

AGREEMENT WITH ENGINEERING SOLUTIONS SERVICES TO PROVIDE ON CALL GRANT WRITING SERVICES

THIS AGREEMENT is made and entered into this 20th day of September 2022 by and between Engineering Solutions Services, Inc., a California corporation (“Consultant”), and the City of Santa Ana, a charter city and municipal corporation organized and existing under the Constitution and laws of the State of California (“City”).

RECITALS

- A. On June 29, 2022, the City issued Request for Proposal No. 22-064, by which it sought a consultant having special skill and knowledge in the field of Water, Sewer and Public Works grant writing services.
- B. Consultant submitted a responsive proposal that was among those selected by the City. Consultant represents that it is able and willing to provide the services described in the scope of work that was included in RFP No. 22-064.
- C. In undertaking the performance of this Agreement, Consultant represents that it is knowledgeable in its field and that any services performed by Consultant under this Agreement will be performed in compliance with such standards as may reasonably be expected from a professional contracting firm in the field.

NOW THEREFORE, in consideration of the mutual and respective promises, and subject to the terms and conditions hereinafter set forth, the parties agree as follows:

1. SCOPE OF SERVICES

Consultant shall perform the tasks and obligations including all labor, materials, tools, equipment, and incidental customary work required to fully and adequately complete the services described in RFP No. 22-064, which is attached as **Exhibit A**, and as more specifically delineated in Consultant’s proposal, which is attached as **Exhibit B** and incorporated in full.

2. COMPENSATION

- a. City agrees to pay, and Consultant agrees to accept as total payment for its services under this Agreement, the rates and charges identified in **Exhibit C**. Consultant is one of three (3) consultants selected to provide grant writing services on an on-call basis under RFP 22-064. The total compensation for these services provided by all such contracts selected under RFP 22-064 shall not exceed the shared aggregate amount of Two Million, Three Hundred Seventy-Five Thousand Dollars and Zero Cents (**\$2,375,000**) during the term of the Agreement, including any extension periods.
- b. Payment by City shall be made within forty-five (45) days following receipt of proper invoice evidencing work performed, subject to City accounting procedures. Payment need not be made for work that fails to meet the standards of performance set forth in the Recitals

and Scope of Work, which may reasonably be expected by City.

3. TERM

This Agreement shall commence on the date first written above and terminate on September 19, 2025, unless terminated earlier in accordance with Section 17, below. The term of this Agreement may be extended for one (1) two-year period upon a writing executed by the City Manager and City Attorney.

4. 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 being performed are part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and the total compensation is \$1,000 or more, Consultant agrees to fully comply with such Prevailing Wage Laws. Consultant shall defend, indemnify and hold the City, its elected officials, officers, employees and agents free and harmless from any claim or liability arising out of any failure or alleged failure to comply with the Prevailing Wage Laws.

5. INDEPENDENT CONSULTANT

Consultant shall, during the entire term of this Agreement, be construed to be an independent consultant and not an employee of the City. This Agreement is not intended nor shall it be construed to create an employer-employee relationship, a joint venture relationship, or to allow the City to exercise discretion or control over the professional manner in which Consultant performs the services which are the subject matter of this Agreement; however, the services to be provided by Consultant shall be provided in a manner consistent with all applicable standards and regulations governing such services. Consultant shall pay all salaries and wages, employer's social security taxes, unemployment insurance and similar taxes relating to employees and shall be responsible for all applicable withholding taxes.

6. OWNERSHIP OF MATERIALS

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 provided to Consultant by the City. City shall not be limited in any way in its use of the Documents and Data at any time, provided that any such use not within the purposes intended by this Agreement shall be at City's sole risk.

7. INSURANCE

Prior to undertaking performance of work under this Agreement, Consultant shall maintain and shall require its subcontractors, if any, to obtain and maintain insurance as described below:

a. Minimum Scope and Limit of Insurance

1. **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **\$1,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
2. **Automobile Liability:** ISO Form Number CA 00 01 covering any auto (Code 1), or if Consultant has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with a limit no less than **\$1,000,000** per accident for bodily injury and property damage.
3. **Workers’ Compensation:** as required by the State of California, with Statutory Limits, and Employer’s Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease.
4. **Professional Liability:** if Consultant is or employs a licensed professional such as an architect or engineer: Professional liability (errors and omissions) insurance, with a combined single limit of not less than **\$1,000,000** per claim with **\$2,000,000** in the aggregate.
5. **Broader Coverage:** if the Consultant maintains broader coverage and/or higher limits than the minimums shown above, the City requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

b. Other Insurance Provisions

1. **Additional Insured Status:** The City, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Consultant’s insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of **both** CG 20 10, CG 20 26, CG 20 33, or CG 20 38; **and** CG 20 37 if a later edition is used).

2. **Primary Coverage:** For any claims related to this contract, the Consultant's insurance coverage shall be primary coverage at least as broad as ISO CG 20 01 04 13 as respects the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.
3. **Notice of Cancellation:** Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the City.
4. **Waiver of Subrogation:** Consultant hereby grants to City a waiver of any right to subrogation that any insurer of said Consultant may acquire against the City by virtue of the payment of any loss under such insurance. Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.
5. **Self-Insured Retentions:** Self-insured retentions must be declared to and approved by the City. The City may require the Consultant to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or City.
6. **Acceptability of Insurers:** Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City.
7. **Claims Made Policies (applicable only to professional liability):**
 1. The Retroactive Date must be shown, and must be before the date of the contract or the beginning of contract work.
 2. Insurance must be maintained and evidence of insurance must be provided *for at least five (5) years after completion of the contract of work.*
 3. If coverage is canceled or non-renewed, and not replaced *with another claims-made policy form with a Retroactive Date prior to* the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of *five (5) years* after completion of work.

8. **Verification of Coverage:** Consultant shall furnish the City with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to City before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them.

The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

9. **Subcontractors:** Consultant shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Consultant shall ensure that City is an additional insured on insurance required from subcontractors.
10. **Special Risks or Circumstances:** City reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

8. INDEMNIFICATION

Consultant agrees to defend, and shall indemnify and hold harmless the City, its officers, agents, employees, consultants, special counsel, and representatives from liability: (1) for personal injury, damages, just compensation, restitution, judicial or equitable relief arising out of claims for personal injury, including death, and claims for property damage, which may arise from the negligent operations of the Consultant or its subconsultants, agents, employees, or other persons acting on their behalf which relates to the services described in section 1 of this Agreement; and (2) from any claim that personal injury, damages, just compensation, restitution, judicial or equitable relief is due by reason of the terms of or effects arising from this Agreement. This indemnity and hold harmless agreement applies to all claims for damages, just compensation, restitution, judicial or equitable relief suffered, or alleged to have been suffered, by reason of the events referred to in this Section or by reason of the terms of, or effects, arising from this Agreement. The Consultant further agrees to indemnify, hold harmless, and pay all costs for the defense of the City, including fees and costs for special counsel to be selected by the City, regarding any action by a third party challenging the validity of this Agreement, or asserting that personal injury, damages, just compensation, restitution, judicial or equitable relief due to personal or property rights arises by reason of the terms of, or effects arising from this Agreement. City may make all reasonable decisions with respect to its representation in any legal proceeding. Notwithstanding the foregoing, to the extent Consultant's services are subject to Civil Code Section 2782.8, the above indemnity shall be limited, to the extent required by Civil Code Section 2782.8, to claims that arise of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant.

9. INTELLECTUAL PROPERTY INDEMNIFICATION

Consultant shall defend, indemnify and hold harmless the City, its officers, agents, representatives,

and employees against any and all liability, including costs, and attorney's fees, for infringement of any United States' letters patent, trademark, or copyright contained in the work product or documents provided by Consultant to the City pursuant to this Agreement.

10. RECORDS

Consultant shall keep records and invoices in connection with the work to be performed under this Agreement. Consultant shall maintain complete and accurate records with respect to the costs incurred under this Agreement and any services, expenditures, and disbursements charged to the City for a minimum period of three (3) years, or for any longer period required by law, from the date of final payment to Consultant under this Agreement. All such records and invoices shall be clearly identifiable. Consultant shall allow a representative of the City to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement during regular business hours. Consultant shall allow inspection of all work, data, documents, proceedings, and activities related to this Agreement for a period of three (3) years from the date of final payment to Consultant under this Agreement.

11. CONFIDENTIALITY

If Consultant receives from the City information which due to the nature of such information is reasonably understood to be confidential and/or proprietary, Consultant agrees that it shall not use or disclose such information except in the performance of this Agreement, and further agrees to exercise the same degree of care it uses to protect its own information of like importance, but in no event less than reasonable care. "Confidential Information" shall include all nonpublic information. Confidential information includes not only written information, but also information transferred orally, visually, electronically, or by other means. Confidential information disclosed to either party by any subsidiary and/or agent of the other party is covered by this Agreement. The foregoing obligations of non-use and nondisclosure shall not apply to any information that (a) has been disclosed in publicly available sources; (b) is, through no fault of the Consultant disclosed in a publicly available source; (c) is in rightful possession of the Consultant without an obligation of confidentiality; (d) is required to be disclosed by operation of law; or (e) is independently developed by the Consultant without reference to information disclosed by the City.

12. CONFLICT OF INTEREST CLAUSE

Consultant covenants that it presently has no interest and shall not have interests, direct or indirect, which would conflict in any manner with performance of services specified under this Agreement.

13. NOTICE

Any notice, tender, demand, delivery, or other communication pursuant to this Agreement shall be in writing and shall be deemed to be properly given if delivered in person or mailed by first class or certified mail, postage prepaid, or sent by fax or other telegraphic communication in the manner provided in this Section, to the following persons:

To City: Clerk of the City Council

City of Santa Ana
20 Civic Center Plaza (M-30)
P.O. Box 1988
Santa Ana, CA 92702-1988

Executive Director
Public Works Agency
City of Santa Ana
20 Civic Center Plaza (M-21)
P.O. Box 1988
Santa Ana, CA 92702

To Consultant: Engineering Solutions Services, Inc.
Attn: Sudi Shoja, PE
23232 Peralta Drive, Suite 112
Laguna Hills, CA 92653
(949) 797-6055

A party may change its address by giving notice in writing to the other party. Thereafter, any communication shall be addressed and transmitted to the new address. If sent by mail, communication shall be effective or deemed to have been given three (3) days after it has been deposited in the United States mail, duly registered or certified, with postage prepaid, and addressed as set forth above. If sent by fax, communication shall be effective or deemed to have been given twenty-four (24) hours after the time set forth on the transmission report issued by the transmitting facsimile machine, addressed as set forth above. For purposes of calculating these timeframes, weekends, federal, state, County or City holidays shall be excluded.

14. EXCLUSIVITY AND AMENDMENT

This Agreement represents the complete and exclusive statement between the City and Consultant regarding the subject matter herein, and supersedes any and all other agreements, oral or written, between the parties. In the event of a conflict between the terms of this Agreement and any attachments hereto, the terms of this Agreement shall prevail. This Agreement may not be modified except by written instrument signed by the City and by an authorized representative of Consultant. The parties agree that any terms or conditions of any purchase order or other instrument that are inconsistent with, or in addition to, the terms and conditions hereof, shall not bind or obligate Consultant or the City. Each party to this Agreement acknowledges that no representations, inducements, promises or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein.

15. ASSIGNMENT

Inasmuch as this Agreement is intended to secure the specialized services of Consultant, Consultant may not assign, transfer, delegate, or subcontract any interest herein without the prior written consent of the City and any such assignment, transfer, delegation or subcontract without the City's prior written consent shall be considered null and void. Nothing in this Agreement shall be construed to limit

the City's ability to have any of the services which are the subject to this Agreement performed by City personnel or by other Consultants retained by City.

16. WAIVER

No waiver of breach, failure of any condition, or any right or remedy contained in or granted by the provisions of this Agreement shall be effective unless it is in writing and signed by the party waiving the breach, failure, right or remedy. No waiver of any breach, failure or right, or remedy shall be deemed a waiver of any other breach, failure, right or remedy, whether or not similar, nor shall any waiver constitute a continuing waiver unless the writing so specifies.

17. TERMINATION

This Agreement may be terminated by the City upon thirty (30) days written notice of termination. In such event, Consultant shall be entitled to receive and the City shall pay Consultant compensation for all services performed by Consultant prior to receipt of such notice of termination, subject to the following conditions:

- a. As a condition of such payment, the Executive Director may require Consultant to deliver to the City all work product completed as of such date, and in such case such work product shall be the property of the City unless prohibited by law, and Consultant consents to the City's use thereof for such purposes as the City deems appropriate.
- b. Payment need not be made for work which fails to meet the standard of performance specified in the Recitals of this Agreement.

18. NON-DISCRIMINATION

Consultant shall not discriminate because of race, color, creed, religion, sex, marital status, sexual orientation, gender identity, gender expression, gender, medical conditions, genetic information, or military and veteran status, age, national origin, ancestry, or disability, as defined and prohibited by applicable law, in the recruitment, selection, teaching, training, utilization, promotion, termination or other employment related activities or any services provided under this Agreement. Consultant affirms that it is an equal opportunity employer and shall comply with all applicable federal, state and local laws and regulations.

19. JURISDICTION-VENUE

This Agreement has been executed and delivered in the State of California and the validity, interpretation, performance, and enforcement of any of the clauses of this Agreement shall be determined and governed by the laws of the State of California. Both parties further agree that Orange County, California, shall be the venue for any action or proceeding that may be brought or arise out of, in connection with or by reason of this Agreement.

20. PROFESSIONAL LICENSES

Consultant shall, throughout the term of this Agreement, maintain all necessary licenses,

permits, approvals, waivers, and exemptions necessary for the provision of the services hereunder and required by the laws and regulations of the United States, the State of California, the City of Santa Ana and all other governmental agencies. Consultant shall notify the City immediately and in writing of its inability to obtain or maintain such permits, licenses, approvals, waivers, and exemptions. Said inability shall be cause for termination of this Agreement.

21. MISCELLANEOUS PROVISIONS

- a. Each undersigned represents and warrants that its signature herein below has the power, authority and right to bind their respective parties to each of the terms of this Agreement, and shall indemnify City fully, including reasonable costs and attorney's fees, for any injuries or damages to City in the event that such authority or power is not, in fact, held by the signatory or is withdrawn.
- b. All exhibits referenced herein and attached hereto shall be incorporated as if fully set forth in the body of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the date and year first above written.

ATTEST:

CITY OF SANTA ANA

Clerk of the Council

Kristine Ridge
City Manager

APPROVED AS TO FORM
SONIA R. CARVALHO
City Attorney

CONSULTANT

By: _____

Brandon Salvatierra
Deputy City Attorney

Name: Sudi Shoja, PE
Title: Principal

S. Shoja

RECOMMENDED FOR APPROVAL

Nabil Saba, P.E.
Executive Director
Public Works Agency

EXHIBIT A

**Appendix
ATTACHMENT 1
SCOPE OF WORK**

**CITY OF SANTA ANA
REQUEST FOR PROPOSALS
FOR
WATER, SEWER AND PUBLIC WORKS PROGRAMS GRANT WRITING SERVICES
RFP NO.: 22-064**

Introduction and Background:

The City of Santa Ana is located in the County of Orange in Southern California. The City encompasses 27.5 square miles and a population of over 335,000 people.

The City of Santa Ana Public Works Agency is soliciting proposals from professional firms for grant writing services. The primary emphasis will be seeking grant related funds for Water and Sewer programs all other programs will be secondary.

In the past the City has utilized professional grant writing consulting firms on as needed basis to meet the goals and objectives of the City. The goals of this proposal for consulting services are to identify areas of funding needs, grant research and funding, development, and grant program administration and delivery to the City's Public Works Agency.

In summary, the City of Santa Ana is soliciting proposals from qualified firms to provide grant writing services. This request for proposal (RFP) provides interested qualified firms with the information enabling them to submit a Service Bid Proposal and to provide the services described herein.

Description of Work:

The Consultant/s will seek funding opportunities primarily for water and sewer programs, secondarily for all other programs with an emphasis on securing funds for capital projects. The selected consultants are expected to search for relevant grant opportunities and inform the City of their applicability. When relevant grant opportunities are identified and approval to proceed is granted by City, the consulting firm shall prepare the necessary grant application documents and submit grant applications on behalf of the City for approval or fully support the City in applying. All the work shall be coordinated with Public Works Agency personnel. The successful firm(s) shall have experience in grant writing, grant program development and administration for Federal, State, and Local entities including and not limited to:

- US Department of Commerce-Economic Development Administration (Public Works and EAA programs)
- US Department of Housing and Urban Development (CDBG)
- US Department of Interior-Bureau of Reclamation
- California Department of Water Resources

- California Water Quality Control Board
- California Water Resources Control Board
- Air Quality Management District (AQMD)
- Mobile Source Air Pollution Reduction Review Committee (MSRC)
- State of California Department of Parks and Recreation; various programs and Bond Acts (Office of Grants and Local Services OGALS)
- State of California Natural Resources Agency
- State of California Coastal Conservancy

The funding sought is intended to support contemplated programs for, among other things:

- Recycled water
- Infrastructure replacement
- Automated Metering Infrastructure
- Green infrastructure/solar panels
- Conservation/outreach enhancements
- Sewer septic tank removals/conversions
- Alternative (RNG/CNG/Propane) fuel vehicles/infrastructure
- EV charger infrastructure
- Park Land Acquisitions
- Park Development (Capital Improvements)
- Park Deferred Maintenance Projects

The following are typical service and or items that the successful Consultant(s) will be required to provide for the City of Santa Ana.

Funding Needs Analysis – Conduct current funding priority needs analysis and identify new priority areas for funding in conjunction with Staff.

Outside Funding/On-Call Research – Conduct research and identify third-party funding sources that support the Public Works Agency, funding needs and priorities. This scope includes researching grant opportunities independently as well as any identified by the City.

Funding Proposal Development – Provide proposal writing associated with funding applications on behalf of the City of Santa Ana, including the preparation of funding abstracts, production and submittal of applications to funding sources. The City understands that many applications require technical details,. City staff will provide technical data as necessary but it is expected that the consultant(s) will perform the majority of work required to generate funding applications. Once applications are finalized, consultant will provide a copy of each application package for funding to the City prior to submittal and review the package with City staff.

Program Administration and Delivery – The Consultant(s) will be required to provide grant administration and coordination services as part of this proposal including, but not limited to, coordinating with City staff to provide expenditure reports and submit reimbursement requests, preparing Resolutions and Staff Reports for City Council consideration, coordinating with funding sources' staff, and submitting periodic status update reports to City.

On a monthly basis, the Consultant(s) shall provide the City summaries of potential funding opportunities. The summaries shall include, but not limited to the name of the funding agency, due dates for applications, eligibility, and program summary and funding level available.

City Responsibilities:

The City will provide information in its possession relevant to the preparation of the required information in the RFP. Availability of staff time to assist with the preparation of grant application documents is limited. Selected consultant is expected to perform a substantial amount of research and data gathering independently. City staff will provide system information and data as available in an effort to develop the best grant application package possible.

EXHIBIT B



City of Santa Ana

Proposal to Provide:

Water, Sewer, and Public Works Grant Writing Services

July 25, 2022

Submitted by



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



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1. STATEMENT OF QUALIFICATIONS

A. COVER LETTER

City of Santa Ana
Attn: Kathia Reyes, Projects Manager
Public Works Agency
220 S. Daisy Ave; 1st Floor Reception, Administration Building
Santa Ana, CA 92703

July 25, 2022

Re: Request for Proposals for Water, Sewer, and Public Works Grant Writing Services

Dear Ms. Reyes

Engineering Solutions Services (ESS) welcomes the opportunity to submit this proposal to provide grant writing services for the City of Santa Ana (the City). Our goal is to bring in the maximum available grant funding for the City. Having secured more than \$500 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. ESS

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.

We are aware of the City's focus on water and sewer, parks and public works projects and as it is demonstrated in our proposal, we have a proven track record in successful award of grants for the classifications 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.

We have reviewed and understand all the proposal terms and conditions and acknowledge receipt of Addendum No. 1. As the Principal for ESS, I am fully authorized to legally bind ESS in agreements with the City of Santa Ana. I will serve as the program manager for this contract, and as the Principal of ESS (S-Corporation), I can be reached at (949) 637-1405 or via email at 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 dark ink, appearing to read "S. Shoja".

Sudi Shoja, PE
Principal



B. AGREEMENT STATEMENT

ESS is aware of all responsibilities and provisions outlined in the standard agreement and takes no exceptions.

C. UNDERSTANDING OF NEED

City of Santa Ana has been proactively seeking grant and alternative funding for ahead of the current environment with ample funding for infrastructure. City's commitment to help its residents by obtaining grant funding has provided a significant contribution to implementing key capital projects while lowering cost of service. With all the federal and state budget funding for climate change and infrastructure improvements, City is in a very good position to align its objectives with those of funding agencies and attract more funding for its water, sewer, parks and a variety of public works projects.

ESS is a multi-disciplinary grant funding company and is one of the leading consultants in preparation of successful grants for the U.S. Bureau of Reclamation and other federal organizations such as EPA, Department of Parks and Recreation, FEMA/CalOES, and many other federal and state funding agencies. ESS team members have a diversified experience that ranges from planning and design of utility projects to emergency preparedness and parks and recreation projects. ESS has also been very successful in obtaining funding from new funding sources that will recommend to the City for consideration.

✓ ***ESS obtained \$9 million for the City of Carlsbad Veterans Park and the neighborhood improvements in two years.***

ESS worked 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

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



Proposal to Provide Water, Sewer, and Public Works Grant Writing Services

- 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. 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.

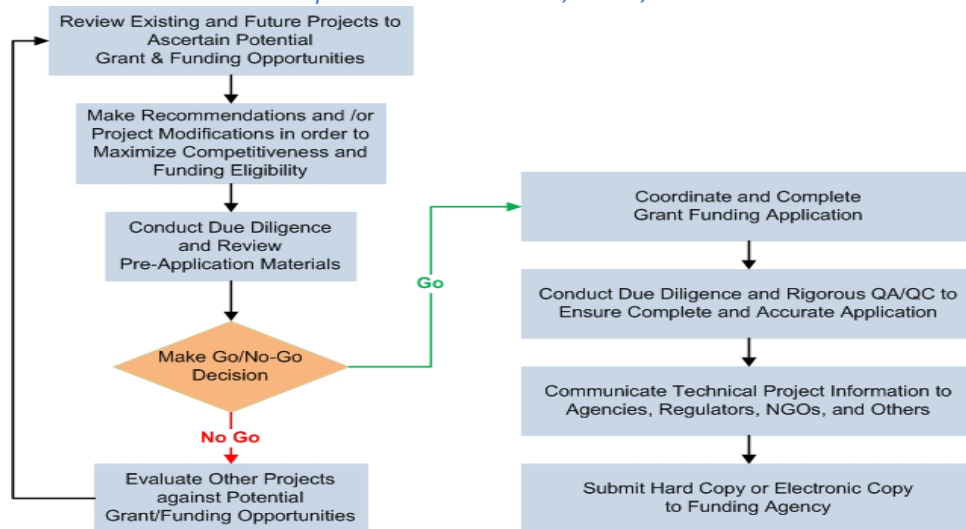
We have the unique ability to distill and convey complex project information into funding agencies' specific formats for grant applications. Our experience in coordinating, managing, and writing different types of applications has led to successful procurement of funding for many clients. Similarly, 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:



Proposal to Provide Water, Sewer, and Public Works Grant Writing Services



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 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 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 | • California Department of Parks and Recreation |
| • FEMA/CA Office of Emergency Services (CalOES) Pre-Disaster Mitigation and Hazard Mitigation Planning | • CA Public Utilities Commission |
| • Ocean Protection Council (Prop 68) | • Metropolitan Water District of Southern C |
| • State Water Resources Control Board | • US Energy Commission |
| • US Department of Commerce – Economic Development Administration | • 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.




Proposal to Provide Water, Sewer, and Public Works Grant Writing Services

- ✓ **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:

 Local, State, and Federal Funding Opportunities							
PROGRAM	Total Allocation	Funds Offered this Round	Purpose	Eligible Projects	Status	Anticipate d Timeline	Notes
SWRCB Stormwater Implementatio n 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	Implementatio n projects including but not limited to: Green infrastructure; SW capture; SW treatment	Round 1 OPEN	TBD 2018: Round 2 solicitations for implementati on grants	Planning grant solicitatio n closed in March (\$20M) additional round of \$100 M for implemen tation grants anticipate d
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 customer s for onsite projects or leak repairs
DWR IRWM: Implementati on Grants/ Prop 1	\$418M state-wide \$98M for LA Region	TBD	Projects and programs	Surface storage/GW recharge; Water	In development	TBD: Round 1 solicitation for	Public comment period ended



Proposal to Provide Water, Sewer, and Public Works Grant Writing Services

			that support IRWM.	conveyance; Watershed restoration/protection		implementation grants	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.***

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:



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ItemA2:H3		Requirements	BY	Schedule
1.0 Introduction				
3.0 General Reporting				
3.2	Project Description Template	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	Project Identification	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	Purpose of the Project	Succinctly describe the specific ways that the proposed major transit investment will address the problems identified in the corridor.		Week 1
3.3.6	Merits of the Project	Describe how the project addresses the Purpose for the Project more effectively compared to other alternatives		week 1 -2
3.4	Project Maps	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	Map Details: Stations	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	Map Details: Legend	A legend, scale and compass.	ESS	Week 1
3.6	Operations and Maintenance Costs	Must submit to FTA documentation summarizing how operating and maintenance costs were developed. Additionally, the following considerations apply: • System-wide and route level operating cost data (and factors) are typically available as part of ongoing operations planning.		
3.7	Capital Costs		ESS	Week 2
4.3	Cost Effectiveness	Need to put in Trip information; Horizon Year; the project's annualized federal share. See Page 16-17: FY18 Reporting Instructions for the Section 5309 Small Starts Criteria.	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.

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



Proposal to Provide Water, Sewer, and Public Works Grant Writing Services

clarity of graphics and schematic drawings to show grant evaluators the client agency's expertise and vision:

- ✓ ***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.***

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.

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.***

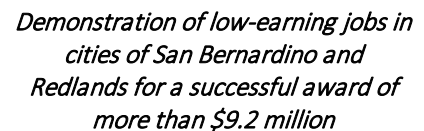
Budget Analysis and Construction Planning

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
- Budget scalability
- Scheduling details
- Implementation requirements for allocation purposes



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).



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

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.

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.

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

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 website and the online submittal platforms for IRWM, BOR and some parks grants.



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BOR	BMS	FAAST	IRWM	GranTS	Grants.gov
✓	✓	✓	✓	✓	✓

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.

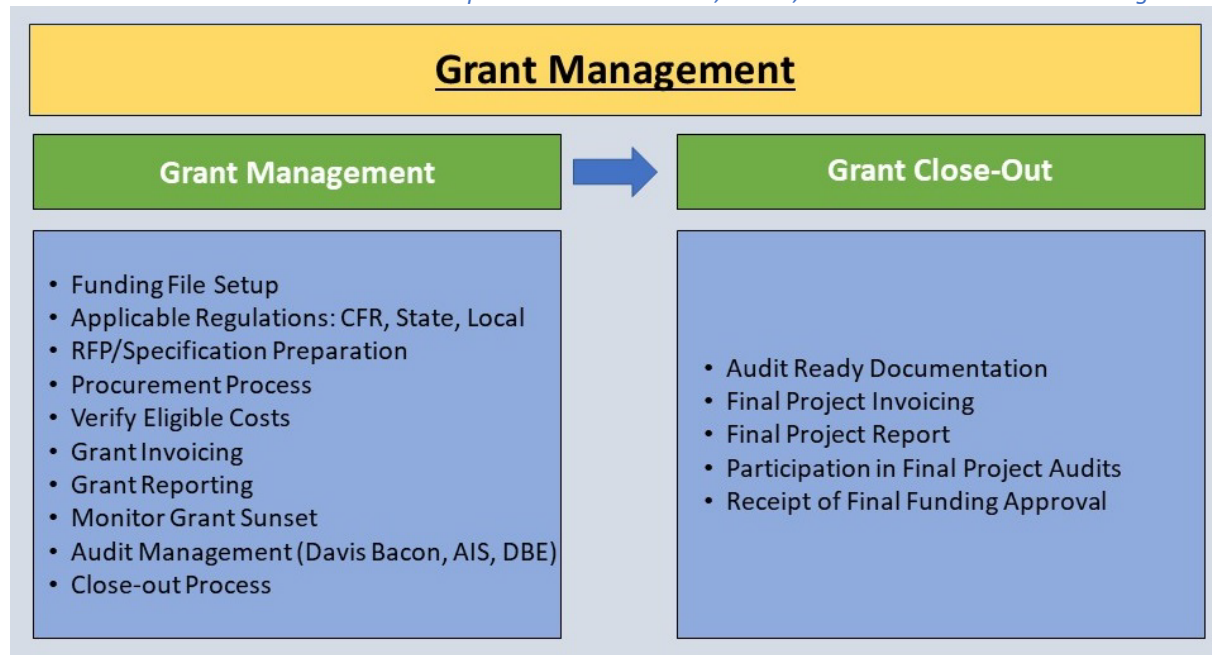
- ✓ ***We have been leading the efforts for Chino Basin Water Conservation Authority to partner with Inland Empire Utilities Agency on two application projects, recently funded by MWD.***
- ✓ ***ESS arranged for support letters from other utility agencies to support the Coachella Valley Water District 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



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. 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.***

D. FIRM AND TEAM EXPERIENCE

Background

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:

- **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**
- **Received approval from WIFIA for over \$50 million for two projects**



Our Clients

Served as prime or sub-consultant

City of Santa Ana

OCTA

City of Laguna Beach

County of Orange

City of Villa Park

City of Laguna Niguel

City of Irvine

City of Tustin

City of Newport Beach

South Coast Water District

City of Lake Forest

City of Laguna Woods

City of Carlsbad

City of Encinitas

City of Oceanside

Port of Long Beach

LA Metro

SBCTA

MSWD

CVWD

San Bernardino Municipal Water
Dept

SANDAG

City of Palm Springs

City of San Marcos

Los Angeles Metro

City of Redondo Beach

CA Earthquake Authority

City of Hemet

City of Perris

City of Banning

City of Richmond

SOCWA

Chino Basin WCD

Humboldt Bay County WD

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- **Unmatched experience in submittal of successful application for a variety of projects to Bureau of Reclamation (BOR)**
- **Successfully awarded \$39.2 Million in greenhouse gas (GHG) reduction funding**
- **Prepared successful cogeneration project application for \$8 million in funding**
- **The SRF application package for \$103 million to SWRCB was approved in record time and with no comments**
- **California Office of Emergency Services (CalOES) has recommended multiple grant applications prepared for seismic retrofit, climate change 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**
- **Identified more than \$20 million in water quality grants for two agencies**
- **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

We have secured over \$520 million for various agencies in the past ten years.



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Disadvantaged Business Enterprise (DBE) and Small Business Enterprise (SBE) with 12 employees at its office in Laguna Hills.

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: CA Department of Water Resources Control Board for State Revolving Funds (SRF), Environmental Protection Agency (EPA), US Bureau of Reclamation (BOR), Title XVI, Integrated Regional Water Management (IRWM), Santa Ana Watershed Project Authority (SAWPA), Propositions 1, 13, 50, 68, and 84, Water Department of Water Resources (DWR), Infrastructure Finance & Innovation Act (WIFIA), FEMA related grants, Air Quality Management District (AQMD), Water Infrastructure Improvements for the Nation Act (WIIN), California Air Resources Board (CARB), Community Development Block Grant (CDBG), Commerce-Economic Development Administration, funding for brownfields and remedial services, Department of Parks and Recreation, Land and Water Conservation Funds, Natural Resources Agency, Outdoor Equity Grants, Recreational Trails Program, Urban Greening Project, Community Project Funds, Environmentally Enhanced Mitigations, Southern California Edison (SCE) and conservancies,

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

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 is 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

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



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implementation grant 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. ESS office consists of 12 people.

John Robinson Consulting (JRC) Subconsultant:

John has more than 25 years of experience in engineering consulting, construction management, project leadership/project management, operational/fiscal management and market sector strategy development focused most recently on obtaining local, State and Federal grants and/or loans for public agencies and special districts. He assisted in pre and post grant award administration managing the U.S. Bureau of Reclamation Title XVI funding, State Revolving Fund (SFR) Proposition 50, State Water Resources Control Board (SWRCB) Proposition 13, Department of Water Resources Proposition 84 Rounds 1-4, Metropolitan Water District of Southern California Local Resources Program and Recycled Water Retrofit Program monies in order to complete the approximately **\$182 million of storm water and recycled water projects** for clients in southern California. He assisted in completing the coordination with the funding agency on behalf of clients including monthly reports, progress deliverables, proposed financial breakdowns and coordinating field meetings.

Our Core Business is Funding

Experience

The following highlights grants we have applied and/or managed in the last ten years:



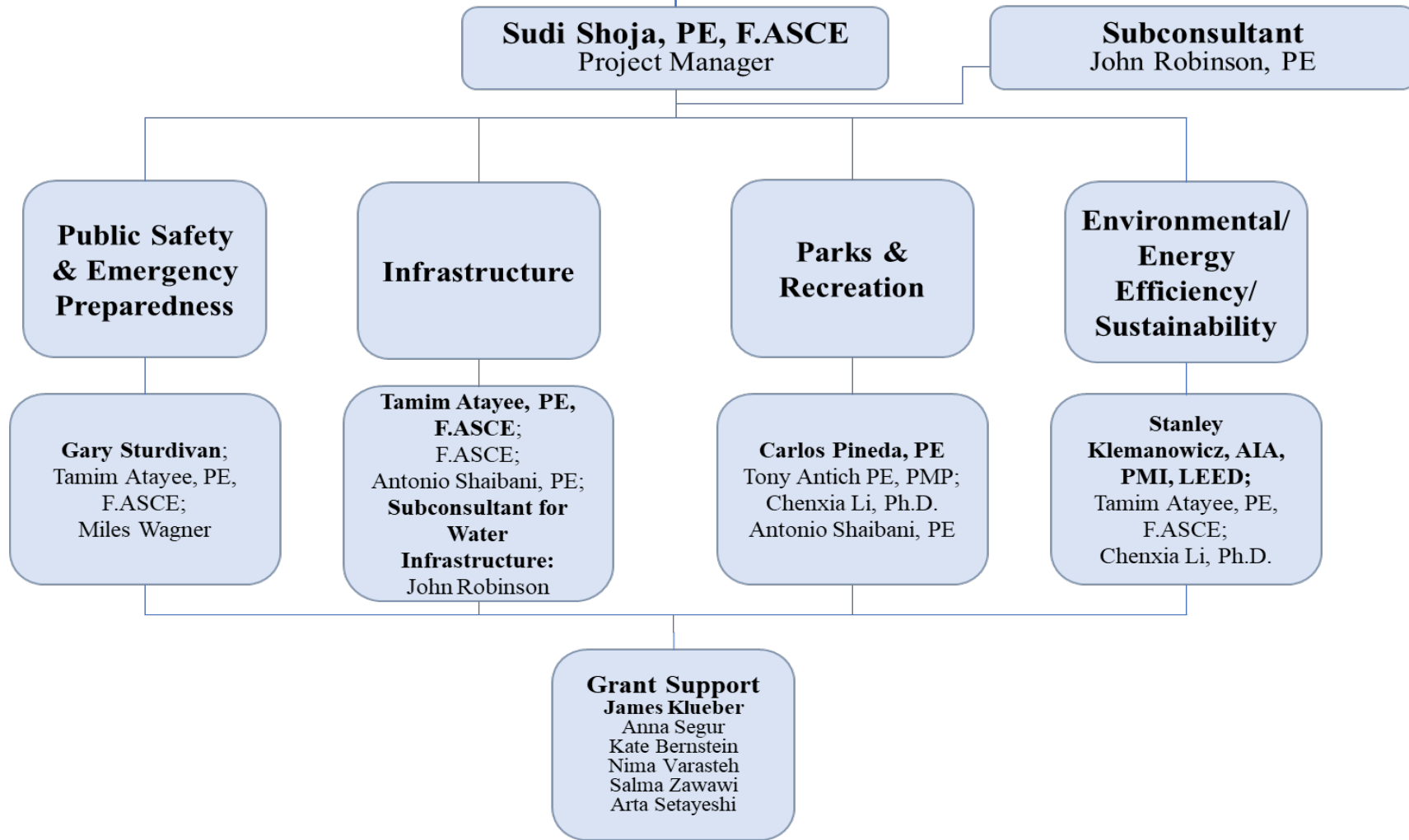
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Agency	Projects	Funding Sources	Value(millions)
City of Belvedere	Sea Level Rise, Erosion Control	Dept of Parks, FEMA/BRIC	\$ 26.00
City of Carlsbad	Parks, SCADA, Street Improv,	CPF, ATP, HSIP, SWRCB	\$ 14.30
City of Commerce	Traffic Signal Coordination	HSIP	\$ 1.00
Coachella Valley Water District	AMI, Stormwater	WIFIA, FEMA, BOR	\$ 58.50
City of Downey	Water Quality	SWRCB	\$ 8.00
Desert Water Agency	Water/Energy Efficiency	BOR	\$ 0.50
City of Fort Bragg	Water Supply Pipeline & Reservoir	DWR/SWRCB	\$ 19.50
City of Hemet	Multiple Projects	Flood, LPP, HBP, Prop 68	\$ 28.00
City of Irvine	Multiple Projects	ATP, HSIP	\$ 2.00
City of Long Beach	Complete Street Project	LPP	\$ 2.88
Long Beach Water Department	Parks, AMI, Wells, RW	BOR, SWRCB,	\$ 12.00
Mission Springs Water District	Water/Energy Efficiency	BOR	\$ 0.30
City of Newport Beach	Emergency Management	FEMA/Cal EMA	\$ 9.00
Olivenhain Water District	AMI	BOR	\$ 0.50
Orchard Dale Water District	Seismic Retrofit	FEMA/CalOES	\$ 4.00
City of Palm Springs	WWTP, Cogeneration Project	SWRCB SRF/GPR	\$ 37.00
City of Petaluma	AMI, RW	DWR	\$ 11.50
City of Redwood City	RW & AMI	SWRCB	\$ 7.00
San Bernardino Associated Governmen	Multiple Projects/GHG Reduction	TIRCP/DOT	\$ 39.20
San Bernardino Municipal Water Department	Recycled Water Expansion Water & Sewer	FEMA, SWRCB BOR, DWR	\$ 21.00
City of Sacramento	Parks, Water & Sewer, Storm water	Parks, BOR, SWRCB	\$ 11.60
City of Santa Ana	RW, Energy, Water, Sewer	Various	\$ 6.95
Santa Clarita Valley Water Agency	AMI, Wells, PFAS	BOR, Title XVI	\$ 4.00
South Coast Water District	Water & Sewer	SRF, BOR	\$ 103.00
Turlock Irrigation District	Parks, water/energy, Dams	Dept of Parks, FEMA, BOR	\$ 3.70
City of Tustin	Multiple Projects	ATP, HSIP	\$ 3.00
City of Vista	Parks, Storm Water, Bike Trails, Sewer, Streets	Prop 84, EPA, HSIP, SWRCB	\$ 64.00
City of Wildomar	Storm Water, Bike Trails, Streets	FEMA/CalOES, ATP, HSIP	\$ 2.70
Total:			\$ 501.13

Resumes of key people are included in Appendix.



Proposal to Provide Water, Sewer, and Public Works Grant Writing Services





E. 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:

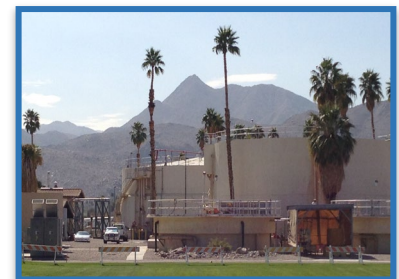


Grant Amount	Funding Agency	Program	Projects
\$5 million	Bureau of Reclamation	Drought Contingency	4 Well Projects
\$1.5 million	Bureau of Reclamation	Water Energy Efficiency	AMI System
\$10.1 million	SWRCB	DWSRF	AMI - Pending
\$5.2 million	SWRCB	DWSRF	Well 32- In process
\$75,000	SWRCB	Prop 1	Water 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





Proposal to Provide Water, Sewer, and Public Works Grant Writing Services

managers and obtain approvals for every phase. This project was completed in March 2017.

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
\$1.5 million	Bureau of Reclamation	WEEG	AMI
\$4.2 million	Bureau of Reclamation	DRP	4 Wells
\$75,000	FEMA	Training	Emergency Response Training
\$1.1.97 million	BOR	Title XVI	Park/Recycled 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
\$5.5 million	FEMA	Hazard Mitigation	Seismic Retrofit of 4 reservoirs



Proposal to Provide Water, Sewer, and Public Works Grant Writing Services

\$7.57 million	SWRCB	DWSRF	Seismic Retrofit of 4 reservoirs
\$9.9 million	SWRCB	CWSRF	WWTP expansion
\$3.4 million	SWRCB	DWSRF	Water pipeline Rehabilitation
\$2 million	DWR	Urban Multibenefit	AMI System
\$500,000	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.

Grant Amount	Funding Agency	Program	Projects
\$4 million	Community Project Funds	Annual Allocation - 2022	Veterans Park
\$5 million	Community Project Funds	Annual Allocation - 2021	Neighborhood Revitalization
\$4.6 million	SWRCB	CWSRF	SCADA System
\$1.2 million	FHWA	HSIP	multiple projects
\$15 million	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.

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



F. SCHEDULE

All the above ESS team members are available and committed to delivery of the work described in this proposal. ESS team members have been working with each other for several years and we do not foresee a change for the duration of this contract. We will start working upon notice of award and complete the tasks within the specified time frame to meet City and funding agency requirements.

Availability Chart	
Name & Designation	Availability
Sudi Shoja, PE, FASCE	65%
John Robinson, Project Manager	60%
Carlos Pineda, PE	50%
Gary Sturdivan	50%
Tamim Atayee, PE	50%
Chenxia Li, Ph.D	70%
Antonio Shaibani, PE	60%
Anna Segur	70%
James Klueber	70%
Savannah Regan	70%

G. REFERENCES:

Below are the references for the above listed projects:

City of Santa Ana: Nabil Saba, PE/ Executive Director/ (714) 647-3378/ nsaba@santa-ana.org

Rudy Rosas, PE, Principal Civil Engineer/ (714) 647-3379/ rosas@santa-ana.org

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

San Bernardino Municipal Water Department: Devin Arciniega/ Water Conservation/ Public Affairs Coordinator/ (909) 453-6052/ Devin.Arciniega@sbmwd.org

City of Carlsbad: Jason Haber/ Intergovernmental Affairs Director/ (442) 339-2958/ Jason.haber@carlsbadca.gov

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



City of Palm Springs: Donn Uyeno, PE / Principal Engineer/ (760) 323-8253/

Donn.Uyeno@palmspringsca.gov

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 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.

2. SCOPE OF SERVICES AND SCHEDULE

Below table provides a general outline of the process and an approximate schedule for the deliveries. However, ESS has the depth of resources to provide grant applications in more expedited manner if needed.

	Grant Application Development Process	
Scope	Outside Funding/On-Call Research: ESS will provide notification and summaries of all applicable grants to City Project	Ongoing
Scope	Funding Proposal Development Developing overall grant outline; working with appropriate Department staff and team to determine writing assignments	Week 1-2



Proposal to Provide Water, Sewer, and Public Works Grant Writing Services

Task	Review grant guidelines with City staff, review project and other relevant documentation, Identify eligibility & funding requirements, terms, conditions, and other key parameters	
Deliverable	Work Plan Structure to guide meetings and receive direction if moving forward with the grant application.	
Task	Request information on requiring long lead action items such as support letters, and resolutions.	Week 1-2
Task	Locate, research, and analyze data in compliance with funders' guidelines, including specific community information or other specialized items	
Deliverable	Provide draft support letters, council reports and resolutions	
Scope	Provide budget guidance, prepare BCA in conformance with grant requirements, project records and City policies	Week 2-3
Task	Review project budget against grant guidelines and information	Week 2- 3
Deliverable	Draft budget information and Benefit Cost Analysis for City review	
Scope	Organizing facts, data, statistics and narrative collected and written as part of assigned projects and making those items available to the Department	Week 2-3
Task	Draft various grant application sections	
Task	Prepare exhibits, attachments, forms and other requirements	
Task	City review and finalize application materials based on input	
Scope	Ensuring that all required components of proposal are included in submission, ensuring adherence to grant evaluation criteria	Week 3-4
Task	Continue to draft application, use internal grant application checklist and WPS outline to guide QA/QC	
Deliverable	Final application materials for review	
Task	City review and finalize application materials based on input	Week 4-6
Task	Ensure City has copies of all application materials	
Deliverable	Final grant application package with all attachments and submittal confirmation	
Scope	Program Administration and Delivery	Upon Grant Award
	Grant agreement negotiations, staff reports and resolutions	Based on deadlines
	Submit status reports, reimbursement requests based on funding agency requirements	
	Submit status of all funding pursuits to the City	Monthly

3. FEE PROPOSAL

As directed in the RFP, the Attachment 4, Fee Schedule is submitted separately.



CERTIFICATIONS

APPENDIX ATTACHMENT 3-1: NON-COLLUSION AFFIDAVIT CERTIFICATIONS

NON-COLLUSION AFFIDAVIT (Title 23 United States Code Section 112 and Public Contract Code Section 7106)

To the CITY OF SANTA ANA DEPARTMENT OF PUBLIC WORKS

In accordance with Title 23 United States Code Section 112 and Public Contract Code 7106 the BIDDER declares that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the BIDDER has not directly or indirectly induced or solicited any other BIDDER to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived or agreed with any BIDDER or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the BIDDER has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the BIDDER or any BIDDER, or to fix any overhead, profit, or cost element of the bid price, or of that of any other BIDDER, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the BIDDER has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

Note: The above Non-collusion Affidavit is part of the Proposal. Signing this Proposal on the signature portion thereof shall also constitute signature of this Non-collusion Affidavit. BIDDERS are cautioned that making a false certification may subject the certifier to criminal prosecution.

Signed

S. Shyja

State of California
County of Orange

Subscribed and sworn to (or affirmed) before me on this 25 day of July, 2022, by _____, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

Notary Public Signature

Notary Public Seal



**APPENDIX
ATTACHMENT 3-2: NON-LOBBYING CERTIFICATION
CERTIFICATIONS**

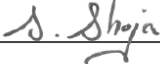
The prospective participant certifies, by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence any officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant loan, loan or cooperative agreement, the undersigned shall complete and submit a "Disclosure of Lobbying Activities".

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U. S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The prospective participant also agrees by submitting his or her bid or proposal that he or she shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such sub recipients shall certify and disclose accordingly.

Firm: Engineering Solutions Services

Signed /Printed Name:  Sudi Shoja, PE

Title: Principal

Date: July 25, 2022



**APPENDIX
ATTACHMENT 3-3: NON-DISCRIMINATION CERTIFICATION
CERTIFICATIONS**

The undersigned consultant or corporate officer, during the performance of this contract, certifies as follows:

1. The Consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Consultant shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
2. The Consultant shall, in all solicitations or advertisements for employees placed by or on behalf of the Consultant, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
3. The Consultant shall send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Consultant's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. The Consultant shall comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
5. The Consultant shall furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his/her books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation, to ascertain compliance with such rules, regulations, and orders.
6. In the event of the Consultant's non-compliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, the contract may be canceled, terminated, or suspended in whole or in part and the Consultant may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulations, or order of the Secretary of Labor, or as otherwise provided by law.



Proposal to Provide Water, Sewer, and Public Works Grant Writing Services

7. The Consultant shall include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontract or purchase order as the administering agency may direct as means of enforcing such provisions, including sanctions for noncompliance; provided, however, that in the event the Consultant becomes involved in, or is threatened with, litigation with a subconsultant or vendor as a result of such direction by the administering agency, the Consultant may request that the United States enter into such litigation to protect the interests of the United States.
8. Pursuant to California Labor Code Section 1735, as added by Chapter 643 Stats. 1939, and as amended,

No discrimination shall be made in the employment of persons upon public works because of race, religious creed, color, national origin, ancestry, physical handicaps, mental condition, marital status, or sex of such persons, except as provided in Section 1420, and any consultant of public works violating this Section is subject to all the penalties imposed for a violation of the Chapter.

Firm: **Engineering Solutions Services**

Sign/Printed Name: S. Shoja **Sudi Shoja, PE**

Title: **Principal**

Date: **July 25, 2022**



APPENDIX

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



Proposal to Provide Water, Sewer, and Public Works Grant Writing Services

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 BOR, SWRCB, SAWPA for over \$20 million in funding.

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.



John Robinson, PE, F.ASCE

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.

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.

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
WateReuse Association –
Inland Empire and Los
Angeles Chapters*

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.

City of Long Beach Grant Writing Services, Long Beach, Ca - John has been working with ESS on developing funding strategies and grant applications as needed that included Reclamation, SWRCB, and Title XVI.

Water Replenishment District, Los Angeles, CA - John has been assisting ESS on developing funding strategies for the new Reclamation – Title XVI PFAS treatment funding.

Chino Basin Water Conservation District, Chino, CA – John has been working with ESS and has been responsible for funding over \$1 million for District's key project.

Central Municipal Basin Water District, CA – As the District's Engineer, John has been leading ESS's efforts for developing a funding strategy and preparation of funding applications.

Easter Municipal Water District - John has been leading ESS's efforts for preparation of a SRF application on behalf of the District.

Recycled Water Master Plan – City of Santa Ana, CA - John was a team member for preparation of the RWMP that was partially funded by SWRCB.

Whittier Narrows Water Recycling Project Phase IIA-Pipeline and Pump Station

Project Manager responsible for the expansion of the Upper San Gabriel Valley Municipal Water District's recycled water system. The facilities for the project include a pump station and



Proposal to Provide Water, Sewer, and Public Works Grant Writing Services

reservoir at the County Sanitation Districts of Los Angeles County Whittier Narrows Water Reclamation Plant and approximately 18,000 linear feet of pipeline.

City of Industry Water Recycling Project Phase IIB-Pipeline, Reservoirs and Pump Station

Project Manager responsible for the expansion of the Upper San Gabriel Valley Municipal Water District's recycled water system. The facilities for the project include a two pump station, two reservoirs in the City of West Covina and 24,000 linear feet of pipeline.

City of Industry- Recycled Water Pump Station No. 1

Senior Manager responsible for the preliminary design expansion of the Recycled Water Pump Station No. 1 located at San Jose Creek Water Reclamation Plant. The facilities included hydraulic modeling, structural, electrical and civil/mechanical improvements.

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.

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.

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.

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.



Carlos Pineda, PE, Senior Civil Engineer

Carlos is a registered civil engineer in the State of California with over 38 years of experience in civil engineering and project management. He has extensive experience working for both private and public sectors. His private sector design experience covers a wide range of projects including residential master planned communities and “in tract” residential improvements. His public works design experience covers a wide variety of projects including the improvement of major arterials, secondary highways and collectors, flood control and drainage projects, ADA retrofit, and safe routes to school projects.

Relevant Experience

Trail Restoration Project, City of Huntington Beach, CA

Carlos has been responsible for successful development of a conceptual plan for the Shipley Park trail project that met the approval of the Parks Board members. Carlos then prepared the application for the California Department of Parks and Recreation

Linear Park and Trail, City of Seal Beach, CA

Responsible for development of a grant application for development of a linear park to achieve trail connectivity that included research and preparation of the narrative and all the Clean CA Grant requirement for the Project.

Park Expansion Project, City of Sacramento, CA

Responsible for development of a conceptual plan and preparation of the narrative and all the Clean CA Grant requirement for the Project.

Landscaping Restoration, City of Seal Beach, CA

Preparation of a grant application package for the median landscape retrofit for the City of Seal Beach for conformity with Caltrans requirements and City General Plan. .

Recycling Water Projects, Central Basin Municipal Water District, CA

Responsible for preparation of 3 application packages for cities of Downey, Southgate and Bell Gardens. Developed cost estimate and the grant application for submittal on behalf o the agency.

LOSSAN Corridor, Peer Review, Hydrology & Hydraulics, San Diego, CA

As part of RailPros Team, Carlos has been providing peer review on Civil engineering plans for several portions of the LOSSAN Corridor project.

Metro- Metrolink Station Location Studies, Los Angeles, CA

ESS served as a sub consultant and provided site study and study the utility constraints involved. This study included four stations and multiple alternatives for each location. The utility study included coordination with various stakeholders such as cities, and SCE.

Education: MS, Civil Engineering – Structures, California State University, Long Beach

MBA, Business Administration, University of Phoenix

BS Civil Engineering (Cum Laude), Virginia Polytechnic & State University, Blacksburg, Virginia

Years of Experience: 38+

Registrations:

Professional Engineer, California (38639)

LEED Accredited Professional, U.S. Green



Senior Project Manager – Community Development/Transportation (Stantec)

As a Senior Project Manager he was responsible for the marketing of Engineering Services to municipalities and other private clients such as developers, builders and architects. Responsible for the management of Projects including close coordination with clients and with the Project team, responsible for executing the project, producing and submitting deliverables and meeting the budget and schedule established in the contract.

Supervised engineers in the preparation of Plans, Specifications and Estimates (PS&E) for the construction of Civil Engineering projects, including residential subdivisions, public works projects and community parks. Provided Quality Assurance and Quality Control for the Projects. Also, provided clients with engineering support during the Construction Phase of the projects, including responding to RFI's, plan revisions, review of submittals etc.

Sample Projects:

- Butterfield Stage Road Phase III Improvements, Temecula.
- Lincoln Park ADA and Landscape Improvement Project, Pomona.
- Boys and Girls Parking Lot Improvements, San Clemente
- Camino De Los Mares Improvements, San Clemente
- Cress Street Sidewalk and Retaining Wall Improvements, Laguna Beach.
- Queda Way Drainage and Retaining Wall Improvements, Laguna Beach.
- Village Pond Park Improvements, Lake Forest
- NW Open Space Park, San Juan Capistrano
- Avella Apartments, Irvine, The Irvine Company
- Los Serranos Infrastructure Improvements -Safe Routes to Schools Program Phase 3, Chino Hills
- Project Manager for Various CIP Projects for the City of Pomona. – Staff Augmentation

Director of Engineering (CivilSource)

As a Director of Engineer was responsible for the marketing of Engineering Services to municipalities and other private clients. Responsible for the management of Projects including close coordination with clients and with the Project design team, responsible for executing the project, producing and submitting deliverables and meeting the budget and schedule established in the contracts. Supervised engineers in the preparation of Plans, Specifications and Estimates (PS&E) for the construction of Civil Engineering Public Works projects. Responsible for providing quality assurance and quality control for all projects. Also, provided clients with engineering support during the Construction Phase of the projects, including responding to RFI's, plan revisions, review of submittals etc. Assisted in providing civil engineering assistance to Cities as part of Staff Augmentation, this included providing engineering advice and plan checking for ongoing permit applications.

Sample Projects:

- Cerritos Avenue Widening Project, City of Cypress.
- SR2S Hermosa View Improvements, Hermosa Beach
- Retaining Wall Improvements – Moulton Parkway, County of Orange
- Mermaid St. Sidewalk and Retaining Wall Improvements, Laguna Beach
- Project Manager for Various Projects for the City of Laguna Woods. – Staff Augmentation



Proposal to Provide Water, Sewer, and Public Works Grant Writing Services

Director of Engineering – Vice President of Engineering (PENCO Engineering)

As a Director and Vice President of Engineering was responsible for the marketing of our Engineering Services to municipalities and other private clients such as developers, builders and school districts. Responsible for the management of Projects including close coordination with clients and with our Design Project team consisting of project manager, project engineers and designers, responsible for the execution of the projects, submittal of the agreed deliverables and meeting the budget and schedule established in the Contracts.

Supervise project managers, engineers and designers in the preparation of Plans, Specifications and Estimates for the construction of Civil Engineering projects, including residential subdivisions, school facilities, public works projects and community parks. Provided Quality Assurance and Quality Control for the Projects. Also, provided clients with engineering support during the Construction Phase of the projects, including responding to RFI's, plan revisions, review of submittals etc.

Sample Projects:

- Village at The Park Residential Community, Camarillo, DR Horton
- Portola Parkway Infrastructure Improvements, Irvine, The Irvine Company
- Jeffrey Parkway Infrastructure Improvements, Irvine, The Irvine Company
- Citywide Sanitary Sewer Improvements Project Group 5, Lincoln Ave -between Gilbert St. and Magnolia Ave, Anaheim
- Parking Lot Reconstruction and ADA Improvements - Carmelitos and Harbor Housing Developments, County of LA - Community Development Commission
- Construction Technology Building and East Parking Structure, City of Los Angeles, LAUSD
- Mater Dei High School Athletic & Aquatic Complex, Santa Ana, The Austin Company
- 9th Street Span Elementary School, Quatro Design Architects, City of Los Angeles, LAUSD



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

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)



Proposal to Provide Water, Sewer, and Public Works Grant Writing Services

Security. Review of agency documents, preparation 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



Chenxia Li, Federal Funding Expert

Chenxia 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 write up.

- GHG reduction demonstration project
- Bus Rapid Transit Services

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.



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- 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.
- 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.



Proposal to Provide Water, Sewer, and Public Works Grant Writing Services

- 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.

Senior Capital Planning Specialist, Alameda-Contra Costa Transit District, CA

- Worked with project managers to develop project scope, budget, financial plan, and delivery schedule to ensure the award of grants; prepared environmental documents for categorical exemptions; and managed the grants by closely working with the funding agencies to ensure implementation in compliance with the grant requirements and the government regulations.
- Led agency's capital planning process and developed long-range capital improvement programs (Regional Transportation Plan, county's State Transportation Improvement Program, Countywide Transportation Plan and Measure B Reauthorization Expenditure Plan) and short-range capital plans.
- Administered agency's federal grant programs (2006-2011) and state grant programs (1995-2010); developed grant proposals, prepared grant applications, coordinated with the funding agencies to expedite award of grants; and performed post- award grant management.
- Communicated regularly with the agency Board of Directors and Executive Staff regarding funding issues, prepared and presented reports and Board items, and performed policy and financial analyses at the request of the Board Directors and General Manager.
- Provided fiscal oversight of the grant implementation, set up grants in the PeopleSoft Financial System, tracked funding commitments, reviewed and validated requisitions, monitored grant expenditures and balances at project level and in aggregate to ensure grant implementation on budget and on schedule, prepared project progress reports and financial reports.
- Coordinated the FTA audits, led FEMA/CalEMA performance reviews and Air District's grant audits, and responded to the audit requests for grant information (CAFR and single audit).



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.

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.

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 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.

EXHIBIT C



City of Santa Ana

Proposal to Provide:

Water, Sewer, and Public Works Grant Writing Services

FEE PROPOSAL

July 25, 2022

Submitted by



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

APPENDIX ATTACHMENT 4: PROPOSER FEE SCHEDULE

The proposer shall complete this form and include it along with the billing rates breakdown.

Proposer's fee proposal shall be submitted concurrently with the technical proposal, but in a separately sealed envelope, clearly labeled as "Fee Proposal." This shall include the firm's Standard Hourly Fee Schedule, and a Project Fee Schedule.

<u>TITLE</u>	<u>COMPANY NAME (date)</u>	<u>BILLING RATE</u>
Monthly Report on Grant Funding Availability		\$ <u>0</u> /month
<u>Job Classifications</u>		
• Project Manager/Coordinator		\$ <u>170</u> /Hour
• Grant Writer		\$ <u>160</u> /Hour
• Administrative Assistant		\$ <u>73</u> /Hour
<u>Additional Job Classifications</u>		
• Project Engineer/Environmental Specialist		\$ <u>150</u> /Hour
• CADD Operator/Grant Support		\$ <u>145</u> /Hour
• Technical Experts		\$ <u>185</u> /Hour
• Reproduction		\$ <u>At Cost</u> /Hour
• Courier Service		\$ <u>At Cost</u> /Hour
• Transportation for Audits		\$ <u>0.59/mile</u> /Hour
•		\$ _____ /Hour
•		\$ _____ /Hour