



# AGENDA REPORT

## CITY OF SAN CLEMENTE

### City Council Meeting

910 Calle Negocio  
2nd Floor  
San Clemente, California  
www.san-clemente.org

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**Meeting Date:** 3/21/2023

Agenda Item: 6K

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**Department:** Public Works  
**Prepared By** Belgin Cuhadaroglu, Associate Civil Engineer

**Subject:**  
**APPROVAL OF FIRST AMENDMENT TO THE PROFESSIONAL CONSULTANT SERVICES AGREEMENT WITH ENGINEERING SOLUTIONS SERVICES, FOR "ON-CALL GRANT FUNDING ASSISTANCE" CONSULTING SERVICES**

**Fiscal Impact:**  
When work is authorized under this agreement, it will be funded from the approved Capital Improvement Program (CIP) projects' budgets.

**Summary:**  
The City's Capital Improvement Program includes a broad range of municipal utilities projects that may qualify for the State and Federal Funding Programs offered to public agencies in addressing drought impacts through implementation of projects. The City desires to engage a consultant to render professional "Grant Funding Assistance" consulting services for the recycled water and other projects, as needed.

**Background:**  
The City has several CIP recycled water projects and needs consultant's expertise to conduct research and secure grants from funding agencies for these projects. On August 2, 2022 staff requested Statement of Qualifications (SOQ) and proposals for grant funding assistance from three firms (i.e. Mike Whipple Development & Financial Advisory, Soto Resources, and Engineering Solutions Services) that have experience with assisting local agencies in this area. Only Engineering Solutions Services (ESS) provided a SOQ and proposal. Per the City Manager's approval, the City entered into a Professional Consultant Services Agreement (Agreement) with Engineering Solutions Services on August 24, 2022 (Attachment 1) in the amount of \$48,000 to provide the above services.

With the services provided by ESS, grant funding applications have been submitted to the State Water Resources Control Board Water Recycling Funding Program (WRFPP), Integrated Regional Water Management Grant Program (IRWM), DWR Urban Community Drought Relief Program Application and, Bureau of Reclamation (BOR) Water Recycling and Desalination Planning Grant. Currently, the City is in the process of submitting an application to the State Water Resources Control Board (SWRCB) to secure a grant for the Water Quality Improvement Project (i.e. Microfiltration and Reverse Osmosis facility) and also planning to submit a loan application to the Water Infrastructure Finance and Innovation Act (WIFIA) program which could provide the required matching funds, which is one of the grant's requirements. The total amount of these grants and loans could potentially be approximately \$13 million.

Staff recommends that the Agreement be amended to increase the contract amount by \$50,000 so that ESS can continue its services to provide professional fund strategy development, grant writing, grant management and fund compliance consulting services to bring in the maximum available grant funding possible for the City.

***City Council Options Recommended Actions:***

City Council Options

- Approve and authorize the Public Works Director to execute Amendment 1 to the Professional Services Agreement between the City of San Clemente and Engineering Solutions to provide grant funding assistance consulting services.
- Modify and authorize the Public Works Director to execute Amendment 1 to the Professional Services Agreement between the City of San Clemente and Engineering Solutions to provide grant funding assistance consulting services.
- Continue the Item and direct staff to provide additional information.
- Deny Amendment 1 to the Professional Services Agreement between the City of San Clemente and Engineering Solutions to provide grant funding assistance consulting services.

Staff Recommendation

Approve, and authorize the Public Works Director to execute, Amendment No. 1 to the Professional Services Agreement between the City of San Clemente and Engineering Solutions Services to provide On-Call "Grant Funding Assistance" consulting Services. This amendment increases the contract amount from \$48,000 to \$98,000, an increase of \$50,000.

***Attachment:***

1. Professional Consultant Services Agreements with ESS
2. First Amendment to the Professional Consultant Services Agreements with ESS

***Notification:***

None.

## CITY OF SAN CLEMENTE

### PROFESSIONAL CONSULTANT SERVICES AGREEMENT

#### 1. PARTIES AND DATE.

This Agreement is made and entered into this 24 day of August, 2022 by and between the City of San Clemente, a municipal corporation, organized under the laws of the State of California, with its principal place of business at 910 Calle Negocio, San Clemente, California, 92673 ("City") and **Engineering Solutions Services (ESS)**, a **Business Enterprise**, with its principal place of business at **23232 Peralta Drive, Laguna Hills, CA 92653** ("Consultant"). City and Consultant are sometimes individually referred to herein as "Party" and collectively as "Parties."

#### 2. RECITALS.

##### 2.1 Consultant.

Consultant desires to perform and assume responsibility for the provision of certain professional **On-Call Grant Funding Assistance** consulting services required by the City on the terms and conditions set forth in this Agreement. Consultant represents that it is experienced in providing professional **Fund Strategy Development, Grant Writing, Grant Management and Fund Compliance** consulting services to public clients, is licensed in the State of California, if applicable, and is familiar with the plans of City.

##### 2.2 Project.

City desires to engage Consultant to render such professional **Grant Funding Assistance** consulting services for the **Recycled Water and Other Projects for City of San Clemente Utilities** ("Project") as set forth in this Agreement.

#### 3. TERMS.

##### 3.1 Scope of Services and Term.

3.1.1 General Scope of Services. Consultant promises and agrees to furnish to the City all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately supply the professional Labor Compliance and Monitoring consulting services necessary for the Project ("Services"). The Services are more particularly described in Exhibit "A" attached hereto and incorporated herein by reference. All Services shall be subject to, and performed in accordance with, this Agreement, the exhibits attached hereto and incorporated herein by reference, and all applicable local, state and federal laws, rules and regulations.

3.1.2 Term. The term of this Agreement shall be from **8/29/2022** to **8/29/2025**, unless earlier terminated as provided herein. The City shall have the unilateral option, at its sole discretion, to renew this Agreement automatically for no more than three (3) years. Consultant shall complete the Services within the term of this Agreement, and shall meet any other established schedules and deadlines.

### **3.2 Responsibilities of Consultant.**

3.2.1 Independent Contractor; Control and Payment of Subordinates. The Services shall be performed by Consultant or under its supervision. Consultant will determine the means, methods and details of performing the Services subject to the requirements of this Agreement. City retains Consultant on an independent contractor basis and not as an employee. Consultant retains the right to perform similar or different services for others during the term of this Agreement. Any additional personnel performing the Services under this Agreement on behalf of Consultant shall also not be employees of City and shall at all times be under Consultant's exclusive direction and control. Neither City, nor any of its officials, officers, directors, employees or agents shall have control over the conduct of Consultant or any of Consultant's officers, employees, or agents, except as set forth in this Agreement. Consultant shall pay all wages, salaries, and other amounts due such personnel in connection with their performance of Services under this Agreement and as required by law. Consultant shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation insurance.

3.2.2 Schedule of Services. Consultant shall perform the Services expeditiously, within the term of this Agreement, and in accordance with the Schedule of Services set forth in Exhibit "B" attached hereto and incorporated herein by reference. Consultant represents that it has the professional and technical personnel required to perform the Services in conformance with such conditions. In order to facilitate Consultant's conformance with the Schedule, City shall respond to Consultant's submittals in a timely manner. Upon request of City, Consultant shall provide a more detailed schedule of anticipated performance to meet the Schedule of Services.

3.2.3 Endorsement on PS&E/ Other Data. Consultant shall sign all plans, specifications, estimates (PS&E) and engineering data furnished by Consultant, and where appropriate will indicate Consultant's authorized signature and professional registration number.

3.2.4 Conformance to Applicable Requirements. All work prepared by Consultant shall be subject to the approval of City.

3.2.5 Substitution of Key Personnel. Consultant has represented to City that certain key personnel will perform and coordinate the Services under this Agreement. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence upon written approval of City. In the event that City and Consultant cannot agree as to the substitution of key personnel, City shall be entitled to terminate this Agreement for cause. As discussed below, any personnel who fail or refuse to perform the Services in a manner acceptable to the City, or who are determined by the City to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project or a threat to the safety of persons or property, shall be promptly removed from the Project by the Consultant at the request of the City. The key personnel for performance of this Agreement are as follows: Sudi Shoja.

3.2.6 City's Representative. The City hereby designates Amir K. Ilkhanipour, Principal Civil Engineer, or his/her designee, to act as its representative in all matters pertaining to the administration and performance of this Agreement ("City's Representative"). City's Representative shall have the power to act on behalf of the City for review and approval of all products submitted by Consultant but not the authority to enlarge the Scope of Work or change the total compensation due to Consultant under this Agreement. The City Manager shall be authorized to act on City's behalf and to execute all necessary documents which enlarge the

Scope of Work or change the Consultant's total compensation subject to the provisions contained in Section 3.3 of this Agreement. Consultant shall not accept direction or orders from any person other than the City Manager, City's Representative or his/her designee.

3.2.7 Consultant's Representative. Consultant hereby designates Sudi Shoja, Principal, or his/her designee, to act as its representative for the performance of this Agreement ("Consultant's Representative"). Consultant's Representative shall have full authority to represent and act on behalf of the Consultant for all purposes under this Agreement. The Consultant's Representative shall supervise and direct the Services, using his/her best skill and attention, and shall be responsible for all means, methods, techniques, sequences, and procedures and for the satisfactory coordination of all portions of the Services under this Agreement.

3.2.8 Coordination of Services. Consultant agrees to work closely with City staff in the performance of Services and shall be available to City's staff, consultants and other staff at all reasonable times.

3.2.9 Standard of Care; Performance of Employees. Consultant shall perform all Services under this Agreement in a skillful and competent manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. Consultant represents and maintains that it is skilled in the professional calling necessary to perform the Services. Consultant warrants that all employees and subconsultants shall have sufficient skill and experience to perform the Services assigned to them. Finally, Consultant represents that it, its employees and subconsultants have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services, and that such licenses and approvals shall be maintained throughout the term of this Agreement. As provided for in the indemnification provisions of this Agreement, Consultant shall perform, at its own cost and expense and without reimbursement from the City, any services necessary to correct errors or omissions which are caused by the Consultant's failure to comply with the standard of care provided for herein. Any employee of the Consultant or its sub-consultants who is determined by the City to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project, a threat to the safety of persons or property, or any employee who fails or refuses to perform the Services in a manner acceptable to the City, shall be promptly removed from the Project by the Consultant and shall not be re-employed to perform any of the Services or to work on the Project.

3.2.10 Laws and Regulations. Consultant shall keep itself fully informed of and in compliance with all local, state and federal laws, rules and regulations in any manner affecting the performance of the Project or the Services, including all Cal/OSHA requirements, and shall give all notices required by law. Consultant shall be liable for all violations of such laws and regulations in connection with Services. If Consultant performs any work knowing it to be contrary to such laws, rules and regulations, Consultant shall be solely responsible for all costs arising therefrom. Consultant shall defend, indemnify and hold City, its officials, directors, officers, employees, agents, and volunteers free and harmless, pursuant to the indemnification provisions of this Agreement, from any claim or liability arising out of any failure or alleged failure to comply with such laws, rules or regulations.

3.2.11 Safety. Consultant shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out its Services, the Consultant shall at all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of employees appropriate to the nature of the work and the conditions under which the work is to be performed. Safety precautions, where applicable, shall include, but shall not be limited to: (A) adequate life protection and lifesaving

equipment and procedures; (B) instructions in accident prevention for all employees and subconsultants, such as safe walkways, scaffolds, fall protection ladders, bridges, gang planks, confined space procedures, trenching and shoring, equipment and other safety devices, equipment and wearing apparel as are necessary or lawfully required to prevent accidents or injuries; and (C) adequate facilities for the proper inspection and maintenance of all safety measures.

3.2.12 Insurance. Consultant agrees to procure and maintain, at Consultant's expense all insurance specified in Exhibit "C" attached hereto and by this reference incorporated herein. Consultant shall require all subconsultants to carry the same policies and limits of insurance that the Consultant is required to maintain, unless otherwise approved in writing by the City.

### 3.3 Fees and Payments.

3.3.1 Compensation. Consultant shall receive compensation, including authorized reimbursements, for all Services rendered under this Agreement at the rates set forth in Exhibit "D" attached hereto and incorporated herein by reference. The total compensation shall not exceed **forty eight thousand (\$48,000.00)** without written approval of the City Council or City Manager as applicable. Extra Work may be authorized, as described below, and if authorized, will be compensated at the rates and manner set forth in this Agreement.

3.3.2 Payment of Compensation. Consultant shall submit to City a monthly invoice which indicates work completed and hours of Services rendered by Consultant. The invoice shall describe the amount of Services provided since the initial commencement date, or since the start of the subsequent billing periods, as appropriate, through the date of the invoice. City shall, within 30 days of receiving such invoice, review the invoice and pay all non-disputed and approved charges thereon. If the City disputes any of Consultant's fees, the City shall give written notice to Consultant within thirty (30) days of receipt of an invoice of any disputed fees set forth therein.

3.3.3 Reimbursement for Expenses. Consultant shall not be reimbursed for any expenses unless authorized in writing by City, or included in Exhibit "D" of this Agreement.

3.3.4 Extra Work. At any time during the term of this Agreement, City may request that Consultant perform Extra Work. As used herein, "Extra Work" means any work which is determined by City to be necessary for the proper completion of the Project, but which the Parties did not reasonably anticipate would be necessary at the execution of this Agreement. Consultant shall not perform, nor be compensated for, Extra Work without written authorization from the City.

3.3.5 Rate Increases. In the event that this Agreement is renewed pursuant to Section 3.1.2, the rate set forth in Exhibit "D" may be adjusted each year at the time of renewal as set forth in Exhibit "D."

#### 3.3.6 Labor Code Requirements.

3.3.6.1 Prevailing Wages. Consultant is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on "public works" and "maintenance" projects. If the Services are being performed as part of an applicable "public

works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Consultant agrees to fully comply with such Prevailing Wage Laws. Consultant shall make copies of the prevailing rates of per diem wages for each craft, classification or type of worker needed to execute the Services available to interested parties upon request, and shall post copies at the Consultant's principal place of business and at the project site. Consultant shall defend, indemnify and hold the City, its officials, officers, employees, agents, and volunteers free and harmless from any claim or liability arising out of any failure or alleged failure to comply with the Prevailing Wage Laws.

3.3.6.2 Registration. If the Services are being performed as part of an applicable "public works" or "maintenance" project, in addition to the foregoing, then pursuant to Labor Code sections 1725.5 and 1771.1, the Consultant and all subconsultants must be registered with the Department of Industrial Relations ("DIR"). Consultant shall maintain registration for the duration of the project and require the same of any subconsultants. This project may also be subject to compliance monitoring and enforcement by the DIR. It shall be Consultant's sole responsibility to comply with all applicable registration and labor compliance requirements, including the submission of payroll records directly to the DIR. Notwithstanding the foregoing, the contractor registration requirements mandated by Labor Code sections 1725.5 and 1771.1 shall not apply to Services performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code sections 1725.5 and 1771.1.

### **3.4 Accounting Records.**

3.4.1 Maintenance and Inspection. Consultant shall maintain complete and accurate records with respect to all costs and expenses incurred under this Agreement. All such records shall be clearly identifiable. Consultant shall allow a representative of City during normal business hours to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement. Consultant shall allow inspection of all work, data, documents, proceedings, and activities related to the Agreement for a period of four (4) years from the date of final payment under this Agreement.

### **3.5 General Provisions.**

#### 3.5.1 Termination of Agreement.

3.5.1.1 Grounds for Termination. City may, by written notice to Consultant, terminate the whole or any part of this Agreement at any time, with or without cause, by giving written notice to Consultant of such termination, and specifying the effective date thereof, at least seven (7) days before the effective date of such termination. Upon termination, Consultant shall be compensated only for those services which have been adequately rendered to City, and Consultant shall be entitled to no further compensation. Consultant may not terminate this Agreement except for cause.

3.5.1.2 Effect of Termination. If this Agreement is terminated as provided herein, City may require Consultant to provide all finished or unfinished Documents and Data and other information of any kind prepared by Consultant in connection with the performance of Services under this Agreement. Consultant shall be required to provide such document and other information within fifteen (15) days of the request.

3.5.1.3 Additional Services. In the event this Agreement is terminated in whole or in part as provided herein, City may procure, upon such terms and in such manner as it may determine appropriate, services similar to those terminated.

3.5.2 Delivery of Notices. All notices permitted or required under this Agreement shall be given to the respective parties at the following address, or at such other address as the respective parties may provide in writing for this purpose:

Consultant:                   Engineering Solutions Services  
23232 Peralta Drive, Suite 112  
Laguna Hills, CA 92653  
ATTN: Sudi Shoja, PE, Principal

City:                            City of San Clemente  
910 Calle Negocio  
San Clemente, CA 92673  
ATTN: Kiel Koger, PW Director / City Engineer

Such notice shall be deemed made when personally delivered or when mailed, forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepaid and addressed to the party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

3.5.3 Ownership of Materials and Confidentiality.

3.5.3.1 Documents & Data; Licensing of Intellectual Property. This Agreement creates a non-exclusive and perpetual license for City to copy, use, modify, reuse, or sublicense any and all copyrights, designs, and other intellectual property embodied in plans, specifications, studies, drawings, estimates, and other documents or works of authorship fixed in any tangible medium of expression, including but not limited to, physical drawings or data magnetically or otherwise recorded on computer diskettes, which are prepared or caused to be prepared by Consultant under this Agreement ("Documents & Data"). Consultant shall require all subconsultants to agree in writing that City is granted a non-exclusive and perpetual license for any Documents & Data the subconsultant prepares under this Agreement. Consultant represents and warrants that Consultant has the legal right to license any and all Documents & Data. Consultant makes no such representation and warranty in regard to Documents & Data which were prepared by design professionals other than Consultant or provided to Consultant by the City. City shall not be limited in any way in its use of the Documents & Data at any time, provided that any such use not within the purposes intended by this Agreement shall be at City's sole risk.

3.5.3.2 Confidentiality. All ideas, memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written information, and other Documents & Data either created by or provided to Consultant in connection with the performance of this Agreement shall be held confidential by Consultant. Such materials shall not, without the prior written consent of City, be used by Consultant for any purposes other than the performance of the Services. Nor shall such materials be disclosed to any person or entity not connected with the performance of the Services or the Project. Nothing furnished to Consultant which is otherwise known to Consultant or is generally known, or has become known, to the related industry shall be deemed confidential. Consultant shall not use City's name or insignia, photographs of the Project, or any publicity pertaining to the Services or the Project in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of City.

3.5.3.3 Confidential Information. The City shall refrain from releasing Consultant's proprietary information ("Proprietary Information") unless the City's legal counsel determines that the release of the Proprietary Information is required by the California Public



Records Act or other applicable state or federal law, or order of a court of competent jurisdiction, in which case the City shall notify Consultant of its intention to release Proprietary Information. Consultant shall have five (5) working days after receipt of the Release Notice to give City written notice of Consultant's objection to the City's release of Proprietary Information. Consultant shall indemnify, defend and hold harmless the City, and its officers, directors, employees, and agents from and against all liability, loss, cost or expense (including attorney's fees) arising out of a legal action brought to compel the release of Proprietary Information. City shall not release the Proprietary Information after receipt of the Objection Notice unless either: (1) Consultant fails to fully indemnify, defend (with City's choice of legal counsel), and hold City harmless from any legal action brought to compel such release; and/or (2) a final and non-appealable order by a court of competent jurisdiction requires that City release such information.

3.5.4 Cooperation; Further Acts. The Parties shall fully cooperate with one another, and shall take any additional acts or sign any additional documents as may be necessary, appropriate or convenient to attain the purposes of this Agreement.

3.5.5 Attorney's Fees. If either party commences an action against the other party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, the prevailing party in such litigation shall be entitled to have and recover from the losing party reasonable attorney's fees and all other costs of such action.

#### 3.5.6 Indemnification.

3.5.6.1 To the fullest extent permitted by law, Consultant shall defend (with counsel of City's choosing), indemnify and hold the City, its directors, officials, officers, employees, volunteers and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any alleged acts, errors or omissions, or willful misconduct of Consultant, its officials, officers, employees, subcontractors, consultants or agents in connection with the performance of the Consultant's Services, the Project or this Agreement, including without limitation the payment of all damages, expert witness fees and attorney's fees and other related costs and expenses. Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by Consultant, the City, its officials, officers, employees, agents, or volunteers.

3.5.6.2 If Consultant's obligation to defend, indemnify, and/or hold harmless arises out of Consultant's performance as a "design professional" (as that term is defined under Civil Code section 2782.8), then, and only to the extent required by Civil Code section 2782.8, which is fully incorporated herein, Consultant's indemnification obligation shall be limited to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant, and, upon Consultant obtaining a final adjudication by a court of competent jurisdiction, Consultant's liability for such claim, including the cost to defend, shall not exceed the Consultant's proportionate percentage of fault.

3.5.7 Entire Agreement. This Agreement contains the entire Agreement of the parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements. This Agreement may only be modified by a writing signed by both parties.

3.5.8 Governing Law. This Agreement shall be governed by the laws of the State of California. Venue shall be in Orange County.

3.5.9 Time of Essence. Time is of the essence for each and every provision of this Agreement.

3.5.10 City's Right to Employ Other Consultants. City reserves right to employ other consultants in connection with this Project.

3.5.11 Successors and Assigns. This Agreement shall be binding on the successors and assigns of the parties.

3.5.12 Assignment or Transfer. Consultant shall not assign, hypothecate, or transfer, either directly or by operation of law, this Agreement or any interest herein without the prior written consent of the City. Any attempt to do so shall be null and void, and any assignees, hypothecates or transferees shall acquire no right or interest by reason of such attempted assignment, hypothecation or transfer.

3.5.13 Construction; References; Captions. Since the Parties or their agents have participated fully in the preparation of this Agreement, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party. Any term referencing time, days or period for performance shall be deemed calendar days and not work days. All references to Consultant include all personnel, employees, agents, and subconsultants of Consultant, except as otherwise specified in this Agreement. All references to City include its elected officials, officers, employees, agents, and volunteers except as otherwise specified in this Agreement. The captions of the various articles and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content, or intent of this Agreement.

3.5.14 Amendment; Modification. No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing and signed by both Parties.

3.5.15 Waiver. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel, or otherwise.

3.5.16 No Third-Party Beneficiaries. There are no intended third party beneficiaries of any right or obligation assumed by the Parties.

3.5.17 Invalidity; Severability. If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

3.5.18 Prohibited Interests. Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

3.5.19 Equal Opportunity Employment. Consultant represents that it is an equal opportunity employer and it shall not discriminate against any subconsultant, employee or applicant for employment because of race, religion, color, national origin, handicap, ancestry, sex or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination. Consultant shall also comply with all relevant provisions of City's Minority Business Enterprise program, Affirmative Action Plan or other related programs or guidelines currently in effect or hereinafter enacted.

3.5.20 Labor Certification. By its signature hereunder, Consultant certifies that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of that Code, and agrees to comply with such provisions before commencing the performance of the Services.

3.5.21 Authority to Enter Agreement. Consultant has all requisite power and authority to conduct its business and to execute, deliver, and perform the Agreement. Each Party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and bind each respective Party.

3.5.22 Counterparts. This Agreement may be signed in counterparts, each of which shall constitute an original.

### **3.6 Subcontracting.**

3.6.1 Prior Approval Required. Consultant shall not subcontract any portion of the work required by this Agreement, except as expressly stated herein, without prior written approval of City. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed on the respective dates set forth opposite of their signatures.

CITY OF SAN CLEMENTE

By: [Signature]

Its: City manager

Dated: 8 24, 20 21

ATTEST:

[Signature] Legislative Administrator  
CITY CLERK of the City of San Clemente, California

APPROVED AS TO FORM:  
BEST-BEST & KRIEGER

[Signature]  
City Attorney

APPROVED AS TO AVAILABILITY  
OF FUNDING:

[Signature]  
Finance Authorization

Engineering Solutions Services  
("CONSULTANT")

By: Sudi Shoja, PE [Signature]

Its: Principal

Dated: August 23, 2022

**EXHIBIT "A"**  
**SCOPE OF SERVICES**

# The City of San Clemente



## Statement of Qualifications for the City of San Clemente Recycled Water Projects Grant Funding Assistance

August 15, 2022

*Submitted By:*



Engineering Solutions Services  
23232 Peralta Drive, Suite112  
Laguna Hills, CA 92653  
(949) 797-6055



*Statement of Qualifications for the City of San Clemente  
Recycled Water Projects Grant Funding Assistance*

## COVER LETTER

Amir Ilkhanipour  
Senior Civil Engineer  
The City of San Clemente  
910 Calle Negocio  
San Clemente, CA 92673

August 15, 2022

**Re: Request for Statement of Qualifications (SOQ) for the City's Recycled Water Projects Grant Funding Assistance**

Dear Mr. Ilkhanipour,

Engineering Solutions Services (ESS) welcomes the opportunity to submit this SOQ to provide on-call grant research, writing, management, and compliance services for the City of San Clemente (the City). Our goal is to bring in the maximum available grant funding for the City. **Having secured more than \$530 million** in the past ten years in a variety of projects, we bring an unmatched level of experience to identify and assist the City with developing a strategic plan and prepare winning applications to ensure an expedited and successful funding award.

**What sets ESS apart is that we are not just a funding company but former municipal managers with technical and funding expertise that has earned deep-rooted relationships with funding agencies.** As such, we are aware of upcoming funding opportunities and have been achieving the highest awards of projects by preparing credible reports and strategizing timely submittal of applications on behalf of our clients. In addition, ESS team is comprised of a diverse collection of technical experts in water utility, Transportation, Federal Emergency Management Agency (FEMA), Climate Change, sustainability, and alternative energy solutions.

We are aware of the City's three priority recycled water projects and have reviewed the City's Capital Improvement Projects and as it is demonstrated in our SOQ, we have a proven track record in successful award of grants for the types of projects the City has listed.

We will use our expertise to conduct a needs assessment and leverage our relationships with the funding agencies to identify grants, and work with City staff to secure those grants. We are also proficient in grant management and meeting compliance requirements of Federal and State funding. Effective, full-circle strategies like these are key to obtaining the most possible grant award funding for the City's projects.

I will serve as the program manager for this contract, and as the Principal of ESS (S-Corporation), I am fully authorized to legally bind ESS in agreements with the City of Pico Rivera. I can be reached at (949) 637-1405 or via email at [Sudi@engineeringsolutionservices.net](mailto:Sudi@engineeringsolutionservices.net). My project team and I look forward to working with you and all the City staff to develop a work plan that identifies grants that meet the short and long-term needs of the City and answering any questions you may have about our proposal.

Sincerely,

A handwritten signature in black ink that reads "S. Shoja".

Sudi Shoja, PE  
Principal



*Statement of Qualifications for the City of San Clemente  
Recycled Water Projects Grant Funding Assistance*

## Table of Contents

|   |           |
|---|-----------|
| <b>COVER LETTER .....</b>                           | <b>ii</b> |
| <b>FIRM BACKGROUND .....</b>                        | <b>1</b>  |
| <b>RANGE OF SERVICES AND RECENT SUCCESSES .....</b> | <b>5</b>  |
| <b>SCOPE OF WORK .....</b>                          | <b>6</b>  |
| <b>QUALIFICATIONS OF KEY PERSONNEL .....</b>        | <b>18</b> |
| <b>RELEVANT PROJECT EXPERIENCE .....</b>            | <b>35</b> |
| <b>REFERENCES .....</b>                             | <b>38</b> |
| <b>FEE PROPOSAL .....</b>                           | <b>39</b> |



## FIRM BACKGROUND

### Our Clients

*Served as prime or sub-consultant*

South Coast Water District

Long Beach Water District

City of Santa Ana

City of Laguna Beach

City of Newport Beach

City of Redondo Beach

City of Lake Forest

City of Laguna Woods

City of Villa Park

City of Laguna Niguel

County of Orange

City of Irvine

City of Palm Springs

SANDAG

City of Oceanside

City of Carlsbad

City of Encinitas

City of San Marcos

Port of Long Beach

MSWD

CVWD

SOCWA

San Bernardino Municipal Water Dept

Desert Water Agency

Chino Basin WCD

Humboldt Bay County WD

Los Angeles Metro

City of Tustin

CA Earthquake Authority

City of Hemet

City of Perris

City of Banning

City of Richmond

## ***Our Core Business is Funding***

**Engineering Solutions Services (ESS)** was founded by Sudi Shoja, PE, a former City Engineer who has more than 29 years of experience in managing CIP and Water and Sewer programs of over \$100 million. She founded ESS in 2012 with the goal of assisting local entities in achieving their goals in funding and compliance, program management, quality assurance/quality control, and project delivery. She leverages her successful experience with transforming the agencies where she worked from losing funding to securing the maximum grant funding possible, meeting the various funding agency requirements, and serving as examples for successful audit processes. As a result, she has earned a reputation that gained us our impressive repeat client list in a short timeframe. Included below are a few examples:

- **Qualified our grant to receive over \$30 million for recycled water projects**
- **ESS applications received over 30% of the awarded funds from Bureau of Reclamation for its clients in March 2022**
- **ESS applications received 20% of the awarded funds from Department of Water Resources for its clients in December 2021**
- **ESS submitted application received the highest ranking in the recent Santa Ana Watershed Project Authority (SAWPA) grant solicitation.**
- **Received approval from WIFIA for over \$50 million for two stormwater projects**
- **The SRF application package for \$103 million to SWRCB was approved in record time and with no comments**
- **Successfully awarded \$39.2 Million in greenhouse gas (GHG) reduction funding**
- **Unmatched experience in submittal of successful application for a variety of projects to Bureau of Reclamation (BOR)**
- **Identified more than \$20 million in water quality grants for two agencies**
- **Developed a funding plan for the City of Santa Ana that identified more than \$25 million in grant funding in water, recycled water, and sewer projects**
- **Prepared successful cogeneration project application for \$8 million in funding**
- **California Office of Emergency Services (CalOES) has recommended multiple grant applications prepared for seismic retrofit, climate change**



*Statement of Qualifications for the City of San Clemente  
Recycled Water Projects Grant Funding Assistance*

and sea level rise, fire, and flood control to U.S. Federal Emergency Management Agency (FEMA) for funding.

- Restructured a grant application for energy efficiency that resulted in more than \$5.1 million of grant funding & \$32 million in SRF funding for the City of Palm Springs
- Created a funding strategy for the City of Hemet that resulted in \$6 million in savings and more than \$15 million in funding
- Successfully awarded Proposition 84 grants in two cycles
- Successful management of various federal, state, and local grants for projects up to \$280 Million through 11 different funding sources
- ESS arranged for a funding fair attended by SWRCB, FEMA & County representatives

ESS is comprised of **former agency personnel** who are thoroughly familiar with the intricate details of various funding requirements and excel at strategic planning for clients to maximize the potential for securing grants, successful management for meeting the requirements, obtaining proper authorization and reimbursements and positive audit process of the projects. ESS is certified as a Disadvantaged Business Enterprise (DBE) and Small Business Enterprise (SBE) with 12 employees at its office in Laguna Hills.

**We have secured over  
\$530 million for various  
agencies in the past ten  
years.**

Engineering Solution Services fully understands the inner workings of the regional and municipal government process. Comprised of former government engineering and traffic managers, we have been confronted with many of the same design, budget, schedule and project-delivery challenges that face our client governments.

This understanding allows our people **to think like public agencies** and address the challenges they are facing with proactive, well-planned, cost-efficient, and innovative solutions tailored to your needs. We approach every project strategically and scale our resources to fit the agency and scope of work.

**ESS specializes in various funding resources, such as:** Integrated Regional Water Management (IRWM), Santa Ana Watershed Project Authority (SAWPA), Groundwater Grant Program (GWGP), Department of Water Resources Water Desalination Grant Program, CA Department of Water Resources Control Board for Green Project Reserve (GPR) and State Revolving Funds (SRF), Infrastructure Finance & Innovation Act (WIFIA), Water Infrastructure Improvements for the Nation Act (WIIN), Environmental Protection Agency (EPA), US Bureau of Reclamation (BOR) WaterSMART, Title XVI, Proposition 1B, Water Department of Water Resources (DWR), Proposition 68, Proposition 84, FEMA related grants, Air Quality Management District (AQMD), California Air Resources Board (CARB), Community Development Block Grant (CDBG), Commerce-Economic Development Administration, funding for brownfields and remedial services, environmental Bicycle Transportation Account (BTA), Safe Route to Schools, High Priority Projects (HPP), local tax measures, TIGER Grants, and numerous other grants

Our services include: **Fund Strategy Development, Grant Writing, Grant Management & Fund Compliance**



*Statement of Qualifications for the City of San Clemente  
Recycled Water Projects Grant Funding Assistance*

**We are committed to being accountable and sharing ownership of the product and service.** We believe that successful projects are a result of a well-managed and motivated team. Our team members possess a proven ability to establish and implement best practices, maintain continuity and flexibility, and deliver timely responses. We offer accessibility to a network of experts to address unique needs.

**We believe in doing the job right the first time.** Our commitment to providing excellent customer service has gained us repeated clients and contracts. We understand the challenges and requirements of municipal governments since many of our staff have held senior and executive management positions with California cities, including Public Works Directors, City Engineers, Capital Project Managers, and Construction Managers. This background and experience are important because document preparation will require a high level of interaction with the state project managers.

ESS is the right team to provide the consulting services for identifying and securing grants, finalizing agreements and monitoring funding compliance. We work as your partner, incorporating grant funding conversations in the process of each project as early as possible in order to maximize the potential for planning grant funding as well as implementation grand funding. Proprietary tools, such as our Work Plan Structure (WPS), in conjunction with our team's extensive experience and relationships with funding agencies, make this process easy.

**We strive to *exceed*  
expectations, not just  
meet them**



*Statement of Qualifications for the City of San Clemente  
Recycled Water Projects Grant Funding Assistance*

| <b>Agency</b>                                    | <b>Projects</b>                                 | <b>Funding Sources</b>    | <b>Value(millions)</b> |
|--|---|---------------------------|------------------------|
| <b>City of Belvedere</b>                         | Sea Level Rise, Erosion Control                 | Dept of Parks, FEMA/BRIC  | \$ 26.00               |
| <b>City of Carlsbad</b>                          | Parks, SCADA, Street Improv,                    | CPF, ATP, HSIP, SWRCB     | \$ 14.30               |
| <b>Central Basin Municipal Water District</b>    | Multiple Recycled Water Projects                | various funds             | \$ 19.90               |
| <b>Chino Basin Muni Conservation District</b>    | Channel Diversion                               | BOR, MWD                  | \$ 1.00                |
| <b>City of Colton</b>                            | Reservoir                                       | FEMA/CalOES               | \$ 6.00                |
| <b>City of Commerce</b>                          | Traffic Signal Coordination                     | HSIP                      | \$ 1.00                |
| <b>Coachella Valley Water District</b>           | AMI, Stormwater                                 | WIFIA, FEMA, BOR          | \$ 58.50               |
| <b>City of Downey</b>                            | Water Quality                                   | SWRCB                     | \$ 8.00                |
| <b>Desert Water Agency</b>                       | Water/Energy Efficiency                         | BOR                       | \$ 0.50                |
| <b>City of Fort Bragg</b>                        | Water Supply Pipeline & Reservoir               | DWR/SWRCB                 | \$ 19.50               |
| <b>City of Hemet</b>                             | Multiple Projects                               | Flood, LPP, HBP, Prop 68  | \$ 28.00               |
| <b>City of Indian Wells</b>                      | Stormwater                                      | DWR                       | \$ 0.60                |
| <b>City of Irvine</b>                            | Multiple Projects                               | ATP, HSIP                 | \$ 2.00                |
| <b>City of Long Beach</b>                        | Complete Street Project                         | LPP                       | \$ 2.88                |
| <b>Long Beach Water Department</b>               | Parks, AMI, Wells, RW                           | BOR, SWRCB,               | \$ 12.00               |
| <b>Mission Springs Water District</b>            | Water/Energy Efficiency                         | BOR                       | \$ 0.30                |
| <b>City of Newport Beach</b>                     | Emergency Management                            | FEMA/Cal EMA              | \$ 9.00                |
| <b>Olivenhain Water District</b>                 | AMI   | BOR                       | \$ 0.50                |
| <b>Orachard Dale Water District</b>              | Seismic Retrofit                                | FEMA/CalOES               | \$ 4.00                |
| <b>City of Palm Springs</b>                      | WWTP, Cogeneration Project                      | SWRCB SRF/GPR             | \$ 37.00               |
| <b>City of Petaluma</b>                          | AMI, RW   | DWR                       | \$ 11.65               |
| <b>City of Redwood City</b>                      | RW & AMI  | SWRCB                     | \$ 7.00                |
| <b>San Bernardino Associated Governmen</b>       | Multiple Projects/GHG Reduction                 | TIRCP/DOT                 | \$ 39.20               |
| <b>San Bernardino Municipal Water Department</b> | Recycled Water Expansion<br>Water & Sewer       | FEMA, SWRCB<br>BOR, DWR   | \$ 21.00               |
| <b>City of Sacramento</b>                        | Parks, Water & Sewer, Storm water               | Parks, BOR, SWRCB         | \$ 13.10               |
| <b>City of Santa Ana</b>                         | RW, Energy, Water, Sewer                        | Various                   | \$ 8.62                |
| <b>Santa Clarita Valley Water Agency</b>         | AMI, Wells, PFAS                                | BOR, Title XVI            | \$ 4.00                |
| <b>South Coast Water District</b>                | Water & Sewer                                   | SRF, BOR                  | \$ 103.00              |
| <b>Turlock Irrigation District</b>               | Parks, water/energy, Dams                       | Dept of Parks, FEMA, BOR  | \$ 3.70                |
| <b>City of Tustin</b>                            | Multiple Projects                               | ATP, HSIP                 | \$ 3.00                |
| <b>Valley Sanitary District</b>                  | Recycled Water Expansion                        | Prop13 & 68               | \$ 0.15                |
| <b>City of Vista</b>                             | Parks, Storm Water, Bike Trails, Sewer, Streets | Prop 84, EPA, HSIP, SWRCB | \$ 64.00               |
| <b>City of Wildomar</b>                          | Storm Water, Bike Trails, Streets               | FEMA/CalOES, ATP, HSIP    | \$ 2.70                |
|  |   |                           | <b>\$ 532.10</b>       |



## RECENT SUCCESSES

### ***ESS IS A ONE-STOP-SHOP FOR GRANT FUNDS***

**ESS advocates for its clients** with various federal and state funding agencies and has been very successful in gaining their trust. ESS team members also work very closely with local representatives and Client lobbying firms to obtain discretionary funding allocations and support for our projects. In addition, ESS team members follow funding news and guideline development and prepare comments to benefit our clients.

**We have established relationships with the following funding agencies:**

- US Bureau of Reclamation
- FEMA/CA Office of Emergency Services (CalOES) Pre-Disaster Mitigation and Hazard Mitigation Planning
- Ocean Protection Council (Prop 68)
- State Water Resources Control Board
- US Department of Commerce – Economic Development Administration
- California Department of Water Resources
- CA Public Utilities Commission
- Metropolitan Water District of Southern CA
- EPA
- US Energy Commission
- California Department of Parks and Recreation
- AQMD
- Various Conservancies and non-profit advocacy organizations

In addition, ESS works directly with local representative offices to identify potential projects for funding and prepare the application packages. We believe several City projects will be ideal candidates for this funding. ESS can work directly with the representative's office to learn more about the local preference and tailor an application for funding. We stay updated with new developments in the federal and local funding arena and will be able to offer grant sources matching City projects. As shown in our Project Understanding, ESS provides a broad list of in-house services.

## RECENT ACHIEVEMENTS

ESS has received the below funding awards from the following sources in 2022:

- Qualifying our client to receive over \$30 million for recycled water projects
- Funding approval for over \$31.8 million in CWSRF and DWSRF from SWRCB
- Over \$22 million from DWR Urban MultiBenefit Drought Resiliency Program
- Over \$9 million from Community Project Funds for a new Parks Project
- Over \$7.8 from Bureau of Reclamation for PFAS treatment, Drought Resiliency and Energy Efficiency Projects
- Recommendation of Over \$16 funding for seismic retrofit from CalOES
- Approval of \$450,000 for master plan projects



## SCOPE OF WORK

The ESS team believes in a full-circle approach to obtaining grant funding. This approach and the methodology behind it will encompass all aspects of the grant research, application development and management services identified in the RFP.

### 1. Develop Funding Strategy

- Conduct funding research to identify grant resources including but not limited to federal, state, and local agencies, as well as private foundations that fund municipalities for opportunities that match a specific the City project or program, the City's strategic goals, legislative platform, or policy objectives
- Research grant opportunities identified by the City
- Provide the City with a summary of potential funding opportunities relevant to its needs on an on-going basis

### 2. Grant Writing Assistance

- Identify projects and analyze components that not only meet the funding requirements but are likely to rank high for award
- Prepare support letters, resolutions and staff reports on an as-needed basis following the City's preferred style
- Compose grant proposals on behalf of the City as directed, including all technical sections, preparation of budget and schedule, preparation of exhibits such as graphs and schematics, coordination with the City staff and compiling demographic data and other necessary items for grant applications
- Develop timelines and checklists to ensure timely grant completion and submission
- Submit grant applications for review and comments by the City's project management team
- Prepare Disadvantaged Community (DAC) related documentation using required funding agency portals
- Grant submission on behalf of the City

### 3. Grant Management Support

- Review the draft award agreements to identify all the general and specific requirements
- Assist with the preparation and submittal of post-award reports and reimbursements that are required under the terms of the grant
- Track Disadvantage Business Enterprise (DBE) Requirements, perform American Iron and Steel (AIS) certification process, Buy America - Build America, monitor Davis Bacon Labor compliance requirements
- Participation in regulatory audit sessions

### 4. On-Call Grants Research

- Review projects and project components for applicability to grants as directed by the City.
- Research applicable grants and prepare grant summaries
- Communication with funding agencies for clarification and guidance



**5. Optional Additional Services**

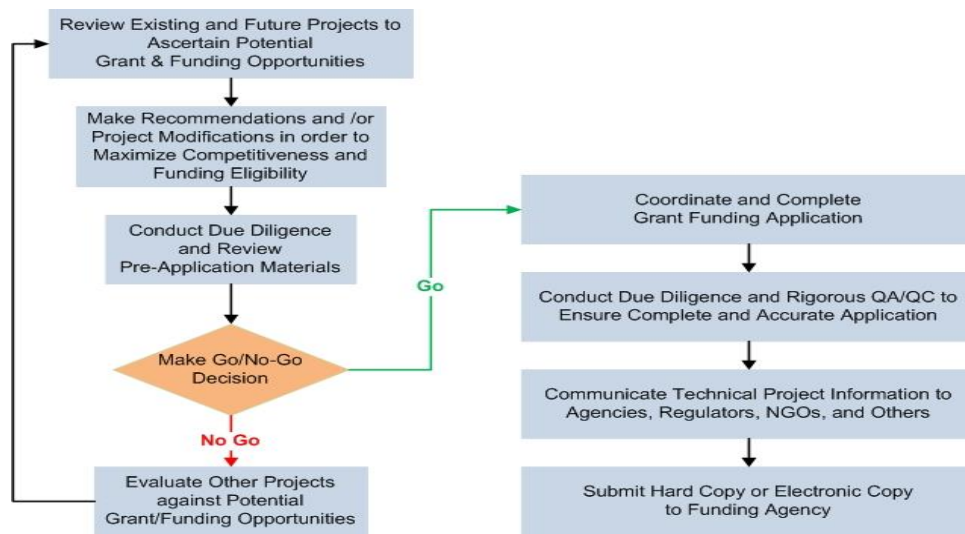
- Provide design review and prepare specification sections to meet the terms of grant agreement and guidelines
- Assist in preparation of required California Environmental Quality Act (CEQA)
- Prepare technical documents to support the grant applications and/or prepare RFP for technical services needed

Our goal is to bring in the highest possible amount of funding for the City. To achieve this goal, ESS brings its extensive experience and a highly qualified team to work closely with the City’s Project Manager to mold the City’s project components, to maximize eligibility and ranking under various funding programs.

We have the unique ability to distill and convey complex project information into funding agencies’ specific formats for grant applications. Our experience in coordinating, managing, and writing different types of applications has led to successful procurement of funding for many clients. Similarly, our experience with grant administration has enabled us to see another side of grant acquisition, wherein we can capitalize on this knowledge.

**1. Develop Funding Strategy**

The complex and elaborate process of obtaining funding can delay the ability to act. Our comprehensive knowledge of the funding process helps us conceptualize and develop an appropriate action plan, thereby maximizing success. We will identify eligibility requirements, likely availability of funding, terms, conditions, and other key parameters. Our step-by-step process to a successful application is shown in the following flow chart:



**Identification Of Appropriate City Projects For Funding**

Once a Notice to proceed has been identified, Sudi Shoja will arrange a kick-off meeting with the City’s Project Manager and appropriate ESS staff to review and discuss the City’s project priorities, including the ones specifically mentioned in the RFP and CIP. Sudi will serve as a Project Manager and the point of



## *Statement of Qualifications for the City of San Clemente Recycled Water Projects Grant Funding Assistance*

contact for the City. She will assign task managers and grant writers as needed (if multiple pursuits are followed at the same time) to best meet the project deadlines.

**We believe that one of our most important tasks is to work with the City to position the projects for maximum ranking for various grant opportunities.** ESS is well qualified to achieve this goal as our staff not only been responsible for similar activities in their former positions, but they also have developed strong relationships with the funding agencies that allow us to learn about funding goals for future cycles and present them to our clients.

Working with the City Project Manager, we will review and discuss the current status of projects, available funding, established priorities, project planning and design status, management preferences and regulatory requirements. With our thorough knowledge of available and historical funding opportunities and our technical expertise in managing similar programs, we will be able to recommend a strategy and ranking of projects for funding pursuits. Based on our experience, we will also be able to offer cost-saving measures such as multi-year grants on a program level in lieu of individual projects that will reduce the regulatory burden of managing various funding agreements and the cost of preparation of applications and compliance monitoring.

ESS believes the City will be best served by working together to create a strategy that enables us to write winning applications that will maximize funding for the City while minimizing the administrative burden on the City staff.

- ✓ ***ESS was able to qualify the Santa Clarita Valley Water Agency for \$30 million for recycling water***
- ✓ ***Review of City of Hemet's bond options and developing a funding strategy resulted in savings of more than \$13.5million for the City. In addition, analysis of the City's CIP program and the unfunded list of projects resulted in identification of more than \$28 million in funding.***
- ✓ ***Working with the County of Orange, we recommended a strategy that resulted in submittal of an additional successful grant application for the same project, almost doubling the amount of funding County was expecting to receive.***

### **Deliverable(s):**

- **Recommendation for Project Priority List with financial breakdown and timeline with pertinent information for funding pursuits.**

### **Identification of Grant Resources**

ESS team members keep up to date with the available Federal and State level funding alternatives for many types of grants, including water and sewer projects, as well as facility improvement and parks projects and energy savings for municipal facility updates. We attend various funding fairs, participate in providing input to guidelines for funding opportunities, and are subscribed to receive notices on available funding. ESS subscribes to various grant resources and will use this service to identify funding opportunities.

### **Established Relationships with Funding Agencies**

We understand that **successful grant funding consists of two-thirds planning and one-third writing.** With that in mind, we pride ourselves in our close relationships with funding agencies. Those relationships, plus appropriate and meticulous planning, allow us to obtain key information about the successful awarding of grant funds. One of the tactics used to ensure this strategy's success is to identify





*Statement of Qualifications for the City of San Clemente  
Recycled Water Projects Grant Funding Assistance*

opportunities for in-person meetings with the funding agency when we are initiating a pursuit. We know this approach provides results from experience.

**We have established relationships with the following funding agencies:**

- US Bureau of Reclamation
- FEMA/CA Office of Emergency Services (CalOES) Pre-Disaster Mitigation and Hazard Mitigation Planning
- Ocean Protection Council (Prop 68)
- State Water Resources Control Board
- US Department of Commerce – Economic Development Administration
- California Department of Parks and Recreation
- CA Public Utilities Commission
- Metropolitan Water District of Southern C
- US Energy Commission
- California Department of Water Resources
- EPA
- AQMD
- Various Conservancies and non-profit advocacy organizations

We understand that the City has several key water and sewer projects and an aggressive Capital Improvement Program (CIP). ESS team members bring their extensive experience in developing and managing CIP programs to develop successful grant applications on behalf of our clients. Please see the table in the project experience section of this proposal as it provides a quick glance of our experience in preparation of grant applications for similar projects.

- ✓ ***ESS was aware of the additional grant funding available to the SWRCB and as such aligned the submittal of its applications such that they were well ahead of the competition and received the due attention.***
- ✓ ***When applying for stormwater grants for Coachella Valley Water District, ESS arranged a conference call with EPA staff to discuss the two top-priority projects for the District and receive key input from grant funding project managers.***

We will then use our extensive experience to match the City's projects with the available funding options and develop a matrix of all potential funding alternatives **specifically to match the City's projects** that will serve as a tool for the project team and the City staff to use.

As an example, our team members have been providing the available grants services for water and sewer projects to WaterReuse members on regular basis and will continue to provide this information for this contract as well. Information could look like the following table, based on projects:



*Statement of Qualifications for the City of San Clemente  
Recycled Water Projects Grant Funding Assistance*

| Local, State, and Federal Funding Opportunities       |                                       |                          |   |   |                           |   |   |
|---|---------------------------------------|--------------------------|---|---|---------------------------|---|---|
| PROGRAM   | Total Allocation                      | Funds Offered this Round | Purpose   | Eligible Projects   | Status                    | Anticipated Timeline                                      | Notes   |
| SWRCB Stormwater Implementation Grants/ Proposition 1 | \$200M                                | \$80M                    | Multi-benefit SW projects that respond to climate change, & are included in an adopted SW Resource Plan or IRWMP facilities | Implementation projects including but not limited to: Green infrastructure; SW capture; SW treatment                              | Round 1 OPEN              | TBD 2018: Round 2 solicitations for implementation grants | Planning grant solicitation closed in March (\$20M) additional round of \$100 M for implementation grants anticipated           |
| DWR Water Use Efficiency: CA Revolving Fund/ Prop 1   | \$10M                                 | \$10M                    | Sustainable funding source for urban water use efficiency projects.   | Dish/clothes washer upgrades; Water-saving plumbing fixtures; Hot-water recirculating pumps; Leak detection, irrigation upgrades; | Solicitation opening soon | Summer 2017: Loan applications due                        | \$5M for loans to local agencies for water efficiency upgrades; \$5M for loans to customers for onsite projects or leak repairs |
| DWR IRWM: Implementation Grants/ Prop 1               | \$418M state-wide \$98M for LA Region | TBD                      | Projects and programs that support IRWM.  | Surface storage/GW recharge; Water conveyance; Watershed restoration/protection   | In development            | TBD: Round 1 solicitation for implementation grants       | Public comment period ended April 8, 2016   |

We will evaluate the projects, review eligibility and potential project ranking, and provide recommendations to the City Project Manager, so that all relevant information is easily available to choose which grants to pursue.

- ✓ ***Our analysis of the unfunded plans of a project for the City of Palm Springs allowed us to recommend alternative grant opportunities that resulted in submittal of two additional successful grant applications, with \$5.1 million awarded.***
- ✓ ***Review of City of Downey CIP program and unfunded list of projects resulted in identification of a grant programs for the City for up to \$8 million in funding.***



*Statement of Qualifications for the City of San Clemente  
Recycled Water Projects Grant Funding Assistance*

**Deliverable(s):**

- Funding Matrix identifying all available funding for the City's Projects
- Updated Funding Matrix on monthly or as-needed basis

**2. Grant Writing Assistance**

Once a funding source and a pursuit have been identified, ESS will arrange for a meeting and will come prepared with a Work Plan Structure (WPS), which is a matrix of the fund parameters. ESS prepares a WPS for all funding pursuits based on the detailed analysis of the Notice of Funding Opportunity (NOFO). The WPS identifies detailed grant fund requirements and populating it will help identify the necessary documents and resources and areas of responsibilities between team members and internal deadlines.

The WPS will also serve as a tool for both the City staff and ESS team members to track the project progress and alignment with the funding. When developing the WPS, **ESS will also note the implementation constraints** that may have an impact on selection of the project elements. For example, **most funding sources require that a grant agreement be in place prior to the start of construction.** ESS will work with the City Project Manager to identify solutions and/or assist with reprioritization of the grant applications to meet the requirements. Topics commonly found in the WPS include:

- Eligibility criteria
- Budget needs
- Project programming requirements
- Submittal requirements
- Resolutions and approval letters required from the Board of Directors
- Technical reports: Benefit Cost Analysis, Environmental Reports, Life Cycle Analysis
- Project readiness: CEQA status, Feasibility studies, Project design reports
- Support documentations: certifications, forms, project reports
- Matching funds
- Maps and pictures
- the City's prior grant management record
- Evaluation criteria

A sample segment of a WPS appears below. It is organized for clarity and is an invaluable reference tool that is used throughout every project.

**Deliverable(s):**

- Work Plan Structure for the identified grant pursuit, such as the example below:



*Statement of Qualifications for the City of San Clemente  
Recycled Water Projects Grant Funding Assistance*

| ItemA2:H3                    |   | Requirements   | BY       | Schedule  |
|------------------------------|---|--|----------|-----------|
| <b>1.0 Introduction</b>      |   |  |          |           |
| <b>3.0 General Reporting</b> |   |  |          |           |
| 3.2                          | <b>Project Description Template</b>     | Project sponsors must provide descriptive information on the proposed Small Starts project and the regional public transportation system. FTA uses the information in the Project Description Template to understand the project and to establish a database of project characteristics and local contact information. All Small Starts project sponsors must submit | ESS      | Week 1    |
| 3.3.1                        | <b>Project Identification</b>           | 2-3 sentences on the essential characteristics of the proposed project (location, length, termini, number of stations, hours of service and frequency by time period)  |          | Week 1    |
| 3.3.5                        | <b>Purpose of the Project</b>           | Succinctly describe the specific ways that the proposed major transit investment will address the problems identified in the corridor.   |          | Week 1    |
| 3.3.6                        | <b>Merits of the Project</b>            | Describe how the project addresses the Purpose for the Project more effectively compared to other alternatives   |          | week 1 -2 |
| 3.4                          | <b>Project Maps</b>                     | Electronic maps must be submitted for inclusion in Annual Report on Funding Recommendations and/or posting on FTA website. Maps should be 8.5x11 and be able to be copied in grey scale. Typical orientation for N/S is portrait and E/W is landscape.   |          | Week 1    |
| 3.4.3                        | <b>Map Details: Stations</b>            | Stations included in the project, marked in a distinguishable manner from existing transit stations and labeled. Stations with park & ride facilities should be further distinguished from others, either via markings or labels.  | ESS      | Week 1    |
| 3.4.9                        | <b>Map Details: Legend</b>              | A legend, scale and compass.   | ESS      | Week 1    |
| 3.6                          | <b>Operations and Maintenance Costs</b> | Must submit to FTA documentation summarizing how operating and maintenance costs were developed. Additionally, the following considerations apply:<br>• System-wide and route level operating cost data (and factors) are typically available as part of ongoing operations planning.  |          |           |
| 3.7                          | <b>Capital Costs</b>                    |  | ESS      | Week 2    |
| 4.3                          | <b>Cost Effectiveness</b>               | Need to put in Trip information; Horizon Year; the project's annualized federal share.<br><b>See Page 16-17: FY18 Reporting Instructions for the Section 5309 Small Starts Criteria.</b>   | ESS/City | Week 2    |

**Targeted Approach for Maximum Scoring on Evaluation Criteria**

The first step for our targeted approach is to develop a full understanding of the project elements, project milestones, and available project reports. We will also study the previously awarded projects from the funding agencies and learn about the key points that may be overlooked for their simplicity. In developing the WPS, we will identify the primary and secondary evaluation criteria to help highlight the project strengths. We will work closely with the City Project Manager to identify the potential gaps, analyze alternatives, and recommend resolutions to minimize their impact. With this approach, ESS has added value for our clients:

- ✓ **Review of City of Commerce projects resulted in changing the scope of work and a successful award of more than \$1 million.**
- ✓ **Detailed evaluation of the grants has enabled us to advise the agencies if the project is not competitive and resulting in cost savings by not preparing grant applications.**

**WRITING-TO-WIN Approach**

What sets us apart is that our **grant writers are licensed technical experts** in this industry and therefore have the ability to **convey complex project information** into the specific format of a grant application.

Using a targeted approach to analyze objectives and match goals to opportunities provides us with the details we need for our writing-to-win approach. Once a funding strategy is in place, the next challenge is to create a winning application. ESS brings its proven track record in creating an application package that will stand out among dozens, highlighting the project's merit in full compliance with the instructions and limitations.



Statement of Qualifications for the City of San Clemente  
Recycled Water Projects Grant Funding Assistance

This approach uses a high degree of expertise and creativity. ESS understands that impactful illustrations transform well-researched information into powerful persuasion. ESS has used the clarity of graphics and schematic drawings to show grant evaluators the client agency’s expertise and vision:

In one example of a successful utility project, the technical application for the \$103 million project received no comments and was approved in record time.

- ✓ **For a Department of Water Resources grant, ESS provided pictorial highlights of the project’s energy-efficiency benefits matching the goals of the grant.**
- ✓ **For a cap-and-trade grant to reduce GHG emissions, ESS replaced the executive summary with graphics highlighting projects matching the grant focus, resulting an award of over \$9 million.**
- ✓ **For another project, ESS used an AQMD pollution map as a base and plotted all of the appropriate, completed energy-efficiency projects.**
- ✓ **ESS application was ranked as one of the best and posted on FHWA website. FHWA asked Sudi for input and used the format created by ESS in a grant application as a requirement for future cycles.**

**Quantitative Analysis and Technical Reports**

Depending on the grant requirements, ESS will work with the City Project Manager to receive the available technical studies, environmental documents and plans and specifications. We will then use our highly experienced team members to complete the technical write-up sections of the grants. As needed, and upon the City’s direction, we will be prepared to perform additional technical research and analysis to supplement the effort.

The ESS engineering team has been directly responsible for implementation of various CIP programs for transportation and street improvements, water and sewer projects and facility management and will bring their expertise to articulate the technical information of the grants.

Our expert grant writers will review the project documents to highlight the project’s strengths matching the grant goals to achieve maximum ranking of the application.

- ✓ **Complex FEMA applications prepared by ESS have been approved by CalOES for funding.**
- ✓ **ESS prepared a successful and highly technical grant application for San Bernardino County Transportation Authority, providing detailed GHG reduction calculations, trip generation interpretations, and technologies for alternative fuel that resulted in a \$30 million award.**

**Budget Analysis and Construction Planning**

The ESS team will assist the City in identifying qualifying information to meet grant requirements for budgeting and construction planning. Budgets need to demonstrate project flexibility and scalability to make the grant applications more attractive **and create opportunities to apply again even after a successful application’s award.** Some areas of focus will include:

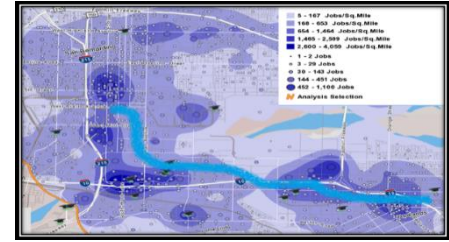
- Qualifying matching funds
- Scheduling details
- Budget scalability
- Implementation requirements for allocation purposes



## Statement of Qualifications for the City of San Clemente Recycled Water Projects Grant Funding Assistance

### Disadvantaged Communities

Many funding opportunities allocate a certain percentage of the funding to projects benefiting DACs and therefore, it is imperative that the need and applicability is effectively demonstrated. For example, grants funded by the Department of Water Resources have historically allocated a percentage of the funding to benefit the DACs. Claiming benefits to DACs requires documentation and substantiation of meaningful benefits, as well as explanation of the methodology used for assuring accomplishment of those benefits. This identification must be based on geographic, socioeconomic, public health, and environmental hazard criteria (Health and Safety Code Section 37911).



ESS is acutely familiar with researching geographic equity and the degree to which the City’s DACs would benefit from a project. ESS will work with the City staff to identify projects in these communities

and highlight the benefits in order to win the grant funding.

✓ **A successful application for San Bernardino County Transportation Authority demonstrated 41 DACs in the area.**

*Demonstration of low-earning jobs in cities of San Bernardino and Redlands for a successful award of more than \$9.2 million*

### Support Letters

Often, this aspect of a grant application is given only cursory attention and proves to be invaluable. At ESS, these potentially undervalued areas are key endorsements that ESS crafts in close cooperation with clients. ESS will recommend stakeholders to contact and will draft focus points that align with key ideas in the narrative and grant criteria so that support letters send strong, targeted messages.

### Grant Application Review and Approval Process

For every project, **ESS will assign a QA/QC manager**, which is an important factor of a successful grant application. We will use our internal grant checklist to ensure the application package is ready for submittal. This process will follow the WPS and an internal guide for editorial quality. To ensure grant applications are completed efficiently, ESS will arrange a meeting with the City Project Manager to answer questions, finalize budget, and schedule concerns and to further align the project with the grant goals and objectives. All final grant application packages will be submitted to the City for review and approval prior to submittal to the granting agency.

### Deliverable(s):

- Final grant application package for submittal
- Status report on grant applications submitted

### Technology

Many funding agencies have online grant submittal and management tools, including the DWR Bond Management System (BMS), California DWR’s Grants Review and Tracking System (GranTS), the State Water Resources Control Board’s Financial Assistance Application Submittal Tool (FAAST), and the federal government’s [www.grants.gov](http://www.grants.gov) website and the online submittal platforms for IRWM, BOR and some parks grants.



*Statement of Qualifications for the City of San Clemente  
Recycled Water Projects Grant Funding Assistance*

|                 |                 |                   |                  |                    |                        |
|-----------------|-----------------|-------------------|------------------|--------------------|------------------------|
| <b>BOR</b><br>✓ | <b>BMS</b><br>✓ | <b>FAAST</b><br>✓ | <b>IRWM</b><br>✓ | <b>GranTS</b><br>✓ | <b>Grants.gov</b><br>✓ |
|-----------------|-----------------|-------------------|------------------|--------------------|------------------------|

Furthermore, our team routinely performs grant management and administration services for funding by various agencies that utilizes some of the same portals.

**Deliverable(s):**

- Successful grant application packages for the City’s records
- Submittal confirmations for the City’s records

***Cultivating partnerships with other organizations***

Both Sudi Shoja and Project Managers have extensive experience in managing multi-jurisdictional projects on behalf of various agencies. They have been able to create synergy between different clients to benefit all agencies and winning applications.

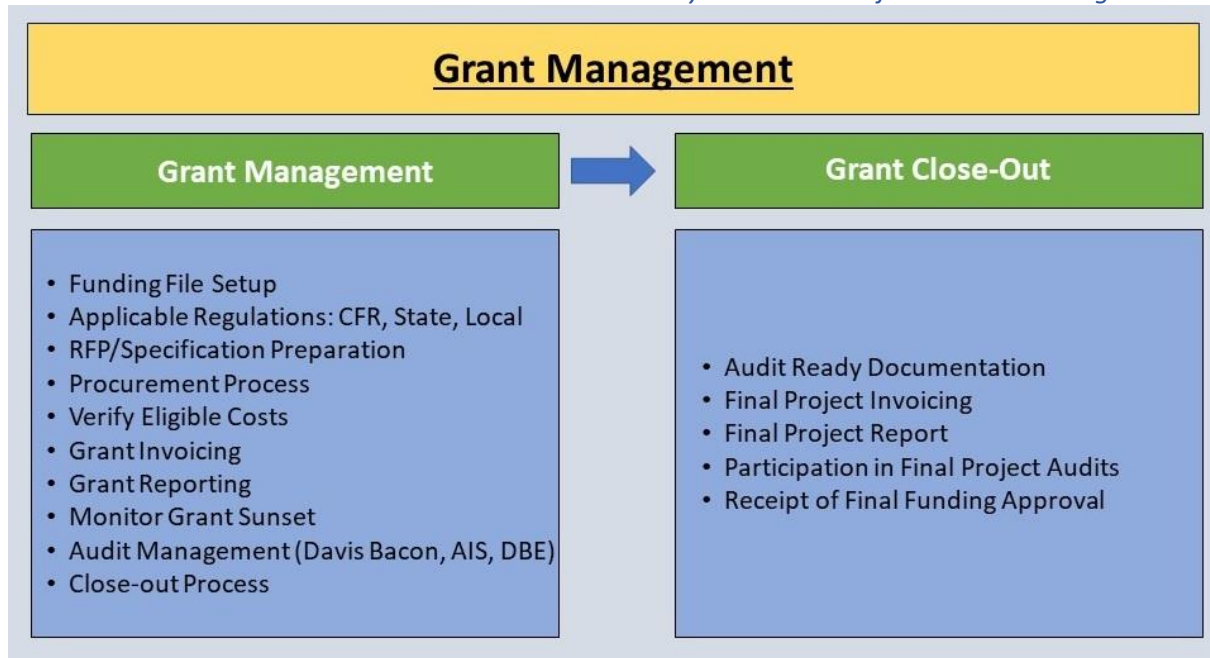
- ✓ ***We have been leading the efforts for Chino Basin Water Conservation Authority to partner with Inland Empire Utilities Agency on two application projects, recently funded by MWD.***
- ✓ ***ESS arranged for support letters from other utility agencies to support the Coachella Valley Water District grant application and coordinated the effort to obtain results of a demonstration project benefiting all agencies in hot arid regions.***

**3. Grant Management Support**

ESS has provided grant management and compliance monitoring services for federal projects on behalf of several agencies since the start of our company. As you will read in the subsequent sections, ESS’s approach to grant management and compliance monitoring is holistic and ensures that all management and compliance tasks are met efficiency and promptly. Our approach can be broken down into the below general tasks which are as follows;

1. Grant Management and Development of Work Plan Structure (WPS) for each phase
2. Compliance with all applicable federal, state and local regulations
3. Technical Narratives for basis of the projects including scope of work as it corresponds to the funding requirements, damages incurred, cost and schedule
4. Develop templates for project reporting needs to streamline the process
5. Reimbursement Requests for all eligible costs and all the FEMA required forms
6. Progress Reports as need to include narratives on scope of work, budget, and schedule
7. Grant closeout process
8. Record retention and audits

Summary of our general services for grants management is presented below:



- ✓ **ESS provided a thorough review of agreements with BOR for LBWD, identifying the sections that need to be added to construction documents.**
- ✓ **ESS has been providing compliance-monitoring and reimbursement services for City of Palm Springs' \$29 million wastewater treatment projects. In the final audit by the SWRCB, ESS was complimented by the auditors and received full approval of its processes.**
- ✓ **ESS has been providing successful grant compliance on a \$280 million San Bernardino County Transportation Authority project that consists of more than 11 different funding sources.**

**Project Management**

**Status Reports**

ESS will follow the City's directions for timing and formatting of status reports and will revise it based on the input received from staff. The status reports in general will identify the following:

- Status of grant applications under development
- Submitted grant application details such as amounts, submittal dates and expected notices of funding
- Action items and timelines for tasks needing completion
- Upcoming grant funding opportunities relevant to each project
- Updates on any legislative items or funding opportunity guidelines affecting the City's funding strategy plan
- Contract control information, responsible party and items needed from the City

**Deliverable(s):**

- Comprehensive status Report on a periodic basis as determined by the City





*Statement of Qualifications for the City of San Clemente  
Recycled Water Projects Grant Funding Assistance*

**Accountability**

Simply put, we take ownership of our work. The ESS team is built on the principles of performing high quality work where the Principals are directly involved and accountable for the projects we submit. Working together, with transparency and cooperation between ESS and our clients, this overall approach to grant-writing contract projects have helped ensure our clients' success.

**4. On-call Grants Research**

ESS conducts weekly grants research and signs up for funding opportunity announcements for programs that align with client priorities. ESS will provide the City with a Grant Summary for all applicable funding programs. Grant summaries contain information about program goals, eligible project types, funding match requirements, due dates, and evaluation criteria.

**5. Optional Additional Services**

**Additional Services**

ESS staff are fully capable of bringing their extensive experience in design and construction of water utilities to provide additional services as needed. As former agency personnel, ESS team members are fully prepared to support the City Project Manager with all required analysis, reports, design review and specification sections, cost estimating, preparation of staff reports, and resolutions as needed. ESS is also available to review the project documents prior to advertisement to make sure that specifications meet all the grant requirements such as those needed for Federally funded projects or EPA labor compliance requirements.

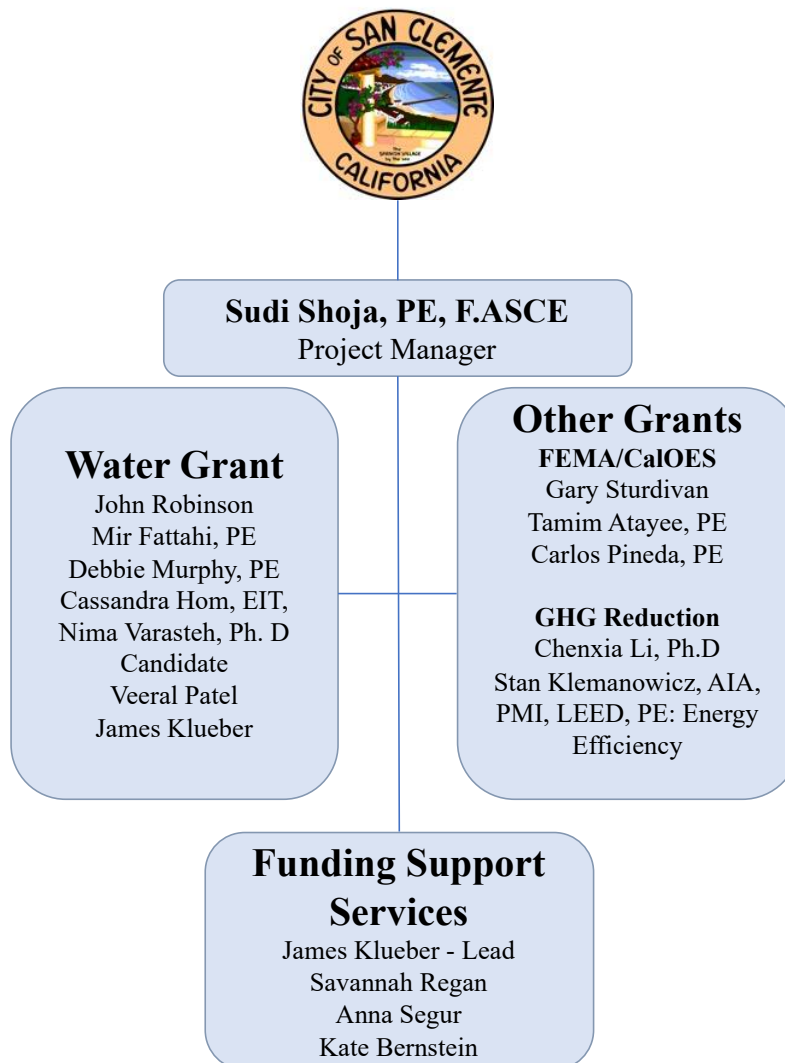
- ✓ ***SWRCB announced project readiness as a criterion for higher ranking 30 days prior to grant deadline. ESS staff used their technical expertise to prepare specifications on behalf of four agencies that all received the highest ranking and the requested funding.***
- ✓ ***In an expedited grant application for the City of Santa Ana, ESS was tasked with preparation of all the grant requirement documents including CEQA, cost estimates and direct coordination with SCE and City's consultants to finalize the technical reports for a successful award from BOR on a hydropower improvement project.***



## QUALIFICATIONS OF KEY PERSONNEL

ESS will assign the staffing based on the requested project needs, grant funding source, and staff expertise and will receive the Agency’s approval before assigning work to individuals. Additional resumes of ESS personnel will be sent to the City if they are needed to help with portions of any of the Projects listed in the Scope of Services.

Please see the below Organization Chart and resumes for key personnel proposed to provide the scope of services identified in the City’s priorities.





Statement of Qualifications for the City of San Clemente  
Recycled Water Projects Grant Funding Assistance

**Sudi Shoja PE, F.ASCE, Project Manager**

Sudi brings more than 30 years of municipal engineering, grant and fund management experience. She has an **extensive experience in securing and managing various federal, state and local funds**, gaining successful audits in all cases. She has been responsible for budgeting, scheduling and implementation of annual funds of over \$100 million for various agencies. Moreover, she has also held **numerous leadership positions** and served on committees with regional and local government, professional associations and philanthropic organizations to advance regional planning, transportation, policy issues and local interests.

Some of the grants she has successfully secured are: Bureau of Reclamation, FEMA and CalOES grants, State Water Resources Control Board, Proposition 1, 13, 68 & 84, Ground Water Grant Program, EPA Green Project Reserve, State Revolving Funds (SRF), Water Infrastructure Finance and Innovation Act (WIFIA), Local tax measures, and funding for climate change, environmental and numerous other grants from regional agencies. She is also very familiar with reimbursement procedures.

The following are a sample of Sudi’s success stories since 2012:

- Successful award on all Bureau of Reclamation grants submitted to date.
- \$50 million in WIFIA funding for two projects in 2018
- The \$103 million application package was **approved in record time** and received **no revisions**.
- Identified Green Project Reserve application for City of Palm Springs to bring in more than \$5.1 million in grant funding.
- Award of more than **\$39 million** in GHG reduction since 2016

**Education:** MS, Civil Engineering, Purdue, 1983

**Registration:** Professional Engineer CA, 42958, 1986

**Affiliations:**

- American Public Works Association (APWA);
- American Society of Civil Engineers (ASCE);
- Woman in Transportation International (WTS);
- Construction Management Association of America (CMAA);
- California Emergency Services Association (CESA)

**Years of Experience:** 30

**Selected Project Experience**

**Grant Writing Assistance & Administration, Wastewater Treatment Plant and Cogeneration Projects, City of Palm Springs, CA**

Responsible for coordination with state project managers to obtain approval for securing over \$32 million of funding, \$5.1 million in grants for SCADA, VFD, lighting, site development and cogeneration projects in just two applications on behalf of the City. Reimbursement for previously expended design and equipment purchases have been added to the project application. ESS has also been responsible for filing for all reporting, reimbursements and monitoring Buy America, DBE and prevailing wage requirements per EPA regulations for two successful audits by SWRCB.

**As-Needed Grant Writing Services, Water and Sewer Department, City of Santa Ana, CA**

Responsible for identification of grant funding opportunities, preparation of a funding strategy that identified over \$20 million in grant funding, successful grant applications and compliance-management services for grants from for BOR, SWRCB, SAWPA for over \$20 million in funding.



*Statement of Qualifications for the City of San Clemente  
Recycled Water Projects Grant Funding Assistance*

**As-Needed Grant Writing Services, Long Beach Water Department, Long Beach, CA**

Responsible for identification of grant funding opportunities, preparation of a funding strategy and preparation successful grant applications for Bureau of Reclamation Drought Resiliency and Water Energy Efficiency Grant Programs, and Title 16 and compliance-management services for the Department. ESS has identified and applied for grants over 3.5 million since 2018.

**As-Needed Grant Writing Services, Coachella Valley Water District, Coachella Valley, CA**

Responsible for preparation of successful applications to WIFIA for funding over \$50 million for two projects. Also, prepared two successful applications for FEMA funding that were approved by CalOES to FEMA for funding, preparation of a successful application for AMI demonstration project from Bureau of Reclamation Funding

**Grant Writing Services, Multiple Projects, City of Hemet Water Department, Hemet, CA**

Responsible for preparation of grant application packages for more than \$10 million in grant and \$18 million in SRF loan for Automated Water Metering, master plans. water distribution system upgrades and sewer collection system on behalf of the City.

**Storm Water & Recycling Grants, City of Downey, CA**

Responsible for identification & application of successful \$4 million for stormwater quality project that and submittal of a grant application for a recycling project.

**Grant Assistance Services, South Coast Water District (SCWD), Laguna Beach, CA**

Project manager responsible for securing the \$103 million Clean Water Act state revolving fund loan from the State Water Resources Control Board. Coordination with state to obtain approval in record time. Preparation loan application materials for the District's Tunnel Rehabilitation and Replacement Project and assisting staff with all the required resolutions and documents. Provided on-call grant tracking and grant writing support for the District.

**Three Application Packages for Sewer Improvement Projects, City of Laguna Beach, CA**

Responsible for filing applications and coordination with State project managers to obtain approval for securing \$10 million funding on behalf of the City. Projects involve upgrade of sludge export force main, treatment facility upgrades and sewer line rehabilitation throughout the City.

**Fund Analysis and Grant Assistance, South Orange County Wastewater Authority (SOCWA), CA**

Responsible for review of overall engineering projects and financing alternatives and establish funding mechanism to apply for SRF funding on behalf of interested member agencies.



*Statement of Qualifications for the City of San Clemente  
Recycled Water Projects Grant Funding Assistance*

## John Robinson

Mr. Robinson has more than 25 years of experience in engineering, construction management, project leadership/project management, operational/fiscal management and market sector strategy development focused most recently on recycled water programs and infrastructure. Mr. Robinson's experience encompasses a variety of wastewater engineering, water reclamation and planning projects. The clients he has provided services to are mostly municipalities and cities in Southern California and Arizona. The following is a quick summary of his skill set:

- Involved in feasibility/master studies and planning, technology evaluation and recommendations, preparation of study and design reports for flaring and biogas design
- Experienced in design for wastewater facilities and expansion of existing facilities focused on primary, secondary and tertiary design, headworks, digester gas, biosolids handling.
- Provided regulatory agencies coordination on water and wastewater permitting jurisdiction specifically with Regional Water Quality Control Board, State Water Resources Control Board and air quality boards.

Mr. Robinson provides technical direction and project oversight for the development of public infrastructure that includes pipelines, pumping stations, reservoirs, hydraulic structures, recharge basins, and wells. His technical expertise ranges from master planning and program management to final design and construction implementation. As a project manager, he has on numerous occasions successfully led my project teams to complete the work within the project budgets and time schedules and with a high degree of responsiveness to the clients.

### Relevant Experience

Strengths include client and project management, development of strategic marketing plans/business development, leadership of staff, staff mentorship and guidance, verbal/written communications along with fiscal analysis and financial management.

### Terminal Island Treatment Plant Evaluation, City of Los Angeles Bureau of Engineering

Project Engineer responsible for the evaluation of the viability of operation of the Terminal Island Treatment Plant. Recycled water evaluation leader with the project including conducting a series of public workshops with interested stakeholders to evaluate the TITP facility with regards to costs, operation, and long-term compliance with future treatment options and permitting requirements.

#### Education:

B.S., Civil Engineering,  
California State University,  
Long Beach, 1993

#### Registration:

Engineering-in-Training,  
California, Registration No.  
109865, 1997

Professional Engineer – CA  
(pending)

#### PROFESSIONAL AFFILIATIONS:

American Society of Civil  
Engineers

California Water Environment  
Association – Los Angeles Basin  
Section

Orange County Water  
Association

Water Environmental  
Federation

WaterReuse Association –  
Inland Empire and Los Angeles  
Chapters



*Statement of Qualifications for the City of San Clemente  
Recycled Water Projects Grant Funding Assistance*

**Program Management, San Jose Creek Water Reclamation Facility Feasibility Report, Upper San Gabriel Valley Municipal Water District** Project Manager responsible for the evaluation of multiple technologies, including microfiltration, reverse osmosis, and UV for further treatment of Title 22 recycled water for discharge to the San Gabriel River. The advance wastewater treatment evaluation including evaluation of pollution prevention program and layout of a 12-MGD facility on limited space at the San Jose Water Reclamation Facility.

**RP-1 Modifications, Inland Empire Utilities Agency** Responsible for the RP-1 Dechlorination and Solids Process Upgrades Project as well as the Asset Management Project. The work encompasses conceptual design, detailed design, specifications, drawings and office engineering. The dechlorination station requires capacity expansion for the planned increased in wastewater reuse. The digester gas handling facilities will be expanded to 1300 scfm for improved hydrogen sulfide, humidity, VOC and siloxane removal. Gas handling upgrades will also include a 20,000 cubic foot digester gas holder and ultra-low emissions gas flare. Filtrate from the dewatering building will also be equalized for better flow management.

**City of Rialto WWTP No. 5 Expansion, Chevron Energy Solution** As the Principal in Charge for the City of Rialto WWTP No. 5 Expansion which is increasing from 6 MGD to 12 MGD including one primary, two aeration basins, two secondary and full integration with the existing facility. Responsibilities include project management, supervision of design, client coordination, meeting attendance.

**Wastewater Treatment Plant Improvements, Fallbrook Public Utility District** Project Engineer providing the following services: Screening and dewatering facilities, including the review of the cost effectiveness of press-type equipment versus more complex screening and separation, and the preparation of construction drawings and specifications for bidding. Centrifuge design involving preparation of a preliminary engineering design report, setting forth the most viable design concepts for thickening at the aerobic digesters, and the preparation of detailed construction drawings and specifications for bidding.

**5 mgd Wastewater Treatment Plant with 2.5 mgd Title 22 Water Reclamation Facility, City of American Canyon** Project Engineer this project currently in progress, which includes planning for a water reclamation project encompassing market assessment, hydraulic analysis, and facilities. Construction plans, specifications and estimates will be prepared for new and/or modifications to existing force mains, gravity sewers, and pumping stations, wastewater treatment plant and storage ponds. The recycled water facilities include 10 miles of recycled water pipeline, 5 miles of an industrial brine line, 1.5 MG above ground steel storage tank, and a recycled water booster pump station. Preliminary design of 4 miles of 16 recycled water pipeline, 9 miles of 6-inch recycled water and brine pipeline and 2 miles of 6-inch recycled water pipeline for the City of American Canyon

**6-Inch Export Sludge Force Main Replacement, South Coast Water District/Aliso Water Management Association** Project Engineer responsible for the design of approximately seven miles of 6-inch primary sludge force main in an environmentally sensitive regional park and City of Laguna Niguel Park. The design involved two creek crossings, a minor highway crossing, interface with the existing plant facilities, civil grading, and pigging equipment modification.

**Replacement of East Primary Sedimentation Tank Scum Skimmers, South Coast Water District at South Coast Treatment Plant** Project Engineer responsible for the development of the formal design plans for the demolition of existing skimmers; structural modifications; electrical details; installation of new helical skimmers; and, construction of fiberglass covers over the new skimmers.



*Statement of Qualifications for the City of San Clemente  
Recycled Water Projects Grant Funding Assistance*

**Construction Cost Estimating for the 12.0 mgd Joint Regional Wastewater Treatment Plant, Aliso Water Management Agency** Project Engineer the solids handling facilities project. Work involved complete demolition and replacement of existing belt filter presses with new centrifuge dewatering, complete replacement of existing foul air scrubber systems with new chemical systems, a tractor-trailer truck loading building with dewatered sludge hoppers for overnight storage, and temporary dewatering and scrubbing systems to operate throughout construction.

**Construction Cost Estimating for the 3A Wastewater Reclamation Plant** Project Engineer for this project including full secondary treatment with activated sludge system, tertiary filtration, chlorination, and pumping of reclaimed secondary effluent for golf course irrigation and odor control.

**Storm Drain Modifications at the Coastal Treatment Plant, South Coast Water District** Project Engineer for the design including reviewing the existing culverts, performing a structural analysis to identify a feasible method of modification, and preparing of plans and specifications for the construction of the modifications.

**Regional Plant No. 1 – Manure Digester Pilot Project, Inland Empire Utilities Agency, Ontario, CA** Project Engineer working Inland Empire Utilities Agency (IEUA) in the development of pilot test protocol, facilities location, layout, facility implementation and “wet manure” delivery. The goal of this pilot digester gas project would be to demonstrate the application of high-rate anaerobic digestion technology to “wet manure” and quantify operational parameters including solids thickening and dewatering. An approximately 40,000 square foot facility has been designed and installed at the Regional Plant No. 1 (RP-1) which is owned and operated by IEUA. It is expected that this project would utilize 60 tons per day of wet manure and generate 11 tons per day of exceptional quality organic fertilizer. An estimated 4.5 tons per day of salts and nitrates would be prevented from entering the groundwater. This project is part of a public-private partnership with area dairy operators. One aspect of the technology being demonstrated would be equipment to receive, process and pump manure slurry into the digester. It is expected that this project will be operational by January 2002.

**Project Manager, Biosolids Strategic Plan, South Orange County Wastewater Authority, CA** Developed a biosolids management strategy utilizing current findings on disposal and composting alternatives, including consideration of local facilities totally for SOCWA and opportunities with other local agencies.

**Technical Advisor, Elsinore Valley Regional Water Reclamation Facility, Lake Elsinore, CA** The Regional Reclamation plant was originally designed under Mr. Robinson’s oversight as a conventional activated sludge oxidation ditch. In the most recent expansion, alternatives were evaluated to increase the degree of nitrification and denitrification. Innovations developed primarily by Kruger in Denmark were selected to provide the enhancement while preserving a high level of familiarity for the plant operators. Project included modifications of the existing digester lid system in order to capture and reuse digester gas.

**Technical Advisor, Wastewater Treatment Plant Upgrade, Freeport, IL** Mr. Robinson served as the lead technical advisor for upgrading the Freeport activated sludge plant to a nitrification plant with higher quality effluent and digester lid modification. The BIOSTYR biologically activated filter process was applied as a polishing nitrification system that was challenged by the Illinois EPA. They requested that the unit be followed by clarification, until the Contractor demonstrated that this final step was unnecessary to reliably meet standards.

**Inland Empire Regional Composting Facility, Inland Empire Regional Composting Authority, Rancho Cucamonga, CA** Project Manager working with Inland Empire Utilities Agency (IEUA) and County



*Statement of Qualifications for the City of San Clemente  
Recycled Water Projects Grant Funding Assistance*

Sanitation Districts of Los Angeles County (LACSD) on the due diligence and concept design contract to convert an existing 410,000 square foot IKEA warehouse into and enclosed aerated static pile. Project included siting study, preliminary design, permitting, final design including civil, mechanical, HVAC, instrumentation and electrical control design.

**Regional Plant No. 1 Enclosed Aerated Static Pile, Inland Empire Utilities Agency, Ontario, CA** Project Engineer working with Inland Empire Utilities Agency (IEUA) for the preliminary and final design on a totally enclosed aerated static pile composting facility located at Regional Plant No. 1. The contact was to develop a preliminary design report including design criteria, concept description, equipment analysis, ventilation and building environmental analysis, construction cost estimates basis upon traditional design/bid/build versus design build, permits and project schedule. Based upon the preliminary design report a final design was awarded based upon the traditional design/bid/build contract. It is expected that this project would utilize 10,000 tons per day of biosolids and generate 5,000 tons per day of exceptional quality organic fertilizer. It is expected that this project will be operational by Fall 2002.

**Dairy Digester Pilot Project No. 4, Inland Empire Utilities Agency, Chino, CA** Project Manager working with Inland Empire Utilities Agency (IEUA) to assist in the development of an anaerobic digester technology system pilot project for the treatment of dairy cow manure. The project represents a public-private partnership between IEUA, the Milk Producers Council, and Synagro to demonstrate a solution to the manure management issues in the Chino Basin. This facility was jointly funded by the United States Department of Agriculture and the State of California Energy Commission. The plug flow digester system operates at mesophilic temperatures to optimize volatile solids reduction and the production of biogas. The project will utilize approximately 265 tons of manure at 14-percent solids and the overall system is flexible to accept a variety of dairy manure from dry corral manure to "wet manure". Through the process, approximately 30-percent of the biogas will be used to generate electricity at the project site using four Capstone microturbines to run the plug flow digester and facility equipment, which will substantially reduce the operating costs of the pilot project. The remaining gas will be sent to two Waukesha generators to power the Chino Desalter I, which is on off-site groundwater desalting facility. The project is estimated to generate 1.75 MW of electrical power per day. Approximately 30 tons per day of digested manure will be dewatered on-site and transported to a composting facility and converted into a fertilizer/soil amendment product. In addition, this project will prevent approximately 12 tons per day of salts and nitrates from entering the groundwater. It is expected that this project will be operational by December 2001.

**Dairy Digester Pilot Project No. 6, Inland Empire Utilities Agency, Chino, CA** Project Manager working with Inland Empire Utilities Agency (IEUA) on an on-site dairy anaerobic digester technology system pilot project for the treatment of dairy washwater with manure. This facility was jointly funded by the United States Department of Agriculture and the State of California Energy Commission. The covered and lined lagoon digester system operates at mesophilic temperatures to optimize volatile solids reduction and the production of biogas. The system accepts approximately 95,000 gallons per day with 0.5-percent manure solids from the milking barns of the Koopal and Teunisson dairies. Through the process, all of the biogas will be used to generate electricity at the project site using one 30 kW Capstone microturbine the existing fully operational 1,900 cow Teunisson dairy. Waste heat from the microturbine will divert to an on-site greenhouse in order to demonstrate energy conversation. In addition, this project will prevent salts and nitrates from entering the groundwater. It is expected that this project will be operational by March 2002.





Statement of Qualifications for the City of San Clemente  
Recycled Water Projects Grant Funding Assistance

**Tamim Atayee, PE, F.ASCE, Senior Project Manager**

Mr. Atayee is a registered professional engineer with 31 years of experience. Tamim works as a technical expert for grant applications that involve expertise in hydraulics, hydrology, water resource engineering, flood hazard mitigation, scour, sediment transport and stormwater management. He is a skilled designer and a capable manager and has authored many technical papers. Mr. Atayee is experienced in both numerical and physical modeling of hydraulic problems and has, amongst other things, developed hydrology and hydraulics software used as standards in the industry. As a subcontractor to the Western US Technical Evaluation Contractor to FEMA, he reviewed several map revision processes, such as Letters of Map Revisions, for projects that impacted flood hazard areas. On the other end of the process, as the technical representative for applicants, he successfully secured approval of several map revisions for land developers, public agencies, and mine property owners.

Tamim’s expertise and knowledge assist us in preparation of high-quality technical reports for grant applications that result in minimal comments and expedited review of applications.

The following are Tamim’s experiences and skills:

- Expert in preparing FEMA related grants related to flooding
- Technical expertise that lend to writing highly qualified & credible reports for grant applications
- Trusted expert working with various Caltrans districts GPR application
- Extensive experience in hydraulics, hydrology, water resource engineering, flood hazard mitigation, scour, sediment transport and storm water management.

**Relevant Work Experience**

**Storm Water Grants, Coachella Valley Water District, Coachella Valley, CA**

Technical expert in development of successful intent letters and grant applications on two top priority projects for the district. Review of District documents and recommendations and preparation of grant sections to meet the funding goals.

**FEMA Grant Applications, Coachella Valley Water District, Coachella Valley, CA**

Responsible for review of agency documents for the two regional storm drain projects and preparation of successful phase I grant applications. Preparation of technical sections and interpretations to match the funding. Development of required technical documents for the Benefit Cost analysis.

**Sustainability Grants, Port of Long Beach, Long Beach, CA**

Responsible for preparation of technical documents and all the necessary justifications for a sustainability grant funded by Homeland Security. Review of agency documents, preparation

**Education**

*MS Civil Engineering – Water Resources, The George Washington University*

*BS Civil Engineering, Old Dominion University*

**Registration** Professional Engineer – California, Colorado, Virginia

**Years of Experience: 31**

Instructor of Excellence (2009, 2010, 2011, 2012), National Highway Institute

Fellow (F.ASCE), American Society of Civil Engineers (ASCE)

Distinguished Engineering Educator, Lifelong Learning Award, American Society of Civil Engineers, Orange County Branch

Outstanding Engineering Merit Award, Orange County Engineering Council

Outstanding Engineer of Merit Award, American Society of Civil Engineers, Orange County Branch

Outstanding Civil Engineer in Community Service, American Society of Civil Engineers, Los Angeles Section

California Emergency Services Association (CESA)



*Statement of Qualifications for the City of San Clemente  
Recycled Water Projects Grant Funding Assistance*

of cost estimates, back up documents, exhibits and other information as needed

**Flood Assistance Grant Program, City of Wildomar, Wildomar, CA**

Prepared Benefit Cost Analysis (BCA), technical reports, cost estimate and all back up documentation.

**Otay River Bridge, San Diego, CA**

provided hydrologic, hydraulic and scour engineering services to assist with the design of the new State Route 125 Toll Road Bridge over Otay. The objective of the project was to characterize the hydraulics and scour potential and develop countermeasures to sustain the erosive forces to which the bridge substructure would be subjected.

**Alta La Jolla Restoration, San Diego, CA**

Responsible for independent assessment of the hydrologic, hydraulic and channel stability of outlet channel of a storm drain system in the private development, Alta La Jolla in San Diego, California. The objective of the project was to characterize the drainage and develop a concept to stabilize the eroded outlet channel.

**Caltrans Drainage Law & floodplain Issues Course Development & Delivery, CA**

Responsible for development of two one-day courses and delivery to various Caltrans Districts in the state. Class material was developed for highway designers to discuss hydrology and hydraulic & identify issues pertaining to floodplains and effective discharge, minimize liability to public agencies short courses for FHWA, and Caltrans

**Caltrans Expert Services, San Bernardino County, CA**

Provided expert witness services to the San Bernardino office of Caltrans for a successful conclusion of the case. The area of expertise included hydrology, hydraulics and sediment transport for the flood damage analysis of Lobecks Pass in a lawsuit case against Caltrans by Pacific Gas & Electric Company. This project involved providing court testimony, and forensic analysis of the historical records



*Statement of Qualifications for the City of San Clemente  
Recycled Water Projects Grant Funding Assistance*

## **Debbie Murphy, PE, Water/Sewer Funding Expert**

Debbie has been responsible for successful grants from various agencies such as Bureau of Reclamation (BOR), State Water Resources Control Board and Santa Ana Watershed Project Authority for various water related projects and State Water Resources Control Board grant applications. **ALL the grants written by Debbie for BOR have been awarded for funding in the past three cycles.**

**Education:** BS, Civil Engineering,  
University of the Pacific

**Registration** Registered  
Professional Engineer in CA 43607

She is also very knowledgeable in grants from Propositions 1, 13, 68 & 84. She has been actively involved in identifying funding opportunities and matching projects for maximum funding.

Debbie has been responsible for successful grants with multiple Bureau of Reclamation for various water related projects and State Water Resources Control Board grant applications. She has more than 30 years of professional engineering design and construction experience in the private and public sectors for public works projects related to water and sewer projects, and all aspects of water systems, including pipelines, wells, booster stations and reservoirs. She has immense mechanical and administrative expertise in all phases of plan review, constructability review, QA/QC of technical reports, and environmental process. She is also highly skilled in identifying appropriate measures, policies and procedures to comply with federal, state, regional, and county laws, regulations, and environmental mandates.

### **Relevant Project Experience**

#### **Grant Assistance & Monitoring – City of Santa Ana, Long Beach Water Department, Mission Springs Water District, San Bernardino Municipal Water Department, CA**

Responsible for successful grant applications and compliance reviews for several State Revolving fund, Santa Ana Watershed Authority and Bureau of Reclamation funding including Title XVI, Drought Resiliency Grant Program, and Water and Energy Efficiency Grant Program. Debbie has been providing guidelines reviews for various funding compliance and grant requirements on multiple types of federal and state funding opportunities including Proposition 1, 13, 68, and 84.

#### **Project Engineer, Multiple Cities, Department of Public Works**

Project Engineer in Water Division and Public Works responsible for planning, coordinating and managing technical, and field staff responsible for all aspects of the planning, design, award and construction of water projects including pipelines, reservoirs, wells and booster pump stations. Developed and administered budgets, prepared and processed RFPs and awarded/managed professional services and construction contracts. As Development Services Manager and Principal Engineer, responsibilities included environmental and entitlement review; developing and enforcing Conditions of Approval; technical plan review/approvals; developing department programs, policies and procedures; serving as liaison with the general public and the development community; researching, preparing and/or delivering reports and presentations to Commissions and City Council.

#### **City of Cypress, Department of Public Works**

Assistant Civil Engineer responsible for prepared of plans, specifications, cost estimates and contract documents for public works projects including street improvements, parks, and public buildings. Provided



*Statement of Qualifications for the City of San Clemente  
Recycled Water Projects Grant Funding Assistance*

technical support and project management expertise, prepared staff reports and presentations to City Council and assisted in budget preparation of annual operating and multi-year CIP budgets. Prepared and administered grant applications for federally funded paving projects.

**Albert C. Martin & Associate, Los Angeles, CA**

Civil Engineer responsible for preparation of technical plans and specifications for public and private development projects, including grading and utility plans; hydrology and hydraulic calculations; design and coordination. Project management responsibilities included budget, schedule, and quality control.

**City of Hermosa Beach, Department of Public Works**

Assistant Engineer responsible for administration of all aspects of the planning, design, construction and management of maintenance, engineering and capital improvement projects in the City, including projects related to streets, storm drains, sanitary sewers, parks and public buildings.

**Mobil Oil Corporation, Los Angeles, CA**

Project Engineer responsible for the delivery of construction projects, including removal and replacement of underground fuel storage tank facilities and construction of new service stations. Performed field investigation, developed cost estimate, prepared and issued bid package and cost analyses, evaluated and awarded bids, managed and supervised construction, and project budget.



*Statement of Qualifications for the City of San Clemente  
Recycled Water Projects Grant Funding Assistance*

## **Mir T. Fattahi, MsCE, PE, Water System Funding Expert**

Mir brings extensive experience in securing and managing grants of more than \$20 million from the Bureau of Reclamation, CA State Water Resources Board. He is highly knowledgeable on water and sewer related funding pursuits and has successfully secured and managed funding and project implementation on behalf of various agencies.

He is experienced in directing projects and staff in fast-paced, results-oriented environments. He is an articulate communicator able to elicit outstanding performance from a diverse array of professionals. Highly successful in developing synergistic relationships to bring projects to completion on time and under budget, strong leadership, organization, and communication skills.

**Education:** MS, Civil Engineering, CA State University Long Beach, CA, 1992

**Registration:**

- Registered Professional Engineer in CA 59465; Certified Cross Connection Control Specialist – USC
- General Engineering Contractor License “A” (#969080)
- Principals of Supervision
- Supervisor’s Academy Cross Connection Control – Certified by USC Foundation.
- Traffic Control, Trenching and Excavation

Mr. Fattahi has more than 35 years of extensive experience in all facets of water and sewer engineering, planning, design and project management; budgeting, scheduling, contract administration, change order management, claim analyses and mitigation; biddability/ constructability review, development and implementation of QA/QC procedures. He has led and managed major CIP infrastructure projects in water/wastewater including recycled water for various agencies in Southern California.

### **Selected Project Experience**

#### **State and Federal Grant Management, Project Manager Inland Empire Utilities Agency (IEUA), Chino, CA**

Involved in securing and management of over \$20 million Grant Funding Program from the Bureau of Reclamation for recycled water program including all the pipeline, pump station and reservoirs. Also managed the program and the funding for installation of the required laterals for the 7-member agency.

#### **Various Agencies, Program/Fund Manager, CA State Water Resources Control Board (CSWRCB), CA**

Responsible for successful award, management of various SRF loan and other grant projects from CSWRCB for multiple agencies.

#### **As-Needed Grant Writing Services, Water and Sewer Department, City of Santa Ana, CA**

Participation in identification of grant funding opportunities, preparation of successful grant applications for Bureau of Reclamation, State Water Resources Control Board, Santa Ana Watershed Authority and many more. Also, assisted with compliance-management services for the City.

#### **As-Needed Grant Writing Services, Coachella Valley Water District, Coachella Valley, CA**

Involved in preparation of successful applications to WIFIA for funding over \$50 million for two projects and a successful application for AMI demonstration project from Bureau of Reclamation Funding.

#### **Grant Writing Services, Multiple Projects, City of Hemet Water Department, Hemet, CA**



*Statement of Qualifications for the City of San Clemente  
Recycled Water Projects Grant Funding Assistance*

Preparation of grant application packages for more than \$10 million in grant and \$18 million in SRF loan for Automated Water Metering, master plans, water distribution system upgrades and sewer collection system on behalf of the City.

**Storm Water & Recycling Grants, City of Downey, CA**

Identification & application of successful \$4 million for stormwater quality project that ranked one of the highest for funding and a submittal of a grant application for a recycling project.

**Three Application Packages for Sewer Improvement Projects, City of Laguna Beach, CA**

Preparation of applications and coordination with State project managers to obtain approval for securing \$10 million funding on behalf of the City. Projects involve upgrade of sludge export force main, treatment facility upgrades and sewer line rehabilitation throughout the City.

**Water and Sewer Design, Principal-in-Charge Pomona, CA**

Principal-in-Charge of designing 3,000 feet of water and sewer line planning and design for the City of Pomona.

**Recycled Water Program, Project Manager/Engineer, Simi Valley, CA**

Project Manager/Engineer in charge of preparation of plans and specifications for recycled water connections, preparation of engineer's report, cross connection testing and report, site supervisor training and issuance of certificate for Ventura County Waterworks District No. 8, City of Simi Valley.

**Recycled Water Program, Project Manager/Engineer Fontana, CA**

Project Manager/Engineer in charge of preparation of plans and specifications for local lateral connections, preparation of engineer's report, cross connection testing and report, site supervisor training and issuance of certificate for Fontana Water Company.

**Water and Reclaimed Water Systems, Project Manager Aliso Viejo, CA**

Project Manager responsible for design and preparation of construction plans, specifications, and cost estimates for Oak Grove water and reclaimed water systems. The project consists of approximately 10,000 lf of water and reclaimed water pipelines designed for the Moulton Niguel Water District to be constructed in the community of Aliso Viejo. PVC and Ductile Iron Pipes were specified for this project.

**Water, Sewer and Reclaimed Water Transmission Pipeline Design, Project Manager, Laguna Hills, CA**

Project Manager in charge of the design, contract document preparation and construction management of the Wood Canyon water, sewer, and reclaimed water facilities for the Moulton Niguel Water District. The project consisted of 3 miles of water transmission pipeline, 2 miles of reclaimed water transmission pipeline, and 3 miles of gravity and force main sewers. Several pipe materials, including CML&C steel pipe, DIP and PVC pipe were specified based upon design requirements.

**Recycled Water Program, IEUA, Project Manager Chino, CA**

Program manager of the Agency's Recycled Water Program. Under my direction the recycled water use increase from 15,000 AFY to 37,000 AFY in 2.5 years with a target of 50,000 AFY by the end of 2012. The program involved site investigation, preparation of retrofit plans, preparation of engineering report, cross-connection testing, up to completion and energizing recycled water to the site. Users of Recycled Water include farmers, schools, industrial entities, golf courses, parks, and commercial office landscape areas. I worked directly with agency's seven (7) member agency staff in planning, design, construction and expansion of the regional recycled water system. I also participated in the review of some of the member agencies recycled water and wastewater master planning efforts.



*Statement of Qualifications for the City of San Clemente  
Recycled Water Projects Grant Funding Assistance*

**Capital Improvement Projects, IEUA, Project Manager Chino, CA**

Agency's lead in regional recycled water project coordination with all member agencies and responsible for management of over \$75 million in design and construction projects including more than 30 miles of 20-48 inch pipelines pump stations and reservoirs.

**Sewer System Planning and Design, Project Manager Irvine, CA**

Project Manager responsible for preparation of Project Design Report (PDR) and final plans, specifications and cost estimates for approximately 4000 l.f. of 12" diameter trunk sewer in Barranca Parkway. The project also included the alignment study and the design for a 10" gravity sewer to replace two existing sewage lift stations and a 6" force main within the Orange Tree Development. The alternative sewer alignments and required coordination crossed several different properties including Irvine Valley College, Southern California Edison Company, City of Irvine, and The Irvine Company. The entire project was planned and designed to ensure that the sewage lift stations remain operational until such time when gravity sewers were constructed, and flows were diverted from the lift stations to the gravity sewer and before the lift stations could be dismantled.



*Statement of Qualifications for the City of San Clemente  
Recycled Water Projects Grant Funding Assistance*

## **Chenxia Li, Federal Funding Expert**

Chexnia has over 20 years of experience and an extensive background in the capital planning process and in developing long-range capital improvement programs including regional and agency-wide transportation planning. She has successfully secured and managed various federal, state, and local funding measures including FTA/FRA/FEMA/Caltrans, Highway Rail Crossing Safety Account (HRCSA), Highway Safety Improvement Program (HSIP), High Priority Projects (HPP), Transportation community and many other grants.

**Education:** *Ph.D. in Planning,  
University of Southern California,  
1992*

*Master of City Planning, University of  
California at Berkeley, 1985*

*Bachelor of Engineering, Tongji  
University, Shanghai, China 1982*

**Years of Experience:** 22

Chenxia has been responsible for performing policy and financial analyses, negotiating agreements with FTA/FRA and other funding agencies, as well as the preparation and presentation of reports to agency board of directors.

James is highly skilled in identifying appropriate measures, policies and procedures to comply with federal, state, regional, and county laws, regulations, and environmental mandates.

### **Relevant Experience**

#### **San Bernardino GHG reduction Strategy, TIRCP 2018 Grant Application Package, San Bernardino County Transpiration Authority, San Bernardino, CA**

Responsible for development of a successful grant application package for two significant projects in the region, meeting with CalSTA, preparation of GHG reduction and all narrative sections.

#### **Redlands Passenger Rail Project, San Bernardino County Transpiration Authority, San Bernardino, CA**

Funding expert responsible for preparation of TIRCP, PTC and FTA grants for the \$280 million project. Facilitated meetings with grant funding agencies, prepared agendas and presentation topics. Researched the available documents and prepared successful grant application packages. Advised on negotiations, grant agreements, and reporting needs.

#### **Grants Manager, San Diego North County Transit District (NCTD), Oceanside, CA**

Responsible for final QA/QC during the BOR WaterSMART Drought Resiliency Projects grant writing process and assisted with various research, mapping, and grant writing tasks in order to submit the application promptly. Worked on 4 applications simultaneously and submitted all applications successfully and on-time. Each application was for \$2 million in federal grant funding.

- Administered NCTD grant programs and managed grant staff. Performed strategic, programmatic, and detailed grants management of NCTD's federal, state, and local grant programs.
- Coordinated with the San Diego Association of Governments (SANDAG) to forecast grant revenues for five-year capital improvement program. Developed recommendations to assign the grant funds to the capital and planning projects.
- Worked with the Federal and State funding agencies for grant application/ amendments/closeout. Managed grant programs for requirements compliance.





*Statement of Qualifications for the City of San Clemente  
Recycled Water Projects Grant Funding Assistance*

- Maintained grant database using the JD Edwards system to ensure accuracy and grant compliance.
- Prepared the required project progress reports, financial status reports, and grant closeout reports. Ensured timely processing grant billings; reviewed the project expenditures against the approved project scope and in compliance with federal, state and local funding requirements; and validated appropriateness of supporting documents and justifications.
- Developed and revised grant management procedures and the board finance policies.
- Responsible for the SAFE schedule and the required single audit schedules.
- Prepared responses to the FTA Triennial Review and Enhanced Technical Capacity Review.

**BOR WaterSMART Water Energy and Efficiency, Santa Clarita Valley Water Agency, Olivenhain Municipal Water District, Desert Water Agency, City of Santa Ana, San Bernardino Municipal Water District**

Responsible for final QA/QC during the BOR WaterSMART Water Energy and Efficiency grant writing process and assisted with various research, mapping, and grant writing tasks in order to submit the applications fully and promptly. He worked on 6 applications simultaneously for this opportunity. Each application applied for \$500,000 federal grant funding.

**Grants and Strategic Development Planner, Southern California Regional Rail Authority (SCRRA)**

- Coordinated with FTA/FRA/FEMA/Caltrans on the grant administration, led FRA/Caltrans quarterly reviews, analyzed federal and state transportation policies and funding programs, and communicated with staffers on grant issues.
- Worked with Engineering Department and Program Management Office on the programmatic issues pertaining to the capital rehabilitation and improvement projects, and prepared grant applications by closely working with the stakeholders. Participated in monthly project managers' meetings, worked with all necessary parties to ensure implementation of grant-funded projects in compliance with the grant requirements and grant contract provisions.
- Administered federal and state grants; prepared the grant fact sheets to disseminate grant information; tracked contract commitments and expenditures; prepared project progress and financial reports; responded to the grantors' inquiries concerning grant compliance issues; performed the grant closeouts; and responded to the audit requests.
- Tracked grant balances; reviewed proposed changes to the project scope to ensure consistency with the funding agreements; reviewed and validated the eligibility of project budget reallocations by fund source and by project; and ensured the grant records being updated with a documented audit trail.
- Performed timely and comprehensive analysis of capital budget versus actual expenditures at the project level and program level, and performed monthly, quarterly, and year-end reconciliations.
- Maintained detailed grant records on all capital projects to ensure accuracy and integrity of the accounting records in the Oracle Financial System and reconciled the grant records.
- Participated in various cross-functional meetings and task forces within the agency to address capital budgeting, financial analysis, allocation initiatives, and other funding and capital activities.



*Statement of Qualifications for the City of San Clemente  
Recycled Water Projects Grant Funding Assistance*

## **James Klueber, Analyst**

James started his career as an analyst specializing in various water resource investments and is very familiar with Californian water law, water systems, federal/state/local management plans, and water infrastructure. He is a team player and brings his can-do attitude to work every day. Currently, his primary role at ESS is to provide grant compliance monitoring, QA/QC support for all grant applications and funding opportunities. His work ethics coupled with his passion for helping build stronger communities is demonstrated in his work and aligns with our ideals and qualities at ESS.

**Education:** *BS, Environmental Economics & Policy, U.C. Berkeley, CA*

**Years of Experience:** 2

James is highly skilled in identifying appropriate measures, policies and procedures to comply with federal, state, regional, and county laws, regulations, and environmental mandates.

### **Relevant Experience**

#### **Clean Water State Revolving Fund – Cities of Sacramento and Carlsbad, Valley Sanitary District, CA**

James has been working on submitting CWSRF applications to upgrade various components of wastewater treatment systems ranging from \$4.5 to \$35 million projects.

#### **FEMA/CalOES Grant Applications, Cities of Pasadena, Sacramento, Belvedere, Oceanside, CA**

Responsible for preparation of supporting documentation and estimates for a variety of projects including seismic retrofit of Dam structures, City Hall and parking structure, bridge, reservoirs, and a sea wall project that met the approval of CalOES.

#### **Grant Writing and Compliance – City of Santa Ana, CA**

Responsible for compliance of multiple projects with multiple sources of funding, preparation of progress reports and reimbursement forms.

#### **BOR WaterSMART Drought Resiliency Grant, Long Beach Water Department, Santa Clarita Valley Water Agency, City of Santa Ana, City of Sacramento, CA**

Responsible for final QA/QC during the BOR WaterSMART Drought Resiliency Projects grant writing process and assisted with various research, mapping, and grant writing tasks in order to submit the application promptly. Worked on 4 applications simultaneously and submitted all applications successfully and on-time. Each application was for \$2 million in federal grant funding.

#### **BOR WaterSMART Water Energy and Efficiency, Santa Clarita Valley Water Agency, Olivenhain Municipal Water District, Desert Water Agency, City of Santa Ana, San Bernardino Municipal Water District**

Responsible for final QA/QC during the BOR WaterSMART Water Energy and Efficiency grant writing process and assisted with various research, mapping, and grant writing tasks in order to submit the applications fully and promptly. He worked on 6 applications simultaneously for this opportunity. Each application applied for \$500,000 federal grant funding.

#### **Local Partnership Program (LPP) Grant, City of Carlsbad and Long Beach, CA**

Responsible for final QA/QC during the LPP grant writing process and assisted with various research, mapping, and other tasks in order to submit the application fully and promptly.



## RELEVANT PROJECT EXPERIENCE

### Grant Identification, Writing, & Compliance Services, City of Santa Ana Utility Department, Santa Ana, CA (2017-Present)

ESS was selected in 2018 to provide needs assessment, grant identification, grant writing and compliance services for the Water and Sewer services Department. ESS started by reviewing the City’s CIP and unfunded projects and developed a funding plan by identifying grants. To date, ESS has prepared successful applications for Bureau of Reclamation, CalOES, Proposition 1, and State Revolving Funds that are near completion for the following projects:



| Grant Amount   | Funding Agency        | Program                    | Projects                         |
|----------------|-----------------------|----------------------------|----------------------------------|
| \$5 million    | Bureau of Reclamation | Drought Contingency        | 4 Well Projects                  |
| \$1.5 million  | Bureau of Reclamation | Water Energy Efficiency    | AMI System                       |
| \$10.1 million | SWRCB                 | DWSRF                      | AMI - Pending                    |
| \$5.2 million  | SWRCB                 | DWSRF                      | Well 32- In process              |
| \$75,000       | SWRCB                 | Prop 1                     | Water Recycle Master Plan        |
| \$100,000      | SAWPA                 |                            | Well design                      |
| \$75,000       | Bureau of Reclamation | Water Energy Efficiency    | Irrigation Improvements          |
| \$1.5 million  | SWRCB                 | CWSRF                      | Septic to sewer- In process      |
| \$300k         | CalOES                | Community Power Resiliency | Emergency Well Back-up Generator |

The above work has been completed since January 2018.

### Wastewater Treatment Facility Upgrade, City of Palm Springs, Palm Springs, CA (2014-2019)

Responsibilities for the City of Palm Springs began with preparation of SRF loan applications for the **\$29 million** Wastewater Treatment Plant Upgrade & **8 million** for a cogeneration project. We arranged for a meeting with the SRF management in Sacramento and provided a presentation that assured adding this project to the priority list. During the complex process for this project, we were able to provide continuous coordination with three state SRF project managers and obtain approvals for every phase. This project was completed in March 2017.





*Statement of Qualifications for the City of San Clemente  
Recycled Water Projects Grant Funding Assistance*

In the process, ESS identified project elements that qualified for additional grants, resulting in successful award of more than **\$5.1 million** in grants the City did not expect. We prepared Green Project Reserve grant funding application and exhibits for the following:

- Variable Frequency Drive
- High Efficiency Motors
- SCADA System Upgrade
- LED Lighting
- Combined Heat and Power Cogeneration
- Site Improvement

ESS also provided SRF compliance including project reporting, reimbursements, monitoring of AIS, DBE and prevailing wages that resulted in successful audit session. on behalf of the City.

**Grant Writing Services, Long Beach Water Department, Long Beach, CA (2017-Present)**



ESS has been providing grant assistance services for each of the listed agencies that started with a needs assessment and review of the agency’s CIP projects and unfunded projects. ESS presented a funding strategy and matching opportunities to projects that was approved by the Long Beach Water Department (LBWD). ESS has prepared the following successful applications for LBWD:

| Grant Amount            | Funding Agency        | Program   | Projects                    |
|-------------------------|-----------------------|-----------|-----------------------------|
| <b>\$1.5 million</b>    | Bureau of Reclamation | WEEG      | AMI                         |
| <b>\$4.2 million</b>    | Bureau of Reclamation | DRP       | 4 Wells                     |
| <b>\$75,000</b>         | FEMA                  | Training  | Emergency Response Training |
| <b>\$1.1.97 million</b> | BOR                   | Title XVI | 2 Recycled Water Projects   |

ESS has been working with LBWD since December 2017 and ESS has been responsible for 100% of the work noted here.

**Grant Identification, Writing & Compliance Services, San Bernardino Municipal Water Department, San Bernardino, CA (2018-Present)**

ESS has been providing grant identification and writing services. ESS has been participating in several meetings with department director to identify fundable elements of a project and provide a funding strategy.

| Grant Amount          | Funding Agency | Program           | Projects                         |
|-----------------------|----------------|-------------------|----------------------------------|
| <b>\$5.5 million</b>  | FEMA           | Hazard Mitigation | Seismic Retrofit of 4 reservoirs |
| <b>\$7.57 million</b> | SWRCB          | DWSRF             | Seismic Retrofit of 4 reservoirs |
| <b>\$9.9 million</b>  | SWRCB          | CWSRF             | WWTP expansion                   |



*Statement of Qualifications for the City of San Clemente  
Recycled Water Projects Grant Funding Assistance*

|                      |                       |                    |                               |
|----------------------|-----------------------|--------------------|-------------------------------|
| <b>\$3.4 million</b> | SWRCB                 | DWSRF              | Water pipeline Rehabilitation |
| <b>\$2 million</b>   | DWR                   | Urban Multibenefit | AMI System                    |
| <b>\$500,000</b>     | Bureau of Reclamation | WaterSMART         | AMI System                    |

**Grant Writing Services City of Carlsbad, CA (2019-Present)**

ESS worked closely with local representative offices and various City departments to identify projects that would rank best for selection and has been very successful in preparation of grant applications that resulted in funding allocations in both 2021 and 2022.



ESS has been working with various City Department to identify potential projects and grant opportunities for funding.

| <b>Grant Amount</b>  | <b>Funding Agency</b>   | <b>Program</b>          | <b>Projects</b>             |
|----------------------|-------------------------|-------------------------|-----------------------------|
| <b>\$4 million</b>   | Community Project Funds | Annual Allocation -2022 | Veterans Park               |
| <b>\$5 million</b>   | Community Project Funds | Annual Allocation -2021 | Neighborhood Revitalization |
| <b>\$4.6 million</b> | SWRCB                   | CWSRF                   | SCADA System                |
| <b>\$1.2 million</b> | FHWA                    | HSIP                    | multiple projects           |
| <b>\$15 million</b>  | Multiple agencies       | Pending                 | Grade Separation            |

**Grant Writing Services City of Sacramento, CA (2020-Present)**

ESS has provided the City of Sacramento’s Department of Utilities (DOU) with grant writing services for various projects and funding programs since 2020. ESS has been working with several City Utility and Parks Department staff to identify potential projects and grant opportunities for funding.

| <b>Grant Amount</b>  | <b>Funding Agency</b> | <b>Program</b>          | <b>Projects</b>  |
|----------------------|-----------------------|-------------------------|------------------|
| <b>\$1.5 million</b> | BOR                   | WaterSMART              | Well Improvement |
| <b>\$5 million</b>   | Caltrans              | Clean CA                | Parks Expansion  |
| <b>\$9.4 million</b> | SWRCB                 | SRF                     | Pump Station     |
| <b>\$500,000</b>     | BOR                   | Water/Energy Efficiency | Turf Removal     |



*Statement of Qualifications for the City of San Clemente  
Recycled Water Projects Grant Funding Assistance*

## REFERENCES

**City of Long Beach-Water Department:** Dean Wang, PE/ Water Resources Manager/ (562) 570-2311/  
[dean.wang@lbwater.org](mailto:dean.wang@lbwater.org)

ESS has been providing grant assistant services that started with a need's assessment and review of the Long Beach Water District's (LBWD) CIP projects and unfunded projects. ESS presented a funding strategy of funding opportunities that matched these priority projects that was approved by LBWD. ESS has secured awards for several projects from various sources.

**City of Santa Ana:** Nabil Saba, PE/ Executive Director/ (714) 647-3380/ [pwadispatch@santa-ana.org](mailto:pwadispatch@santa-ana.org)

ESS has been under contract and provided on-call grant writing services for the City for multiple projects since 2017. ESS has been successful in securing and managing multiple grants from various funding sources for the City.

**City of Sacramento:** Tyler Stratton/ Program Specialist/ (916) 808-1284/  
[tstratton@cityofsacramento.org](mailto:tstratton@cityofsacramento.org)

ESS has work closely with the City and its Department of Utilities (DOU) to submit various applications that have had a high success rate.

**City of Carlsbad:** Jason Haber/ Intergovernmental Affairs Director/ (760) 602-2049/  
[Jason.haber@carlsbad.gov](mailto:Jason.haber@carlsbad.gov)

ESS was selected for the as-needed grant writing services and has been successful in award of over \$14.8 million in the last two years.

**Turlock Irrigation District:** Philip Govea/ Civil Engineering Department Manager/ (209) 883-3447/  
[pdgovea@tid.org](mailto:pdgovea@tid.org)

ESS has provided Turlock Irrigation District with grant writing services for several successful BOR grants. ESS has recently completed a grant application for the FEMA/CalOES Hazard Mitigation Grant Program for seismic retrofit of the Turlock Lake Dam.

**City of Downey:** John Oskoui, PE/ Assistant City Manager/ (949) 350-9225/ [joskoui@downeyca.gov](mailto:joskoui@downeyca.gov)

ESS has assisted the City with several applications and assessments.

### **THIS IS WHAT OUR CLIENTS SAY ABOUT US:**

ESS really wants to help our City. Very organized and follow up is incredible. If you work with Sudi you will see that she makes every effort to be a huge support and not a burden. She takes care of her clients and you can tell she is passionate about what she does. ESS works to collect the information themselves instead of asking you for it and are very responsive when we have questions. ESS would be an asset to you.

*Kris Jensen, Public Works Director, City of Hemet*

You couldn't pick anyone better to help you get and find grant funding. A great resource that won't leave you hanging once the grant comes in and would guide you through the process and be happy to



*Statement of Qualifications for the City of San Clemente  
Recycled Water Projects Grant Funding Assistance*

answer any of your questions after the fact. *Doug Erdman, Principal Civil Engineer, City of Lake Forest*

She has been very responsive and has tried to keep all staff on track by checking in and urging us to keep the ball and direct contact with the project managers with the Green Project Reserve. They are really on top moving. From a customer service prospective ESS has been great, and their services are pretty affordable. ESS has a good relationship of the timeline and has been helping to keep us all motivated. *Erik Brown, Novato Sanitary District*

Sudi with ESS is an expert and is extremely knowledgeable on what pieces of the process will need to be put where, and in what order. Carefully orchestrated. *Betty Burnett, General Manager, SOCWA*

If you want to get grant funding, ESS is the expert and involved in the “grant community” and has been extremely successful. *Larry Pierce, Public Works Director (former), City of Vista*

We had a wish list of the things we wanted to accomplish, and ESS found the funding which matched our goals most. ESS made it clear what we could actually apply for. ESS knows all of the ins and outs of the application process. The rules change all of the time, and ESS is quite knowledgeable. ESS is also very thorough in their follow through. Finding ESS has been a big plus for the City. ESS was highly recommended to us. *Rick Moreno, Facility Manager, City of San Bernardino*

## FEE PROPOSAL

| Position                           | Rate     |
|------------------------------------|----------|
| Principal                          | \$185.00 |
| Project Manager                    | \$175.00 |
| Technical Experts – FEMA/others    | \$205.00 |
| Sr. Grants Analyst                 | \$155.00 |
| Grant Analyst / Management Analyst | \$135.00 |
| Technician                         | \$120.00 |
| Administration/Clerical            | \$73.00  |

# The City of San Clemente



## Statement of Qualifications for the City of San Clemente Recycled Water Projects Grant Funding Assistance

August 15, 2022

*Submitted By:*



Engineering Solutions Services  
23232 Peralta Drive, Suite 112  
Laguna Hills, CA 92653  
(949) 797-6055





*Statement of Qualifications for the City of San Clemente  
Recycled Water Projects Grant Funding Assistance*

## COVER LETTER

Amir Ilkhanipour  
Senior Civil Engineer  
The City of San Clemente  
910 Calle Negocio  
San Clemente, CA 92673

August 15, 2022

**Re: Request for Statement of Qualifications (SOQ) for the City's Recycled Water Projects Grant Funding Assistance**

Dear Mr. Ilkhanipour,

Engineering Solutions Services (ESS) welcomes the opportunity to submit this SOQ to provide on-call grant research, writing, management, and compliance services for the City of San Clemente (the City). Our goal is to bring in the maximum available grant funding for the City. **Having secured more than \$530 million** in the past ten years in a variety of projects, we bring an unmatched level of experience to identify and assist the City with developing a strategic plan and prepare winning applications to ensure an expedited and successful funding award.

**What sets ESS apart is that we are not just a funding company but former municipal managers with technical and funding expertise that has earned deep-rooted relationships with funding agencies.** As such, we are aware of upcoming funding opportunities and have been achieving the highest awards of projects by preparing credible reports and strategizing timely submittal of applications on behalf of our clients. In addition, ESS team is comprised of a diverse collection of technical experts in water utility, Transportation, Federal Emergency Management Agency (FEMA), Climate Change, sustainability, and alternative energy solutions.

We are aware of the City's three priority recycled water projects and have reviewed the City's Capital Improvement Projects and as it is demonstrated in our SOQ, we have a proven track record in successful award of grants for the types of projects the City has listed.

We will use our expertise to conduct a needs assessment and leverage our relationships with the funding agencies to identify grants, and work with City staff to secure those grants. We are also proficient in grant management and meeting compliance requirements of Federal and State funding. Effective, full-circle strategies like these are key to obtaining the most possible grant award funding for the City's projects.

I will serve as the program manager for this contract, and as the Principal of ESS (S-Corporation), I am fully authorized to legally bind ESS in agreements with the City of Pico Rivera. I can be reached at (949) 637-1405 or via email at [Sudi@engineeringsolutionservices.net](mailto:Sudi@engineeringsolutionservices.net). My project team and I look forward to working with you and all the City staff to develop a work plan that identifies grants that meet the short and long-term needs of the City and answering any questions you may have about our proposal.

Sincerely,

A handwritten signature in black ink that reads "S. Shoja".

Sudi Shoja, PE  
Principal



*Statement of Qualifications for the City of San Clemente  
Recycled Water Projects Grant Funding Assistance*

## Table of Contents

|   |           |
|---|-----------|
| <b>COVER LETTER .....</b>                           | <b>ii</b> |
| <b>FIRM BACKGROUND .....</b>                        | <b>1</b>  |
| <b>RANGE OF SERVICES AND RECENT SUCCESSES .....</b> | <b>5</b>  |
| <b>SCOPE OF WORK .....</b>                          | <b>6</b>  |
| <b>QUALIFICATIONS OF KEY PERSONNEL .....</b>        | <b>18</b> |
| <b>RELEVANT PROJECT EXPERIENCE .....</b>            | <b>35</b> |
| <b>REFERENCES .....</b>                             | <b>38</b> |
| <b>FEE PROPOSAL .....</b>                           | <b>39</b> |

## FIRM BACKGROUND

### Our Clients

*Served as prime or sub-consultant*

South Coast Water District

Long Beach Water District

City of Santa Ana

City of Laguna Beach

City of Newport Beach

City of Redondo Beach

City of Lake Forest

City of Laguna Woods

City of Villa Park

City of Laguna Niguel

County of Orange

City of Irvine

City of Palm Springs

SANDAG

City of Oceanside

City of Carlsbad

City of Encinitas

City of San Marcos

Port of Long Beach

MSWD

CVWD

SOCWA

San Bernardino Municipal Water Dept

Desert Water Agency

Chino Basin WCD

Humboldt Bay County WD

Los Angeles Metro

City of Tustin

CA Earthquake Authority

City of Hemet

City of Perris

City of Banning

City of Richmond

## ***Our Core Business is Funding***

**Engineering Solutions Services (ESS)** was founded by Sudi Shoja, PE, a former City Engineer who has more than 29 years of experience in managing CIP and Water and Sewer programs of over \$100 million. She founded ESS in 2012 with the goal of assisting local entities in achieving their goals in funding and compliance, program management, quality assurance/quality control, and project delivery. She leverages her successful experience with transforming the agencies where she worked from losing funding to securing the maximum grant funding possible, meeting the various funding agency requirements, and serving as examples for successful audit processes. As a result, she has earned a reputation that gained us our impressive repeat client list in a short timeframe. Included below are a few examples:

- **Qualified our grant to receive over \$30 million for recycled water projects**
- **ESS applications received over 30% of the awarded funds from Bureau of Reclamation for its clients in March 2022**
- **ESS applications received 20% of the awarded funds from Department of Water Resources for its clients in December 2021**
- **ESS submitted application received the highest ranking in the recent Santa Ana Watershed Project Authority (SAWPA) grant solicitation.**
- **Received approval from WIFIA for over \$50 million for two stormwater projects**
- **The SRF application package for \$103 million to SWRCB was approved in record time and with no comments**
- **Successfully awarded \$39.2 Million in greenhouse gas (GHG) reduction funding**
- **Unmatched experience in submittal of successful application for a variety of projects to Bureau of Reclamation (BOR)**
- **Identified more than \$20 million in water quality grants for two agencies**
- **Developed a funding plan for the City of Santa Ana that identified more than \$25 million in grant funding in water, recycled water, and sewer projects**
- **Prepared successful cogeneration project application for \$8 million in funding**
- **California Office of Emergency Services (CalOES) has recommended multiple grant applications prepared for seismic retrofit, climate change**



*Statement of Qualifications for the City of San Clemente  
Recycled Water Projects Grant Funding Assistance*

and sea level rise, fire, and flood control to U.S. Federal Emergency Management Agency (FEMA) for funding.

- Restructured a grant application for energy efficiency that resulted in more than \$5.1 million of grant funding & \$32 million in SRF funding for the City of Palm Springs
- Created a funding strategy for the City of Hemet that resulted in \$6 million in savings and more than \$15 million in funding
- Successfully awarded Proposition 84 grants in two cycles
- Successful management of various federal, state, and local grants for projects up to \$280 Million through 11 different funding sources
- ESS arranged for a funding fair attended by SWRCB, FEMA & County representatives

ESS is comprised of **former agency personnel** who are thoroughly familiar with the intricate details of various funding requirements and excel at strategic planning for clients to maximize the potential for securing grants, successful management for meeting the requirements, obtaining proper authorization and reimbursements and positive audit process of the projects. ESS is certified as a Disadvantaged Business Enterprise (DBE) and Small Business Enterprise (SBE) with 12 employees at its office in Laguna Hills.

**We have secured over  
\$530 million for various  
agencies in the past ten  
years.**

Engineering Solution Services fully understands the inner workings of the regional and municipal government process. Comprised of former government engineering and traffic managers, we have been confronted with many of the same design, budget, schedule and project-delivery challenges that face our client governments.

This understanding allows our people **to think like public agencies** and address the challenges they are facing with proactive, well-planned, cost-efficient, and innovative solutions tailored to your needs. We approach every project strategically and scale our resources to fit the agency and scope of work.

**ESS specializes in various funding resources, such as:** Integrated Regional Water Management (IRWM), Santa Ana Watershed Project Authority (SAWPA), Groundwater Grant Program (GWGP), Department of Water Resources Water Desalination Grant Program, CA Department of Water Resources Control Board for Green Project Reserve (GPR) and State Revolving Funds (SRF), Infrastructure Finance & Innovation Act (WIFIA), Water Infrastructure Improvements for the Nation Act (WIIN), Environmental Protection Agency (EPA), US Bureau of Reclamation (BOR) WaterSMART, Title XVI, Proposition 1B, Water Department of Water Resources (DWR), Proposition 68, Proposition 84, FEMA related grants, Air Quality Management District (AQMD), California Air Resources Board (CARB), Community Development Block Grant (CDBG), Commerce-Economic Development Administration, funding for brownfields and remedial services, environmental Bicycle Transportation Account (BTA), Safe Route to Schools, High Priority Projects (HPP), local tax measures, TIGER Grants, and numerous other grants

Our services include: **Fund Strategy Development, Grant Writing, Grant Management & Fund Compliance**



*Statement of Qualifications for the City of San Clemente  
Recycled Water Projects Grant Funding Assistance*

**We are committed to being accountable and sharing ownership of the product and service.** We believe that successful projects are a result of a well-managed and motivated team. Our team members possess a proven ability to establish and implement best practices, maintain continuity and flexibility, and deliver timely responses. We offer accessibility to a network of experts to address unique needs.

**We believe in doing the job right the first time.** Our commitment to providing excellent customer service has gained us repeated clients and contracts. We understand the challenges and requirements of municipal governments since many of our staff have held senior and executive management positions with California cities, including Public Works Directors, City Engineers, Capital Project Managers, and Construction Managers. This background and experience are important because document preparation will require a high level of interaction with the state project managers.

ESS is the right team to provide the consulting services for identifying and securing grants, finalizing agreements and monitoring funding compliance. We work as your partner, incorporating grant funding conversations in the process of each project as early as possible in order to maximize the potential for planning grant funding as well as implementation grand funding. Proprietary tools, such as our Work Plan Structure (WPS), in conjunction with our team’s extensive experience and relationships with funding agencies, make this process easy.

**We strive to *exceed*  
expectations, not just  
meet them**



*Statement of Qualifications for the City of San Clemente  
Recycled Water Projects Grant Funding Assistance*

| <b>Agency</b>                                    | <b>Projects</b>                                 | <b>Funding Sources</b>    | <b>Value(millions)</b> |
|--|---|---------------------------|------------------------|
| <b>City of Belvedere</b>                         | Sea Level Rise, Erosion Control                 | Dept of Parks, FEMA/BRIC  | \$ 26.00               |
| <b>City of Carlsbad</b>                          | Parks, SCADA, Street Improv,                    | CPF, ATP, HSIP, SWRCB     | \$ 14.30               |
| <b>Central Basin Municipal Water District</b>    | Multiple Recycled Water Projects                | various funds             | \$ 19.90               |
| <b>Chino Basin Muni Conservation District</b>    | Channel Diversion                               | BOR, MWD                  | \$ 1.00                |
| <b>City of Colton</b>                            | Reservoir                                       | FEMA/CalOES               | \$ 6.00                |
| <b>City of Commerce</b>                          | Traffic Signal Coordination                     | HSIP                      | \$ 1.00                |
| <b>Coachella Valley Water District</b>           | AMI, Stormwater                                 | WIFIA, FEMA, BOR          | \$ 58.50               |
| <b>City of Downey</b>                            | Water Quality                                   | SWRCB                     | \$ 8.00                |
| <b>Desert Water Agency</b>                       | Water/Energy Efficiency                         | BOR                       | \$ 0.50                |
| <b>City of Fort Bragg</b>                        | Water Supply Pipeline & Reservoir               | DWR/SWRCB                 | \$ 19.50               |
| <b>City of Hemet</b>                             | Multiple Projects                               | Flood, LPP, HBP, Prop 68  | \$ 28.00               |
| <b>City of Indian Wells</b>                      | Stormwater                                      | DWR                       | \$ 0.60                |
| <b>City of Irvine</b>                            | Multiple Projects                               | ATP, HSIP                 | \$ 2.00                |
| <b>City of Long Beach</b>                        | Complete Street Project                         | LPP                       | \$ 2.88                |
| <b>Long Beach Water Department</b>               | Parks, AMI, Wells, RW                           | BOR, SWRCB,               | \$ 12.00               |
| <b>Mission Springs Water District</b>            | Water/Energy Efficiency                         | BOR                       | \$ 0.30                |
| <b>City of Newport Beach</b>                     | Emergency Management                            | FEMA/Cal EMA              | \$ 9.00                |
| <b>Olivenhain Water District</b>                 | AMI   | BOR                       | \$ 0.50                |
| <b>Orachard Dale Water District</b>              | Seismic Retrofit                                | FEMA/CalOES               | \$ 4.00                |
| <b>City of Palm Springs</b>                      | WWTP, Cogeneration Project                      | SWRCB SRF/GPR             | \$ 37.00               |
| <b>City of Petaluma</b>                          | AMI, RW   | DWR                       | \$ 11.65               |
| <b>City of Redwood City</b>                      | RW & AMI  | SWRCB                     | \$ 7.00                |
| <b>San Bernardino Associated Governmen</b>       | Multiple Projects/GHG Reduction                 | TIRCP/DOT                 | \$ 39.20               |
| <b>San Bernardino Municipal Water Department</b> | Recycled Water Expansion<br>Water & Sewer       | FEMA, SWRCB<br>BOR, DWR   | \$ 21.00               |
| <b>City of Sacramento</b>                        | Parks, Water & Sewer, Storm water               | Parks, BOR, SWRCB         | \$ 13.10               |
| <b>City of Santa Ana</b>                         | RW, Energy, Water, Sewer                        | Various                   | \$ 8.62                |
| <b>Santa Clarita Valley Water Agency</b>         | AMI, Wells, PFAS                                | BOR, Title XVI            | \$ 4.00                |
| <b>South Coast Water District</b>                | Water & Sewer                                   | SRF, BOR                  | \$ 103.00              |
| <b>Turlock Irrigation District</b>               | Parks, water/energy, Dams                       | Dept of Parks, FEMA, BOR  | \$ 3.70                |
| <b>City of Tustin</b>                            | Multiple Projects                               | ATP, HSIP                 | \$ 3.00                |
| <b>Valley Sanitary District</b>                  | Recycled Water Expansion                        | Prop13 & 68               | \$ 0.15                |
| <b>City of Vista</b>                             | Parks, Storm Water, Bike Trails, Sewer, Streets | Prop 84, EPA, HSIP, SWRCB | \$ 64.00               |
| <b>City of Wildomar</b>                          | Storm Water, Bike Trails, Streets               | FEMA/CalOES, ATP, HSIP    | \$ 2.70                |
|  |   |                           | <b>\$ 532.10</b>       |



## RECENT SUCCESSES

### ***ESS IS A ONE-STOP-SHOP FOR GRANT FUNDS***

**ESS advocates for its clients** with various federal and state funding agencies and has been very successful in gaining their trust. ESS team members also work very closely with local representatives and Client lobbying firms to obtain discretionary funding allocations and support for our projects. In addition, ESS team members follow funding news and guideline development and prepare comments to benefit our clients.

**We have established relationships with the following funding agencies:**

- US Bureau of Reclamation
- FEMA/CA Office of Emergency Services (CalOES) Pre-Disaster Mitigation and Hazard Mitigation Planning
- Ocean Protection Council (Prop 68)
- State Water Resources Control Board
- US Department of Commerce – Economic Development Administration
- California Department of Water Resources
- CA Public Utilities Commission
- Metropolitan Water District of Southern CA
- EPA
- US Energy Commission
- California Department of Parks and Recreation
- AQMD
- Various Conservancies and non-profit advocacy organizations

In addition, ESS works directly with local representative offices to identify potential projects for funding and prepare the application packages. We believe several City projects will be ideal candidates for this funding. ESS can work directly with the representative's office to learn more about the local preference and tailor an application for funding. We stay updated with new developments in the federal and local funding arena and will be able to offer grant sources matching City projects. As shown in our Project Understanding, ESS provides a broad list of in-house services.

## RECENT ACHIEVEMENTS

ESS has received the below funding awards from the following sources in 2022:

- Qualifying our client to receive over \$30 million for recycled water projects
- Funding approval for over \$31.8 million in CWSRF and DWSRF from SWRCB
- Over \$22 million from DWR Urban MultiBenefit Drought Resiliency Program
- Over \$9 million from Community Project Funds for a new Parks Project
- Over \$7.8 from Bureau of Reclamation for PFAS treatment, Drought Resiliency and Energy Efficiency Projects
- Recommendation of Over \$16 funding for seismic retrofit from CalOES
- Approval of \$450,000 for master plan projects



## SCOPE OF WORK

The ESS team believes in a full-circle approach to obtaining grant funding. This approach and the methodology behind it will encompass all aspects of the grant research, application development and management services identified in the RFP.

### 1. Develop Funding Strategy

- Conduct funding research to identify grant resources including but not limited to federal, state, and local agencies, as well as private foundations that fund municipalities for opportunities that match a specific the City project or program, the City's strategic goals, legislative platform, or policy objectives
- Research grant opportunities identified by the City
- Provide the City with a summary of potential funding opportunities relevant to its needs on an on-going basis

### 2. Grant Writing Assistance

- Identify projects and analyze components that not only meet the funding requirements but are likely to rank high for award
- Prepare support letters, resolutions and staff reports on an as-needed basis following the City's preferred style
- Compose grant proposals on behalf of the City as directed, including all technical sections, preparation of budget and schedule, preparation of exhibits such as graphs and schematics, coordination with the City staff and compiling demographic data and other necessary items for grant applications
- Develop timelines and checklists to ensure timely grant completion and submission
- Submit grant applications for review and comments by the City's project management team
- Prepare Disadvantaged Community (DAC) related documentation using required funding agency portals
- Grant submission on behalf of the City

### 3. Grant Management Support

- Review the draft award agreements to identify all the general and specific requirements
- Assist with the preparation and submittal of post-award reports and reimbursements that are required under the terms of the grant
- Track Disadvantage Business Enterprise (DBE) Requirements, perform American Iron and Steel (AIS) certification process, Buy America - Build America, monitor Davis Bacon Labor compliance requirements
- Participation in regulatory audit sessions

### 4. On-Call Grants Research

- Review projects and project components for applicability to grants as directed by the City.
- Research applicable grants and prepare grant summaries
- Communication with funding agencies for clarification and guidance





**5. Optional Additional Services**

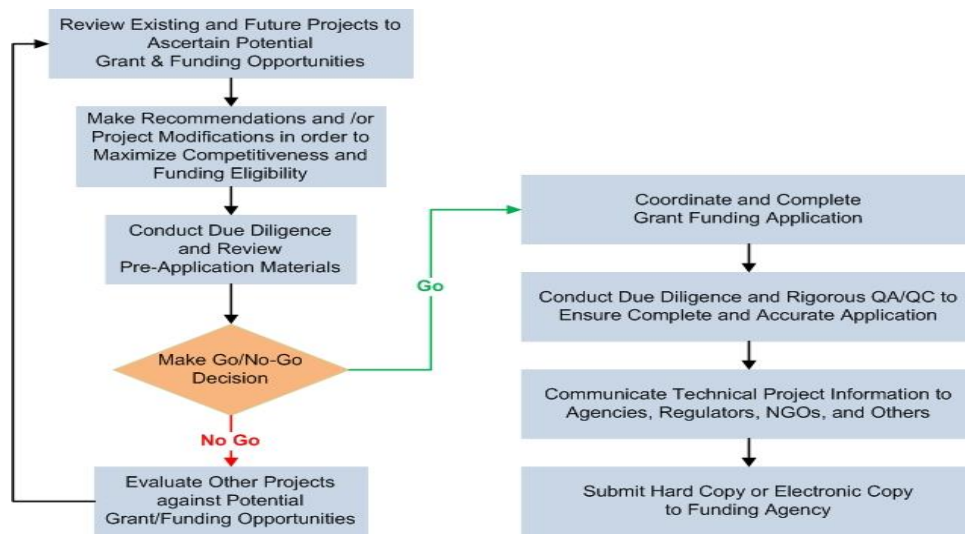
- Provide design review and prepare specification sections to meet the terms of grant agreement and guidelines
- Assist in preparation of required California Environmental Quality Act (CEQA)
- Prepare technical documents to support the grant applications and/or prepare RFP for technical services needed

Our goal is to bring in the highest possible amount of funding for the City. To achieve this goal, ESS brings its extensive experience and a highly qualified team to work closely with the City’s Project Manager to mold the City’s project components, to maximize eligibility and ranking under various funding programs.

We have the unique ability to distill and convey complex project information into funding agencies’ specific formats for grant applications. Our experience in coordinating, managing, and writing different types of applications has led to successful procurement of funding for many clients. Similarly, our experience with grant administration has enabled us to see another side of grant acquisition, wherein we can capitalize on this knowledge.

**1. Develop Funding Strategy**

The complex and elaborate process of obtaining funding can delay the ability to act. Our comprehensive knowledge of the funding process helps us conceptualize and develop an appropriate action plan, thereby maximizing success. We will identify eligibility requirements, likely availability of funding, terms, conditions, and other key parameters. Our step-by-step process to a successful application is shown in the following flow chart:



**Identification Of Appropriate City Projects For Funding**

Once a Notice to proceed has been identified, Sudi Shoja will arrange a kick-off meeting with the City’s Project Manager and appropriate ESS staff to review and discuss the City’s project priorities, including the ones specifically mentioned in the RFP and CIP. Sudi will serve as a Project Manager and the point of



## *Statement of Qualifications for the City of San Clemente Recycled Water Projects Grant Funding Assistance*

contact for the City. She will assign task managers and grant writers as needed (if multiple pursuits are followed at the same time) to best meet the project deadlines.

**We believe that one of our most important tasks is to work with the City to position the projects for maximum ranking for various grant opportunities.** ESS is well qualified to achieve this goal as our staff not only been responsible for similar activities in their former positions, but they also have developed strong relationships with the funding agencies that allow us to learn about funding goals for future cycles and present them to our clients.

Working with the City Project Manager, we will review and discuss the current status of projects, available funding, established priorities, project planning and design status, management preferences and regulatory requirements. With our thorough knowledge of available and historical funding opportunities and our technical expertise in managing similar programs, we will be able to recommend a strategy and ranking of projects for funding pursuits. Based on our experience, we will also be able to offer cost-saving measures such as multi-year grants on a program level in lieu of individual projects that will reduce the regulatory burden of managing various funding agreements and the cost of preparation of applications and compliance monitoring.

ESS believes the City will be best served by working together to create a strategy that enables us to write winning applications that will maximize funding for the City while minimizing the administrative burden on the City staff.

- ✓ ***ESS was able to qualify the Santa Clarita Valley Water Agency for \$30 million for recycling water***
- ✓ ***Review of City of Hemet's bond options and developing a funding strategy resulted in savings of more than \$13.5million for the City. In addition, analysis of the City's CIP program and the unfunded list of projects resulted in identification of more than \$28 million in funding.***
- ✓ ***Working with the County of Orange, we recommended a strategy that resulted in submittal of an additional successful grant application for the same project, almost doubling the amount of funding County was expecting to receive.***

### **Deliverable(s):**

- Recommendation for Project Priority List with financial breakdown and timeline with pertinent information for funding pursuits.

### **Identification of Grant Resources**

ESS team members keep up to date with the available Federal and State level funding alternatives for many types of grants, including water and sewer projects, as well as facility improvement and parks projects and energy savings for municipal facility updates. We attend various funding fairs, participate in providing input to guidelines for funding opportunities, and are subscribed to receive notices on available funding. ESS subscribes to various grant resources and will use this service to identify funding opportunities.

### **Established Relationships with Funding Agencies**

We understand that **successful grant funding consists of two-thirds planning and one-third writing.** With that in mind, we pride ourselves in our close relationships with funding agencies. Those relationships, plus appropriate and meticulous planning, allow us to obtain key information about the successful awarding of grant funds. One of the tactics used to ensure this strategy's success is to identify



*Statement of Qualifications for the City of San Clemente  
Recycled Water Projects Grant Funding Assistance*

opportunities for in-person meetings with the funding agency when we are initiating a pursuit. We know this approach provides results from experience.

**We have established relationships with the following funding agencies:**

- US Bureau of Reclamation
- FEMA/CA Office of Emergency Services (CalOES) Pre-Disaster Mitigation and Hazard Mitigation Planning
- Ocean Protection Council (Prop 68)
- State Water Resources Control Board
- US Department of Commerce – Economic Development Administration
- California Department of Parks and Recreation
- CA Public Utilities Commission
- Metropolitan Water District of Southern C
- US Energy Commission
- California Department of Water Resources
- EPA
- AQMD
- Various Conservancies and non-profit advocacy organizations

We understand that the City has several key water and sewer projects and an aggressive Capital Improvement Program (CIP). ESS team members bring their extensive experience in developing and managing CIP programs to develop successful grant applications on behalf of our clients. Please see the table in the project experience section of this proposal as it provides a quick glance of our experience in preparation of grant applications for similar projects.

- ✓ ***ESS was aware of the additional grant funding available to the SWRCB and as such aligned the submittal of its applications such that they were well ahead of the competition and received the due attention.***
- ✓ ***When applying for stormwater grants for Coachella Valley Water District, ESS arranged a conference call with EPA staff to discuss the two top-priority projects for the District and receive key input from grant funding project managers.***

We will then use our extensive experience to match the City's projects with the available funding options and develop a matrix of all potential funding alternatives **specifically to match the City's projects** that will serve as a tool for the project team and the City staff to use.

As an example, our team members have been providing the available grants services for water and sewer projects to WaterReuse members on regular basis and will continue to provide this information for this contract as well. Information could look like the following table, based on projects:



*Statement of Qualifications for the City of San Clemente  
Recycled Water Projects Grant Funding Assistance*

| Local, State, and Federal Funding Opportunities       |                                       |                          |   |   |                           |   |   |
|---|---------------------------------------|--------------------------|---|---|---------------------------|---|---|
| PROGRAM   | Total Allocation                      | Funds Offered this Round | Purpose   | Eligible Projects   | Status                    | Anticipated Timeline                                      | Notes   |
| SWRCB Stormwater Implementation Grants/ Proposition 1 | \$200M                                | \$80M                    | Multi-benefit SW projects that respond to climate change, & are included in an adopted SW Resource Plan or IRWMP facilities | Implementation projects including but not limited to: Green infrastructure; SW capture; SW treatment                              | Round 1 OPEN              | TBD 2018: Round 2 solicitations for implementation grants | Planning grant solicitation closed in March (\$20M) additional round of \$100 M for implementation grants anticipated           |
| DWR Water Use Efficiency: CA Revolving Fund/ Prop 1   | \$10M                                 | \$10M                    | Sustainable funding source for urban water use efficiency projects.   | Dish/clothes washer upgrades; Water-saving plumbing fixtures; Hot-water recirculating pumps; Leak detection, irrigation upgrades; | Solicitation opening soon | Summer 2017: Loan applications due                        | \$5M for loans to local agencies for water efficiency upgrades; \$5M for loans to customers for onsite projects or leak repairs |
| DWR IRWM: Implementation Grants/ Prop 1               | \$418M state-wide \$98M for LA Region | TBD                      | Projects and programs that support IRWM.  | Surface storage/GW recharge; Water conveyance; Watershed restoration/protection   | In development            | TBD: Round 1 solicitation for implementation grants       | Public comment period ended April 8, 2016   |

We will evaluate the projects, review eligibility and potential project ranking, and provide recommendations to the City Project Manager, so that all relevant information is easily available to choose which grants to pursue.

- ✓ ***Our analysis of the unfunded plans of a project for the City of Palm Springs allowed us to recommend alternative grant opportunities that resulted in submittal of two additional successful grant applications, with \$5.1 million awarded.***
- ✓ ***Review of City of Downey CIP program and unfunded list of projects resulted in identification of a grant programs for the City for up to \$8 million in funding.***



*Statement of Qualifications for the City of San Clemente  
Recycled Water Projects Grant Funding Assistance*

**Deliverable(s):**

- Funding Matrix identifying all available funding for the City's Projects
- Updated Funding Matrix on monthly or as-needed basis

**2. Grant Writing Assistance**

Once a funding source and a pursuit have been identified, ESS will arrange for a meeting and will come prepared with a Work Plan Structure (WPS), which is a matrix of the fund parameters. ESS prepares a WPS for all funding pursuits based on the detailed analysis of the Notice of Funding Opportunity (NOFO). The WPS identifies detailed grant fund requirements and populating it will help identify the necessary documents and resources and areas of responsibilities between team members and internal deadlines.

The WPS will also serve as a tool for both the City staff and ESS team members to track the project progress and alignment with the funding. When developing the WPS, **ESS will also note the implementation constraints** that may have an impact on selection of the project elements. For example, **most funding sources require that a grant agreement be in place prior to the start of construction.** ESS will work with the City Project Manager to identify solutions and/or assist with reprioritization of the grant applications to meet the requirements. Topics commonly found in the WPS include:

- Eligibility criteria
- Budget needs
- Project programming requirements
- Submittal requirements
- Resolutions and approval letters required from the Board of Directors
- Technical reports: Benefit Cost Analysis, Environmental Reports, Life Cycle Analysis
- Project readiness: CEQA status, Feasibility studies, Project design reports
- Support documentations: certifications, forms, project reports
- Matching funds
- Maps and pictures
- the City's prior grant management record
- Evaluation criteria

A sample segment of a WPS appears below. It is organized for clarity and is an invaluable reference tool that is used throughout every project.

**Deliverable(s):**

- Work Plan Structure for the identified grant pursuit, such as the example below:



*Statement of Qualifications for the City of San Clemente  
Recycled Water Projects Grant Funding Assistance*

| ItemA2:H3                    |   | Requirements   | BY       | Schedule  |
|------------------------------|---|--|----------|-----------|
| <b>1.0 Introduction</b>      |   |  |          |           |
| <b>3.0 General Reporting</b> |   |  |          |           |
| 3.2                          | <b>Project Description Template</b>     | Project sponsors must provide descriptive information on the proposed Small Starts project and the regional public transportation system. FTA uses the information in the Project Description Template to understand the project and to establish a database of project characteristics and local contact information. All Small Starts project sponsors must submit | ESS      | Week 1    |
| 3.3.1                        | <b>Project Identification</b>           | 2-3 sentences on the essential characteristics of the proposed project (location, length, termini, number of stations, hours of service and frequency by time period)  |          | Week 1    |
| 3.3.5                        | <b>Purpose of the Project</b>           | Succinctly describe the specific ways that the proposed major transit investment will address the problems identified in the corridor.   |          | Week 1    |
| 3.3.6                        | <b>Merits of the Project</b>            | Describe how the project addresses the Purpose for the Project more effectively compared to other alternatives   |          | week 1 -2 |
| 3.4                          | <b>Project Maps</b>                     | Electronic maps must be submitted for inclusion in Annual Report on Funding Recommendations and/or posting on FTA website. Maps should be 8.5x11 and be able to be copied in grey scale. Typical orientation for N/S is portrait and E/W is landscape.   |          | Week 1    |
| 3.4.3                        | <b>Map Details: Stations</b>            | Stations included in the project, marked in a distinguishable manner from existing transit stations and labeled. Stations with park & ride facilities should be further distinguished from others, either via markings or labels.  | ESS      | Week 1    |
| 3.4.9                        | <b>Map Details: Legend</b>              | A legend, scale and compass.   | ESS      | Week 1    |
| 3.6                          | <b>Operations and Maintenance Costs</b> | Must submit to FTA documentation summarizing how operating and maintenance costs were developed. Additionally, the following considerations apply:<br>• System-wide and route level operating cost data (and factors) are typically available as part of ongoing operations planning.  |          |           |
| 3.7                          | <b>Capital Costs</b>                    |  | ESS      | Week 2    |
| 4.3                          | <b>Cost Effectiveness</b>               | Need to put in Trip information; Horizon Year; the project's annualized federal share.<br><b>See Page 16-17: FY18 Reporting Instructions for the Section 5309 Small Starts Criteria.</b>   | ESS/City | Week 2    |

**Targeted Approach for Maximum Scoring on Evaluation Criteria**

The first step for our targeted approach is to develop a full understanding of the project elements, project milestones, and available project reports. We will also study the previously awarded projects from the funding agencies and learn about the key points that may be overlooked for their simplicity. In developing the WPS, we will identify the primary and secondary evaluation criteria to help highlight the project strengths. We will work closely with the City Project Manager to identify the potential gaps, analyze alternatives, and recommend resolutions to minimize their impact. With this approach, ESS has added value for our clients:

- ✓ **Review of City of Commerce projects resulted in changing the scope of work and a successful award of more than \$1 million.**
- ✓ **Detailed evaluation of the grants has enabled us to advise the agencies if the project is not competitive and resulting in cost savings by not preparing grant applications.**

**WRITING-TO-WIN Approach**

What sets us apart is that our **grant writers are licensed technical experts** in this industry and therefore have the ability to **convey complex project information** into the specific format of a grant application.

Using a targeted approach to analyze objectives and match goals to opportunities provides us with the details we need for our writing-to-win approach. Once a funding strategy is in place, the next challenge is to create a winning application. ESS brings its proven track record in creating an application package that will stand out among dozens, highlighting the project's merit in full compliance with the instructions and limitations.



Statement of Qualifications for the City of San Clemente  
Recycled Water Projects Grant Funding Assistance

This approach uses a high degree of expertise and creativity. ESS understands that impactful illustrations transform well-researched information into powerful persuasion. ESS has used the clarity of graphics and schematic drawings to show grant evaluators the client agency’s expertise and vision:

In one example of a successful utility project, the technical application for the \$103 million project received no comments and was approved in record time.

- ✓ **For a Department of Water Resources grant, ESS provided pictorial highlights of the project’s energy-efficiency benefits matching the goals of the grant.**
- ✓ **For a cap-and-trade grant to reduce GHG emissions, ESS replaced the executive summary with graphics highlighting projects matching the grant focus, resulting an award of over \$9 million.**
- ✓ **For another project, ESS used an AQMD pollution map as a base and plotted all of the appropriate, completed energy-efficiency projects.**
- ✓ **ESS application was ranked as one of the best and posted on FHWA website. FHWA asked Sudi for input and used the format created by ESS in a grant application as a requirement for future cycles.**

**Quantitative Analysis and Technical Reports**

Depending on the grant requirements, ESS will work with the City Project Manager to receive the available technical studies, environmental documents and plans and specifications. We will then use our highly experienced team members to complete the technical write-up sections of the grants. As needed, and upon the City’s direction, we will be prepared to perform additional technical research and analysis to supplement the effort.

The ESS engineering team has been directly responsible for implementation of various CIP programs for transportation and street improvements, water and sewer projects and facility management and will bring their expertise to articulate the technical information of the grants.

Our expert grant writers will review the project documents to highlight the project’s strengths matching the grant goals to achieve maximum ranking of the application.

- ✓ **Complex FEMA applications prepared by ESS have been approved by CalOES for funding.**
- ✓ **ESS prepared a successful and highly technical grant application for San Bernardino County Transportation Authority, providing detailed GHG reduction calculations, trip generation interpretations, and technologies for alternative fuel that resulted in a \$30 million award.**

**Budget Analysis and Construction Planning**

The ESS team will assist the City in identifying qualifying information to meet grant requirements for budgeting and construction planning. Budgets need to demonstrate project flexibility and scalability to make the grant applications more attractive **and create opportunities to apply again even after a successful application’s award.** Some areas of focus will include:

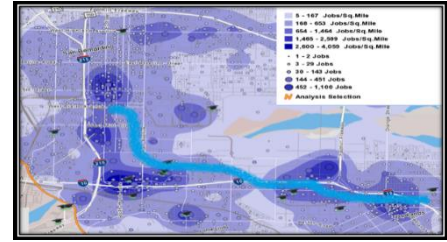
- Qualifying matching funds
- Scheduling details
- Budget scalability
- Implementation requirements for allocation purposes



## Statement of Qualifications for the City of San Clemente Recycled Water Projects Grant Funding Assistance

### **Disadvantaged Communities**

Many funding opportunities allocate a certain percentage of the funding to projects benefiting DACs and therefore, it is imperative that the need and applicability is effectively demonstrated. For example, grants funded by the Department of Water Resources have historically allocated a percentage of the funding to benefit the DACs. Claiming benefits to DACs requires documentation and substantiation of meaningful benefits, as well as explanation of the methodology used for assuring accomplishment of those benefits. This identification must be based on geographic, socioeconomic, public health, and environmental hazard criteria (Health and Safety Code Section 37911).



ESS is acutely familiar with researching geographic equity and the degree to which the City’s DACs would benefit from a project. ESS will work with the City staff to identify projects in these communities

and highlight the benefits in order to win the grant funding.

✓ ***A successful application for San Bernardino County Transportation Authority demonstrated 41 DACs in the area.***

*Demonstration of low-earning jobs in cities of San Bernardino and Redlands for a successful award of more than \$9.2 million*

### **Support Letters**

Often, this aspect of a grant application is given only cursory attention and proves to be invaluable. At ESS, these potentially undervalued areas are key endorsements that ESS crafts in close cooperation with clients. ESS will recommend stakeholders to contact and will draft focus points that align with key ideas in the narrative and grant criteria so that support letters send strong, targeted messages.

### **Grant Application Review and Approval Process**

For every project, **ESS will assign a QA/QC manager**, which is an important factor of a successful grant application. We will use our internal grant checklist to ensure the application package is ready for submittal. This process will follow the WPS and an internal guide for editorial quality. To ensure grant applications are completed efficiently, ESS will arrange a meeting with the City Project Manager to answer questions, finalize budget, and schedule concerns and to further align the project with the grant goals and objectives. All final grant application packages will be submitted to the City for review and approval prior to submittal to the granting agency.

### **Deliverable(s):**

- Final grant application package for submittal
- Status report on grant applications submitted

### **Technology**

Many funding agencies have online grant submittal and management tools, including the DWR Bond Management System (BMS), California DWR’s Grants Review and Tracking System (GranTS), the State Water Resources Control Board’s Financial Assistance Application Submittal Tool (FAAST), and the federal government’s [www.grants.gov](http://www.grants.gov) website and the online submittal platforms for IRWM, BOR and some parks grants.





*Statement of Qualifications for the City of San Clemente  
Recycled Water Projects Grant Funding Assistance*

|                 |                 |                   |                  |                    |                        |
|-----------------|-----------------|-------------------|------------------|--------------------|------------------------|
| <b>BOR</b><br>✓ | <b>BMS</b><br>✓ | <b>FAAST</b><br>✓ | <b>IRWM</b><br>✓ | <b>GranTS</b><br>✓ | <b>Grants.gov</b><br>✓ |
|-----------------|-----------------|-------------------|------------------|--------------------|------------------------|

Furthermore, our team routinely performs grant management and administration services for funding by various agencies that utilizes some of the same portals.

**Deliverable(s):**

- Successful grant application packages for the City’s records
- Submittal confirmations for the City’s records

***Cultivating partnerships with other organizations***

Both Sudi Shoja and Project Managers have extensive experience in managing multi-jurisdictional projects on behalf of various agencies. They have been able to create synergy between different clients to benefit all agencies and winning applications.

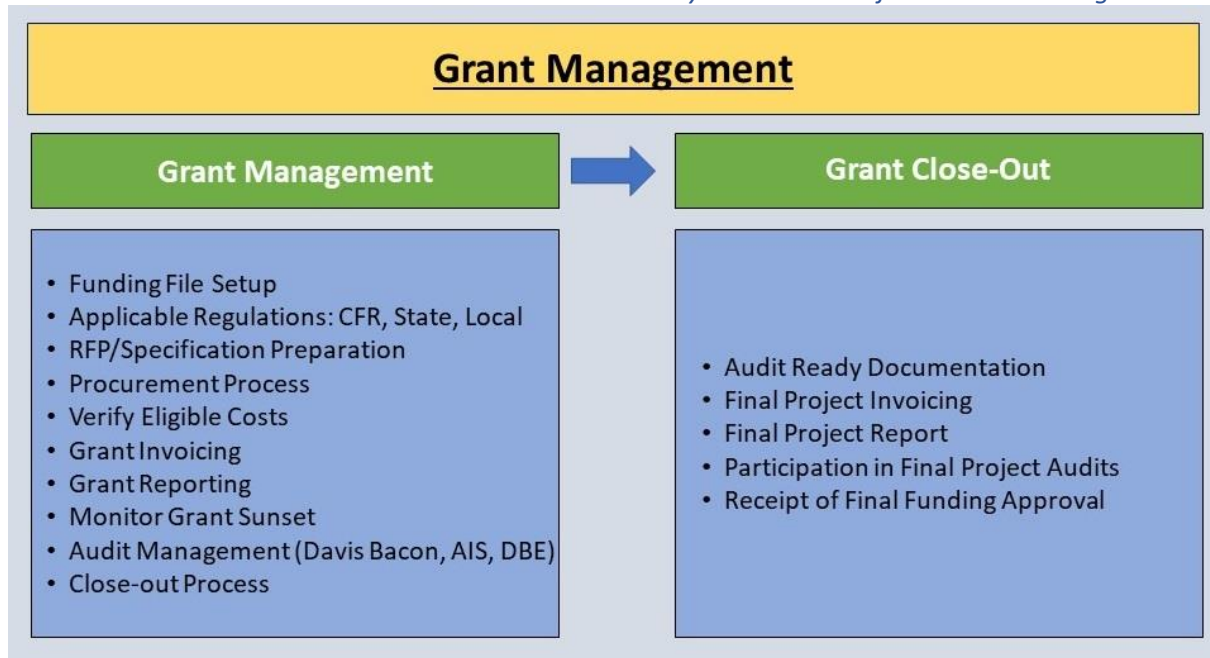
- ✓ ***We have been leading the efforts for Chino Basin Water Conservation Authority to partner with Inland Empire Utilities Agency on two application projects, recently funded by MWD.***
- ✓ ***ESS arranged for support letters from other utility agencies to support the Coachella Valley Water District grant application and coordinated the effort to obtain results of a demonstration project benefiting all agencies in hot arid regions.***

**3. Grant Management Support**

ESS has provided grant management and compliance monitoring services for federal projects on behalf of several agencies since the start of our company. As you will read in the subsequent sections, ESS’s approach to grant management and compliance monitoring is holistic and ensures that all management and compliance tasks are met efficiency and promptly. Our approach can be broken down into the below general tasks which are as follows;

1. Grant Management and Development of Work Plan Structure (WPS) for each phase
2. Compliance with all applicable federal, state and local regulations
3. Technical Narratives for basis of the projects including scope of work as it corresponds to the funding requirements, damages incurred, cost and schedule
4. Develop templates for project reporting needs to streamline the process
5. Reimbursement Requests for all eligible costs and all the FEMA required forms
6. Progress Reports as need to include narratives on scope of work, budget, and schedule
7. Grant closeout process
8. Record retention and audits

Summary of our general services for grants management is presented below:



- ✓ **ESS provided a thorough review of agreements with BOR for LBWD, identifying the sections that need to be added to construction documents.**
- ✓ **ESS has been providing compliance-monitoring and reimbursement services for City of Palm Springs' \$29 million wastewater treatment projects. In the final audit by the SWRCB, ESS was complimented by the auditors and received full approval of its processes.**
- ✓ **ESS has been providing successful grant compliance on a \$280 million San Bernardino County Transportation Authority project that consists of more than 11 different funding sources.**

**Project Management**

**Status Reports**

ESS will follow the City's directions for timing and formatting of status reports and will revise it based on the input received from staff. The status reports in general will identify the following:

- Status of grant applications under development
- Submitted grant application details such as amounts, submittal dates and expected notices of funding
- Action items and timelines for tasks needing completion
- Upcoming grant funding opportunities relevant to each project
- Updates on any legislative items or funding opportunity guidelines affecting the City's funding strategy plan
- Contract control information, responsible party and items needed from the City

**Deliverable(s):**

- Comprehensive status Report on a periodic basis as determined by the City



*Statement of Qualifications for the City of San Clemente  
Recycled Water Projects Grant Funding Assistance*

**Accountability**

Simply put, we take ownership of our work. The ESS team is built on the principles of performing high quality work where the Principals are directly involved and accountable for the projects we submit. Working together, with transparency and cooperation between ESS and our clients, this overall approach to grant-writing contract projects have helped ensure our clients' success.

**4. On-call Grants Research**

ESS conducts weekly grants research and signs up for funding opportunity announcements for programs that align with client priorities. ESS will provide the City with a Grant Summary for all applicable funding programs. Grant summaries contain information about program goals, eligible project types, funding match requirements, due dates, and evaluation criteria.

**5. Optional Additional Services**

**Additional Services**

ESS staff are fully capable of bringing their extensive experience in design and construction of water utilities to provide additional services as needed. As former agency personnel, ESS team members are fully prepared to support the City Project Manager with all required analysis, reports, design review and specification sections, cost estimating, preparation of staff reports, and resolutions as needed. ESS is also available to review the project documents prior to advertisement to make sure that specifications meet all the grant requirements such as those needed for Federally funded projects or EPA labor compliance requirements.

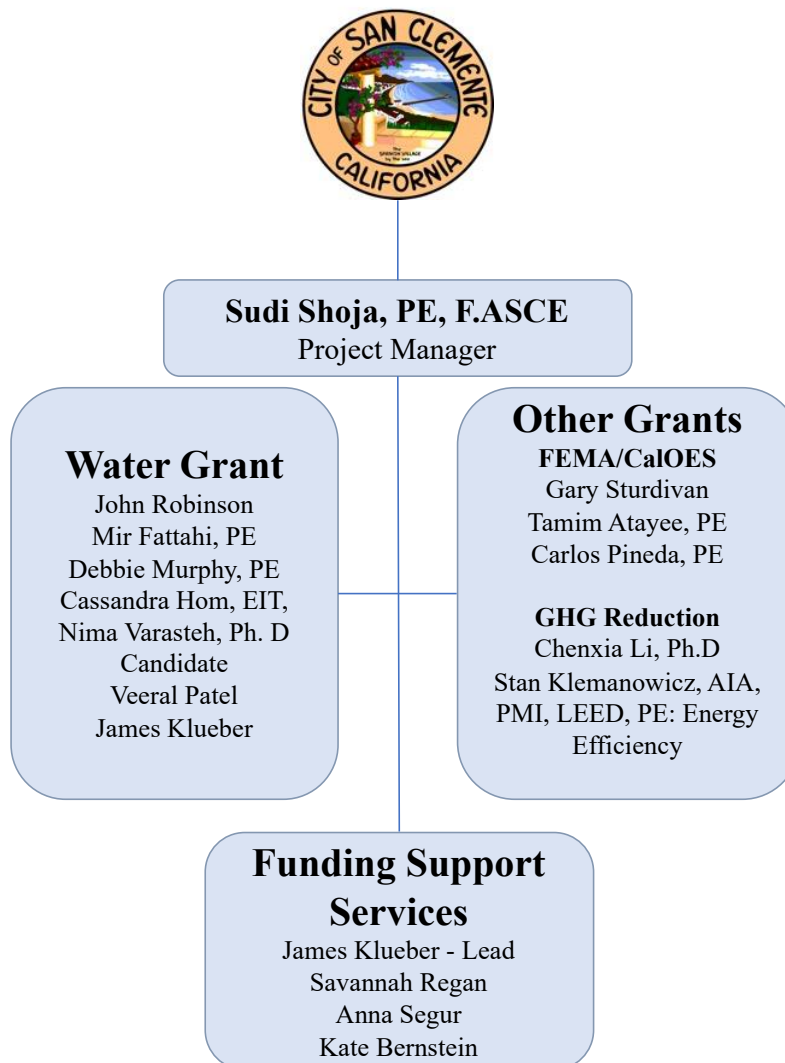
- ✓ ***SWRCB announced project readiness as a criterion for higher ranking 30 days prior to grant deadline. ESS staff used their technical expertise to prepare specifications on behalf of four agencies that all received the highest ranking and the requested funding.***
- ✓ ***In an expedited grant application for the City of Santa Ana, ESS was tasked with preparation of all the grant requirement documents including CEQA, cost estimates and direct coordination with SCE and City's consultants to finalize the technical reports for a successful award from BOR on a hydropower improvement project.***



## QUALIFICATIONS OF KEY PERSONNEL

ESS will assign the staffing based on the requested project needs, grant funding source, and staff expertise and will receive the Agency’s approval before assigning work to individuals. Additional resumes of ESS personnel will be sent to the City if they are needed to help with portions of any of the Projects listed in the Scope of Services.

Please see the below Organization Chart and resumes for key personnel proposed to provide the scope of services identified in the City’s priorities.





Statement of Qualifications for the City of San Clemente  
Recycled Water Projects Grant Funding Assistance

**Sudi Shoja PE, F.ASCE, Project Manager**

Sudi brings more than 30 years of municipal engineering, grant and fund management experience. She has an **extensive experience in securing and managing various federal, state and local funds**, gaining successful audits in all cases. She has been responsible for budgeting, scheduling and implementation of annual funds of over \$100 million for various agencies. Moreover, she has also held **numerous leadership positions** and served on committees with regional and local government, professional associations and philanthropic organizations to advance regional planning, transportation, policy issues and local interests.

Some of the grants she has successfully secured are: Bureau of Reclamation, FEMA and CalOES grants, State Water Resources Control Board, Proposition 1, 13, 68 & 84, Ground Water Grant Program, EPA Green Project Reserve, State Revolving Funds (SRF), Water Infrastructure Finance and Innovation Act (WIFIA), Local tax measures, and funding for climate change, environmental and numerous other grants from regional agencies. She is also very familiar with reimbursement procedures.

The following are a sample of Sudi’s success stories since 2012:

- Successful award on all Bureau of Reclamation grants submitted to date.
- \$50 million in WIFIA funding for two projects in 2018
- The \$103 million application package was **approved in record time** and received **no revisions**.
- Identified Green Project Reserve application for City of Palm Springs to bring in more than \$5.1 million in grant funding.
- Award of more than **\$39 million** in GHG reduction since 2016

**Education:** MS, Civil Engineering, Purdue, 1983

**Registration:** Professional Engineer CA, 42958, 1986

**Affiliations:**

- American Public Works Association (APWA);
- American Society of Civil Engineers (ASCE);
- Woman in Transportation International (WTS);
- Construction Management Association of America (CMAA);
- California Emergency Services Association (CESA)

**Years of Experience:** 30

**Selected Project Experience**

**Grant Writing Assistance & Administration, Wastewater Treatment Plant and Cogeneration Projects, City of Palm Springs, CA**

Responsible for coordination with state project managers to obtain approval for securing over \$32 million of funding, \$5.1 million in grants for SCADA, VFD, lighting, site development and cogeneration projects in just two applications on behalf of the City. Reimbursement for previously expended design and equipment purchases have been added to the project application. ESS has also been responsible for filing for all reporting, reimbursements and monitoring Buy America, DBE and prevailing wage requirements per EPA regulations for two successful audits by SWRCB.

**As-Needed Grant Writing Services, Water and Sewer Department, City of Santa Ana, CA**

Responsible for identification of grant funding opportunities, preparation of a funding strategy that identified over \$20 million in grant funding, successful grant applications and compliance-management services for grants from for BOR, SWRCB, SAWPA for over \$20 million in funding.



*Statement of Qualifications for the City of San Clemente  
Recycled Water Projects Grant Funding Assistance*

**As-Needed Grant Writing Services, Long Beach Water Department, Long Beach, CA**

Responsible for identification of grant funding opportunities, preparation of a funding strategy and preparation successful grant applications for Bureau of Reclamation Drought Resiliency and Water Energy Efficiency Grant Programs, and Title 16 and compliance-management services for the Department. ESS has identified and applied for grants over 3.5 million since 2018.

**As-Needed Grant Writing Services, Coachella Valley Water District, Coachella Valley, CA**

Responsible for preparation of successful applications to WIFIA for funding over \$50 million for two projects. Also, prepared two successful applications for FEMA funding that were approved by CalOES to FEMA for funding, preparation of a successful application for AMI demonstration project from Bureau of Reclamation Funding

**Grant Writing Services, Multiple Projects, City of Hemet Water Department, Hemet, CA**

Responsible for preparation of grant application packages for more than \$10 million in grant and \$18 million in SRF loan for Automated Water Metering, master plans. water distribution system upgrades and sewer collection system on behalf of the City.

**Storm Water & Recycling Grants, City of Downey, CA**

Responsible for identification & application of successful \$4 million for stormwater quality project that and submittal of a grant application for a recycling project.

**Grant Assistance Services, South Coast Water District (SCWD), Laguna Beach, CA**

Project manager responsible for securing the \$103 million Clean Water Act state revolving fund loan from the State Water Resources Control Board. Coordination with state to obtain approval in record time. Preparation loan application materials for the District's Tunnel Rehabilitation and Replacement Project and assisting staff with all the required resolutions and documents. Provided on-call grant tracking and grant writing support for the District.

**Three Application Packages for Sewer Improvement Projects, City of Laguna Beach, CA**

Responsible for filing applications and coordination with State project managers to obtain approval for securing \$10 million funding on behalf of the City. Projects involve upgrade of sludge export force main, treatment facility upgrades and sewer line rehabilitation throughout the City.

**Fund Analysis and Grant Assistance, South Orange County Wastewater Authority (SOCWA), CA**

Responsible for review of overall engineering projects and financing alternatives and establish funding mechanism to apply for SRF funding on behalf of interested member agencies.



*Statement of Qualifications for the City of San Clemente  
Recycled Water Projects Grant Funding Assistance*

## John Robinson

Mr. Robinson has more than 25 years of experience in engineering, construction management, project leadership/project management, operational/fiscal management and market sector strategy development focused most recently on recycled water programs and infrastructure. Mr. Robinson’s experience encompasses a variety of wastewater engineering, water reclamation and planning projects. The clients he has provided services to are mostly municipalities and cities in Southern California and Arizona. The following is a quick summary of his skill set:

- Involved in feasibility/master studies and planning, technology evaluation and recommendations, preparation of study and design reports for flaring and biogas design
- Experienced in design for wastewater facilities and expansion of existing facilities focused on primary, secondary and tertiary design, headworks, digester gas, biosolids handling.
- Provided regulatory agencies coordination on water and wastewater permitting jurisdiction specifically with Regional Water Quality Control Board, State Water Resources Control Board and air quality boards.

Mr. Robinson provides technical direction and project oversight for the development of public infrastructure that includes pipelines, pumping stations, reservoirs, hydraulic structures, recharge basins, and wells. His technical expertise ranges from master planning and program management to final design and construction implementation. As a project manager, he has on numerous occasions successfully led my project teams to complete the work within the project budgets and time schedules and with a high degree of responsiveness to the clients.

### Relevant Experience

Strengths include client and project management, development of strategic marketing plans/business development, leadership of staff, staff mentorship and guidance, verbal/written communications along with fiscal analysis and financial management.

### Terminal Island Treatment Plant Evaluation, City of Los Angeles Bureau of Engineering

Project Engineer responsible for the evaluation of the viability of operation of the Terminal Island Treatment Plant. Recycled water evaluation leader with the project including conducting a series of public workshops with interested stakeholders to evaluate the TITP facility with regards to costs, operation, and long-term compliance with future treatment options and permitting requirements.

#### Education:

B.S., Civil Engineering,  
California State University,  
Long Beach, 1993

#### Registration:

Engineering-in-Training,  
California, Registration No.  
109865, 1997

Professional Engineer – CA  
(pending)

#### PROFESSIONAL AFFILIATIONS:

American Society of Civil  
Engineers

California Water Environment  
Association – Los Angeles Basin  
Section

Orange County Water  
Association

Water Environmental  
Federation

WaterReuse Association –  
Inland Empire and Los Angeles  
Chapters



*Statement of Qualifications for the City of San Clemente  
Recycled Water Projects Grant Funding Assistance*

**Program Management, San Jose Creek Water Reclamation Facility Feasibility Report, Upper San Gabriel Valley Municipal Water District** Project Manager responsible for the evaluation of multiple technologies, including microfiltration, reverse osmosis, and UV for further treatment of Title 22 recycled water for discharge to the San Gabriel River. The advance wastewater treatment evaluation including evaluation of pollution prevention program and layout of a 12-MGD facility on limited space at the San Jose Water Reclamation Facility.

**RP-1 Modifications, Inland Empire Utilities Agency** Responsible for the RP-1 Dechlorination and Solids Process Upgrades Project as well as the Asset Management Project. The work encompasses conceptual design, detailed design, specifications, drawings and office engineering. The dechlorination station requires capacity expansion for the planned increased in wastewater reuse. The digester gas handling facilities will be expanded to 1300 scfm for improved hydrogen sulfide, humidity, VOC and siloxane removal. Gas handling upgrades will also include a 20,000 cubic foot digester gas holder and ultra-low emissions gas flare. Filtrate from the dewatering building will also be equalized for better flow management.

**City of Rialto WWTP No. 5 Expansion, Chevron Energy Solution** As the Principal in Charge for the City of Rialto WWTP No. 5 Expansion which is increasing from 6 MGD to 12 MGD including one primary, two aeration basins, two secondary and full integration with the existing facility. Responsibilities include project management, supervision of design, client coordination, meeting attendance.

**Wastewater Treatment Plant Improvements, Fallbrook Public Utility District** Project Engineer providing the following services: Screening and dewatering facilities, including the review of the cost effectiveness of press-type equipment versus more complex screening and separation, and the preparation of construction drawings and specifications for bidding. Centrifuge design involving preparation of a preliminary engineering design report, setting forth the most viable design concepts for thickening at the aerobic digesters, and the preparation of detailed construction drawings and specifications for bidding.

**5 mgd Wastewater Treatment Plant with 2.5 mgd Title 22 Water Reclamation Facility, City of American Canyon** Project Engineer this project currently in progress, which includes planning for a water reclamation project encompassing market assessment, hydraulic analysis, and facilities. Construction plans, specifications and estimates will be prepared for new and/or modifications to existing force mains, gravity sewers, and pumping stations, wastewater treatment plant and storage ponds. The recycled water facilities include 10 miles of recycled water pipeline, 5 miles of an industrial brine line, 1.5 MG above ground steel storage tank, and a recycled water booster pump station. Preliminary design of 4 miles of 16 recycled water pipeline, 9 miles of 6-inch recycled water and brine pipeline and 2 miles of 6-inch recycled water pipeline for the City of American Canyon

**6-Inch Export Sludge Force Main Replacement, South Coast Water District/Aliso Water Management Association** Project Engineer responsible for the design of approximately seven miles of 6-inch primary sludge force main in an environmentally sensitive regional park and City of Laguna Niguel Park. The design involved two creek crossings, a minor highway crossing, interface with the existing plant facilities, civil grading, and pigging equipment modification.

**Replacement of East Primary Sedimentation Tank Scum Skimmers, South Coast Water District at South Coast Treatment Plant** Project Engineer responsible for the development of the formal design plans for the demolition of existing skimmers; structural modifications; electrical details; installation of new helical skimmers; and, construction of fiberglass covers over the new skimmers.





*Statement of Qualifications for the City of San Clemente  
Recycled Water Projects Grant Funding Assistance*

**Construction Cost Estimating for the 12.0 mgd Joint Regional Wastewater Treatment Plant, Aliso Water Management Agency** Project Engineer the solids handling facilities project. Work involved complete demolition and replacement of existing belt filter presses with new centrifuge dewatering, complete replacement of existing foul air scrubber systems with new chemical systems, a tractor-trailer truck loading building with dewatered sludge hoppers for overnight storage, and temporary dewatering and scrubbing systems to operate throughout construction.

**Construction Cost Estimating for the 3A Wastewater Reclamation Plant** Project Engineer for this project including full secondary treatment with activated sludge system, tertiary filtration, chlorination, and pumping of reclaimed secondary effluent for golf course irrigation and odor control.

**Storm Drain Modifications at the Coastal Treatment Plant, South Coast Water District** Project Engineer for the design including reviewing the existing culverts, performing a structural analysis to identify a feasible method of modification, and preparing of plans and specifications for the construction of the modifications.

**Regional Plant No. 1 – Manure Digester Pilot Project, Inland Empire Utilities Agency, Ontario, CA** Project Engineer working Inland Empire Utilities Agency (IEUA) in the development of pilot test protocol, facilities location, layout, facility implementation and “wet manure” delivery. The goal of this pilot digester gas project would be to demonstrate the application of high-rate anaerobic digestion technology to “wet manure” and quantify operational parameters including solids thickening and dewatering. An approximately 40,000 square foot facility has been designed and installed at the Regional Plant No. 1 (RP-1) which is owned and operated by IEUA. It is expected that this project would utilize 60 tons per day of wet manure and generate 11 tons per day of exceptional quality organic fertilizer. An estimated 4.5 tons per day of salts and nitrates would be prevented from entering the groundwater. This project is part of a public-private partnership with area dairy operators. One aspect of the technology being demonstrated would be equipment to receive, process and pump manure slurry into the digester. It is expected that this project will be operational by January 2002.

**Project Manager, Biosolids Strategic Plan, South Orange County Wastewater Authority, CA** Developed a biosolids management strategy utilizing current findings on disposal and composting alternatives, including consideration of local facilities totally for SOCWA and opportunities with other local agencies.

**Technical Advisor, Elsinore Valley Regional Water Reclamation Facility, Lake Elsinore, CA** The Regional Reclamation plant was originally designed under Mr. Robinson’s oversight as a conventional activated sludge oxidation ditch. In the most recent expansion, alternatives were evaluated to increase the degree of nitrification and denitrification. Innovations developed primarily by Kruger in Denmark were selected to provide the enhancement while preserving a high level of familiarity for the plant operators. Project included modifications of the existing digester lid system in order to capture and reuse digester gas.

**Technical Advisor, Wastewater Treatment Plant Upgrade, Freeport, IL** Mr. Robinson served as the lead technical advisor for upgrading the Freeport activated sludge plant to a nitrification plant with higher quality effluent and digester lid modification. The BIOSTYR biologically activated filter process was applied as a polishing nitrification system that was challenged by the Illinois EPA. They requested that the unit be followed by clarification, until the Contractor demonstrated that this final step was unnecessary to reliably meet standards.

**Inland Empire Regional Composting Facility, Inland Empire Regional Composting Authority, Rancho Cucamonga, CA** Project Manager working with Inland Empire Utilities Agency (IEUA) and County



*Statement of Qualifications for the City of San Clemente  
Recycled Water Projects Grant Funding Assistance*

Sanitation Districts of Los Angeles County (LACSD) on the due diligence and concept design contract to convert an existing 410,000 square foot IKEA warehouse into and enclosed aerated static pile. Project included siting study, preliminary design, permitting, final design including civil, mechanical, HVAC, instrumentation and electrical control design.

**Regional Plant No. 1 Enclosed Aerated Static Pile, Inland Empire Utilities Agency, Ontario, CA** Project Engineer working with Inland Empire Utilities Agency (IEUA) for the preliminary and final design on a totally enclosed aerated static pile composting facility located at Regional Plant No. 1. The contact was to develop a preliminary design report including design criteria, concept description, equipment analysis, ventilation and building environmental analysis, construction cost estimates basis upon traditional design/bid/build versus design build, permits and project schedule. Based upon the preliminary design report a final design was awarded based upon the traditional design/bid/build contract. It is expected that this project would utilize 10,000 tons per day of biosolids and generate 5,000 tons per day of exceptional quality organic fertilizer. It is expected that this project will be operational by Fall 2002.

**Dairy Digester Pilot Project No. 4, Inland Empire Utilities Agency, Chino, CA** Project Manager working with Inland Empire Utilities Agency (IEUA) to assist in the development of an anaerobic digester technology system pilot project for the treatment of dairy cow manure. The project represents a public-private partnership between IEUA, the Milk Producers Council, and Synagro to demonstrate a solution to the manure management issues in the Chino Basin. This facility was jointly funded by the United States Department of Agriculture and the State of California Energy Commission. The plug flow digester system operates at mesophilic temperatures to optimize volatile solids reduction and the production of biogas. The project will utilize approximately 265 tons of manure at 14-percent solids and the overall system is flexible to accept a variety of dairy manure from dry corral manure to "wet manure". Through the process, approximately 30-percent of the biogas will be used to generate electricity at the project site using four Capstone microturbines to run the plug flow digester and facility equipment, which will substantially reduce the operating costs of the pilot project. The remaining gas will be sent to two Waukesha generators to power the Chino Desalter I, which is on off-site groundwater desalting facility. The project is estimated to generate 1.75 MW of electrical power per day. Approximately 30 tons per day of digested manure will be dewatered on-site and transported to a composting facility and converted into a fertilizer/soil amendment product. In addition, this project will prevent approximately 12 tons per day of salts and nitrates from entering the groundwater. It is expected that this project will be operational by December 2001.

**Dairy Digester Pilot Project No. 6, Inland Empire Utilities Agency, Chino, CA** Project Manager working with Inland Empire Utilities Agency (IEUA) on an on-site dairy anaerobic digester technology system pilot project for the treatment of dairy washwater with manure. This facility was jointly funded by the United States Department of Agriculture and the State of California Energy Commission. The covered and lined lagoon digester system operates at mesophilic temperatures to optimize volatile solids reduction and the production of biogas. The system accepts approximately 95,000 gallons per day with 0.5-percent manure solids from the milking barns of the Koopal and Teunisson dairies. Through the process, all of the biogas will be used to generate electricity at the project site using one 30 kW Capstone microturbine the existing fully operational 1,900 cow Teunisson dairy. Waste heat from the microturbine will divert to an on-site greenhouse in order to demonstrate energy conversation. In addition, this project will prevent salts and nitrates from entering the groundwater. It is expected that this project will be operational by March 2002.



Statement of Qualifications for the City of San Clemente  
Recycled Water Projects Grant Funding Assistance

**Tamim Atayee, PE, F.ASCE, Senior Project Manager**

Mr. Atayee is a registered professional engineer with 31 years of experience. Tamim works as a technical expert for grant applications that involve expertise in hydraulics, hydrology, water resource engineering, flood hazard mitigation, scour, sediment transport and stormwater management. He is a skilled designer and a capable manager and has authored many technical papers. Mr. Atayee is experienced in both numerical and physical modeling of hydraulic problems and has, amongst other things, developed hydrology and hydraulics software used as standards in the industry. As a subcontractor to the Western US Technical Evaluation Contractor to FEMA, he reviewed several map revision processes, such as Letters of Map Revisions, for projects that impacted flood hazard areas. On the other end of the process, as the technical representative for applicants, he successfully secured approval of several map revisions for land developers, public agencies, and mine property owners.

Tamim’s expertise and knowledge assist us in preparation of high-quality technical reports for grant applications that result in minimal comments and expedited review of applications.

The following are Tamim’s experiences and skills:

- Expert in preparing FEMA related grants related to flooding
- Technical expertise that lend to writing highly qualified & credible reports for grant applications
- Trusted expert working with various Caltrans districts GPR application
- Extensive experience in hydraulics, hydrology, water resource engineering, flood hazard mitigation, scour, sediment transport and storm water management.

**Relevant Work Experience**

**Storm Water Grants, Coachella Valley Water District, Coachella Valley, CA**

Technical expert in development of successful intent letters and grant applications on two top priority projects for the district. Review of District documents and recommendations and preparation of grant sections to meet the funding goals.

**FEMA Grant Applications, Coachella Valley Water District, Coachella Valley, CA**

Responsible for review of agency documents for the two regional storm drain projects and preparation of successful phase I grant applications. Preparation of technical sections and interpretations to match the funding. Development of required technical documents for the Benefit Cost analysis.

**Sustainability Grants, Port of long Beach, Long Beach, CA**

Responsible for preparation of technical documents and all the necessary justifications for a sustainability grant funded by Homeland Security. Review of agency documents, preparation

**Education**

*MS Civil Engineering – Water Resources, The George Washington University*

*BS Civil Engineering, Old Dominion University*

**Registration** Professional Engineer – California, Colorado, Virginia

**Years of Experience: 31**

Instructor of Excellence (2009, 2010, 2011, 2012), National Highway Institute

Fellow (F.ASCE), American Society of Civil Engineers (ASCE)

Distinguished Engineering Educator, Lifelong Learning Award, American Society of Civil Engineers, Orange County Branch

Outstanding Engineering Merit Award, Orange County Engineering Council

Outstanding Engineer of Merit Award, American Society of Civil Engineers, Orange County Branch

Outstanding Civil Engineer in Community Service, American Society of Civil Engineers, Los Angeles Section

California Emergency Services Association (CESA)



*Statement of Qualifications for the City of San Clemente  
Recycled Water Projects Grant Funding Assistance*

of cost estimates, back up documents, exhibits and other information as needed

**Flood Assistance Grant Program, City of Wildomar, Wildomar, CA**

Prepared Benefit Cost Analysis (BCA), technical reports, cost estimate and all back up documentation.

**Otay River Bridge, San Diego, CA**

provided hydrologic, hydraulic and scour engineering services to assist with the design of the new State Route 125 Toll Road Bridge over Otay. The objective of the project was to characterize the hydraulics and scour potential and develop countermeasures to sustain the erosive forces to which the bridge substructure would be subjected.

**Alta La Jolla Restoration, San Diego, CA**

Responsible for independent assessment of the hydrologic, hydraulic and channel stability of outlet channel of a storm drain system in the private development, Alta La Jolla in San Diego, California. The objective of the project was to characterize the drainage and develop a concept to stabilize the eroded outlet channel.

**Caltrans Drainage Law & floodplain Issues Course Development & Delivery, CA**

Responsible for development of two one-day courses and delivery to various Caltrans Districts in the state. Class material was developed for highway designers to discuss hydrology and hydraulic & identify issues pertaining to floodplains and effective discharge, minimize liability to public agencies short courses for FHWA, and Caltrans

**Caltrans Expert Services, San Bernardino County, CA**

Provided expert witness services to the San Bernardino office of Caltrans for a successful conclusion of the case. The area of expertise included hydrology, hydraulics and sediment transport for the flood damage analysis of Lobecks Pass in a lawsuit case against Caltrans by Pacific Gas & Electric Company. This project involved providing court testimony, and forensic analysis of the historical records



*Statement of Qualifications for the City of San Clemente  
Recycled Water Projects Grant Funding Assistance*

## **Debbie Murphy, PE, Water/Sewer Funding Expert**

Debbie has been responsible for successful grants from various agencies such as Bureau of Reclamation (BOR), State Water Resources Control Board and Santa Ana Watershed Project Authority for various water related projects and State Water Resources Control Board grant applications. **ALL the grants written by Debbie for BOR have been awarded for funding in the past three cycles.**

**Education:** BS, Civil Engineering,  
University of the Pacific

**Registration** Registered  
Professional Engineer in CA 43607

She is also very knowledgeable in grants from Propositions 1, 13, 68 & 84. She has been actively involved in identifying funding opportunities and matching projects for maximum funding.

Debbie has been responsible for successful grants with multiple Bureau of Reclamation for various water related projects and State Water Resources Control Board grant applications. She has more than 30 years of professional engineering design and construction experience in the private and public sectors for public works projects related to water and sewer projects, and all aspects of water systems, including pipelines, wells, booster stations and reservoirs. She has immense mechanical and administrative expertise in all phases of plan review, constructability review, QA/QC of technical reports, and environmental process. She is also highly skilled in identifying appropriate measures, policies and procedures to comply with federal, state, regional, and county laws, regulations, and environmental mandates.

### **Relevant Project Experience**

#### **Grant Assistance & Monitoring – City of Santa Ana, Long Beach Water Department, Mission Springs Water District, San Bernardino Municipal Water Department, CA**

Responsible for successful grant applications and compliance reviews for several State Revolving fund, Santa Ana Watershed Authority and Bureau of Reclamation funding including Title XVI, Drought Resiliency Grant Program, and Water and Energy Efficiency Grant Program. Debbie has been providing guidelines reviews for various funding compliance and grant requirements on multiple types of federal and state funding opportunities including Proposition 1, 13, 68, and 84.

#### **Project Engineer, Multiple Cities, Department of Public Works**

Project Engineer in Water Division and Public Works responsible for planning, coordinating and managing technical, and field staff responsible for all aspects of the planning, design, award and construction of water projects including pipelines, reservoirs, wells and booster pump stations. Developed and administered budgets, prepared and processed RFPs and awarded/managed professional services and construction contracts. As Development Services Manager and Principal Engineer, responsibilities included environmental and entitlement review; developing and enforcing Conditions of Approval; technical plan review/approvals; developing department programs, policies and procedures; serving as liaison with the general public and the development community; researching, preparing and/or delivering reports and presentations to Commissions and City Council.

#### **City of Cypress, Department of Public Works**

Assistant Civil Engineer responsible for prepared of plans, specifications, cost estimates and contract documents for public works projects including street improvements, parks, and public buildings. Provided



*Statement of Qualifications for the City of San Clemente  
Recycled Water Projects Grant Funding Assistance*

technical support and project management expertise, prepared staff reports and presentations to City Council and assisted in budget preparation of annual operating and multi-year CIP budgets. Prepared and administered grant applications for federally funded paving projects.

**Albert C. Martin & Associate, Los Angeles, CA**

Civil Engineer responsible for preparation of technical plans and specifications for public and private development projects, including grading and utility plans; hydrology and hydraulic calculations; design and coordination. Project management responsibilities included budget, schedule, and quality control.

**City of Hermosa Beach, Department of Public Works**

Assistant Engineer responsible for administration of all aspects of the planning, design, construction and management of maintenance, engineering and capital improvement projects in the City, including projects related to streets, storm drains, sanitary sewers, parks and public buildings.

**Mobil Oil Corporation, Los Angeles, CA**

Project Engineer responsible for the delivery of construction projects, including removal and replacement of underground fuel storage tank facilities and construction of new service stations. Performed field investigation, developed cost estimate, prepared and issued bid package and cost analyses, evaluated and awarded bids, managed and supervised construction, and project budget.



## Mir T. Fattahi, MsCE, PE, Water System Funding Expert

Mir brings extensive experience in securing and managing grants of more than \$20 million from the Bureau of Reclamation, CA State Water Resources Board. He is highly knowledgeable on water and sewer related funding pursuits and has successfully secured and managed funding and project implementation on behalf of various agencies.

He is experienced in directing projects and staff in fast-paced, results-oriented environments. He is an articulate communicator able to elicit outstanding performance from a diverse array of professionals. Highly successful in developing synergistic relationships to bring projects to completion on time and under budget, strong leadership, organization, and communication skills.

**Education:** MS, Civil Engineering, CA State University Long Beach, CA, 1992

**Registration:**

- Registered Professional Engineer in CA 59465; Certified Cross Connection Control Specialist – USC
- General Engineering Contractor License “A” (#969080)
- Principals of Supervision
- Supervisor’s Academy Cross Connection Control – Certified by USC Foundation.
- Traffic Control, Trenching and Excavation

budget, strong leadership, organization, and communication skills.

Mr. Fattahi has more than 35 years of extensive experience in all facets of water and sewer engineering, planning, design and project management; budgeting, scheduling, contract administration, change order management, claim analyses and mitigation; biddability/ constructability review, development and implementation of QA/QC procedures. He has led and managed major CIP infrastructure projects in water/wastewater including recycled water for various agencies in Southern California.

### Selected Project Experience

#### State and Federal Grant Management, Project Manager Inland Empire Utilities Agency (IEUA), Chino, CA

Involved in securing and management of over \$20 million Grant Funding Program from the Bureau of Reclamation for recycled water program including all the pipeline, pump station and reservoirs. Also managed the program and the funding for installation of the required laterals for the 7-member agency.

#### Various Agencies, Program/Fund Manager, CA State Water Resources Control Board (CSWRCB), CA

Responsible for successful award, management of various SRF loan and other grant projects from CSWRCB for multiple agencies.

#### As-Needed Grant Writing Services, Water and Sewer Department, City of Santa Ana, CA

Participation in identification of grant funding opportunities, preparation of successful grant applications for Bureau of Reclamation, State Water Resources Control Board, Santa Ana Watershed Authority and many more. Also, assisted with compliance-management services for the City.

#### As-Needed Grant Writing Services, Coachella Valley Water District, Coachella Valley, CA

Involved in preparation of successful applications to WIFIA for funding over \$50 million for two projects and a successful application for AMI demonstration project from Bureau of Reclamation Funding.

#### Grant Writing Services, Multiple Projects, City of Hemet Water Department, Hemet, CA



*Statement of Qualifications for the City of San Clemente  
Recycled Water Projects Grant Funding Assistance*

Preparation of grant application packages for more than \$10 million in grant and \$18 million in SRF loan for Automated Water Metering, master plans, water distribution system upgrades and sewer collection system on behalf of the City.

**Storm Water & Recycling Grants, City of Downey, CA**

Identification & application of successful \$4 million for stormwater quality project that ranked one of the highest for funding and a submittal of a grant application for a recycling project.

**Three Application Packages for Sewer Improvement Projects, City of Laguna Beach, CA**

Preparation of applications and coordination with State project managers to obtain approval for securing \$10 million funding on behalf of the City. Projects involve upgrade of sludge export force main, treatment facility upgrades and sewer line rehabilitation throughout the City.

**Water and Sewer Design, Principal-in-Charge Pomona, CA**

Principal-in-Charge of designing 3,000 feet of water and sewer line planning and design for the City of Pomona.

**Recycled Water Program, Project Manager/Engineer, Simi Valley, CA**

Project Manager/Engineer in charge of preparation of plans and specifications for recycled water connections, preparation of engineer's report, cross connection testing and report, site supervisor training and issuance of certificate for Ventura County Waterworks District No. 8, City of Simi Valley.

**Recycled Water Program, Project Manager/Engineer Fontana, CA**

Project Manager/Engineer in charge of preparation of plans and specifications for local lateral connections, preparation of engineer's report, cross connection testing and report, site supervisor training and issuance of certificate for Fontana Water Company.

**Water and Reclaimed Water Systems, Project Manager Aliso Viejo, CA**

Project Manager responsible for design and preparation of construction plans, specifications, and cost estimates for Oak Grove water and reclaimed water systems. The project consists of approximately 10,000 lf of water and reclaimed water pipelines designed for the Moulton Niguel Water District to be constructed in the community of Aliso Viejo. PVC and Ductile Iron Pipes were specified for this project.

**Water, Sewer and Reclaimed Water Transmission Pipeline Design, Project Manager, Laguna Hills, CA**

Project Manager in charge of the design, contract document preparation and construction management of the Wood Canyon water, sewer, and reclaimed water facilities for the Moulton Niguel Water District. The project consisted of 3 miles of water transmission pipeline, 2 miles of reclaimed water transmission pipeline, and 3 miles of gravity and force main sewers. Several pipe materials, including CML&C steel pipe, DIP and PVC pipe were specified based upon design requirements.

**Recycled Water Program, IEUA, Project Manager Chino, CA**

Program manager of the Agency's Recycled Water Program. Under my direction the recycled water use increase from 15,000 AFY to 37,000 AFY in 2.5 years with a target of 50,000 AFY by the end of 2012. The program involved site investigation, preparation of retrofit plans, preparation of engineering report, cross-connection testing, up to completion and energizing recycled water to the site. Users of Recycled Water include farmers, schools, industrial entities, golf courses, parks, and commercial office landscape areas. I worked directly with agency's seven (7) member agency staff in planning, design, construction and expansion of the regional recycled water system. I also participated in the review of some of the member agencies recycled water and wastewater master planning efforts.





*Statement of Qualifications for the City of San Clemente  
Recycled Water Projects Grant Funding Assistance*

**Capital Improvement Projects, IEUA, Project Manager Chino, CA**

Agency's lead in regional recycled water project coordination with all member agencies and responsible for management of over \$75 million in design and construction projects including more than 30 miles of 20-48 inch pipelines pump stations and reservoirs.

**Sewer System Planning and Design, Project Manager Irvine, CA**

Project Manager responsible for preparation of Project Design Report (PDR) and final plans, specifications and cost estimates for approximately 4000 l.f. of 12" diameter trunk sewer in Barranca Parkway. The project also included the alignment study and the design for a 10" gravity sewer to replace two existing sewage lift stations and a 6" force main within the Orange Tree Development. The alternative sewer alignments and required coordination crossed several different properties including Irvine Valley College, Southern California Edison Company, City of Irvine, and The Irvine Company. The entire project was planned and designed to ensure that the sewage lift stations remain operational until such time when gravity sewers were constructed, and flows were diverted from the lift stations to the gravity sewer and before the lift stations could be dismantled.



*Statement of Qualifications for the City of San Clemente  
Recycled Water Projects Grant Funding Assistance*

## **Chenxia Li, Federal Funding Expert**

Chexnia has over 20 years of experience and an extensive background in the capital planning process and in developing long-range capital improvement programs including regional and agency-wide transportation planning. She has successfully secured and managed various federal, state, and local funding measures including FTA/FRA/FEMA/Caltrans, Highway Rail Crossing Safety Account (HRCSA), Highway Safety Improvement Program (HSIP), High Priority Projects (HPP), Transportation community and many other grants.

**Education:** *Ph.D. in Planning, University of Southern California, 1992*

*Master of City Planning, University of California at Berkeley, 1985*

*Bachelor of Engineering, Tongji University, Shanghai, China 1982*

**Years of Experience:** 22

Chenxia has been responsible for performing policy and financial analyses, negotiating agreements with FTA/FRA and other funding agencies, as well as the preparation and presentation of reports to agency board of directors.

James is highly skilled in identifying appropriate measures, policies and procedures to comply with federal, state, regional, and county laws, regulations, and environmental mandates.

### **Relevant Experience**

#### **San Bernardino GHG reduction Strategy, TIRCP 2018 Grant Application Package, San Bernardino County Transpiration Authority, San Bernardino, CA**

Responsible for development of a successful grant application package for two significant projects in the region, meeting with CalSTA, preparation of GHG reduction and all narrative sections.

#### **Redlands Passenger Rail Project, San Bernardino County Transpiration Authority, San Bernardino, CA**

Funding expert responsible for preparation of TIRCP, PTC and FTA grants for the \$280 million project. Facilitated meetings with grant funding agencies, prepared agendas and presentation topics. Researched the available documents and prepared successful grant application packages. Advised on negotiations, grant agreements, and reporting needs.

#### **Grants Manager, San Diego North County Transit District (NCTD), Oceanside, CA**

Responsible for final QA/QC during the BOR WaterSMART Drought Resiliency Projects grant writing process and assisted with various research, mapping, and grant writing tasks in order to submit the application promptly. Worked on 4 applications simultaneously and submitted all applications successfully and on-time. Each application was for \$2 million in federal grant funding.

- Administered NCTD grant programs and managed grant staff. Performed strategic, programmatic, and detailed grants management of NCTD's federal, state, and local grant programs.
- Coordinated with the San Diego Association of Governments (SANDAG) to forecast grant revenues for five-year capital improvement program. Developed recommendations to assign the grant funds to the capital and planning projects.
- Worked with the Federal and State funding agencies for grant application/ amendments/closeout. Managed grant programs for requirements compliance.



*Statement of Qualifications for the City of San Clemente  
Recycled Water Projects Grant Funding Assistance*

- Maintained grant database using the JD Edwards system to ensure accuracy and grant compliance.
- Prepared the required project progress reports, financial status reports, and grant closeout reports. Ensured timely processing grant billings; reviewed the project expenditures against the approved project scope and in compliance with federal, state and local funding requirements; and validated appropriateness of supporting documents and justifications.
- Developed and revised grant management procedures and the board finance policies.
- Responsible for the SAFE schedule and the required single audit schedules.
- Prepared responses to the FTA Triennial Review and Enhanced Technical Capacity Review.

**BOR WaterSMART Water Energy and Efficiency, Santa Clarita Valley Water Agency, Olivenhain Municipal Water District, Desert Water Agency, City of Santa Ana, San Bernardino Municipal Water District**

Responsible for final QA/QC during the BOR WaterSMART Water Energy and Efficiency grant writing process and assisted with various research, mapping, and grant writing tasks in order to submit the applications fully and promptly. He worked on 6 applications simultaneously for this opportunity. Each application applied for \$500,000 federal grant funding.

**Grants and Strategic Development Planner, Southern California Regional Rail Authority (SCRRA)**

- Coordinated with FTA/FRA/FEMA/Caltrans on the grant administration, led FRA/Caltrans quarterly reviews, analyzed federal and state transportation policies and funding programs, and communicated with staffers on grant issues.
- Worked with Engineering Department and Program Management Office on the programmatic issues pertaining to the capital rehabilitation and improvement projects, and prepared grant applications by closely working with the stakeholders. Participated in monthly project managers' meetings, worked with all necessary parties to ensure implementation of grant-funded projects in compliance with the grant requirements and grant contract provisions.
- Administered federal and state grants; prepared the grant fact sheets to disseminate grant information; tracked contract commitments and expenditures; prepared project progress and financial reports; responded to the grantors' inquiries concerning grant compliance issues; performed the grant closeouts; and responded to the audit requests.
- Tracked grant balances; reviewed proposed changes to the project scope to ensure consistency with the funding agreements; reviewed and validated the eligibility of project budget reallocations by fund source and by project; and ensured the grant records being updated with a documented audit trail.
- Performed timely and comprehensive analysis of capital budget versus actual expenditures at the project level and program level, and performed monthly, quarterly, and year-end reconciliations.
- Maintained detailed grant records on all capital projects to ensure accuracy and integrity of the accounting records in the Oracle Financial System and reconciled the grant records.
- Participated in various cross-functional meetings and task forces within the agency to address capital budgeting, financial analysis, allocation initiatives, and other funding and capital activities.



*Statement of Qualifications for the City of San Clemente  
Recycled Water Projects Grant Funding Assistance*

## **James Klueber, Analyst**

James started his career as an analyst specializing in various water resource investments and is very familiar with Californian water law, water systems, federal/state/local management plans, and water infrastructure. He is a team player and brings his can-do attitude to work every day. Currently, his primary role at ESS is to provide grant compliance monitoring, QA/QC support for all grant applications and funding opportunities. His work ethics coupled with his passion for helping build stronger communities is demonstrated in his work and aligns with our ideals and qualities at ESS.

**Education:** *BS, Environmental Economics & Policy, U.C. Berkeley, CA*

**Years of Experience:** 2

James is highly skilled in identifying appropriate measures, policies and procedures to comply with federal, state, regional, and county laws, regulations, and environmental mandates.

### **Relevant Experience**

#### **Clean Water State Revolving Fund – Cities of Sacramento and Carlsbad, Valley Sanitary District, CA**

James has been working on submitting CWSRF applications to upgrade various components of wastewater treatment systems ranging from \$4.5 to \$35 million projects.

#### **FEMA/CalOES Grant Applications, Cities of Pasadena, Sacramento, Belvedere, Oceanside, CA**

Responsible for preparation of supporting documentation and estimates for a variety of projects including seismic retrofit of Dam structures, City Hall and parking structure, bridge, reservoirs, and a sea wall project that met the approval of CalOES.

#### **Grant Writing and Compliance – City of Santa Ana, CA**

Responsible for compliance of multiple projects with multiple sources of funding, preparation of progress reports and reimbursement forms.

#### **BOR WaterSMART Drought Resiliency Grant, Long Beach Water Department, Santa Clarita Valley Water Agency, City of Santa Ana, City of Sacramento, CA**

Responsible for final QA/QC during the BOR WaterSMART Drought Resiliency Projects grant writing process and assisted with various research, mapping, and grant writing tasks in order to submit the application promptly. Worked on 4 applications simultaneously and submitted all applications successfully and on-time. Each application was for \$2 million in federal grant funding.

#### **BOR WaterSMART Water Energy and Efficiency, Santa Clarita Valley Water Agency, Olivenhain Municipal Water District, Desert Water Agency, City of Santa Ana, San Bernardino Municipal Water District**

Responsible for final QA/QC during the BOR WaterSMART Water Energy and Efficiency grant writing process and assisted with various research, mapping, and grant writing tasks in order to submit the applications fully and promptly. He worked on 6 applications simultaneously for this opportunity. Each application applied for \$500,000 federal grant funding.

#### **Local Partnership Program (LPP) Grant, City of Carlsbad and Long Beach, CA**

Responsible for final QA/QC during the LPP grant writing process and assisted with various research, mapping, and other tasks in order to submit the application fully and promptly.



## RELEVANT PROJECT EXPERIENCE

### Grant Identification, Writing, & Compliance Services, City of Santa Ana Utility Department, Santa Ana, CA (2017-Present)

ESS was selected in 2018 to provide needs assessment, grant identification, grant writing and compliance services for the Water and Sewer services Department. ESS started by reviewing the City’s CIP and unfunded projects and developed a funding plan by identifying grants. To date, ESS has prepared successful applications for Bureau of Reclamation, CalOES, Proposition 1, and State Revolving Funds that are near completion for the following projects:

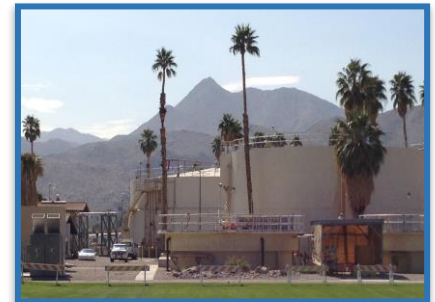


| Grant Amount   | Funding Agency        | Program                    | Projects                         |
|----------------|-----------------------|----------------------------|----------------------------------|
| \$5 million    | Bureau of Reclamation | Drought Contingency        | 4 Well Projects                  |
| \$1.5 million  | Bureau of Reclamation | Water Energy Efficiency    | AMI System                       |
| \$10.1 million | SWRCB                 | DWSRF                      | AMI - Pending                    |
| \$5.2 million  | SWRCB                 | DWSRF                      | Well 32- In process              |
| \$75,000       | SWRCB                 | Prop 1                     | Water Recycle Master Plan        |
| \$100,000      | SAWPA                 |                            | Well design                      |
| \$75,000       | Bureau of Reclamation | Water Energy Efficiency    | Irrigation Improvements          |
| \$1.5 million  | SWRCB                 | CWSRF                      | Septic to sewer- In process      |
| \$300k         | CalOES                | Community Power Resiliency | Emergency Well Back-up Generator |

The above work has been completed since January 2018.

### Wastewater Treatment Facility Upgrade, City of Palm Springs, Palm Springs, CA (2014-2019)

Responsibilities for the City of Palm Springs began with preparation of SRF loan applications for the **\$29 million** Wastewater Treatment Plant Upgrade & **8 million** for a cogeneration project. We arranged for a meeting with the SRF management in Sacramento and provided a presentation that assured adding this project to the priority list. During the complex process for this project, we were able to provide continuous coordination with three state SRF project managers and obtain approvals for every phase. This project was completed in March 2017.





*Statement of Qualifications for the City of San Clemente  
Recycled Water Projects Grant Funding Assistance*

In the process, ESS identified project elements that qualified for additional grants, resulting in successful award of more than **\$5.1 million** in grants the City did not expect. We prepared Green Project Reserve grant funding application and exhibits for the following:

- Variable Frequency Drive
- High Efficiency Motors
- SCADA System Upgrade
- LED Lighting
- Combined Heat and Power Cogeneration
- Site Improvement

ESS also provided SRF compliance including project reporting, reimbursements, monitoring of AIS, DBE and prevailing wages that resulted in successful audit session. on behalf of the City.

**Grant Writing Services, Long Beach Water Department, Long Beach, CA (2017-Present)**



ESS has been providing grant assistance services for each of the listed agencies that started with a needs assessment and review of the agency’s CIP projects and unfunded projects. ESS presented a funding strategy and matching opportunities to projects that was approved by the Long Beach Water Department (LBWD). ESS has prepared the following successful applications for LBWD:

| Grant Amount            | Funding Agency        | Program   | Projects                    |
|-------------------------|-----------------------|-----------|-----------------------------|
| <b>\$1.5 million</b>    | Bureau of Reclamation | WEEG      | AMI                         |
| <b>\$4.2 million</b>    | Bureau of Reclamation | DRP       | 4 Wells                     |
| <b>\$75,000</b>         | FEMA                  | Training  | Emergency Response Training |
| <b>\$1.1.97 million</b> | BOR                   | Title XVI | 2 Recycled Water Projects   |

ESS has been working with LBWD since December 2017 and ESS has been responsible for 100% of the work noted here.

**Grant Identification, Writing & Compliance Services, San Bernardino Municipal Water Department, San Bernardino, CA (2018-Present)**

ESS has been providing grant identification and writing services. ESS has been participating in several meetings with department director to identify fundable elements of a project and provide a funding strategy.

| Grant Amount          | Funding Agency | Program           | Projects                         |
|-----------------------|----------------|-------------------|----------------------------------|
| <b>\$5.5 million</b>  | FEMA           | Hazard Mitigation | Seismic Retrofit of 4 reservoirs |
| <b>\$7.57 million</b> | SWRCB          | DWSRF             | Seismic Retrofit of 4 reservoirs |
| <b>\$9.9 million</b>  | SWRCB          | CWSRF             | WWTP expansion                   |



*Statement of Qualifications for the City of San Clemente  
Recycled Water Projects Grant Funding Assistance*

|                      |                       |                    |                               |
|----------------------|-----------------------|--------------------|-------------------------------|
| <b>\$3.4 million</b> | SWRCB                 | DWSRF              | Water pipeline Rehabilitation |
| <b>\$2 million</b>   | DWR                   | Urban Multibenefit | AMI System                    |
| <b>\$500,000</b>     | Bureau of Reclamation | WaterSMART         | AMI System                    |

**Grant Writing Services City of Carlsbad, CA (2019-Present)**

ESS worked closely with local representative offices and various City departments to identify projects that would rank best for selection and has been very successful in preparation of grant applications that resulted in funding allocations in both 2021 and 2022.



ESS has been working with various City Department to identify potential projects and grant opportunities for funding.

| <b>Grant Amount</b>  | <b>Funding Agency</b>   | <b>Program</b>          | <b>Projects</b>             |
|----------------------|-------------------------|-------------------------|-----------------------------|
| <b>\$4 million</b>   | Community Project Funds | Annual Allocation -2022 | Veterans Park               |
| <b>\$5 million</b>   | Community Project Funds | Annual Allocation -2021 | Neighborhood Revitalization |
| <b>\$4.6 million</b> | SWRCB                   | CWSRF                   | SCADA System                |
| <b>\$1.2 million</b> | FHWA                    | HSIP                    | multiple projects           |
| <b>\$15 million</b>  | Multiple agencies       | Pending                 | Grade Separation            |

**Grant Writing Services City of Sacramento, CA (2020-Present)**

ESS has provided the City of Sacramento’s Department of Utilities (DOU) with grant writing services for various projects and funding programs since 2020. ESS has been working with several City Utility and Parks Department staff to identify potential projects and grant opportunities for funding.

| <b>Grant Amount</b>  | <b>Funding Agency</b> | <b>Program</b>          | <b>Projects</b>  |
|----------------------|-----------------------|-------------------------|------------------|
| <b>\$1.5 million</b> | BOR                   | WaterSMART              | Well Improvement |
| <b>\$5 million</b>   | Caltrans              | Clean CA                | Parks Expansion  |
| <b>\$9.4 million</b> | SWRCB                 | SRF                     | Pump Station     |
| <b>\$500,000</b>     | BOR                   | Water/Energy Efficiency | Turf Removal     |



*Statement of Qualifications for the City of San Clemente  
Recycled Water Projects Grant Funding Assistance*

## REFERENCES

**City of Long Beach-Water Department:** Dean Wang, PE/ Water Resources Manager/ (562) 570-2311/  
[dean.wang@lbwater.org](mailto:dean.wang@lbwater.org)

ESS has been providing grant assistant services that started with a need's assessment and review of the Long Beach Water District's (LBWD) CIP projects and unfunded projects. ESS presented a funding strategy of funding opportunities that matched these priority projects that was approved by LBWD. ESS has secured awards for several projects from various sources.

**City of Santa Ana:** Nabil Saba, PE/ Executive Director/ (714) 647-3380/ [pwadispatch@santa-ana.org](mailto:pwadispatch@santa-ana.org)

ESS has been under contract and provided on-call grant writing services for the City for multiple projects since 2017. ESS has been successful in securing and managing multiple grants from various funding sources for the City.

**City of Sacramento:** Tyler Stratton/ Program Specialist/ (916) 808-1284/  
[tstratton@cityofsacramento.org](mailto:tstratton@cityofsacramento.org)

ESS has work closely with the City and its Department of Utilities (DOU) to submit various applications that have had a high success rate.

**City of Carlsbad:** Jason Haber/ Intergovernmental Affairs Director/ (760) 602-2049/  
[Jason.haber@carlsbad.gov](mailto:Jason.haber@carlsbad.gov)

ESS was selected for the as-needed grant writing services and has been successful in award of over \$14.8 million in the last two years.

**Turlock Irrigation District:** Philip Govea/ Civil Engineering Department Manager/ (209) 883-3447/  
[pdgovea@tid.org](mailto:pdgovea@tid.org)

ESS has provided Turlock Irrigation District with grant writing services for several successful BOR grants. ESS has recently completed a grant application for the FEMA/CalOES Hazard Mitigation Grant Program for seismic retrofit of the Turlock Lake Dam.

**City of Downey:** John Oskoui, PE/ Assistant City Manager/ (949) 350-9225/ [joskoui@downeyca.gov](mailto:joskoui@downeyca.gov)

ESS has assisted the City with several applications and assessments.

### **THIS IS WHAT OUR CLIENTS SAY ABOUT US:**

ESS really wants to help our City. Very organized and follow up is incredible. If you work with Sudi you will see that she makes every effort to be a huge support and not a burden. She takes care of her clients and you can tell she is passionate about what she does. ESS works to collect the information themselves instead of asking you for it and are very responsive when we have questions. ESS would be an asset to you.

*Kris Jensen, Public Works Director, City of Hemet*

You couldn't pick anyone better to help you get and find grant funding. A great resource that won't leave you hanging once the grant comes in and would guide you through the process and be happy to





*Statement of Qualifications for the City of San Clemente  
Recycled Water Projects Grant Funding Assistance*

answer any of your questions after the fact. *Doug Erdman, Principal Civil Engineer, City of Lake Forest*

She has been very responsive and has tried to keep all staff on track by checking in and urging us to keep the ball and direct contact with the project managers with the Green Project Reserve. They are really on top moving. From a customer service prospective ESS has been great, and their services are pretty affordable. ESS has a good relationship of the timeline and has been helping to keep us all motivated. *Erik Brown, Novato Sanitary District*

Sudi with ESS is an expert and is extremely knowledgeable on what pieces of the process will need to be put where, and in what order. Carefully orchestrated. *Betty Burnett, General Manager, SOCWA*

If you want to get grant funding, ESS is the expert and involved in the “grant community” and has been extremely successful. *Larry Pierce, Public Works Director (former), City of Vista*

We had a wish list of the things we wanted to accomplish, and ESS found the funding which matched our goals most. ESS made it clear what we could actually apply for. ESS knows all of the ins and outs of the application process. The rules change all of the time, and ESS is quite knowledgeable. ESS is also very thorough in their follow through. Finding ESS has been a big plus for the City. ESS was highly recommended to us. *Rick Moreno, Facility Manager, City of San Bernardino*

## FEE PROPOSAL

| Position                           | Rate     |
|------------------------------------|----------|
| Principal                          | \$185.00 |
| Project Manager                    | \$175.00 |
| Technical Experts – FEMA/others    | \$205.00 |
| Sr. Grants Analyst                 | \$155.00 |
| Grant Analyst / Management Analyst | \$135.00 |
| Technician                         | \$120.00 |
| Administration/Clerical            | \$73.00  |

WORKER'S COMPENSATION INSURANCE CERTIFICATION

**WORKERS' COMPENSATION DECLARATION**

I hereby affirm under penalty of perjury one of the following declarations:

***(ONE OF THE BOXES BELOW MUST BE CHECKED)***

I have and will maintain a certificate of consent from the California Labor Commission to self-insure for workers' compensation, as provided for by Section 3700 of the Labor Code, for the performance of the work to be performed under this contract.

I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work to be performed under this contract. My workers' compensation insurance carrier and policy number are:

Carrier \_\_\_\_\_

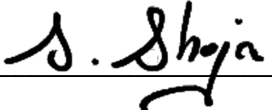
Policy Number \_\_\_\_\_

I certify that, in the performance of the work under this Agreement, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and I hereby agree to indemnify, defend, and hold harmless the City of San Clemente and all of its officials, employees, and agents from and against any and all claims, liabilities, and losses relating to personal injury or death, economic losses, and property damage arising out of my failure to provide such worker's compensation insurance. I further agree that, if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

**WARNING: FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL, AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS (\$100,000), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY'S FEES.**

Dated: August 23, 2022

Engineering Solutions Services  
Consultant

By: Sudi Shoja, PE 

Principal  
Title

23232 Peralta Drive, Suite 112  
Address

Laguna Hills, CA 92653

**EXHIBIT "C"**  
**INSURANCE REQUIREMENTS**

3.2.12 Insurance.

3.2.12.1 Time for Compliance. Consultant shall not commence work under this Agreement until it has provided evidence satisfactory to the City that it has secured all insurance required under this section. In addition, Consultant shall not allow any subconsultant to commence work on any subcontract until it has provided evidence satisfactory to the City that the subconsultant has secured all insurance required under this section.

3.2.12.2 Types of Insurance Required. As a condition precedent to the effectiveness of this Agreement for work to be performed hereunder, and without limiting the indemnity provisions of the Agreement, the Consultant, in partial performance of its obligations under such Agreement, shall procure and maintain in full force and effect during the term of the Agreement the following policies of insurance. If the existing policies do not meet the insurance requirements set forth herein, Consultant agrees to amend, supplement or endorse the policies to do so.

(A) Commercial General Liability: Commercial General Liability Insurance which affords coverage at least as broad as Insurance Services Office "occurrence" form CG 0001, or the exact equivalent, with limits of not less than \$1,000,000 per occurrence and no less than \$2,000,000 in the general aggregate. Defense costs shall be paid in addition to the limits. The policy shall contain no endorsements or provisions (1) limiting coverage for contractual liability; (2) excluding coverage for claims or suits by one insured against another (cross-liability); or (3) containing any other exclusion(s) contrary to the terms or purposes of this Agreement.

(B) Automobile Liability Insurance: Automobile Liability Insurance with coverage at least as broad as Insurance Services Office Form CA 0001 covering "Any Auto" (Symbol 1), or the exact equivalent, covering bodily injury and property damage for all activities with limits of not less than \$1,000,000 combined limit for each occurrence. (1) a Personal Automobile Liability policy for the Consultant's own vehicle stipulating "Automobile Liability Insurance with a limit of not less than \$1,000,000 each accident"; and (2) a non-owned auto endorsement to the Commercial General Liability policy if Consultant uses vehicles of others (e.g., vehicles of employees).

(C) Workers' Compensation: Workers' Compensation Insurance, as required by the State of California and Employer's Liability Insurance with a limit of not less than \$1,000,000 per accident for bodily injury and disease.

(D) Professional Liability (Errors & Omissions): Professional Liability insurance or Errors & Omissions insurance appropriate to Consultant's profession with limits of not less than \$1,000,000 per claim. Covered professional services shall specifically include all work to be performed under the Agreement and delete any exclusions that may potentially affect the work to be performed (for example, any exclusions relating to lead, asbestos, pollution, testing, underground storage tanks, laboratory analysis, soil work, etc.). If coverage is written on a claims-made basis, the retroactive date shall precede the effective date of the initial Agreement and continuous coverage will be maintained or an extended reporting period will be exercised for a period of at least three (3) years from termination or expiration of this Agreement.

3.2.12.3 Insurance Endorsements. Required insurance policies shall contain the following provisions, or Consultant shall provide endorsements on forms approved by the City to add the following provisions to the insurance policies:

(A) Commercial General Liability:

(1) Additional Insured: The City, its officials, officers, employees, agents, and volunteers shall be additional insureds with regard to liability and defense of suits or claims arising out of the performance of the Agreement.

Additional Insured Endorsements shall not (1) be restricted to "ongoing operations"; (2) exclude "contractual liability"; (3) restrict coverage to "sole" liability of Consultant; or (4) contain any other exclusions contrary to the terms or purposes of this Agreement. For all policies of Commercial General Liability insurance, Consultant shall provide endorsements in the form of ISO CG 20 10 10 01 (or endorsements providing the exact same coverage) to effectuate this requirement.

(2) Cancellation: Required insurance policies shall not be canceled or the coverage reduced until a thirty (30) day written notice of cancellation has been served upon the City except ten (10) days shall be allowed for non-payment of premium.

(B) Automobile Liability:

(1) Cancellation: Required insurance policies shall not be canceled or the coverage reduced until a thirty (30) day written notice of cancellation has been served upon the City except ten (10) days shall be allowed for non-payment of premium.

3.2.12.4 Professional Liability (Errors & Omissions):

(A) Cancellation: Required insurance policies shall not be canceled or the coverage reduced until a thirty (30) day written notice of cancellation has been served upon the City except ten (10) days shall be allowed for non-payment of premium.

(B) Contractual Liability Exclusion Deleted: This insurance shall include contractual liability applicable to this Agreement. The policy must "pay on behalf of" the insured and include a provision establishing the insurer's duty to defend.

3.2.12.5 Workers' Compensation:

(A) Cancellation: Required insurance policies shall not be canceled or the coverage reduced until a thirty (30) day written notice of cancellation has been served upon the City except ten (10) days shall be allowed for non-payment of premium.

3.2.12.6 Primary and Non-Contributing Insurance. All policies of Commercial General Liability and Automobile Liability insurance shall be primary and any other insurance, deductible, or self-insurance maintained by the City, its officials, officers, employees, agents, or volunteers shall not contribute with this primary insurance. Policies shall contain or be endorsed to contain such provisions.

3.2.12.7 Waiver of Subrogation. All policies of Commercial General Liability and Automobile Liability insurance shall specifically allow Consultant or others providing

insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against the City, its officials, officers, employees, agents, and volunteers, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

3.2.12.8 Deductibles and Self-Insured Retentions. Any deductible or self-insured retention greater than \$5,000 must be approved in writing by the City and shall protect the City, its officials, officers, employees, agents, and volunteers in the same manner and to the same extent as they would have been protected had the policy or policies not contained a deductible or self-insured retention.

3.2.12.9 Evidence of Insurance. The Consultant, concurrently with the execution of the Agreement, and as a condition precedent to the effectiveness thereof, shall deliver either certified copies of the required policies, or original certificates on forms approved by the City, together with all endorsements affecting each policy. Required insurance policies shall not be in compliance if they include any limiting provision or endorsement that has not been submitted to the City for approval. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. At least fifteen (15 days) prior to the expiration of any such policy, evidence of insurance showing that such insurance coverage has been renewed or extended shall be filed with the City. If such coverage is cancelled or reduced and not replaced immediately so as to avoid a lapse in the required coverage, Consultant shall, within ten (10) days after receipt of written notice of such cancellation or reduction of coverage, file with the City evidence of insurance showing that the required insurance has been reinstated or has been provided through another insurance company or companies.

3.2.12.10 Failure to Maintain Coverage. In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced immediately so as to avoid a lapse in the required coverage, City has the right but not the duty to obtain the insurance it deems necessary and any premium paid by City will be promptly reimbursed by Consultant or City will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, City may cancel this Agreement effective upon notice.

3.2.12.11 Acceptability of Insurers. Each such policy shall be from a company or companies with a current A.M. Best's rating of no less than A- VII and authorized to transact business of insurance in the State of California, or otherwise allowed to place insurance through surplus line brokers under applicable provisions of the California Insurance Code or any federal law.

3.2.12.12 Enforcement of Agreement Provisions (non estoppel). Consultant acknowledges and agrees that actual or alleged failure on the part of the City to inform Consultant of non-compliance with any requirement imposes no additional obligation on the City nor does it waive any rights hereunder.

3.2.12.13 Requirements Not Limiting. Requirement of specific coverage or minimum limits contained in this Appendix are not intended as a limitation on coverage, limits, or other requirement, or a waiver of any coverage normally provided by any insurance.

3.2.12.14 Insurance for Subconsultants. Consultant shall include all subconsultants engaged in any work for Consultant relating to this Agreement as additional insureds under the Consultant's policies, or the Consultant shall be responsible for causing

subconsultants to purchase the appropriate insurance in compliance with the terms of these Insurance Requirements, including adding the City, its officials, officers, employees, agents, and volunteers as additional insureds to the subconsultant's policies. All policies of Commercial General Liability insurance provided by Consultant's subconsultants performing work relating to this Agreement shall be endorsed to name the City, its officials, officers, employees, agents and volunteers as additional insureds using endorsement form ISO CG 20 38 04 13 or an endorsement providing equivalent coverage. Consultant shall not allow any subconsultant to commence work on any subcontract relating to this Agreement until it has received satisfactory evidence of subconsultant's compliance with all insurance requirements under this Agreement, to the extent applicable. The Consultant shall provide satisfactory evidence of compliance with this section upon request of the City.

**FIRST AMENDMENT TO THE  
PROFESSIONAL SERVICES AGREEMENT FOR  
ON-CALL GRANT FUNDING ASSISTANCE CONSULTING SERVICES CONTRACT**

This First Amendment to the Professional Services Agreement for “as-needed Grant Funding Assistance” consulting services is made and entered into on this \_\_\_\_\_ day of \_\_\_\_\_, 2023, by and between the CITY OF SAN CLEMENTE, a California municipal corporation (“City”), and Engineering Solutions Services (ESS) Inc. (“Contractor”).

RECITALS:

- A. City and Contractor entered into that certain Professional Services Agreement for as-needed Engineering Solutions Services (ESS) services (the “Original Agreement”) on August 24, 2022.
- B. City and Contractor desire to amend the Agreement in the manner provided herein below.

COVENANTS:

Section 3: Section 3.3 of the Agreement is hereby amended by changing the total compensation to ninety eight thousand (\$98,000.00) from forty eight thousand (\$48,000).

Except as expressly amended by the First Amendment the remaining portions of the Agreement shall remain in full force and effect.

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IN WITNESS WHEREOF, the parties hereto have caused this First Amendment to be duly executed on the respective dates set forth opposite their signatures.



CITY OF SAN CLEMENTE

By: \_\_\_\_\_

Its: \_\_\_\_\_

Dated: \_\_\_\_\_, 20\_\_

ATTEST:

\_\_\_\_\_  
CITY CLERK of the City of  
San Clemente, California

Approved as to form:  
BEST BEST & KRIEGER

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
Finance Authorization

\_\_\_\_\_  
("CONTRACTOR")

By: \_\_\_\_\_

Its: \_\_\_\_\_

Dated: \_\_\_\_\_, 20\_\_

DRAFT