Contractor and potential conflict locations. A further notice can be submitted once the pothole data is obtained. The Interwest Team has extensive experience working with Contractor’s and Utility companies with respect to locating and relocating utilities with respect to potential conflicts with well though-out solutions to avoid potential claims and delay. Our team will minimize the claims and delay impacts.

## 04 / Qualifications, Organization, and Key Staff Experience

### Qualifications of Key Staff

We pride our success in effective communication. We are committed to a “no surprises” approach built upon presenting ideas, asking questions, and identifying and addressing issues early on in the process. We propose options, seek direction, and implement solutions in close coordination with the City. We welcome this opportunity to help maintain the quality of life and unique character that makes the City a desirable community, and we believe our planning team will provide superior resources for meeting your immediate needs and long-term goal.

Led by Resident Engineer, Tyrone Chesanek, PE, the Interwest Team stands ready and capable to provide the City of Costa Mesa with the expert-level service our clients have come to expect from Interwest and our team members. We possess extensive professional capabilities which allow us to innovate, create, and implement effective solutions with your agency, all while keeping the community’s interests in mind.

Summaries of qualifications and experience for the proposed key Interwest staff are provided below and detailed résumés for all key proposed staff are also included at the end of this proposal.

### 1. Relevant Experience, Specific Qualifications, and Technical Expertise of Resident Engineer, Inspector and Team Experience

Resident Engineer / Construction Manager



Tyrone Chesanek, PE

RESIDENT ENGINEER // CONSTRUCTION MANAGER

Experienced Deputy Public Works Director managing Facility and Parks CIP, Facility Maintenance, Street and Utility CIP, Facilities Management, Stores, Fleet Services, Environmental Program, and Streetlights. Assisted in planning, directing, supervising, and coordinating departmental operations; assigned work activities, projects and programs; monitored workflow; reviewed and evaluated work products, methods and procedures. Prepared and presented staff reports to City Council, Council Committees, boards, commissions and numerous civic organizations representing the Department. Assisted with the preparation of operating and capital improvement budgets, including long-term maintenance management Supervised and assisted subordinate supervisors in the operations and maintenance of City infrastructure, and established long-range plans and goals. Participated in recommending the appointment of personnel; provided staff training; worked with employees to correct deficiencies, implemented discipline procedures, and recommended employee terminations.

#### RECENT PROJECT EXPERIENCE

- *Bristol Street Widening at Seventeenth Street / Santa Ana, CA / Principal Engineer*
- *Grand Avenue Street Widening & Stormdrain at Grand Avenue / Santa Ana, CA / Principal Engineer*
- *Santa Ana Fire Station 1 New Facility Project / Santa Ana, CA / Principal Engineer*
- *Bristol Street Widening & Stormdrain at First Street / Santa Ana, CA / Principal Engineer*
- *North Flower Bridge Widening Project / Santa Ana, CA / Principal Engineer*
- *First Street Bridge Widening Project / Santa Ana, CA / Principal Engineer*

## Project Manager



Steve Kooyman, PE  
PROJECT MANAGER

Steve is a registered Civil Engineer with 30 years of civil engineering experience and has spent a vast amount of his career serving numerous jurisdictions throughout Northern and Southern California regions. Steve provides Project Management and Construction Management and Inspection Services to our clients throughout Southern California. He has assisted several Cities in delivering various Public Works Capital Improvement Program projects from Preliminary Planning/Environmental (PAED), Design (PS&E review), Bid and Award, and into Construction (Project Management/Construction Management) for watermain replacement, sewer replacement, storm drain replacement, street rehabilitation, ADA and sidewalk replacement, facilities improvements, parks and landscape, masterplan development, and has assisted the Cities with coordination and project delivery for Caltrans/City Cooperative Agreement projects. His background has provided him with the knowledge of city engineering policies and procedures, which is a proven asset when providing technical assistance to engineers, architects, contractors, city personnel, and the public.

## RECENT PROJECT EXPERIENCE

- *SR 57/Lambert Road Interchange Improvements | Brea, CA | Project and Construction Manager*
- *Country Hills Subdivision Water and Pavement Improvements | Brea, CA | Construction Manager*
- *Imperial Highway and Berry Street Intersection Improvements | Brea, CA | Project and Construction Manager*
- *Puente Street., Gemini Ave. and Titan Way Improvements | Brea, CA | Project Manager*
- *Tracks at Brea Bike Trail Improvements | Brea, CA | City Engineer*

## Project Support Team



Dinukshi S. Kane, MBA, BSEE, EIT  
ASSISTANT CONSTRUCTION MANAGER

Dinukshi brings nearly 20 years of experience in the areas of construction management, inspection, planning, schedule analysis, project management, contract administration and compliance, state and federal grant administration, budget tracking, and engineering design for various Public Works transportation, utility, and facilities improvements.

She has a diverse project background experience on large, complex, high-value construction projects. She has worked on large \$2B complex projects as well as medium to small Public Works projects (\$250k to \$79M) as a Project and Construction Manager with a great track record of successfully completing the projects for various municipalities and government agencies.

## RECENT PROJECT EXPERIENCE

- *Eastside Access Improvements Project | LA Metro Transportation Authority | Project Manager*
- *Annual Slurry Seal and Overlay Project | City of Santa Clarita | Construction Manager*





John Welch

CONSTRUCTION INSPECTOR (PRIMARY INSPECTOR)

John brings more than 20 years of experience in the areas of construction management, inspection, planning, schedule analysis, project management, contract administration and compliance, field engineering, and quality assurance for a variety of public works, residential and transportation projects.

John's diverse background has given him insight into serving cities and government agencies on large, complex, high-value construction projects. His experience ranges from small city projects to multi-million-dollar projects, including highways, street improvements, and airport taxiways. John is able to collaboratively work with all parties ensuring projects are well managed and brought to a successful completion.

#### RECENT PROJECT EXPERIENCE

- Harbor Blvd. Median Island Installation | City of Anaheim, CA | Inspector
- Broadway and Anaheim Blvd. Rehabilitation, PCC Sidewalks, Storm Drain, AC paving and re-striping | City of Anaheim, CA | Inspector
- Pinyon Hills (Phelan) Widening and Signal Improvements | Caltrans | Inspector



Alison Luedtke, QSP, CESSWI, NASSCO ITCP

CONSTRUCTION INSPECTOR (SECONDARY INSPECTOR AND BMP)

Alison has more than 19 years of experience in public works inspection. She began her career in 2004 working for the City of Escondido where she worked on various capital improvements projects and private development projects. Private development projects include subdivisions of various size and commercial grading projects as well as various utility right of way permits. Inspection experience includes mass grading, fine grading for individual lots, sediment and erosion control inspection, new post construction BMP's, new water mains and services, new sewer mains and laterals, new storm drain infrastructure, the construction of new roads, curb gutter and sidewalk, the installation of streetlights. Responsibilities include reading and interpreting project plans and specifications, creating daily inspection reports, maintaining project files, reviewing, negotiating and processing change orders, processing RFI's and submittals, preparing progress payments, coordinate third party inspections, creating final punch lists, processing record drawings and project closeout.

#### RECENT PROJECT EXPERIENCE

- CMP Replacement Project Carlsbad Blvd. North of Island Way | City of Carlsbad | Inspector
- Grape Street Neighborhood Improvement Project | City of Escondido, CA | Inspector
- Daly Ranch Road Rehab | City of Escondido, CA | Inspector

#### Subconsultant Team

Due to the page limit restrictions, Interwest has only provided staff biographies and resumes of our key subconsultant team members. Additional resumes of our proposed subconsultant team can be provided upon award of contract.

**NINYO AND MOORE**

**Randy Reichert**  
PROJECT MANAGER

As a Construction Inspector and Project Manager for Ninyo & Moore, Mr. Reichert provides In-depth knowledge in testing methods, inspection and standards relating to concrete and hot mix asphalt (HMA) production and placement operations. Has extensive experience working on state and interstate highway transportation project.

**RECENT PROJECT EXPERIENCE**

- *Valley Boulevard, Resurfacing / Industry, CA / Project Manager for Construction Materials Testing*
- *Pacific Coast Highway and Hawthorne Boulevard Intersection Improvements, / Torrance, CA / Project Manager for Construction Materials Testing*
- *City of West Hollywood Mid-City Pavement Repair, / West Hollywood, CA / Project Manager for Construction Materials Testing*

**AVANT GARDE**

**Lissette Montoya**  
PROGRAM DIRECTOR

Ms. Montoya has more than 20 years of comprehensive expertise in project management and analysis, funding management, grant administration, public relations, and community outreach programs. She is experienced in issues impacting City governments and contract administration. Ms. Montoya is the Vice-President and CFO of AVANT-GARDE. She has experience in identifying federal and state fund allocation balances, programming funds, and administers long-and-short range programs consistent with the economic capabilities of the City. Ms. Montoya directs the Program Management team to ensure that projects are developed in accordance with policy and procedural requirements, assists in determining eligible projects for various funding sources, and manages development and capital improvement programs/projects from conception to completion. Ms. Montoya has assisted various agencies in performing a variety of analyses and studies to identify State and Federal funding options; performed time-critical and confidential studies related to fiscal and administrative requirements of grant programs; assisted in the grants solicitation process; planned and coordinated the implementation of awarded grants to ensure that the City was in compliance with applicable laws and regulations, and monitored and audited grant expenses. Under her direction, our team has successfully monitored federal and state funding for municipal agencies throughout Southern California and written grants to secure over \$501.6 million in funding for government agencies.

**2 - 3. Team Management and Disciplines of Project Team**

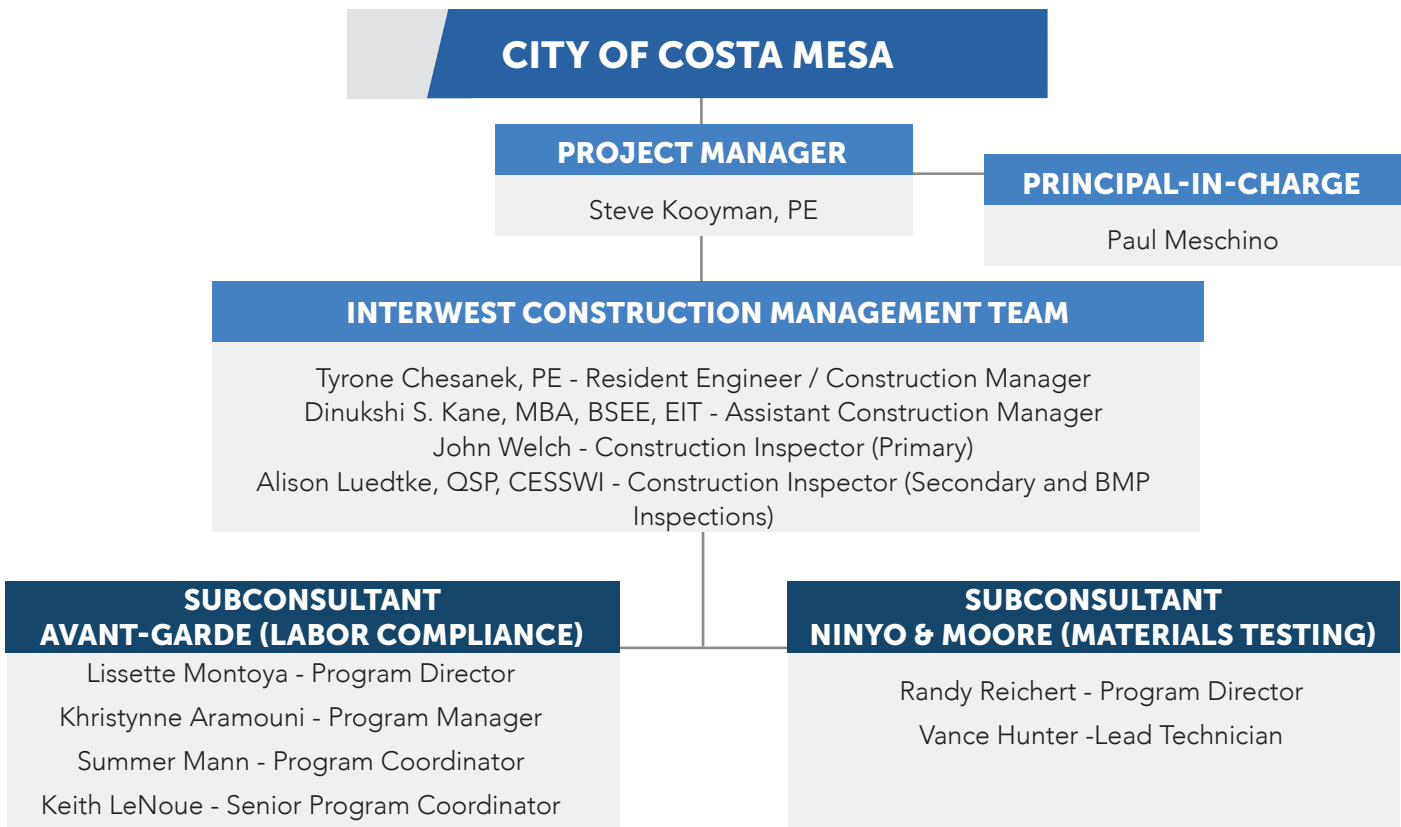
Our team is proposing **Tyrone Chesanek, PE**, as Resident Engineer for this opportunity with the City of Costa Mesa. Tyrone has experience directly managing similar federally funded projects administered through Caltrans. Additionally, he has in-depth knowledge of the latest edition of the Local Assistance Procedures Manual and the individual's time is appropriately committed to this project.

Our priority is to ensure the best possible experience working with our team—with minimum impact on the City of Costa Mesa and its community. During the project management and construction process, all disciplines work as a team on each project, lead by a supervisor who oversees all reviews, consults with Interwest staff and City staff as needed, as well as applicants. Our construction management and inspection procedures allow oversight and coordination with all management disciplines. The supervisors of the Interwest Team dedicated to the City of Costa Mesa — Steve Kooyman, PE and Tyrone Chesanek, PE — have worked together to effective lead construction teams on a multitude of municipal federally funded contracts over the last five years.

**4 - 8. Overall Organization of Team, Structure and Budget**

Our services are provided in a cost-effective manner and can be adjusted to remain within the City budget constraints. We will communicate regularly with the City and monitor and evaluate our areas of responsibility to make recommendations for cost savings where possible.

Our committed team members, including subconsultants, **will provide exceptional service to the City of Costa Mesa.** We have significant direct experience working as municipal employees and as contract staff members in jurisdictions throughout California. Individually, the professionals selected to serve the City excel in each of their backgrounds. As a team, they possess the professional capability to innovatively create and implement effective solutions to serve the interests of your community. The organizational chart provided below highlights our key personnel, company roles, areas of expertise, and the organization of our project team.



## 05 / Scope of Services to be Provided

### Project Approach and Scope of Work

The Interwest Team ("Team") will follow the Scope of Work/Tasks and approach for the project pursuant to the RFP as follows:

#### General Services:

The Interwest Team will provide continuous technical and administrative services throughout the project duration from pre-construction phase to post construction phase to ensure the project is completed within schedule and budget. Additionally, the Interwest Team will provide coordination and oversight for all activities taken by outside entities in connection with the project (i.e., utility companies, OCTA, Orange County College, and Caltrans Local Assistance Program Manager) with continuous coordination with the City's Project Manager. Furthermore, the Interwest Team will continue to comply with the Caltrans Local Assistance Procedures Manual (LAPM) on a regular basis and check on updates to the Manual.

#### TASK 0 –INITIAL-CONSTRUCTION PHASE

##### 0.1) Constructability Review of Construction Documents

a. Our Team will complete a thorough Constructability, Quality Assurance/Quality Control (QA/QC), and Value Engineering review effort in coordination with the City and designer on the Plans and Specifications. Additionally, the Team will drive/walk the Project site, complete a photo record of existing conditions, and check measurements to assist the constructability review. We will create a report of findings which would include recommended alternative solutions with potential cost savings as well as time savings during construction.

b. Collectively our Team will use the organization's expertise to review all layers of the detailed plans, from curb, gutter, sidewalk repairs, ADA curb ramps, median improvements, signal improvements, and signing and striping and coordinate the Plans with the Specifications for consistency.

##### 0.2) Utility Coordination

a. Our Team will assist the City with Utility Notices to all potentially affective utilities and specifically reach out to each potentially impacted utility to make sure they are part of the work plan and provide USA information in a prompt manner

b. Our Team will also check the plans to ensure that all base utility map information (record or grid) provided by the Utility Companies are addressed on the plans.

##### 0.3) Project Bid Documents

a. Our Team will thoroughly review all final bid documents for consistency between the General and Supplemental Provisions from the City and the Technical Specifications from the design consultant and provide final comments/edits as needed with recommended solutions to reduce potential cost and working day overruns.

b. Our Team will prepare a final baseline delivery schedule with milestone tasks, activity dates, durations, etc., for pre-construction, construction, and post-construction phases of the work in coordination with the Contractors' baseline schedule.

c. Our Team will assist the City with the initial public outreach efforts.

##### 0.4) Pre-Construction Stage

a. Our Team will coordinate with the City and relay any special concerns and specification requirements, required permits, utility coordination, and state and federal agency requirements, once the Contract

Agreement, Bonds, and Insurance documents have been approved by the City and prior to the pre-construction conference. Additionally, we will assist the City in preparing the Final Utility Notices (Notice to Relocate or Adjust) to all effective Utility companies within the Project area.

b. Our Team will coordinate with the City and discuss the date/time for the Pre-Construction Conference with the Contractor with an anticipated Notice to Proceed date. Upon mutually agreeing to the date and time of this conference, we will prepare the agenda for this meeting for City review and send out the Pre-Construction Conference Notice with agenda to the Contractor. The notice will contain all specification requirements that the Contractor is required to submit to the City prior to the conference date (i.e., baseline schedule, submittal matrix, initial 4-week look-ahead schedule).

c. Our Team will set-up the initial project control system in compliance with the LAPM and seek an initial pre-audit from Caltrans to assure the filing and control system meets the requirements.

d. Our Team will coordinate the review and comments on all submittals from the Contractor with the City and Engineer of Record prior to the pre-construction meeting. This includes the review of the initial submittal log, baseline schedule, storm water control plan, and traffic control plan. Additionally, we will discuss the long-lead time signal equipment bid item with the Contractor to make sure the submittal is timely, and the order has been placed.

e. Our Team will coordinate and facilitate the Pre-Construction Conference, discuss all items on the agenda, relay any special items of concern (i.e, public notices, traffic control, noise, BMP's, working times, permits, CPR (Labor Provisions) and EEO requirements, etc..). All minutes of the meeting will be captured and provided to the City for review prior to final posting. The final minutes of the conference will be posted or provided to the Contractor for concurrence.

f. Our Team will also reach-out to all affected Utilities Companies to invite them to the Pre-Construction Conference or initiate individual meetings to relay schedule, contractor information, scope of work and coordination.

g. Our team will assist the City with the public notices to relay the project scope, schedule, and contractor information to the adjacent business', residences, and stakeholder agencies.

## **TASK 1 – CONSTRUCTION PHASE**

### **1.1) Contract Administration/Management**

a. Our Team will follow strict guidelines and recommendations, including the Public Works Contract and Supplemental provisions from the City as well as Federal requirements per the LAPM, to ensure the project is completed according to the plans and specifications and the Federal requirements with sound and proven ethical contracting practices. Throughout the contract, our team will ensure that all construction complies with the contract documents, inclusive of the codes, city standards, Greenbook, and state and federal requirements. All potential delays to the contract schedule due to change orders or weather days will be tracked in accordance with the contract documents and relayed to the City.

b. The Interwest Construction Manager/Resident Engineer (CM/RE) will be the main point of contact with the City and perform the work as a representative of the City pursuant to all City requirements during the duration of the contract. All construction matters will be discussed between the Contractor and CM and any issues (potential claims, CCO's, disputes) will be relayed and discussed with the City with recommended resolutions.

c. Our Team will utilize Procore or City preferred filing control system per LAPM throughout the performance of the contract for all document management, reporting, meetings, reports, RFIs, submittals, non-conformance reports, shop drawings, certified payroll, and insurance compliance. Our Team could also use other cloud-based platforms, such as Microsoft One Drive as directed by the City to capture, document, and share all contractual documents.

### **1.2) Reports and Communications**

a. Our Team will update the City weekly on the progress of the projects and document all communications

and reports. We will consistently gather pertinent information from the design consultant, the City, the contractor, and any other entity involved in this project to ensure all the facts are collected, documented, and reported as required by the City. Monthly progress reports will be generated that will capture the following:

- 1. Summary of the previous month's main accomplishments and current construction activities.
- 2. Overall Contractor's conformance to contract schedule and quality requirements.
- 3. Identification of key problems, action items, and issues, as well as recommendation for solutions.
- 4. Summary of progress payments, change orders, disputes, submittals, RFIs, and Notices of Noncompliance.
- 5. Photographs of representative project activities.

b. Our Team will also coordinate meetings with the City, Consultant, and Contractor on a weekly basis to ensure the City remains updated.

c. Interwest will provide a web-based dashboard with key performance indicators (KPI) that will provide an updated picture of the project with the latest project information. Some of the KPIs that could be included are schedule deviation, budget deviation, % of RFIs answered, change order request resolutions, and others. This dashboard will be shared with City and contractor as a way to quickly show where we are in the project and assist with making quick and impactful decisions.

### 1.3) Photo Documentation

a. Our Team will not only review the contractors' photos and videos of existing conditions and progress but will also create our internal library to document existing conditions and the progress of all trades on working days. All media will be documented on Procore or City preferred platform. The media will also be used to document non-conformance, safety, BMP's, and equipment.

### 1.4) Construction Progress Meetings

a. The CM/RE and Inspection Team will conduct weekly progress meetings with the City, Consultant, and Contractor to track progress and status of significant items that could put the project at risk. The Team will create and distribute agendas, track attendance, collect meeting minutes, and share them within two business days. We will evaluate whether it is necessary to take a more proactive approach and assist in conducting meetings with specific trades or subconsultants to ensure the whole team is aware of other project-site activities. This information will be included in the monthly progress reports as required by the City.

### 1.5) Shop Drawings and Submittal Review

a. The CM/RE will ensure that all required submittals and federal tracking forms per LAPM are received and evaluated prior to implementation. We will conduct a preliminary review of all submittals for accuracy and contract adherence. The CM/RE will also facilitate the distribution of submittals to the City or City Engineer and Consultant for review, acceptance, and/or approval. Submittals will be logged, tracked and monitored with targeted response times and dates. Submittals that are not acceptable will be sent back to the contractor for correction. The submittal log will show submission status, rejections, and approvals. If submittals are not reviewed or answered in a reasonable time frame, the CM will track and follow up with the right party for approval. The CM will work directly with the Consultant on all shop drawing submittals. The status of submittals and shop drawings will be documented in Procore or City preferred platform.

### 1.6) Plans and Specifications Interpretation

a. Our Team will continually review the plans and specifications for constructability issues and conformance during construction. The Team will ensure in coordination with the City, Consultant, and other project delivery team members/agencies, and stakeholders that all work conforms to the Project construction documents, City Codes and Ordinances, APWA "Greenbook", AWWA Standards, City Public Works Standards, state and federal requirements as applicable, ADA requirements, OSHA

Construction Safety Orders, and NPDES requirements, and all applicable CA Labor Code and Federal Labor Law requirements, throughout the duration of the Project. We will be an advisor, advocate, and provide professional services with the best interest of the City in mind.

b. All RFI will be reviewed and responded to in a timely manner, per the construction contract terms. Any technical RFI's will be submitted to the City or the Consultant for response.

### **1.7) Progress Payments**

a. The CM/RE and Inspection Team will complete a thorough analysis with field measurements of all quantities constructed or in progress with calculations. The CM/RE will also document any materials on site and analyze the schedule of values to determine work in place and make payment recommendations to the City. Additionally, Interwest will consider the latest schedule, certification of payment to subcontractors, and payroll reports to make recommendations to the City on progress payments to subcontractors. This documentation will be part of the Progress Payment and Change Order back-up and will be saved in Procore or another City preferred platform. If the contractor is not submitting all the necessary back up documentation accurately, the CM will return the payment applications for corrections before submitting the payment recommendation to the City. Any other reports associated with federal funding will be also included.

b. The CM will check with the City on receipt of 20-day preliminary notices from various material suppliers and sub-contractors to assure payment is being made and obtain affidavit of payment from the Contractor as part of the Payment Application.

### **1.8) Contractor's Claims and Contract Change Orders (CCO)**

a. Our Team will document and track any potential change orders, obtain justification, validate the need, conduct value engineering, and create internal estimates of quantities, costs, and duration to consult with the City with recommendations and assist the Project Manager with all negotiations. All Owner-initiated CCO's will be reviewed with the City with recommendation/cost/schedule impacts from the CM and subsequently initiated by the City. All potential change order will be documented and tracked to mitigate any risks associated with contract changes and resolved in a timely manner. All Request of Change Orders will be included in a CCO log and provided to the City regularly. The CM, with assistance from the Inspector, will review and check the approved baseline schedule from the Contractor on a regular basis and make the necessary adjustment to the schedule in coordination with the Inspector's and Contractor's dailies.

### **1.9) Schedule and Weekly Statement of Working Days (WSWD)**

a. The CM/RE will monitor the approved baseline schedule and project progress throughout the duration of the contract and review and compare the schedule to the 3-4 week look-ahead schedule from the Contractor. Any deviations from the approved baseline will be discussed with the Contractor to determine if the approved baseline schedule needs to be updated and submitted to reflect any changes.

b. The CM/RE will prepare the WSWD at the end of each work week to capture the progress to date from the Daily Report, schedule items, working days, non-working days (inclement weather days), and CCO days, delay days, time extensions, and updated date of completion, and provide to the City the following Monday.

### **1.10) Construction Inspection Services**

a. Our highly experienced inspection staff will work with the selected contractor in all phases of quality control, including the preparatory, initial, and follow-up phases to ensure the construction is done according to the plans and specifications. The Interwest Inspector will review the 3-week look ahead to understand what activities will be completed in the near future. The inspector will study the specifications, drawings, LAPM, and any approved submittals for a clear understanding of the tasks and materials. The Inspector will also review any materials delivered to the site to ensure the approved

are installed. Lastly, the inspector will track the installation of any materials to ensure they meet the manufacturer's recommendations and is in accordance with the LAPM. This approach will ensure that the City meets the project's overall intent and complies with the Federal requirements.

b. The Interwest Inspector will also conduct a cursory review of any daily reports, payment applications, media, and any additional reports to ensure they accurately reflect the on-site conditions and activities.

### **1.11) Progress Payments**

a. The Inspector will complete a thorough analysis with field measurements of all quantities constructed or in progress with calculations and coordinate the quantities constructed to date with the Contractor for concurrence prior to payment application request. Additionally, the Inspector will gather all material tickets (i.e., AC tonnage, PCC CY) from the hauling trucking company employee and confirm quantities as placed. All material logs and tickets will be filed in accordance with LAPM.

### **1.12) Contractor's Claims and Change Orders**

a. The Inspector will inform the CM/RE of any Potential Change Orders (PCO) that might arise during construction to discuss and evaluate the merits and if warranted, obtain a price from the Contractor and relay this to the City. If a reasonable price cannot be mutually reached with City concurrence, the work would be performed via Time and Materials and tracked. The Time and Materials PCO would not commence (unless it's an emergency) until the Contractor has relayed its work force to complete the extra work to the satisfaction of the Inspector with oversight from the CM and City. All PCO's will be documented and tracked to mitigate any risks associated with contract changes and resolved in a timely manner. All Request of Change Orders and PCO's will be included in a PCO/RCO log and provided to the City regularly by the CM.

### **1.13) Daily Reports**

a. The Inspector will complete a Daily Report for each day of work and for non-working days, which will capture the Contractor's workforce (labor, equipment, material), work performed, issues, progress of bid items, and photo documentation. The Daily Reports will be provided to the CM for QA/QC and concurrence and uploaded into Procore or City preferred platform. Additionally, the Inspector will capture all events within a field daily logbook.

### **1.14) Material Testing and QAP**

a. The CM/RE with Inspector will coordinate all required field material testing and laboratory testing work with the sub-consultant (Ninyo and Moore) in conformance with the City's QAP as provided in Appendix D of the RFP.

### **1.15) Labor Compliance**

a. The CM/RE in coordination with the Labor Compliance sub-consultant Avant Garde will complete all required Federal and State labor compliance requirements and review of CPR. Additionally, the inspector and Labor Compliance field officer will conduct monthly field interview with the Contractor's work force as well as sub-contractor work force in accordance with the State and Federal labor code and Davis Bacon requirements.

### **1.16) Utility Coordination**

a. The Inspector will coordinate will all utility companies affected by the project and ensure that the Contractor is also involved to schedule their work within its schedule. All utility issues or conflicts will be discussed with a recommended resolution with the Contractor and utility company, documented and provided to the CM/RE and City for further evaluation.

### **1.17) Safety and Traffic Control**

a. The Inspector will ensure that all safety requirements are being adhered to by the Contractor and



will attend the Contractor's weekly safety meeting with updated training discussions. Additionally, the Inspector will monitor and assess the Contractor's traffic control per the approved Traffic Control Plan (CA MUTCD) and discuss potential issues that require immediate attention by the Contractor prior to commencing the work.

### **1.18) Public Notices**

a. The Inspector will coordinate and work with the business and residents in the project area on a daily basis. All scheduling items, any conflicts, complaints will be discussed with the public and other agencies in coordination with the Contractor to assure the public concerns are being properly addressed. The Inspector will discuss the public issues with the CM/RE for further input/resolution and relayed to the City.

### **1.19) NPDES/BMP Compliance**

a. The Inspector will complete a BMP checklist for each working day and monitor and relay deficiencies to the Contractor for NPDES conformance. Additionally, 7-day weather forecast reports from NOAA will be discussed at each weekly meeting to discuss adjustments to the BMPs for inclement weather. The Inspector will also monitor the sweeping efforts by the Contractor as well as other dust control measures to minimize air quality impacts.

### **1.20) DBE Compliance**

a. The CM/RE with Inspector will monitor and verify that the DBE Prime or sub-contractor performs a Commercially Useful Function (CUF) throughout the duration of the Contract.

### **1.21) As-Built Set**

a. The Inspector will mark up the Construction Set of plans on a regular basis and confer with the contractor on changes to the plans.

### **1.22) Final Report**

a. The Inspector with CM/RE will complete a Final Report in accordance with the LAPM that summarizes all issues and items during the construction duration and provide said report to the City for future potential Federal/State audit.

## **TASK 2 – PROJECT CLOSEOUT**

### **2.1) Final Punch-List and Final Acceptance**

a. The CM/RE and Inspection team will schedule, coordinate, and conduct a final site walk-through with the City, Consultant and Contractor to ensure all punch-list items for the entire project are identified and addressed before acceptance. If all punch-list items are considered complete, the CM/RE will provide documentation as required to recommend a Notice of Acceptance to the City Engineer.

### **2.2) Final Contract Processing – The CM/RE will complete the final Contract acceptance work in coordination with the City as follows:**

a. Stop Notices - The CM/RE will consult with the City regarding the disposition of both Preliminary and Stop Notices. This will include complete follow-through until resolution between the Contractor and suppliers and/or subcontractors is achieved.

b. The CM/RE will ensure the warranty bond for the warranty period is received by the Contractor that guarantees 100% of the final contract price of the work completed for the one-year period after the Notice of Completion is filed and recorded.

c. The CM/RE will ensure all material and equipment warranties have been obtained from the Contractor and review said warranties to ensure they comply with the manufacturer's submittal, product, and are in accordance with the Contract Documents.

- d. The CM/RE and Inspector will work with the Contractor to ensure all red-line changes to the Contract Plans are complete and accurate and have been incorporated into the field as-built set and will provide the redline as-builts to the Engineer of Record and assist with transferring the delta changes in CADD for final processing and delivery to the City Engineer for approval of the Record Drawings.
- e. The CM/RE will check with the Labor Compliance consultant to ensure all CPRs and required documents are complete and up to date as of the last day of work.
- f. The CM/RE will prepare and submit an acceptance statement to the Contractor to sign and date either accepting the work and final payment with no conditions or with exceptions. All exceptions will be brought to the attention of the City with a recommendation and response.
- g. The CM/RE will prepare a proposed Final Payment Estimate and submit it to the Contractor for acceptance prior to submitting the final pay application for acceptance by the City.
- h. The CM/RE will notify and document any potential claims against the City before issuing a recommendation for acceptance.
- i. The CM/RE will complete a final archive assessment for all files and provide them to the City Engineer electronically on a thumb drive in accordance with the LAPM (Exhibit 17-O, 17-F, and other required forms/files).

**TASK 3 – ONE-YEAR WARRANTY INSPECTION**

**3.1) Warranty Inspection**

- a. The CM/RE and Inspection Team will schedule, coordinate, and conduct a warranty site walk-through with the City 2-3 months prior to the one-year warranty period end date to ensure there are no issues with the project, unless issues are discovered prior to this timeframe. If there are warranty issues that relate to the Contractor’s work, the CM/RE will prepare the notice of defective work with the itemized list for City review and concurrence. This notice will be submitted to the Contractor requesting a time to cure the issues and means/methods to correct the issues. A final warranty site walk with the City will be completed to obtain final warranty period acceptance and if accepted, a recommendation will be provided to the City to release the warranty bond.

## **06 / Experience & Record of Success on Similar Federal Projects**

### **Relevant Project Experience**

Interwest has provided construction management and inspection services for the past 21 years, and our proposed project staff has many years of combined relevant municipal experience. We have cultivated a reputation for cost-effective services provided by highly-qualified and customer-focused professional consultants. Below is a representative list of Southern California municipal clients to whom Interwest staff currently provides comparable services; additional client listings are available upon request.

<b>CLIENT AGENCY</b>	<b>YEAR STARTED/ COMPLETED</b>	<b>SERVICES PROVIDED</b>
City of Brea	2019-Present	Project Management, Construction Management and Inspection
City of Costa Mesa	2007-Present	Interim Public Works Director, Civil Engineering, Traffic Engineering, Construction Management and Inspection
City of Culver City	2014-2020	Construction Management, Public Works Inspection
City of Eastvale	2010-Present	City Engineering, Construction Management, Public Works Inspection Engineering Plan Check, Engineering Support, NPDES, Transportation Planning, Traffic Engineering, Drainage Engineering, Grant Administration

<b>CLIENT AGENCY</b>	<b>YEAR STARTED/ COMPLETED</b>	<b>SERVICES PROVIDED</b>
City of Fountain Valley	2017-Present	Engineering Plan Review, Construction Management, Construction Inspection
City of Gardena	2018-2020	Construction Management, Construction Inspection
City of Grand Terrace	2015-Present	Interim Public Works Director Services, Engineering Plan Check, Construction Inspection, Project Management, Real Estate, Building Plan Check
City of Santa Ana	2019-2022	Construction Management, Public Works Inspection
City of Maywood	2016-2020	Construction Management and Inspection Traffic Engineering, Interim Public Works Director Services, Civil Engineering
City of Moreno Valley	2017-Present	Engineering Plan Check, Construction Management, Construction Inspection
City of Newport Beach	2013-2022	Construction Management, Public Works Inspection
City of Palm Springs	2015-2020	Construction Management, Public Works Inspection
City of Rancho Mirage	2015-2019	Interim Public Works Director Services, Project Management, Construction Management and Construction Inspection

**References**

**CITY OF SANTA ANA // WARNER AVENUE WIDENING PROJECT, PHASE 1**

**REFERENCE: KENNY NGUYEN, SENIOR CIVIL ENGINEER | 714.647.5632 | KNGUYEN@SANTA-ANA.ORG**

Interwest is providing construction management and inspection services for this project, which aims to widen a 1-mile segment of Warner Avenue, a regionally significant arterial roadway in the City of Santa Ana. Phase 1 involves an area of 0.3 miles along Warner Avenue between Main Street and Oak Street, widening the roadway from four to six lanes, with three lanes in each direction. The project also includes stormwater drainage improvements and the undergrounding of utilities to enhance community beautification. Safety and accessibility features include narrow travel lanes, raised medians landscaped parkways, wider sidewalks, AADA-compliant curb ramps, and protected bike lanes.

**CITY OF SOUTH PASADENA // CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES**

**REFERENCE: KRISTINE COURDY, DEPUTY PUBLIC WORKS DIRECTOR | 626.403.7240 | KCOURDY@SOUTHPASADENACA.GOV**

Interwest provided construction management and inspection services for the City of South Pasadena on street improvement projects including the following:

**Bushnell Avenue, Diamond Avenue, and Lyndon St. Street Improvement Project** - Interwest provided construction management and inspection services on this project which included repair of damaged asphalt pavement by grinding and overlay with conventional asphalt, installation of Petromat, reconnection of curb drains, localized repairs of damaged curb/gutter, sidewalk, and driveways, replacement of ADA access ramps, adjustment of manholes and utility covers, replacement of water services, valves, meter boxes, and fire hydrants, resetting of survey monuments, replacement of existing signs, thermoplastic striping, and other associated elements of work. Work on Diamond Avenue was in close proximity to a high school, so the construction involved restricted working hours and close coordination with school officials. The project began in June 2019 with a budget of \$1.1 million and was completed in October 2019 without any change orders.

**CITY OF BREA // SR 57 & LAMBERT ROAD INTERCHANGE IMPROVEMENTS****REFERENCE: MICHAEL HO, PE | 714.990.7657 | MICHAELH@CI.BREA.CA.US**

The Project entails the construction of the SR 57 & Lambert Road Interchange which includes the re-alignment of the Northbound off-ramp, new Northbound on-ramp loop with bridge, widening of Lambert Road west (new right turn lane), widening of Northbound on-ramp, widening and extension of Southbound off-ramp, widening of Lambert Road east (new right turn lane) for Southbound on-ramp, widening and extension of Southbound on-ramp and bridge widening at Railroad Crossing, SR 57/ Lambert Bridge widening, Retaining walls, sound walls, and other various signal and street median improvements, SB1, and Federal Grants.

The City's lead role was utility relocation, design, R/W and Landscape phase. Caltrans lead role was PAED phase and construction phase (AAA). Interwest oversaw the pre-construction phase, managed the OCTA M2 and SB1 grants, coordination with Caltrans for Cooperative Agreements and Maintenance Agreements, coordination with the Utility Companies, managing the Design consultant for the City, managing the R/W acquisition and demolition work, reviewing all RFI's, CCO's, and Submittals in coordination with Caltrans and Design Consultant and attended the bi-weekly construction meetings, billing/invoicing processing, and schedule review. The project cost was approximately \$79 Million for Construction Phase, Landscape Phase, Utility Relocation, Construction Management and Inspection.

**CITY OF RANCHO PALOS VERDES // ON-CALL CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES****REFERENCE: CHARLES EDER, SENIOR ENGINEER | 310.544.5282 | CHARLESE@RPVCA.GOV**

Interwest has provided on-call construction management and inspection services to the City of Rancho Palos Verdes since 2016.

[Residential Streets Rehabilitation Project Area 8 Phase I](#) - Interwest provided construction management and inspection services on the Area 8 Residential Street Rehabilitation Project, Phase I. This resurfacing project had a duration of 45 working days, with 10 additional days for pre/post-construction tasks, for a combined total of 55 working days. The engineer's estimate for the entire project was \$2.2 million. Interwest's inspector was required for 10 hours per day and our project manager/construction manager was required for 2 hours per day. Tasks included furnishing all necessary labor, materials, equipment and other incidental and appurtenant work necessary to remove and replace sidewalk, ramps, driveway aprons, curb & gutter, crack routing and sealing, and AC repairs at various locations throughout the City. All work was performed in strict conformance with the contract documents, permits from regulatory agencies with jurisdiction, and applicable regulations.

**CITY OF BREA // COUNTRY HILLS SUBDIVISION PAVEMENT AND WATER IMPROVEMENTS, CIP 7322 (2022)****CONTACT: MICHAEL HO, PE, PUBLIC WORKS DIRECTOR/CITY ENGINEER | 714.990.7698 | MICHAELH@CITYOFBREA.NET**

This Project included removing and replacement of 57 ADA ramps and misc. curb and gutter work, 40,000 SF of AC R&R, 690,000 SF AC grinding, over 20,000 LF (9,800 TN's) HMA overlay, traffic control, and erosion control measures within various streets in the Country Hills subdivision area. The project also included replacement of 19,300 LF C-900 8" water mains and appurtenances, 500 1"-2" copper water services, 40 FH's. This project was a 245 day, \$5.2 million contract that was completed in October 2022. Interwest performed all Construction Management services under the on-call CM&I Professional Services Agreement (PSA) with the City.

**CITY OF COSTA MESA // ON-CALL CONSTRUCTION & INSPECTION SERVICES****CONTACT: RAJA SETHURAMAN, PUBLIC SERVICES DIRECTOR | 714.754.5173 | RAJA.SETHURAMAN@COSTAMESACA.GOV**

Interwest has provided a variety of public works services to the City of Costa Mesa since 2016, including

construction management and inspection services on the following projects.

**Arlington Drive Improvements, Measure M OCTA and Storm Channel Improvement Project** - This was a project funded by multiple sources including OCTA and Drainage Improvement funds, which required continuous documentation and adherence with OCTA procedures. This project consisted of reducing the potential for major storm damage within the areas west of Newport Boulevard and Arlington Drive behind the Orange County Fairgrounds. Construction included a complete increase in storm drain sizing followed by the construction of a bio-swale for low flows and the reduction of pavement through Arlington Drive to a length of 4,800 lineal feet. Additionally, a multi-purpose, bike/pedestrian and skating recreational trail was constructed meandering along the bio-swale south of Arlington Drive, and safety-lit crossings were added to protect pedestrian traffic between the existing schools and a park north of the street crossing to the fairgrounds on the south side. Aesthetically pleasing landscaping along the project length was another positive addition to the affected area. Tasks included finalizing the plans and specifications for bidding purposes, advertising for bids, and administratively presenting the project to the City Council for award.

## 07 / Financial Capacity

We understand that the City may request sufficient data to evaluate the firm’s financial capabilities.

Interwest Consulting Group also receives financial support through our parent company, SAFEbuilt. SAFEbuilt is backed by private equity—The Riverside Company—out of Cleveland, Ohio, giving us a robust annual budget. Since its founding in 1988, The Riverside Company has invested in more than 800 acquisitions. As of 2022, Riverside’s global investment portfolio includes more than 140 companies with 300+ employees. Riverside has 15 offices and makes investments across North America, Europe, and the Asia-Pacific region. The firm’s investors include some of the world’s leading pension funds, endowments, funds of funds, insurance companies, and banks.

With Riverside’s backing, our financial strength affirms our ability to deliver services consistently for the contract’s duration and beyond.

## 08 / Fee Schedule

Interwest Consulting Group has provided the Fee Schedule as a separate submittal, per instruction of the RFP.

## 09 / Disclosure

Interwest has provided a variety of Building & Safety and Public Works services to the City of Costa Mesa as a result of competitive and sole source RFPs and RFQs. We have no current or past business or personal relationships with any Costa Mesa elected official, appointed official, City employee, or their family members.

## 10 / Professional Services Agreement

The Interwest Contract and Legal team have carefully reviewed the contract terms presented in the Sample Consultant Agreement in the RFP. We respectfully request the option to discuss the following agreement term sections with the City during contract negotiations:

- |                                      |  |
|--------------------------------------|--|
| 19. INDEMNIFICATION                  | 1.6. Delegation and Assignment         |
| 31. PERS ELIGIBILITY INDEMNIFICATION | 6.9. Indemnification and Hold Harmless |
| 1.3. Warranty                        | 6.11. Ownership of Documents           |

On the following pages, Interwest has provided all required City Forms in Appendix F, as well as key resumes of our management team. Due to the page limit, Interwest will be happy to provide additional resumes upon request.

## Steve Kooyman, PE

### Construction Manager and Inspection Division Manager | Project Manager

Steve is a registered Civil Engineer with 30 years of civil engineering experience and has spent a vast amount of his career serving numerous jurisdictions throughout Northern and Southern California regions. Steve provides Project Management and Construction Management and Inspection Services to our clients throughout Southern California. He has assisted several Cities in delivering various Public Works Capital Improvement Program projects from Preliminary Planning/Environmental (PAED), Design (PS&E review), Bid and Award, and into Construction (Project Management/Construction Management) for watermain replacement, sewer replacement, storm drain replacement, street rehabilitation, ADA and sidewalk replacement, facilities improvements, parks and landscape, masterplan development, and has assisted the Cities with coordination and project delivery for Caltrans/City Cooperative Agreement projects. His background has provided him with the knowledge of city engineering policies and procedures, which is a proven asset when providing technical assistance to engineers, architects, contractors, city personnel, and the public.

#### PROJECT SPECIFIC EXPERIENCE (Last 3 Years)

##### **Arovista Park Modernization Project, CIP 7978 / City of Brea, CA**

**Contact:** Michael Ho, PE, Public Works Director, 714.990.7698

**Value:** \$26M **Construction Completion Date:** Anticipated September 2024

Steve is the project manager overseeing and managing the design architect/engineering firms to develop the Plans and Specifications to modify the existing 14+ acre park in Brea. Bid Documents are anticipated to be completed in June 2023.

##### **Senior Center and Pioneer Hall Roof, CIP 7965 / City of Brea, CA**

**Contact:** Michael Ho, PE, Public Works Director, 714.990.7698

**Value:** \$360K **Construction Completion Date:** Anticipated September 2023

Steve is the project manager overseeing the completion of the Plans and Specifications for a 12,400 SF re-roof project. Bid Documents were completed in March 2023.

##### **Traffic Signal Modification, Project CIP 7717 / City of Brea, CA**

**Contact:** Michael Ho, PE, Public Works Director, 714.990.7698

**Value:** \$320K **Construction Completion Date:** Anticipated September 2023

Steve is the project manager overseeing and managing two design engineering firms to develop the Plans and Specifications to modify the existing signals at three intersections in the City. Bid Documents were completed in April 2023.

##### **Brea Boulevard Street Improvements, CIP 7299 / City of Brea, CA**

**Contact:** Michael Ho, PE, Public Works Director, 714.990.7698

**Value:** \$700K **Construction Completion Date:** Anticipated October 2023

Steve is the project manager overseeing and managing the design engineering firm to develop the Plans and Specifications for a ¾ miles main arterial street rehabilitation project, which includes milling 2" deep 30,000 sf of pavement, placement of 250,000 SF Type II Slurry, removing and replacement of 12 ADA ramps, and other AC and PCC street improvements along Brea Blvd from Imperial Highway to Fir Street. Bid Documents were completed in April 2023.



**INTERWEST**

A SAFEbuilt<sup>®</sup> COMPANY

**YEARS OF EXPERIENCE: 30**

#### EDUCATION:

- BS, Civil Engineering, California State University, Chico

#### CERTIFICATIONS

- CA Registered Civil Engineer, 55757
- NV Registered Civil Engineer, 13015
- QSD/QSP Training

#### PROFESSIONAL AFFILIATIONS

- National and Orange County ASCE Member

#### AREAS OF EXPERTISE

- Civil Engineering
- Public Works
- Program Management
- Construction Management
- Master Scheduling
- Master Budgeting

**South Brea Water and Sewer Replacement Project, CIP 7454, 7466, 7626 / City of Brea, CA****Contact:** Michael Ho, PE, Public Works Director, 714.990.7698**Value:** \$5.4M **Construction Completion Date:** Anticipated April 2023

Steve is the project manager for the replacement of 14,850 LF 8" C-900 water mains and appurtenances, 300 1"-2" copper water services, 32 FH's, 1,794 LF of 6-8" VCP sewer mains, 28 ADA ramps and miscellaneous curb and gutter work, 2,800 SF of AC R&R, 174,00 SF AC grinding, 1,850 TN's ARHM overlay, 384,000 SF Type II slurry, traffic control, and erosion control measures within various streets in the South Brea subdivision area.

**SR 57/Lambert Road Interchange Improvements, CIP 7251 / City of Brea, CA****Contact:** Michael Ho, PE, Public Works Director, 714.990.7698**Value:** \$55M **Construction Completion Date:** Anticipated August 2023

Steve was the project manager and construction manager for the City on the Caltrans/City Cooperative Agreement Project to improve the SR57/Lambert Interchange with the construction of new loop on ramp and bridge, extension of existing UC bridge, widening Lambert Road, re-alignment of on and off ramps, and various retaining and sound walls.

**Country Hills Subdivision Pavement and Water Improvements, CIP 7322 / City of Brea, CA****Contact:** Michael Ho, PE, Public Works Director, 714.990.7698**Value:** \$5.3M **Completion Date:** October 2022

Steve was the project manager and construction manager for the replacement of 19,300 LF C-900 8" water mains and appurtenances, 500 1"-2" copper water services, 40 FH's, 57 ADA ramps and miscellaneous curb and gutter work, 40,000 SF of AC R&R, 690,000 SF AC grinding, 9,800 TN's HMA overlay, traffic control, and erosion control measures within various streets in the Country Hills subdivision area.

**Napoli Tract Pavement and Water Improvements, CIP 7458 / City of Brea, CA****Contact:** Michael Ho, PE, Public Works Director, 714.990.7698**Value:** \$1.3M **Completion Date:** August 2021

Steve was the project manager for the replacement of 15,600 LF 8"-10" C-900 water mains and appurtenances, 265 1" copper water services, 32 FH's, 3 pressure regulating stations, 530 LF of 8" sewer main, 22 ADA ramps and miscellaneous curb and gutter work, 159,480 SF AC grinding, 1,550 TN's ARHM overlay, traffic control, and erosion control measures within various streets in the Napoli Tract subdivision area.

**North Hills Subdivision East and West Water and Pavement Improvements, CIP 7459-7460 / City of Brea, CA****Contact:** Michael Ho, PE, Public Works Director, 714.990.7698**Value:** \$5.2M **Completion Date:** August 2021

Steve was the project manager for the replacement of 15,600 LF 8"-10" C-900 water mains and appurtenances, 265 1" copper water services, 32 FH's, 3 pressure regulating stations, 530 LF of 8" sewer main, 22 ADA ramps and miscellaneous curb and gutter work, 159,480 SF AC grinding, 1,550 TN's ARHM overlay, traffic control, and erosion control measures within various streets in the Napoli Tract subdivision area.

**Eagle Hills Tract Water and Pavement Improvements, CIP 7467 / City of Brea, CA****Contact:** Michael Ho, PE, Public Works Director, 714.990.7698**Value:** \$3.0M **Completion Date:** December 2020

Steve was the project manager for the replacement of 9,960 LF 8"-10" C-900 water mains and appurtenances, 189 1"-2" copper water services, 20 FH's, 1 pressure regulating station, 34 ADA ramps and miscellaneous curb and gutter work, 400,000 SF AC grinding, 4,800 TN's AC HMA overlay, traffic control, and erosion control measures within various streets in the Eagle Hills Tract subdivision area.

**Puente Street, Gemini and Titan Way Water and Pavement Improvements, CIP 74311,7464 & 7453 / City of Brea, CA****Contact:** Michael Ho, PE, Public Works Director, 714.990.7698**Value:** \$4.7M **Completion Date:** December 2020

Steve was the project manager for the replacement of 6,900 LF 12" C-900 water mains and appurtenances, 46 1"-3" copper water services, 24 FH's, 10 ADA ramps and miscellaneous curb and gutter work, replacement of stamped concrete medians, 124,000 SF AC grinding, 4,100 TN's ARHM and 9,200 TN's AC Base Course overlay, traffic control, and erosion control

**Tyrone J. Chesanek, P.E.****CONSTRUCTION MANAGER**

Experienced Deputy Public Works Director managing Facility and Parks CIP, Facility Maintenance, Street and Utility CIP, Facilities Management, Stores, Fleet Services, Environmental Program, and Streetlights. Assisted in planning, directing, supervising, and coordinating departmental operations; assigned work activities, projects and programs; monitored workflow; reviewed and evaluated work products, methods and procedures. Prepared and presented staff reports to City Council, Council Committees, boards, commissions and numerous civic organizations representing the Department. Assisted with the preparation of operating and capital improvement budgets, including long-term maintenance management. Supervised and assisted subordinate supervisors in the operations and maintenance of City infrastructure, and established long-range plans and goals. Participated in recommending the appointment of personnel; provided staff training; worked with employees to correct deficiencies, implemented discipline procedures, and recommended employee terminations. Coordinated Departmental activities with other departments, outside agencies, and private organizations. Provided staff assistance to the Public Works Director; prepared and presented staff reports.

**PROFESSIONAL HISTORY****Project/Construction Manager / Interwest / 2021 - Present****Project/Construction Manager for the following cities:****Fountain Valley**

- PD Facility Remodel - \$2.5 million – Project/Construction Manager
- Universal Playground & Recreation Area Project - \$2 million – Project/Construction Manager
- City Hall Finance Office Remodel - \$40 thousand – Project/Construction Manager
- City Hall Entry Security Project - \$50 thousand – Project/Construction Manager
- Fire Station 1 Project - \$10 million – Project Management
- IT UPS/AC/Generator Project - \$700 thousand – Project Management

**Brea**

- **South Brea Water Sewer Project - \$5.4 million – Construction Manager**

**Costa Mesa**

- Fairview Road – Fair to Newport Blvd Rehabilitation Project \$2 million – Project Manager (Federal Project)
- Fire Station 3 Renovation - \$250 thousand – Construction Manager

**Oceanside**

- Navigation Center - \$7.1 million – Project Management
- El Camino Bridge Abutment Repair - \$60 thousand – Construction Management
- Butler Street Stormdrain Relining Project - \$200 thousand – Project/Construction Management
- Code Enforcement Relocation Project - \$500 thousand – Project/Construction Management

**Deputy Public Works Director / City of Santa Ana / 2019 – 2021****Building Projects:**

**Southwest Senior Remodel Project - \$250 thousand**



**A SAFEbuilt<sup>®</sup> COMPANY**

**Years of Experience: 32**

**Education**

- BS, Civil Engineering, University of Texas – El Paso, 1988

**License / Certification**

- CA Registered Civil Engineer - 59426

**Areas of Expertise**

- Street Widening
- Underground Infrastructure
- Bridges
- Facility CIP
- Facility Maintenance (City Hall, City Yard, SARTC, Police Administration, Jail, Stores)
- Facility Management (City Yard, Santa Ana Regional Transportation Center)
- Construction Engineering
- Fleet
- Environmental Program
- Stores
- Streetlights

**Specialized Skills & Training**

- Microsoft Office
- Primavera Project Planner
- Uniform Building Code
- Standard Specifications for Public Construction
- Title 24, American Disabilities Act
- Caltrans Specification and Plans



Santa Ana Senior Center Remodel Project - \$250 thousand  
 Walnut Pump Station Project - \$5 million  
 City Manager Office Remodel Project - \$150 thousand  
 HR Office Remodel Project - \$100 thousand  
 Council Chamber Remodel Project - \$200 thousand  
 Council Meeting Room Remodel Project - \$50 thousand  
 Ross Annex Chiller Replacement Project - \$700 thousand  
 PD Evidence Freezer and Refrigerator Storage Replacement Project - \$90 thousand  
 Corporate Yard Roof Replacement Project - \$250 thousand  
 Water Department Office Remodel Project - \$50 thousand  
 OC Fire Station 72 Sink Hole Mitigation Project - \$60 thousand  
 OC Fire Station 70 Roof Replacement Project - \$80 thousand

**Construction Engineering and Facility CIP Responsibilities:** Supervised, and trained engineers, construction managers, and inspectors for an annual CIP of \$20-\$25 million, which included facility design and construction, street widening and rehabilitation, stormdrain, water, sewer, traffic signal, and streetlight infrastructure design and construction. Supervised Senior Civil Engineers and consultants on periodically review project progress. Worked collaboratively with several City departments to plan, gather input and exchange ideas during the project. Coordinated related interdepartmental projects. Conducted special studies, analyses on public works CIP, prepared reports, and recommendations. Performed divisional budgets and Capital Improvement Project budgets. Determined availability of funding for various projects or services. Monitored the progress of ongoing capital improvement projects. Supervised and evaluated performance of subordinates and trained and mentored staff. Made personnel recommendations for the division. Supervised the preparation of plans, specifications, cost estimates, and other contract documents for all capital outlay and maintenance projects within the City. Prepared requests for proposals and review bids submitted by outside consultants. Used current computer software applications to prepare reports, estimates, agreements, written requests to City Council with recommendations, technical analyses, Requests for Proposals, and other documents. Responded to public requests. Filled in for the Public Works Director during his absence. Supervised and reviewed all construction contracting performed by the City, directed the inspection and survey of all capital contracts. Monitored and periodically prepare reports on all phases of capital construction contracts administered by the division. Mitigated issues with the public.

#### Principal Civil Engineer / City of Santa Ana / 2011 – 2019

##### Major Projects:

Bristol Street Widening at Seventeenth Street - \$2.9 million  
 Bristol Street Widening at Fifteenth Street - \$2.2 million  
 Bristol Street Widening at Warner Avenue - \$2.5 million  
 Bristol Street Widening & Stormdrain at First Street - \$3.5 million  
 Grand Avenue Street Widening & Stormdrain at Grand Avenue – 4.5 million  
 Santa Ana Fire Station 1 New Facility Project – \$3 million  
 West End Pump Station Remodel Project - \$2 million  
 Memory Lane Bridge Widening Project - \$10 million  
 North Flower Bridge Widening Project - \$2 million  
 First Street Bridge Widening Project - \$5 million  
 Pacific Electric Park Project - \$2 million  
 Memory Lane Park Project - \$800 thousands  
 Santa Ana Zoo Necropsy Facility Project - \$500 thousand  
 Santa Ana Zoo Restroom Remodel Project - \$200 thousand  
 Santa Ana Zoo Anteatr Exhibit Project - \$700 thousand

**Construction Engineering and Facility CIP Responsibilities:** Supervised, and trained engineers, construction managers, and inspectors for an annual CIP of \$20-\$25 million, which included facility design and construction, street widening and rehabilitation, stormdrain, water, sewer, traffic signal, and streetlight infrastructure design and construction. Supervised Senior Civil Engineer and consultants on periodically review project progress. Worked

collaboratively with several City departments to plan, gather input and exchange ideas during the project. Coordinated related interdepartmental projects. Conducted special studies and analyses on public works CIP, prepared reports and recommendations. Performed divisional budgets and Capital Improvement Project budgets. Determined availability of funding for various projects or services. Monitored the progress of ongoing capital improvement projects. Supervised and evaluated performance of subordinates and trained and mentored staff. Made personnel recommendations for the division. Supervised the preparation of plans, specifications, cost estimates, and other contract documents for all capital outlay and maintenance projects within the City. Prepared requests for proposals and review bids submitted by outside consultants. Used current computer software applications to prepare reports, estimates, agreements, written requests to City Council with recommendations, technical analyses, Requests for Proposals, and other documents. Responded to public requests. Filled in for the Public Works Director during his absence. Supervised and reviewed all construction contracting performed by the City, directed the inspection and survey of all capital contracts. Monitored and periodically prepare reports on all phases of capital construction contracts administered by the division. Mitigated issues with the public.

**Environmental Program Responsibilities:** Supervised and trained NPDES Manager. Supervised the management of the City's Urban Stormwater/NPDES Program in accordance with federal, state, and local laws and regulations. Supervise the management the City's Illegal Discharges/Illicit Connections Program, Water Quality Management Program (WQMP), Total Maximum Daily Load (TMDL) compliance program, municipal inspection program including but not limited to construction and commercial/industrial facilities, stormdrain facility inspection/cleaning program, and other related programs. Performed an annual Program Effectiveness Assessment (PEA) of the City's stormwater program for submittal to the Santa Ana Regional Water Quality Control Board. Participate in the development, implementation, and administration of goals, objectives, policies, procedures, and priorities for stormwater compliance programs. Participated in the development and administration of the assigned program budget; forecasts additional funds needed; directs the monitoring of and approval of expenditures; and recommends budget adjustments, as necessary. Supervised staff, prioritized and reviewed work, evaluated employee performance, and provided technical guidance and training. Assisted in the recruitment and hiring of staff. Managed consultant contracts and monitors the work performed, reviewed and approved invoices. Prepared requests for qualifications and requests for proposals; reviewed proposals to ensure conformity with state law, local ordinances, and departmental policies. Performed research, compiles, and analyzes data, and prepared technical reports relating to water quality compliance projects, permits, and programs. Acted as the City representative for the stormwater quality program, prepared a variety of reports/presentations for meetings with regulatory agencies, County, local jurisdictions, and other organizations. Attended and participated in professional group meetings and committees. Kept apprised of new trends and innovations in the field of stormwater management. Maintained storm drain facility asset inventory. Oversaw the construction of the Santa Ana Delhi Diversion, which diverts non-stormwater to the sewer and removes trash from the bay.

**Streetlight Responsibilities:** Developed goals, objectives, policies, and priorities for Streetlight Maintenance and Smart City opportunities. Over saw the purchase of SCE streetlights. Provided training for a safe working environment and building security. Monitored and evaluated the efficiency and effectiveness of service delivery methods. Planed, directed, coordinated and monitored the work of staff and outside contractors in the purchase, maintenance and repair of Streetlights. Developed Capital Improvement Projects (CIP) to establish appropriate replacement cycles and costs. Ensured financial sustainability and balanced budgets. Researched and identified federal, state and local grants to leverage local dollars. Managed maintenance agreements. Provided for the oversight and management of streetlight maintenance contracts. Analyzed energy usage of City Streetlights and devised and implemented energy conservation measures. Ensured safe and legal work practices. Prepared Requests for City Council Actions and other documents and reports; made presentations as needed. Developed, administered and monitored budgets.

## **APPENDIX F**

### **Required City Forms**

Adams Avenue and Pinecreek Drive Intersection Project

Federal Project No. CML-5312(104)

City Project No. 23-01



VENDOR APPLICATION FORM
FOR
RFP No. \_\_\_\_\_ for \_\_\_\_\_

TYPE OF APPLICANT: [ ] NEW [X] CURRENT VENDOR

Legal Contractual Name of Corporation: Interwest Consulting Group

Contact Person for Agreement: Paul Meschino

Corporate Mailing Address: PO Box 18330

City, State and Zip Code: Boulder CO, 80308

E-Mail Address: pmeschino@interwestgrp.com

Phone: 619.372.9962 Fax: 714.899.9030

Contact Person for Proposals: Steve Kooyman, PE

Title: Project Manager E-Mail Address: skooyman@interwestgrp.com

Business Telephone: 530-318-1066 Business Fax: 714.899.9030

Is your business: (check one)

[ ] NON PROFIT CORPORATION [X] FOR PROFIT CORPORATION

Is your business: (check one)

- [X] CORPORATION [ ] LIMITED LIABILITY PARTNERSHIP
[ ] INDIVIDUAL [ ] SOLE PROPRIETORSHIP
[ ] PARTNERSHIP [ ] UNINCORPORATED ASSOCIATION

**Names & Titles of Corporate Board Members**

(Also list Names & Titles of persons with written authorization/resolution to sign contracts)

Names	Title	Phone
Mundt, Bradley J.	Director	714.899.9039
Giordano, Christopher	CEO	714.899.9039
Meschino, Paul (Signing Authority)	President	619.372.9962
Burke, Elizabeth	Vice President / Secretary	714.899.9039
Haynes, Daniel J.	Vice President / Treasurer	714.899.9039
Schlachet, Loren J.	Vice President	714.899.9039

Federal Tax Identification Number: 73-1630909

City of Costa Mesa Business License Number: Interwest will obtain a Costa Mesa Business License upon award of contract.  
 (If none, you must obtain a Costa Mesa Business License upon award of contract.)

City of Costa Mesa Business License Expiration Date: N/A

**COMPANY PROFILE & REFERENCES**

**Company Legal Name:**

Company Legal Status (corporation, partnership, sole proprietor etc.): Interwest Consulting Group, Inc.

Active licenses issued by the California State Contractor's License Board: N/A

Business Address: 1 Jenner, Suite 160, Irvine, CA 92618

Website Address: <https://interwestgrp.com/>

Telephone Number: 714.899.9039

Facsimile Number: 714.899.9039

Email Address: iw-bids@interwestgrp.com

Length of time the firm has been in business: 21 Years

Length of time at current location: 3 years in Irvine office; 20 in Orange County

Is your firm a sole proprietorship doing business under a different name: \_\_\_Yes No

If yes, please indicate sole proprietor's name and the name you are doing business under:

Federal Taxpayer ID Number: 73-1630909

Regular Business Hours: 8 AM to 5 PM

Regular holidays and hours when business is closed: Closed Saturdays and Sundays, New Years Day Memorial Day, 4th of July, Labor Day, Thanksgiving and day after Thanksgiving, Christmas Day

**Contact person in reference to this solicitation:** Paul Meschino

Telephone Number: 619.372.9962

Facsimile Number: 714.899.9039

Email Address: pmeschino@interwestgrp.com

**Contact person for accounts payable:** Mike Marr

Telephone Number: 970.829.0049

Facsimile Number: 714.899.9039

Email Address: mmarr@interwestgrp.com

**Name of Project Manager:** Steve Kooyman, PE

Telephone Number: 530.318.1066

Facsimile Number: 714.899.9039

Email Address: skooyman@interwestgrp.com

**COMPANY PROFILE & REFERENCES (Continued)**

Submit the company names, addresses, telephone numbers, email, contact names, and brief contract descriptions of at least three clients, preferably other municipalities for whom comparable projects have been completed or submit letters from your references which include the requested information.

**Company Name:** City of Costa Mesa

Contact Name: Raja Sethuraman, Public Services Director

Contract Amount: N/A

Email: RAJA.SETHURAMAN@COSTAMESACA.GOV

Address: 77 Fair Dr, Costa Mesa, CA 92626

**Brief Contract Description:**

This was a project funded by multiple sources including OCTA and Drainage Improvement funds, which required continuous documentation and adherence with OCTA procedures. This project consisted of reducing the potential for major storm damage within the areas west of Newport Boulevard and Arlington Drive behind the Orange County Fairgrounds.

**Company Name:** City of Santa Ana

Telephone Number: 714.647.5632

Contact Name: Kenny Nguyen, Senior Civil Engineer

Contract Amount: N/A

Email: KNGUYEN@SANTA-ANA.ORG

Address: 20 Civic Center Plaza, Santa Ana, CA 92702

**Brief Contract Description:**

Interwest is providing construction management and inspection services for this project, which aims to widen a 1-mile segment of Warner Avenue, a regionally significant arterial roadway in the City of Santa Ana. Phase 1 involves an area of 0.3 miles along Warner Avenue between Main Street and Oak Street, widening the roadway from four to six lanes, with three lanes in each direction.

**Company Name:** South Pasadena

Telephone Number: 626.403.7240

Contact Name: Khristine Courdy, Deputy Public Works Director

Contract Amount: \$1.1M

Email: KCOURDY@SOUTHPASADENACA.GOV

Address: 1414 Mission Street, South Pasadena, CA 91030

**Brief Contract Description:**

Interwest provided construction management and inspection services on this project which included repair of damaged asphalt pavement by grinding and overlay with conventional asphalt, installation of Petromat, reconnection of curb drains, localized repairs of damaged curb/gutter, sidewalk, and driveways, replacement of ADA access ramps, adjustment of manholes and utility covers, replacement of water services, valves, meter boxes, and fire hydrants, resetting of survey monuments.

**Company Name:** City of Brea

Telephone Number: 714.990.7657

Contact Name: Michael Ho, PE

Contract Amount: \$79M

Email: MICHAELH@CI.BREA.CA.US

Address: 1 Civic Center Circle, Brea, CA 92821

**Brief Contract Description:**

The Project entails the construction of the SR 57 & Lambert Road Interchange which includes the re-alignment of the Northbound off-ramp, new Northbound on-ramp loop with bridge, widening of Lambert Road west (new right turn lane), widening of Northbound on-ramp, widening and extension of Southbound off-ramp, widening of Lambert Road east (new right turn lane) for Southbound on-ramp, widening and extension of Southbound on-ramp and bridge widening at Railroad Crossing, SR 57/ Lambert Bridge widening, Retaining walls, sound walls, and other various signal and street median improvements.

**Company Name:** Rancho Palos Verdes

Telephone Number: 310.544.5282

Contact Name: Charles Eder

Contract Amount: \$2.2M

Email: CHARLESE@RPVCA.GOV

Address: 30940 Hawthorne Blvd, Rancho Palos Verdes, CA 90275

**Brief Contract Description:**

Interwest provided construction management and inspection services on the Area 8 Residential Street Rehabilitation Project, Phase I. This resurfacing project had a duration of 45 working days, with 10 additional days for pre/post-construction tasks, for a combined total of 55 working days. The engineer's estimate for the entire project was \$2.2 million. Interwest's inspector was required for 10 hours per day and our project manager/construction manager was required for 2 hours per day. Tasks included furnishing all necessary labor, materials, equipment and other incidental and appurtenant work necessary to remove and replace sidewalk, ramps, driveway aprons, curb & gutter, crack routing and sealing, and AC repairs at various locations throughout the City. All work was performed in strict conformance with the contract documents, permits from regulatory agencies with jurisdiction, and applicable regulations.



**EX PARTE COMMUNICATIONS CERTIFICATION**

Please indicate by signing below one of the following two statements. **Only sign one statement.**

I certify that Proposer and Proposer’s representatives have not had any communication with a City Councilmember concerning informal **RFP No. 23-01** **FOR** \_\_\_\_\_ at any time after **November 09, 2020**.

Construction Management and Inspection Support Services for  
Adams Ave and Pinecreek Drive Intersection Project

**Date:** August 25, 2023



\_\_\_\_\_  
**Signature**

Paul Meschino

\_\_\_\_\_  
**Print**

**OR**

I certify that Proposer or Proposer’s representatives have communicated after **November 09, 2020** with a City Councilmember concerning informal **RFP No. \_\_\_\_\_** **FOR** \_\_\_\_\_. A copy of all such communications is attached to this form for public distribution.

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print**

**DISCLOSURE OF GOVERNMENT POSITIONS**

Each Proposer shall disclose below whether any owner or employee of Contractor currently hold positions as elected or appointed officials, directors, officers, or employees of a governmental entity or held such positions in the past twelve months. List below or state "None."

None

## DISQUALIFICATION QUESTIONNAIRE

The Contractor shall complete the following questionnaire:

Has the Contractor, any officer of the Contractor, or any employee of the Contractor who has proprietary interest in the Contractor, ever been disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state, or local government project because of a violation of law or safety regulation?

Yes \_\_\_\_\_ No

If the answer is yes, explain the circumstances in the following space.



BIDDER/APPLICANT/CONTRACTOR CAMPAIGN CONTRIBUTION  
DISCLOSURE FORM

Proposer/Consultant/Applicant is required to identify any campaign contribution or cumulative contributions greater than \$249 to any city council member in the twelve months prior to submitting an application, proposal, statement of qualifications or bid requiring approval by the City Council.

Date	Name of Donor	Company/Business Affiliation	Name of Recipient	Amount
N/A	N/A	N/A	N/A	N/A

Except as described above, I/we have not made any campaign contribution in the amount of \$250 or more to any Costa Mesa City Council Member in the twelve months preceding this Application/Proposal.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Interwest Consulting Group, Inc.  
\_\_\_\_\_  
Bidder/Applicant/Proposer

August 25, 2023  
\_\_\_\_\_  
Date