

AGREEMENT WITH MNS ENGINEERS TO PROVIDE ON CALL GRANT WRITING SERVICES

THIS AGREEMENT is made and entered into this 20th day of September 2022 by and between MNS Engineers, 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, as amended effective 1/1/2018, the above indemnity shall be limited, to the extent required by Civil Code Section 2782.8, as amended effective 1/1/2018, 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 reasonable 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: MNS Engineers, Inc.
Attn: Jeff Edwards, Vice President
100 E. Thousand Oaks Boulevard, Suite 105
Thousand Oaks, CA 91360
(805) 648-4840
jedwards@mnsengineers.com

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.
- c. In the event of any conflict or inconsistency between the terms and conditions in this Agreement and any terms or conditions set forth in any Exhibit, purchase order, or other document relating to the transactions contemplated by this Agreement, the terms and conditions set forth in this Agreement shall prevail.

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: James A. Salvito
Title: President & CEO

[signatures continued on next page]

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

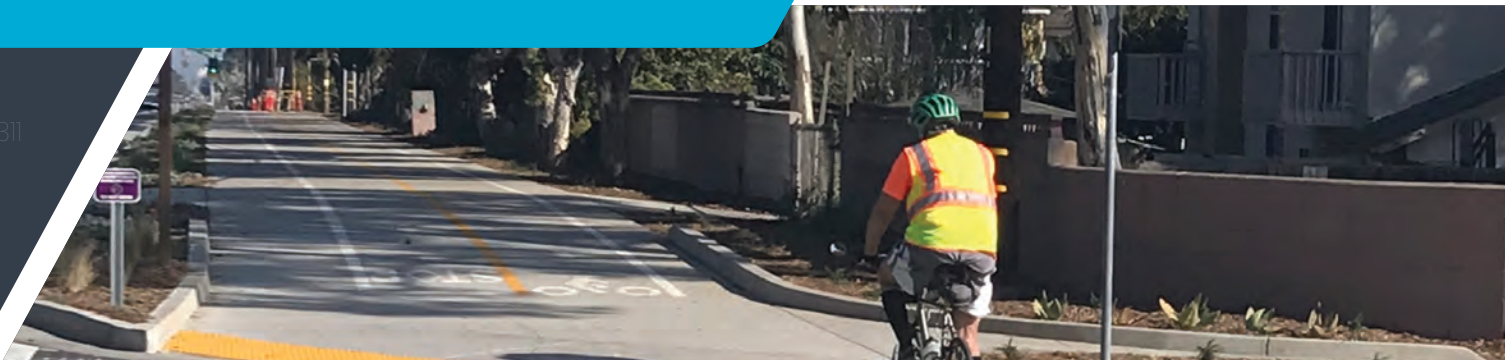
July 25, 2022



PROPOSAL TO PROVIDE

Water, Sewer, and Public
Works Grant Writing Services,
RFP No. 22-064

CISNA.220311





July 22, 2022

City of Santa Ana

Attention: Kathia Reyes

Public Works Agency

220 S. Daisy Street, 1st Floor Reception, Administration Building

Santa Ana, CA 92703

**RE: Water, Sewer, and Public Works Grant Writing Services
RFP No. 22-064**

Dear Ms. Reyes:

Thank you for the opportunity to submit this proposal to provide Water, Sewer, and Public Works Grant Writing Services for the City of Santa Ana (City). We have reviewed and based our response on the details provided in the Request for Proposal (RFP) and posted Questions and Answers. MNS Engineers, Inc. (MNS) provides quality infrastructure consultant services to the water resources, transportation, federal, and government services markets throughout California.

Grant writing success at MNS has been growing steadily along with a greater pool of diverse expert resources since the inception of a grant writing practice in 2015. Our resources are knowledgeable in the following categories: parks and recreation, energy efficiency/sustainability, active transportation, economic development, transportation and traffic, public facilities, water resources, and air quality. Our particular strength in grant writing is preparing applications that require engineering, scientific, and technical expertise. Our grant writers are exceptionally capable of handling any topical material as they are highly adaptable, critical, and analytical thinkers.

The MNS grant writing team has successfully secured over \$270M in grants to support various water resources, transportation, and environmental project needs.

MNS has assembled the most qualified and experienced professional team to successfully serve under this contract. Leading the MNS team is Principal Project Manager, **Greg Jaquez, PE**, who will be the primary point-of-contact for this contract. Greg will be responsible for working directly with the City staff to ensure the MNS staff possesses the expertise specific to the task or project at hand, resulting in providing the City with the best team. He has over 35 years of experience in the civil engineering industry ranging from transportation planning, bikeway and pedestrian facility planning and project management, public infrastructure coordination with railroads, traffic engineering and community traffic

MNS DETAILS

Legal Name

MNS Engineers, Inc.

Firm Ownership Type

C-Corporation

Year Firm Established

1962

California Department of Industrial Relations (DIR)

No. 1000003564

Corporate Office

201 N. Calle Cesar Chavez,
Suite 300
Santa Barbara, CA 93103

805.692.6921 Office

805.692.6931 Fax

www.mnsengineers.com

Local Office

100 E. Thousand Oaks
Boulevard, Suite 105
Thousand Oaks, CA 91360

805.648.4840 Office/Fax
www.mnsengineers.com

Project Contact

Greg Jaquez, PE, Principal
Project Manager/Grant Writing
Manager

323.797.1498 Mobile

gjaquez@mnsengineers.com

Authorized Signature

Jeff Edwards, Vice President

805.331.4848 Mobile

jedwards@mnsengineers.com

Acknowledgments

MNS acknowledges the receipt of Addendum No. 1, issued July 19, 2022.

Agreement Terms

MNS has reviewed the Standard Agreement, Attachment 2, and provided comments in Appendix C.



calming, stormwater management planning, water resources policy, legislative management, grants management, and legislative advocacy.

Greg will be supported by key MNS team members, **Dr. Monica Killen, PhD**, Senior Grant Writer and **Beth Reineke**, Grant Writer/Water Resources Specialist.

MNS is proud of the level of grant writing services we provide to public agencies. We look forward to the opportunity to continue working with the City of Santa Ana and support your community improvement needs. Please contact our **Principal Project Manager/Grant Writing Manager, Greg Jaquez, PE**, at **323.797.1498** or **gjaquez@mnsengineers.com** with any questions you may have about our qualifications. Thank you for your consideration.

Sincerely,
MNS Engineers, Inc.

A handwritten signature in blue ink, appearing to read "Jeff Edwards", is positioned above the printed name.

Jeff Edwards, Vice President



Section 1. Understanding of Need	1
Section 2. Firm and Team Experience	2
Section 3. Relevant Experience	8
Section 4. References	14
Section 5. Scope of Work	15
Appendix A. Required Forms and Certifications	A-1
Appendix B. Resumes	B-1
Appendix C. Standard Agreement	C-1

1

Section 1. Understanding of Need



PROJECT UNDERSTANDING

Our Principal Project Manager/Grant Writing Manager, Greg Jaquez, PE, is intimately familiar with the water resources policies and practices in California. Greg's in-depth knowledge comes from having served in high-level staff positions in Los Angeles County where he developed expert-level understanding of state and regional water policy. This also includes extensive participation in and interaction with Integrated Water Management (IRWM) regions around the state, including the Santa Ana River Watershed IRWM Regional Water Management Group administered by the Santa Ana Watershed Project Authority (SAWPA). This kind of familiarity provides the foundational basis for understanding the mission, ongoing needs, and future of the City of Santa Ana (City).

The City has a complex portfolio of water supply sources including

groundwater, imported water, and recycled water with imported water supplied by the Metropolitan Water District of Southern California (Metropolitan) and recycled water supplied by Orange County Water District. The City's Metropolitan membership also affords the City with access to funding programs provided by Metropolitan. The City's groundwater resources are drawn from the Orange County Basin. Santa Ana is the second most populated city in Orange County with a total population over 330,000 with over 45,000 water service connections, 510 miles of water mains, and 450 miles of sewer mains.

Further understanding of the City's water resources background is based on its own policy documents including, but not limited to:

- Water Master Plan
- 2020 Urban Water Management Plan
- Capital Improvement Program
- Sewer Master Plan
- City of Santa Ana Hazard Mitigation Plan
- City of Santa Ana Climate Action Plan
- State Water Resources Control Board (SWRCB) Emergency Water Conservation Regulation
- City General Plan

2

Section 2. Firm and Team Experience



Company Background and References

MNS Engineers, Inc. (MNS)	
Firm Type	C-Corporation established in 1962
DIR	No. 1000003564
Point of Contact	Greg Jaquez, Principal Project Manager/Grant Writing Manager 323.484.5737 gjaquez@mnsengineers.com

Established in 1962, MNS provides quality infrastructure consulting services to the transportation, water resources, and government service markets throughout California. **We specialize in the core services of civil engineering, construction management and inspection, land surveying, and specialty municipal services such as grant writing.** We understand the technical, environmental, and regulatory aspects that may be required for this on-call contract. We are experienced and knowledgeable with utility and multi-agency coordination.

Firm Expertise

Grant Writing

Our grant writing team includes staff with PhD credentials, licensed civil engineers, and experts in their field. In addition to our Principal Project Manager, our senior team members are efficient and effective project managers in their own right, capable of managing multiple projects at a time. The MNS grant writing team possesses an expert-level ability to support clients beyond grant writing tasks by providing planning, engineering, and economic analysis support, when needed, to conduct special studies and develop project concepts. MNS provides grant writing services in the following areas:

- Water Supply
- Natural Resources
- Wastewater/Recycled Water
- Environmental Sustainability
- Infrastructure Improvements
- Community Development
- Parks and Recreation
- Disaster Relief
- Economic Development
- Emergency Preparedness and Hazard Mitigation

- Environmental Sustainability
- Transportation

MNS understands the potential grant successes can have for the City. Strategic pursuits of certain types of grants can have a transformative effect on the City's financial stability, image, and role in the local economy. MNS is independent and properly licensed to practice in California.

MNS has assembled the most qualified and experienced team to successfully serve under this contract. Leading the MNS team is Principal Project Manager/Grant Writing Manager, **Greg Jaquez, PE**, who will be the primary point-of-contact for this contract. Greg has over 36 years of experience in the civil engineering industry including infrastructure project management, stormwater management, water resources policy, legislative management, grants management, and legislative advocacy. Greg is responsible for working directly with the City staff to ensure MNS team members have the expertise specific to the task or project at hand, resulting in providing the City with the best team.

Prior to working at MNS, Greg had a 29-year career with the County of Los Angeles and the Los Angeles County Flood Control District where he served as Water Policy Manager, Grants Manager, and staff support for the Greater Los Angeles County (GLAC) Integrated Regional Water Management (IRWM) Region. While at the County, Greg succeeded in securing a \$1M WaterSMART Basin Study partnership with the Bureau of Reclamation. The Los Angeles Basin Stormwater Conservation Study was a first-ever climate-change-based water supply study for the Flood Control District. Greg is committed to the success of the assigned tasks completed through this contract. He understands the responsiveness, thoroughness, and quality expected while staying within budget, providing timely service, and delivering work

products well before due dates. He places a high value on communicating regularly with the project team to ensure resources are available to accomplish the work and appropriate quality assurance/quality control (QA/QC) reviews are performed on every deliverable, and communicating with City staff on progress, concerns, and coordination issues. Our grant writing team includes staff with PhD credentials, licensed engineers, and experts in their field with most having greater than 15 years of experience. In addition to our Principal Project Manager, our senior team members are efficient and effective project managers and can manage multiple projects at a time.

Experience with Successful Grant Awards

MNS has successfully worked with multiple cities across California providing grant writing services for various municipal needs. Grant successes with cities have resulted in funding infrastructure projects in transportation, active transportation, potable water, wastewater, groundwater, stormwater, parks, sustainability, and public facilities. MNS has worked with cities in the capacity of grant writer, planner, Design Engineer, public outreach specialist, and legislative advocate.

MNS makes concerted efforts to stay engaged with grant making agencies to maintain productive relationships with agency staff. Some of our most regular and closest contacts include staff at the California Transportation Commission, Caltrans, Department of Water Resources, State Water Resources Control Board, State Parks, Department of Housing and Community Development, Federal Highway Administration (FHWA), US Department of Transportation (USDOT), and Bureau of Reclamation.

Selecting the MNS Team

MNS has established a solid presence in California for over 60 years. Our reputation is built on constant communication and providing quality services that meet and often exceed client expectations. Our commitment to quality assurance/quality control is unmatched; we ensure our project's quality and efficiency from start to finish. Furthermore, our commitment to our clients shows we have evolved as an industry leader. Here are reasons why our clients choose us time and time again:

- **Customer service is our first priority.** Constant communication is vital to the success of your project. Our team members will see your project requirements and vision to fruition.
- **Committed to our communities.** Our team takes great pride in the quality of our projects, knowing that our clients and future generations will benefit from their use for years to come.
- **Best of both worlds.** As a California-based mid-sized company, we offer a depth of resources and services that allows us to deliver superior quality and service. Our ability to tackle large-scale endeavors without driving up costs or sacrificing personalized service makes us stand out as a client favorite.



MNS believes that project management is rooted in frequent communication and proactive planning. Our proposed team follows this philosophy and is ready and available to serve the City of Santa Ana on this contract.



Key Staffing Summary

Greg Jaquez, PE

Principal Project Manager/Grant Writing Manager

For this contract, Greg will oversee project delivery and provide general guidance on all grant writing and research tasks for the City.

Monica Killen, PhD

Senior Grant Writer

For this contract, Monica will be the task manager assigning grant writing and research roles across the team, provide an initial level of quality control oversight, and be a content contributor for grant writing.

Beth Reineke

Grant Writer/Water Resources Specialist

For this contract, Beth will be the lead technical writer with responsibility for contributing technical content and assuring technical accuracy across the entire work product.

Nick Panosky, PE, QSD

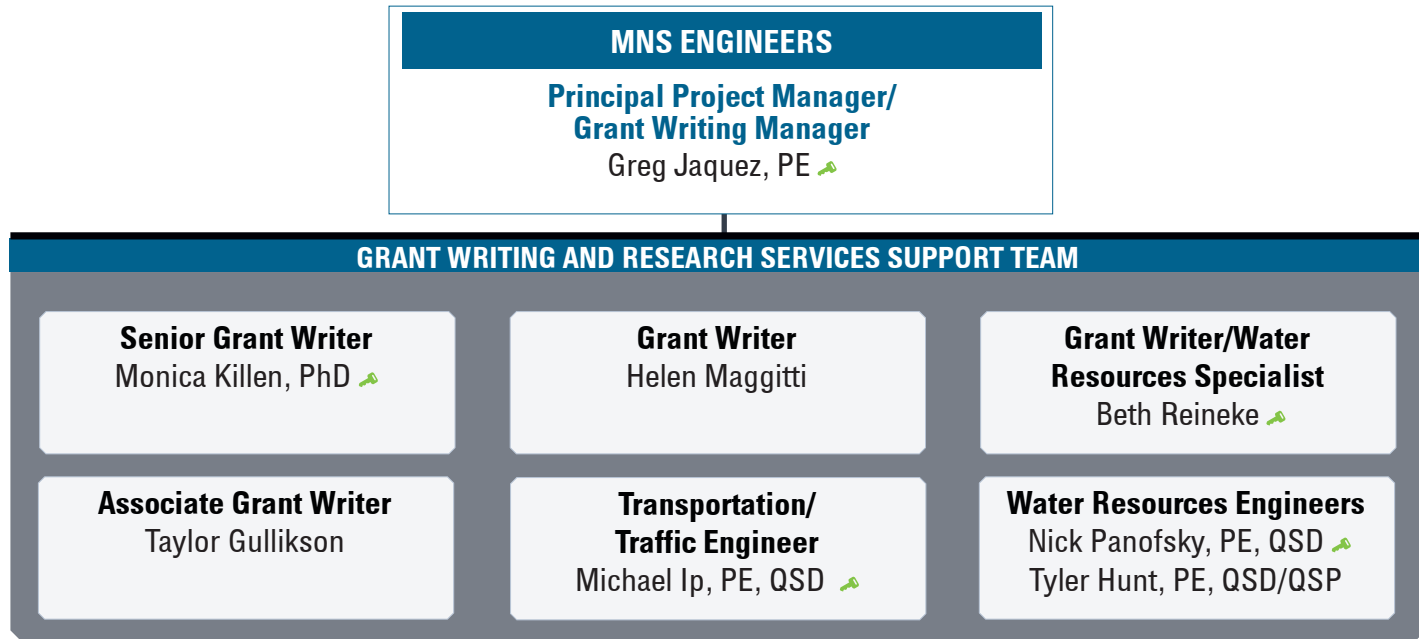
Water Resources Specialist

For this contract, Nick will be the advisor for water resource technical accuracy, preliminary engineering scoping, and cost estimation.

Michael Ip, PE, QSD

Transportation/Traffic Engineer

For this contract, Michael will serve as the advisor for transportation technical accuracy, preliminary engineering scoping, and cost estimation.



Key team members are designated with this icon (🗝️). Our key team members are committed for the duration of this on-call contract. MNS understands we will work as an extension of the City staff.

Staff and Availability

Current Workload. We have sufficient staffing in all survey disciplines to efficiently address your needs. We also have overlapping experience so that workloads can shift if accommodations are necessary.



Greg Jaquez, PE | Principal Project Manager/Grant Writing Manager

Mr. Jaquez specializes in public works staff augmentation, infrastructure project management, and grant writing. Greg's additional experience includes stormwater management planning, water resources policy, legislative management, grants management, transportation planning, bikeway and pedestrian facility planning and project management, public infrastructure coordination with railroads, traffic engineering and community traffic calming, and federal advocacy.

35 Years of Experience



Monica Killen, PhD | Senior Grant Writer

Dr. Killen has worked in the public sector for over 17 years with experience in the areas of grant writing, outreach, project management, park and recreation management, legislative staffer, and higher education. Dr. Killen's expertise in grant writing stems from years of experience writing grant applications and legislative proposals.

17 Years of Experience



19 Years of Experience

Beth Reineke | Grant Writer/Water Resources Specialist

Ms. Reineke has over 19 years of experience providing environmental services including compliance, reporting, and permitting for National Pollutant Discharge Elimination System (NPDES), California Environmental Quality Act (CEQA), United States Environmental Protection Agency (EPA), and Certified Unified Program Agencies (CUPA). Beth is adept at managing complex databases and large collections of reports and compliance schedules.



16 Years of Experience

Nick Panofsky, PE, QSD | Water Resources Engineer

Mr. Panofsky has over 16 years of professional consulting experience in the water resources industry. Nick has advanced his expertise through a variety of municipal infrastructure design projects including potable water, recycled water, wastewater, and stormwater. He has been involved in every stage of the design process, including planning, analysis, design, construction management, and operational assistance. He actively manages projects to meet both technical and financial goals.



28 Years of Experience

Michael Ip, PE, QSD | Transportation/Traffic Engineer

Mr. Ip is a Principal Engineer with 28 years of experience specializing in the design and management of transportation facilities and capital improvement projects. Michael's technical experience includes all project phases, including project reports, planning, design, and construction management. His management experience includes oversight and direction of technical professionals, client liaison, quality control, subconsultant coordination, public outreach and resources allocation to ensure the timely delivery of project deliverables.

NON-KEY STAFF

EMPLOYEE/ROLE	EXP (Yrs)	CREDENTIALS
Helen Maggitti Grant Writer	3	Ms. Maggitti is proficient in communicating and collaborating with agency staff and project stakeholders to develop robust documents, plans, and ordinances.
Taylor Gullikson Associate Grant Writer	3	Ms. Gullikson's expertise includes grant writing, environmental monitoring and inspection, and preparing stormwater regulatory compliance reports; and services to fulfill municipal stormwater permit requirements.
Tyler Hunt, PE, QSD/QSP Water Resources Engineer	22	Mr. Hunt has over 22 years of experience in the water resources/wastewater industry. Tyler's expertise includes project management, water/wastewater conveyance, site improvements, wastewater treatment, wastewater reclamation, irrigation and water delivery, stormwater pollution prevention, low-impact development (LID), water system consolidation, and municipal infrastructure projects.

3

Section 3. Relevant Experience



Demonstrated Project Success. Our measure of success is the long-standing relationships we maintain with our clients. Our team members are not just experts, they're also excellent communicators. We know keeping you informed at every step of the way is vital to the success of our projects. We customize each project to your requirements and vision, always going the extra mile. These example projects highlight some of our successful water resource grant projects. This section showcases the MNS team's project experience and client references.

SAFE, CLEAN WATER PROGRAM	
Clients	Cities of San Gabriel, Glendora, and La Cañada Flintridge
Contacts	Greg DeVinck, Supervising Civil Engineer 626.308.2825 gdevinck@sgch.org
	Alison Sweet, Director of Public Works/City Engineer 626.914.8260 asweet@cityofglendora.org Patrick DeChellis, Director of Public Works 818.790.8880 pdechellis@lcf.ca.gov
Dates of Service	01/2020 – 04/2020
Personnel	Greg Jaquez



For each of these three cities, MNS recommended the respective project pursuits, developed the general project scopes, prepared the funding application to the SCW program, and represented the cities as presenter and spokesperson to the respective SCW Steering Committees.

PROPOSITION 1 GROUNDWATER: NORTH HOLLYWOOD CENTRAL REMEDIATION IMPLEMENTATION PROJECT, TUJUNGA REMEDIATION IMPLEMENTATION PROJECT, NORTH HOLLYWOOD AND TUJUNGA

Client	Los Angeles Department of Water and Power
Contact	Terrence McCarthy, Contract Administrator 213.367.0925 terrence.mccarthy@ladwp.com
Dates of Service	06/2018 – 02/2019
Personnel	Greg Jaquez

\$232.6M
Awarded



MNS collaborated with LADWP staff and their consultant design team to prepare two grant applications for the North Hollywood Central Groundwater Remediation Project and the Tujunga Groundwater Remediation Project, respectively. Highly technical study documents were interpreted for use in responding to grant application requirements. MNS also prepared project scheduling documents to correspond to grant program requirements. The two projects are part of a historic multi-year effort to remediate contamination in the San Fernando Groundwater Basin. WRF application to the State Water Resources Control Board.

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES (CALOES)/FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) HAZARD MITIGATION GRANT, ROLLING HILLS

Client	City of Rolling Hills
Contact	Elaine Jeng, City Manager 310.377.1521 ejeng@cityofrh.net
Dates of Service	03/2019 – 10/2019
Personnel	Greg Jaquez, Monica Killen

\$2.8M
Awarded



MNS prepared a set of three Hazard Mitigation Grant (HMG) applications for a Wildfire Protection Plan, the Eastfield Drive Utility Undergrounding Project, and the Wildfire Fuel Breaks Project.

Wildfire Protection Plan (WPP). In addition to preparing narratives for application forms and attachments, MNS developed the scope description for the WPP, cost estimate breakdown for plan development, and delivery plan to complete the WPP through public outreach and interjurisdictional coordination.

Eastfield Drive Utility Undergrounding Project. In addition to preparing narratives for application forms and attachments, MNS collaborated with an electrical engineering firm to develop the project scope and cost estimate.

Fuel Breaks Project. Upon discovering the City's proposed locations to design and construct wildfire fuel breaks were infeasible, MNS reviewed alternate potential sites and developed concept plans and estimates for the fuel breaks.

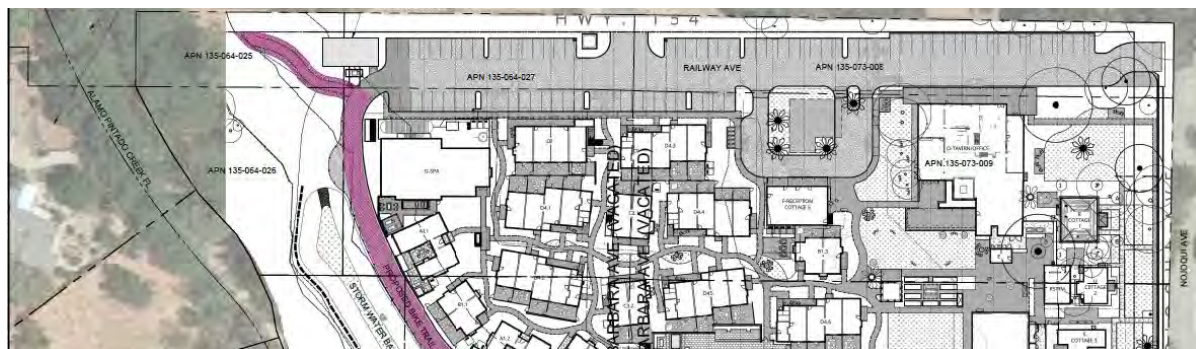
WATER RECYCLING FUNDING PROGRAM (WRFP) PLANNING GRANT

Client	Los Olivos Community Services District
Contact	Lisa Palmer, Chair of the Board of Directors 805.500.4098 lisa@lpalmerconsulting.com
Dates of Service	11/2018 – 03/2019
Personnel	Greg Jaquez

**\$150K
Awarded**



MNS developed a Plan of Study for a Project Report following the guidelines of the Clean Water State Revolving Fund (CWSRF) and the Water Recycling Funding Program (WRFP). The Project Report will determine the feasibility and selected alternative for a wastewater collection system, wastewater treatment plant, and groundwater replenishment injection well system for the Los Olivos Community Services District (LOCSD). The unincorporated Los Olivos community in Santa Barbara County manages its wastewater with onsite wastewater treatment systems (septic tanks) on private parcels. LOCSD was seeking to develop a comprehensive wastewater collection and treatment system with provision for beneficial use of its treated wastewater. The Plan of Study was submitted with a WRFP application to the State Water Resources Control Board.



CLEAN WATER STATE REVOLVING FUND

Client	Castroville Community Services District
Contact	Eric Tynan, General Manager 866.803.2456 eric@castrovillecsd.org
Dates of Service	01/2022 – 06/2022
Personnel	Greg Jaquez, Beth Reineke, Nick Panofsky

**\$3M
Awarded**



MNS provided technical and grant writing services for the Washington Street Sewer Bypass project. Once completed, the project will eliminate surcharge issues in the existing sewer line and provide additional sewer capacity for much needed housing development.

PROPOSITION 1 STORMWATER, NORTH HOLLYWOOD

Client	Los Angeles Department of Water and Power
Contact	Terrence McCarthy, Contract Administrator 213. 367.1454 terrence.mccarthy@ladwp.com
Dates of Service	04/2020 – 06/2020
Personnel	Greg Jaquez, Monica Killen

**\$6M
Awarded**



MNS prepared a Proposition 1 Stormwater Implementation Grant application for the Valley Village Park Stormwater Project. To minimize the region's dependence on imported water, the project will capture 158 AFY of runoff from a 453-acre tributary area and recharge the San Fernando Valley Groundwater Basin.

The project consists of installing a 0.65-acre underground infiltration gallery at Valley Village Park. Construction of the underground infiltration gallery includes installation of a storm drain diversion structure, stormwater pipeline, two hydrodynamic separator (HDS) units, flow measuring devices, and maintenance holes.

URBAN GREENING PROGRAM

Client	City of Tehachapi
Contact	John Schlosser, Development Services Director 661,722,2299 x1 jschlosser@tehachapicityhall.com
Dates of Service	04/2017 – 05/2017
Personnel	Greg Jaquez

**\$889K
Awarded**



MNS prepared the grant application for its Citywide Tree Planting and Stormwater Capture Project for submittal to the California Natural Resources Agency. Additional services provided were project scope development and cost estimation. Application materials included graphical exhibits, cost estimate table, renderings, and greenhouse gas reduction calculations.

PROPOSITION 68 STATEWIDE PARK PROGRAM

Client	Cities of Soledad and Greenfield
Contact	Donald Wilcox, Director of Public Works 831.223.5124 dwilcox@@cityofsoledad.com Jesus Perez, Recreation Coordinator 831.236.1230 jperez@ci.greenfield.ca.us
Dates of Service	2019 (Soledad) 2020 - 2021 (Greenfield)
Personnel	Greg Jaquez, Monica Killen, Helen Maggitti

**\$16.1M
Awarded**



For the City of Soledad, MNS prepared the grant application and provided public outreach support for the new Orchard Lane Park Project. MNS provided concept development designs and cost estimates in conjunction with the City's contracted landscape architect. The grant application secured \$7.6M.

For the City of Greenfield, MNS prepared a Proposition 68 Statewide Park Program grant application for the proposed Greenfield Park and Community Center. MNS did all of the grant writing and assisted the City with production of public outreach materials. The grant application secured \$8.5M. Application materials included graphical exhibits, cost estimate table, renderings, and greenhouse gas reduction calculations.

FEDERAL LANDS ACCESS PROGRAM GRANT, THORNTON AVENUE CYCLE TRACK

Client	City of Newark
Contact	Jayson Imai, Assistant City Engineer 510.578.4671 jayson.imai@newark.org
Dates of Service	03/2021 - 05/2021
Personnel	Greg Jaquez, Monica Killen, Helen Maggitti, Taylor Gullikson

**\$5.4M
Awarded**



MNS prepared a FLAP Grant application for the Thornton Avenue Cycle Track Project. Greg defined the project concept, prepared a conceptual plan layout, and prepared a preliminary cost estimate. Monica played a key role in helping manage the MNS grants team in preparing the application and conducting required public outreach. The grant application secured \$5.4M. Application materials included graphical exhibits, cost estimate table, renderings, and greenhouse gas reduction calculations.

ADDITIONAL GRANT WRITING, MANAGEMENT, AND RESEARCH EXPERIENCE

Agency	Project Name	Funding Status	Team Members Involved
City of Stockton	Highway Safety Improvement Program (HSIP) Cycle 10	\$2M secured	Greg Jaquez
City of Soledad	Highway Safety Improvement Program (HSIP) Cycle 9	\$250K secured	Greg Jaquez
City of Monrovia	Southern California Association of Governments (SCAG) Future Communities Pilot Program	\$500K secured	Greg Jaquez, Monica Killen
City of Santa Paula	Ventura County Transportation Commission (VCTC) Community Multiscale Air Quality (CMAQ)/Transportation Development Act (TDA) Call for Projects	\$266K secured	Greg Jaquez
City of Glendora	Highway Safety Improvement Program (HSIP) Southern California Association of Governments (SCAG) Sustainable Communities	\$150K secured \$250K secured	Greg Jaquez
City of Pittsburg	Highway Safety Improvement Program (HSIP) Cycle 7	\$265K secured	Greg Jaquez
City of Pittsburg	Highway Safety Improvement Program (HSIP) Cycle 7	\$547K secured	Greg Jaquez
City of Buellton	Active Transportation Program (ATP) Cycle 3	\$684K secured	Greg Jaquez
LA County Flood Control District	Bureau of Reclamation	\$1M secured	Greg Jaquez

4

Section 4. References

	Agency	Reference Contact	Project
1	City of San Gabriel	Greg DeVinck, Supervising Civil Engineer Ph 626.308.2825 Email gdevinck@sgch.org	Safe, Clean Water Program
2	City of Rolling Hills	Elaine Jeng, City Manager Ph 310.377.1521 Email ejeng@cityofrh.net	California Governor's Office of Emergency Services (CalOES)/ Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant
3	Los Olivos Community Services District	Lisa Palmer, Chair of the Board of Directors Ph 805.500.4098 Email lisa@lpalmerconsulting.com	Water Recycling Funding Program (WRFP) Planning Grant
4	City of Soledad	Donald Wilcox, Director of Public Works Ph 831.223.5124 Email dwilcox@cityofsoledad.com	Proposition 68 Statewide Park Program
5	City of Greenfield	Jesus Perez, Recreation Coordinator Ph 831.236.1230 Email jperez@ci.greenfield.ca.us	Proposition 68 Statewide Park Program
6	City of Newark	Jayson Imai, Assistant City Engineer Ph 510.578.4671 Email jayson.imai@newark.org	Federal Lands Access Program Grant, Thornton Avenue Cycle Track

5

Section 5. Scope of Work



PROJECT SCOPE OF WORK

Communicate Grant Opportunities to City Staff

In conjunction with the sources of information stated above, MNS will independently conduct research using online resources such as the US Census, Department of Water Resources (DWR) DAC Mapping Tool, CalEnviro Screen 4.0, and the new US Environmental Protection Agency (EPA) EJScreen mapping tool. This research will be used to gather data and guide our consultation to City on how demographics within the CITY service area play a role in competing for funding.

Having served the waterworks industry throughout California for decades, MNS understands the essentials of waterworks and wastewater infrastructure, operations, and finance. MNS understands how every endeavor must be viewed with a focus on

how it benefits or effects the ratepayer. MNS takes this same approach when developing a grant pursuit strategy for a waterworks or wastewater client. In the final tally, a successful grant pursuit must meet defined goals for improved service delivery and infrastructure life extension.

The MNS approach to grant pursuit strategy accounts for the agency's characteristics and its eligibility for various funding sources. MNS will examine a funding sources eligibility requirements, including matching fund requirements, to develop a strategy that can garner the maximum in grant dollars with the least investment necessary. For example, the Drinking Water State Revolving Fund (DWSRF) and Clean Water State Revolving Fund (CWSRF) are mostly funded with Federal dollars and managed by the SWRCB. SRF funds taken as a loan can be used as matching funds to any state or Federal grant program. Similarly, a California Infrastructure Bank (iBank) loan can serve the same matching funds purpose, however, an agency can secure eligibility for an iBank loan without actually entering into a loan agreement. By securing the iBank loan, the agency can use this documentation as proof of matching funds but can substitute it later if a second

grant is secured to match the first grant pursued if won.

Another important strategy for submitting grant applications is the regionalism approach. The City is bound together with other entities through hydrology, shared (adjudicated) groundwater resources, and institutions such as SAWPA. Regional, multiagency grant proposals are often favored by various granting agencies and can also involve a multiple-fund-source strategy.

MNS understands the City has numerous infrastructure projects for the next six fiscal years as identified in the Capital Improvement Program, some of which may have potential for grant funding.

MNS is prepared to work closely with City representatives staff by attending recommended meetings and maintaining ongoing communication regarding new and existing grant programs. Communications of grant opportunities to City staff can be in the following forms:

- Regular standing meetings with an informational document
- Email communication with informational summary document
- Informal email with summary information

Grant informational summary documents will include all of the critical details about the grant opportunity including:

- Grant program name and granting agency
- Grant application due date
- Applicant eligibility requirements
- Project eligibility requirements
- Grant maximum and minimum request and award
- Applicant matching fund requirements
- Scoring criteria
- Required or desired state of project readiness

- Partnership requirements or desirability
- Public engagement requirements

At any time, communication of a grant opportunity needs to be more formalized as with a presentation to executive staff of the City, the City Manager, or City Council. MNS is prepared to produce an and easy-to-follow slide presentation in collaboration with City staff and act as presenter.

Research and Monitor Grant Funding Opportunities

MNS will reach out to the City's key staff to identify current and projected funding priority areas. MNS can subsequently facilitate presentations to City staff related to new and forthcoming grant opportunities. Based on information gathered from meetings with City staff and department leadership, MNS will work closely with the City staff and key project stakeholders to collect and utilize the most up to date and readily available information for grant research. MNS will provide periodic updates of upcoming federal, state, and local grant opportunities for subject areas that include, but are not limited to:

- Water Supply Enhancement
- Water Use Efficiency and Demand Management
- Water Loss Elimination
- Water Quality Enhancement
- Energy Efficiency Enhancement
- Sewer System Enhancement
- Emergency Response and Hazard Mitigation
- Environmental Enhancement
- Regulatory Compliance
- Infrastructure Expansion and Life Extension

Key funding source agencies to monitor include, but are not limited to:

- Bureau of Reclamation
- EPA
- FEMA

- Department of Energy
- US Army Corps of Engineers
- US Fish and Wildlife Service
- SWRCB
- DWR
- California Natural Resources Agency
- California Department of Conservation
- California Department of Housing and Community Development
- California Department of Fish and Wildlife
- Metropolitan Water District

MNS will attend meetings, workshops, and seminars to develop the most thorough and definitive information and understanding of grant opportunities. MNS values attendance at these meetings and workshops, not only for the informational value, but also to develop and enhance relationships with grantor agency staff. Through in-person contacts at meetings and workshops, we can discern meaning, intent, and spirit behind grant opportunities that are not always understandable from grant guidelines and can change from grant cycle to grant cycle or with changes in grantor agency staff. For any particular grant opportunity that has potential to align with a City priority, MNS will conduct a Competitiveness Assessment to determine if pursuit of the grant is advisable.

Prepare Pre-Application and All Grant Application/Proposal Materials

Timing and project scheduling is often a significant factor in positioning for a grant opportunity. MNS will closely collaborate with City staff to monitor project development for the proper timing to align each project with the availability of the grant opportunity. Whenever feasible and reasonable, MNS will advise on preparatory steps the City can take to be positioned to submit an application within a scheduled timeline. MNS will advise and support City staff on the prerequisite tasks that are part of the application process

including completion of an appropriate level of preliminary engineering, cost estimation, public outreach, support documentation, City Council resolution, and any other reasonable tasks leading up to a funding opportunity announcement. Thorough preparation in advance of a grant opportunity announcement enhances the quality of the grant application and lessens the stress often associated with short timelines between announcement and application due date.

MNS understands the intricacies and balancing act of fashioning a project scope to reflect the desires of the grantee while maximizing the competitiveness of the grant application. MNS has a thorough understanding of how to analyze technical scoping and make the necessary recommendations to upsize, downsize, or alter project scope within the means of the grantee. MNS possesses the technical capability to evaluate project competitiveness for all types of infrastructure grants.

The following is a sample task list for a typical grant writing process.

TASK 1	Project Management
TASK 1.A	Project Administration

MNS will act as the coordinating point on all matters pertaining to the development of the grant application at the discretion of City. The MNS Project Manager (PM) will be responsible for controlling the budget, schedule, quality of work, and progress of action items for tasks necessary to deliver the grant application. The PM will maintain a project file in which all project documents including draft and final application materials, schedules, budget documents, reports and studies, data, photo images, graphics, and correspondence will be stored.

TASK 1.B Progress Meetings

MNS will hold a kick-off meeting with the representatives of City to review the scope and schedule for completing the grant applications and to affirm the strategy for developing the application relative to the project funding needs. Communication with city will be ongoing as needed to exchange information and provide city opportunities to review draft work products. We will assume at least two more progress meetings may be held, but only as needed. MNS will be responsible for preparing agendas and meeting minutes for progress meetings.

TASK 2 Field Investigation/Data Collection and Project Scoping

TASK 2.A Field Investigation/Data Collection

If needed, MNS will conduct a field investigation of the project sites under the direction of City staff. Field investigation will be an opportunity to make observations, take measurements, and gather photos of specific elements of the project location. MNS will collect and review information requested at the kickoff meeting as well as information independently researched. Information potentially needing to be provided by the City includes, but is not limited to, as-built drawings and operational data.

TASK 2.B Field Investigation/Data Collection

Depending on the progress of scope development and the schedule requirements of the grant program, MNS will use collected information from Task 2.A and any necessary additional consultation with City staff to confirm the scope of project improvements. Scope descriptions will be presented in conceptual drawings of each project site which will be used as exhibits in the grant application.

TASK 2.C Field Investigation/Data Collection

Unless already provided by City, MNS will use scope descriptions and measurements to produce preliminary cost estimates according to the construction items list funded by the grant program.

TASK 3 Grant Application

TASK 3.A Application Form

The grant application will be prepared following the grant program content requirements and/or using the appropriate application forms following the instructions pertaining to the appropriate application category, if any. MNS will utilize collected information and the field investigation to develop narrative responses to applications questions, analyze numerical data to produce metric-based responses, and produce supporting attachments where applicable such as maps, preliminary plans, graphics, and data tables.

For application responses based on work previously completed and outreach already conducted, MNS will work closely with City staff to expand the understanding and background behind efforts to date to capture the understanding behind the project's need, tell a compelling story, and fashion a precisely responsive narrative.

TASK 3.B Application Attachments

Attachments to the application may include at a minimum the following:

- Location or vicinity map
- Plans showing existing and proposed conditions
- Photos of existing conditions
- Letters of support

MNS will generate support letters from a variety of project stakeholders and any other interested organizations, businesses,

or individuals which City staff might direct MNS to contact. The burden of letter writing will be minimized by MNS providing a draft support letter to each contact. Wording of the draft support letter can be modified or customized to reflect the interest of the person or organization offering support.

TASK 4 Final QA/QC and Submittal

TASK 4.A Final QA/QC

A draft of the application will be submitted to City staff for review and comment. Upon receipt of comments from the City, MNS will incorporate the comments and make necessary revisions to the applications documents. MNS will conduct a final quality assurance/quality control (QA/QC) check of all application forms and attachments completeness, thoroughness, accuracy, spelling, and grammar.

TASK 4.B Application Submittal

MNS will produce both electronic and hard copies of the final grant application as required in the application instructions. This proposal assumes MNS will be responsible for submittal of the electronic copy of the application package.

MNS recognizes City staff may have grant writing experience and may choose to write an application, however, they may need some writing assistance and/or additional capacity. MNS has worked with other public agencies to provide grant writing assistance and QA/QC support during the writing process. This hybrid grant writing format is an excellent option to keep grant writing costs down. MNS is prepared to provide this alternative option.

Track Application Status and Respond to Funder Requests for Additional Information

Granting agencies may contact the City with questions about the grant application after its submittal. MNS has found various grantor

agencies to have application processes with open lines of communication and agency staff that will typically engage with questions about an application submittal. MNS will support the City in providing responses to DWR's questions in emails and any necessary changes to submitted documents.

Grants Management

The MNS PM can provide oversight of all post-award grant management tasks. The PM will ensure the MNS funding assistance team conducts proper and effective communications with contacts at grant funding agencies. The MNS funding assistance team will prepare invoices and disbursement requests and quarterly or periodic progress reports to submit to grant funding agencies, as required by program guidelines and/or a grant agreement. The MNS PM will ensure the accuracy of disbursement requests and thoroughness of periodic progress report content. The MNS PM will set QA/QC standards for all work products to the satisfaction of the City.

A

Appendix A. Required Forms and Certifications

Form	PG
Non-Collusion Affidavit	A-2
Non-Lobbying Certification	A-4
Non-Discrimination Certification	A-5

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 

Jeff Edwards, Vice President

State of California
County of _____

Subscribed and sworn to (or affirmed) before me on this ____ day of _____, 20__, 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

*See attached
Surat*

CALIFORNIA JURAT WITH AFFIANT STATEMENT
GOVERNMENT CODE § 8202

- ☒ See Attached Document (Notary to cross out lines 1-6 below)
☐ See Statement Below (Lines 1-6 to be completed only by document signer[s], not Notary)

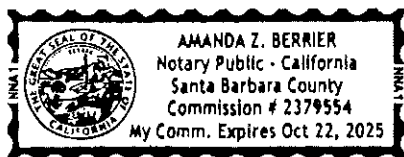
1 _____
 2 _____
 3 _____
 4 _____
 5 _____
 6 _____

Signature of Document Signer No. 1 Signature of Document Signer No. 2 (If any)

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
 County of Santa Barbara

Subscribed and sworn to (or affirmed) before me
 on this 12 day of JULY, 2022
 by Date Month Year
 (1) JEFFREY LOWELL EDWARDS
 (and (2) N/A),
 Name(s) of Signer(s)



proved to me on the basis of satisfactory evidence
 to be the person(s) who appeared before me.
 Signature A. Berrier
 Signature of Notary Public

Seal
 Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: _____ Document Date: _____
 Number of Pages: _____ Signer(s) Other Than Named Above: _____

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: **MNS Engineers, Inc.**

Signed /Printed Name: **Jeff Edwards** 

Title: **Vice President**

Date: **July 22, 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.

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: **MNS Engineers, Inc.**

Sign/Printed Name: **Jeff Edwards** 

Title: **Vice President**

Date: **July 22, 2022**

A

Appendix B. Resumes

Name	Role	PG
Greg Jaquez, PE	Principal Project Manager/Grant Writing Manager	B-2
Monica Killen, PhD	Senior Grant Writer	B-4
Helen Maggitti	Grant Writer	B-6
Taylor Gullikson	Associate Grant Writer	B-8
Nick Panofsky, PE, QSD	Water Resources Engineer	B-10
Tyler Hunt, PE, QSD	Water Resources Engineer	B-12
Beth Reineke	Grant Writer/Water Resource Specialist	B-14
Michael Ip, PE, QSD	Transportation/Traffic Engineer	B-16

Greg Jaquez, PE Grant Writing Manager



Firm

- MNS Engineers, Inc.

Areas of Expertise

- Water resources projects
- Transportation projects
- Project management
- Flood control
- Stormwater management planning
- Water resources policy
- Grants management
- Federal advocacy

Years of Experience

- 35

Licensing

- Professional Civil Engineer, CA No. 68182

Education

- BS, Civil Engineering, University of California, Berkeley, CA

Professional Development

- Stormwater Pollution Prevention Plan (SWPPP) training

Mr. Jaquez specializes in public works staff augmentation, infrastructure project management, and grant writing. Greg's additional experience includes transportation planning, bikeway and pedestrian facility planning and project management, public infrastructure coordination with railroads, traffic engineering and community traffic calming, stormwater management planning, water resources policy, legislative management, grants management, and federal advocacy. He is also the founder of the Los Angeles County Flood Control District's first ever study on climate change effects in partnership with the Bureau of Reclamation, the Los Angeles Basin Stormwater Conservation Study. His experience includes:

HSIP Cycle 10 Grant Application, Harding Way at Lincoln Street and at Pacific Avenue/Madison Street Left-Turn Pockets with Left-Turn Phasing, Stockton, CA. *Project Manager.* MNS is an on-call grant writing services provider to Stockton. Mr. Jaquez prepared a HSIP Cycle 10 grant application including preliminary engineering, scoping, and cost estimation. The City was awarded a grant of \$1.4M.

Los Olivos Water Reclamation Program WRF Planning Grant, Los Olivos Community Services District, CA. *Grant Writing Manager.* MNS developed a Plan of Study for a Project Report following the guidelines of the Clean Water State Revolving Fund (CWSRF) and the Water Recycling Funding Program (WRF). The Project Report will determine the feasibility and selected alternative for a wastewater collection system, wastewater treatment plant, and groundwater replenishment injection well system for the Los Olivos Community Services District (LOCSD). The unincorporated Los Olivos community in Santa Barbara County manages its wastewater with onsite wastewater treatment systems (septic tanks) on private parcels. LOCSD is seeking to develop a comprehensive wastewater collection and treatment system with provision for beneficial use of its treated wastewater. The Plan of Study was submitted with a WRF application to the State Water Resources Control Board. The District received \$75K to prepare the Project Report.

One Bay Area Grant Program (OBAG 2), City of Pittsburg, CA. *Grant Writer.* As part of a grant writing team, Greg prepared an application which secured funding for a series of Class I bike trails and a Class IV cycle track providing access to the BART Pittsburg Station.

HSIP Cycle 10 Grant Application, Madison Street Intersections Pedestrian Safety Improvements, Stockton, CA. *Project Manager.* MNS in an on-call grant writing services provider to Stockton. Mr. Jaquez prepared a HSIP Cycle 10 grant application including preliminary engineering, scoping, and cost estimation. The City was awarded a grant of \$645K.

Proposition 1 Stormwater Grant, Valley Village Park Stormwater Project, City of Los Angeles Department of Water and Power (LADWP), CA. *Grant Writing Manager.* MNS prepared a Proposition 1 Stormwater Implementation Grant application for the Valley Village Park Stormwater Project. To minimize the region's dependence on imported water, the project will capture 158 AFY of runoff from a 453-acre tributary area and recharge the San Fernando Valley Groundwater Basin. The project consists of installing a 0.65-acre underground infiltration gallery at Valley Village Park. Construction of the underground infiltration gallery includes installation of a storm drain diversion structure, stormwater pipeline, two hydrodynamic separator (HDS) units, flow measuring devices, and maintenance holes. Grant secured \$6M.

Proposition 1 Groundwater Grant, City of Los Angeles Department of Water and Power (LADWP), CA. *Project Manager/QA/QC.* MNS prepared a Title XVI Feasibility Study for the Downtown LA Recycled Water Project. The MNS grants team completed two Proposition 1 Groundwater Sustainability Program applications for two sub-elements of the San Fernando Basin Remediation Project.

Safe, Clean Water Program, Cities of San Gabriel, Glendora, and La Cañada Flintridge, CA. *Grant Writing Manager.* For each of these three cities, MNS advised on recommending the respective project pursuits, developed the general project scopes, prepared the funding application to the Safe, Clean Water (SCW) program, and represented the cities as presenter and spokesperson to the respective SCW Steering Committees. The cities were granted \$900K.

ATP Cycle 3, City of Buellton, CA. *Grant Writer.* As part of a grant writing team, Greg prepared an application which secured funding for a school pedestrian safety improvement project. MNS also provided preliminary engineering and design services.

Clean Water State Revolving Fund Grant, Los Olivos Community Services District, CA. *Project Manager/QA/QC.* MNS developed a Plan of Study for a Project Report following the guidelines of the Clean

Water State Revolving Fund (CWSRF) and the Water Recycling Funding Program (WRFP). The Project Report will determine the feasibility and selected alternative for a wastewater collection system, wastewater treatment plant, and groundwater replenishment injection well system for the Los Olivos Community Services District (LOCSD). The unincorporated Los Olivos community in Santa Barbara County manages its wastewater with onsite wastewater treatment systems (septic tanks) on private parcels. LOCSD was seeking to develop a comprehensive wastewater collection and treatment system with provision for beneficial use of its treated wastewater. The Plan of Study was submitted with a WRFP application to the State Water Resources Control Board.

HSIP Cycle 7, City of Pittsburg, CA. *Grant Writer.* As part of a grant writing team, Greg prepared an application which secured funding for various safety countermeasures on Leland Road which had a high incidence of collisions. The grant writing project also included analysis of SWITRS collision data with the TIM mapping system and development of a set of countermeasures to reduce or eliminate the frequency of certain types of collisions.

Clean Water SRF Grant, Castroville Community Services District, CA. *Project Manager/QA/QC.* MNS provided technical and grant writing services for the Washington Street Sewer Bypass project. Once completed, the project will eliminate surcharge issues in the existing sewer line and provide additional sewer capacity for much needed housing development.

Federal Lands Access Program Grant, Thornton Avenue Cycle Track, City of Newark, CA. *Grant Writing Manager.* MNS prepared a FLAP Grant application for the Thornton Avenue Cycle Track Project. Greg defined the project concept, prepared a conceptual plan layout, and prepared a preliminary cost estimate. The MNS grants team also conducted public outreach. The application resulted in a grant award of \$5.4M.

Proposition 68 Statewide Park Program, City of Soledad, CA. *Grant Writing Manager.* MNS prepared the grant application and provided public outreach support for the new Hartnell Park Project. MNS prepared public outreach support materials such as participant involvement exercises, concept sketches, and meeting documents. As the process progressed, MNS provided concept development designs and cost estimates in conjunction with the City's contracted landscape architect. The grant secured \$7.6M.

Monica Killen, PhD

Senior Grant Writer



Firm

- MNS Engineers, Inc.

Areas of Expertise

- Project management
- Grant writing
- Grant administration
- Parks and recreation management
- Outreach
- Community engagement
- Communication/social media
- Public speaking
- Business development
- Microsoft Office Suite (Excel, Word, Outlook, PowerPoint, Publisher), Canva
- Bilingual (English and Spanish)

Years of Experience

- 17

Education

- PhD, Education, Chapman University, CA
- MA, Mexican-American Studies, California State University, Los Angeles, CA
- BS, Human Services, California State University, Fullerton, CA

Dr. Killen has worked in the public sector for over 17 years with experience in the areas of grant writing, outreach, project management, park and recreation management, legislative staffer, and higher education. Dr. Killen's expertise in grant writing stems from years of experience writing grant applications and legislative proposals. Dr. Killen is also a skilled public speaker with experience speaking at conferences, community gatherings, schools and colleges, chamber meetings, educational presentations, and resident advisory groups. Fluent in English and Spanish, Dr. Killen is skilled writer and can communicate effectively to establish immediate rapport with community members and leaders. Her specific experience includes the following:

City of Greenfield, CA. Senior Grant Writer. Dr. Killen prepared a Proposition 68 Statewide Parks Program grant application for the Greenfield Park Expansion Project. Award decision pending.

Proposition 68 Statewide Park Program, Greenfield Park and Community Center, City of Greenfield, CA. Senior Grant Writer. MNS prepared a Proposition 68 Statewide Park Program grant application for the proposed Greenfield Park and Community Center. In addition to grant writing, Monica played a supervisory role in managing the MNS team of grant writers in preparation of application narrative and conducting required public outreach and engagement activities. MNS did all of the grant writing and assisted the City with production of public outreach materials. The grant application resulted in an award of \$8.5M.

Tehachapi Valley Recreation and Park District, CA. Senior Grant Writer. Dr. Killen assisted District staff with preparation of a Proposition 68 Statewide Parks Program grant application for the West Park Renovation Project. Award decision pending.

City of Santa Paula, CA. Senior Grant Writer. Dr. Killen prepared a grant application narrative for a USDOT BUILD grant. Award decision pending.

City of Rolling Hills, CA. Senior Grant Writer. Dr. Killen prepared three Hazard Mitigation grant subapplications for submittal by CalOES to FEMA. The City was awarded \$2.8M.

City of Monrovia, CA. Senior Grant Writer. Dr. Killen supervised and shared grant writing duties with a team member to secure a \$500K grant from the SCAG Future

Communities Pilot Program for an optimization study of the City's subsidized car-sharing service.

City of La Cañada Flintridge, CA. Senior Grant Writer. Dr. Killen secured a \$300K Proposition 68 grant from the Santa Monica Mountains Conservancy to fund project design and environmental documentation for the Flint Canyon Trail Restoration Project.

Santa Monica Mountains Conservancy Proposition 68—Grant Writing, City of La Cañada Flintridge, CA. Senior Grant Writer. MNS prepared a Proposition 68 grant application for the Flint Canyon Wash Trail Restoration Project. The City was awarded \$300K which will be used to prepare final design plans and environmental documentation.

San Mateo County Transportation Authority 2021 Call for Projects, US 101/Holly Street Interchange Improvement Project, City of San Carlos, CA. Senior Grant Writer. MNS prepared a grant application to the 2021 SMCTA Call for Projects to fill a funding gap for the US 101/Holly Street Interchange Improvement Project. MNS provided grant writing services which included analysis of various project impacts and benefits. Monica was a key figure in a team of grant writers who prepared the application. The grant application resulted in an award of \$10.25M.

Federal Lands Access Program Grant, Thornton Avenue Cycle Track, City of Newark, CA. Senior Grant Writer. Monica played a key role in helping manage the MNS grants team in preparing the application and conducting required public outreach. The application resulted in a grant award of \$5.4M.

CalOES/FEMA Hazard Mitigation Grant, City of Rolling Hills, CA. Senior Grant Writer. MNS prepared three grant sub-applications and provided preliminary engineering and scoping support. Grant award is pending.

Charles E. Meyer Desalination Plan (Desal Plant), Santa Barbara, CA. Senior Grant Writer. MNS is currently providing technical and grant administration services for the construction of a pipeline that will connect to the existing transmission main that will bring desalinated water to the regional Cater Water Treatment Plant, which is operated by the City of Santa Barbara. MNS grant administration tasks include administrative support for preparation of invoices and payment requests, drafting and submitting routine progress reports.

Emergency Deep Aquifer Supply & Storage Tank Project, Castroville, CA. Senior Grant Writer. MNS grant administration tasks include administrative support for preparation of invoices and payment requests, drafting and submitting routine progress reports.

Moss Landing Wastewater System Rehabilitation, Castroville, CA. Senior Grant Writer. MNS services include project management, technical services, administrative support to comply with loan agreement tasks including reimbursement preparation and drafting and submitting routine progress reports. Project deliverables include Preliminary Engineering Report, Moss Landing Plan of Study, and FFAST Application.

Carpinteria Advanced Purification Project, Carpinteria, CA. Senior Grant Writer. MNS prepared a US Bureau of Reclamation Water SMART: Title XVI grant application for the Carpinteria Advanced Purification Project. The Project includes construction of a 1.0 MGD advanced water purification facility (AWPF) to treat wastewater effluent from the Carpinteria Sanitary District. The project will include AWPF with microfiltration, reverse osmosis, an advanced oxidation process, purified water pump station, 9,000 feet of pipeline, two injection wells, and up to four monitoring wells. The total project cost is estimated to be \$35M.

Proposition 1 Groundwater Sustainability, Los Angeles, CA. Senior Grant Writer. MNS collaborated with LADWP staff and their consultant design team to prepare two grant applications for the North Hollywood Central Groundwater Remediation Project and the Tujunga Groundwater Remediation Project, respectively. Highly technical study documents were interpreted for use in responding to grant application requirements. MNS also prepared project scheduling documents to correspond to grant program requirements. The two projects are part of a historic multiyear effort to remediate contamination in the San Fernando Groundwater Basin. Monica was responsible for organizing work assignments for the grant writing team and contributing to the overall grant writing effort.

As-Needed Technical Grant Writing, City of Los Angeles Department of Water and Power (LADWP), Los Angeles, CA. Senior Grant Writer. MNS prepared a Title XVI Feasibility Study for the Downtown LA Recycled Water Project. The MNS grants team completed two Proposition 1 Groundwater Sustainability Program applications for two sub-elements of the San Fernando Basin Remediation Project. Both applications were successful, and grants were awarded to LADWP for a combined total of \$260M.

Helen Maggitti

Associate Grant Writer



Firm

- MNS Engineers, Inc.

Areas of Expertise

- Community outreach
- Project stakeholder coordination
- Community partnership facilitator
- Microsoft Suite
- Google Suite
- SAS programming

Years of Experience

- 3

Education

- BA, Economics (Major) and Environmental Sciences (Minor)
Williams Smith College, Geneva, NY

Ms. Maggitti recently graduated from William Smith College with a Bachelor of Arts in Economics and Minor in Environmental Studies. Helen served as a CivicSpark Climate Fellow for Americorps where she supported the City of Carpinteria in reaching their goals for the Strategic Energy Plan. She is proficient in communicating and collaborating with agency staff and project stakeholders to develop robust documents, plans, and ordinances. Helen also has experience in organizing and facilitating community outreach programs and cultivating community partnerships. Her experience includes:

Federal Lands Access Program Grant, Thornton Avenue Cycle Track, City of Newark, CA. *Associate Grant Writer.* MNS prepared a FLAP Grant application for the Thornton Avenue Cycle Track Project. Helen was part of the MNS team of grant writers that prepared application narrative and conducted required public outreach and engagement activities. The application resulted in a grant award of \$5.4M.

San Mateo County Transportation Authority 2021 Call for Projects, US 101/Holly Street Interchange Improvement Project, City of San Carlos, CA. *Associate Grant Writer.* MNS prepared a grant application to the 2021 SMCTA Call for Projects to fill a funding gap for the US 101/Holly Street Interchange Improvement Project. MNS provided grant writing services which included analysis of various project impacts and benefits. The grant application resulted in an award of \$10.25M.

Local Roadway Safety Plan, City of Solvang, CA. *Assistant Planner.* Helen prepared a LRSP for the City of Solvang.

Local Roadway Safety Plan, City of Soledad, CA. *Assistant Planner.* Helen is currently in the process of completing a LRSP for the City of Soledad.

Local Roadway Safety Plan, City of La Vern, CA. *Assistant Planner.* Helen is currently preparing a LRSP for the City of La Verne.

Proposition 68 Statewide Park Program, Greenfield Park and Community Center, City of Greenfield, CA. *Associate Grant Writer.* MNS prepared a Proposition 68 Statewide Park Program grant application for the proposed Greenfield Park and Community Center. Helen was part of the MNS team of grant writers that prepared the grant application and assisted the City with production of public outreach materials. The grant application resulted in an award of \$8.5M.

Carpinteria Advanced Purification Project, Carpinteria, CA. *Associate Grant Writer.* MNS prepared a U.S. Bureau of Reclamation Water SMART: Title XVI grant application for the Carpinteria Advanced Purification Project. The Project includes construction of a 1.0 MGD advanced water purification facility (AWPF) to treat wastewater effluent from the Carpinteria Sanitary District. The project will include AWPF with microfiltration, reverse osmosis, an advanced oxidation process, purified water pump station, 9,000 feet of pipeline, two injection wells, and up to four monitoring wells. The total project cost is estimated to be \$35M. The application is pending a decision.

Americorps, City of Carpinteria, CA. *CivicSpark Climate Fellow.* Helen supported the City of Carpinteria in reaching the goals laid out in their Strategic Energy Plan. In this capacity, she communicated and collaborated with agency staff and outside project stakeholders; researched and developed documents, plans, and ordinances; gave presentations to agency staff, City Council, and the community; cultivated community partnerships with other local agencies and nonprofits; and organized and facilitated community outreach surrounding City energy initiatives.

Hobart and William Smith (HWS) Colleges Office of Sustainability, Geneva, NY. *Student Intern.* Helen completed two annual greenhouse gas inventory reports in support of Hobart and William Smith Colleges' Carbon Commitment with Second Nature. Her responsibilities included collecting emission source data and calculated resulting emissions; researching and proposing possible projects to mitigate and offset the colleges' emissions; and communicating with and retrieving data from various departments on campus as well as Second Nature and multiple carbon offset companies. Helen worked independently as well as collaboratively to meet deadlines; assisted the Sustainability Manager with administrative work; and organized and delegated to other student interns and EcoRep positions.

Hobart and William Smith (HWS) Campus Greens, Geneva, NY. *Club President.* Helen hosted weekly club meetings and planned and organized zero-waste dinner events with 50-100 attendees. She managed a two-day clothing-swap events each semester and assigned tasks to other club members. Through advocacy, Helen strived to make HWS and the larger community more sustainable through advocacy, petitions, tabling, and social media advertising.

Taylor Gullikson

Associate Grant Writer



Firm

- MNS Engineers, Inc.

Areas of Expertise

- Grant Writing
- Environmental Monitoring and Inspection
- Public Outreach

Years of Experience

- 3

Certification(s)

- PADI Open Water Diver

Education

- BS, Environmental Science and Management (Ecology, Biodiversity, and Conservation), University of California, Davis, CA

Affiliation(s)

- Local Government Commission - CivicSpark Fellow
- Program Coordinator Microplastics Task Force - Surfrider Foundation SLO Chapter

Ms. Gullikson's expertise includes grant writing, environmental monitoring and inspection, and preparing stormwater regulatory compliance reports; and services to fulfill municipal stormwater permit requirements. Taylor updated and managed structural Best Management Practices (BMP) inventory in 2ndNature; developed and distributed new multi-media public outreach materials on topics including sustainable landscaping, stormwater pollution prevention, and safe pet waste management; and conducted visual assessments and collected GPS information on trash loading in priority areas. Her specific project experience includes:

Primary Sedimentation Tank Rehabilitation and Equipment Room Electrical Upgrade Project, Palo Alto, CA.

Associate Grant Writer. MNS is currently providing construction management services and loan administration for the Primary Sedimentation Tank Rehabilitation and Equipment Room Electrical Upgrade Project funded by the California State Water Resources Control Board Clean Water State Revolving Fund. The project entails planning, design, and procurement to rehabilitate and upgrade PSTs and primary effluent channel structure, sludge collection mechanism system drive units, primary sludge and scum piping, electrical Motor Control Center (MCCs), and ancillary systems in order to improve reliability of treatment processes at the Regional Water Quality Control Plant (RWQCP). MNS loan administration tasks include administrative support for preparation of invoices and payment requests, drafting and submitting routine progress reports.

Regional Supply Pipeline Project, Santa Barbara County Proposition 1 Integrated Regional Water Management (IRWM) Round 1 Implementation Grant, Santa Barbara, CA.

Associate Grant Writer.

Emergency Deep Aquifer Well and Storage Tank, Small Community Drought Relief Program, Castroville, CA.

Associate Grant Writer. MNS is currently providing technical and grant administration services for the Emergency Deep Aquifer Supply and Storage Tank project. MNS is providing planning and design services for the Deep Aquifer Well, Arsenic Treatment System, and Storage Tank. Once completed, the project will provide approximately 300 acre-feet per year (AFY) of clean drinking water to the community of Castroville and increase water reliability. MNS grant administration tasks include administrative support for preparation of invoices and payment requests, drafting and submitting routine progress reports.

Moss Landing Wastewater System Rehabilitation, Castroville, CA. *Associate Grant Writer.* MNS services include project management, technical services, administrative support to comply with loan agreement tasks including reimbursement preparation and drafting and submitting routine progress reports. Project deliverables include Preliminary Engineering Report, Moss Landing Plan of Study, and FFAST Application.

Valley Village Stormwater Management Project, Proposition 1 Stormwater Program, Los Angeles, CA. *Associate Grant Writer.* MNS prepared a Proposition 1 Stormwater Implementation Grant application for the Valley Village Park Stormwater Project. To minimize the region's dependence on imported water, the project will capture 158 AFY of runoff from a 453-acre tributary area and recharge the San Fernando Valley Groundwater Basin. The project consists of installing a 0.65-acre underground infiltration gallery at Valley Village Park. Construction of the underground infiltration gallery includes installation of a storm drain diversion structure, stormwater pipeline, two hydrodynamic separator (HDS) units, flow measuring devices, and maintenance holes.

Utility Relocation Environmental Monitoring, Vandenberg Air Force Base, CA. *Environmental Technician.* Assisted with monitoring, inspection, enforcement, and surveying activities of environmental programs or projects as assigned. Assisted with maintaining inspections files, records, and logs; writing reports and chronologies; maintaining and updating various databases and filing and record keeping systems. Applied an understanding of permitting and monitoring requirements to assist with efforts to monitor and protect identified endangered animal species such as the California Red-Legged Frog and Vernal Pool Fairy Shrimp, and plant species of concern such as Seacliff Buckwheat, and the Gaviota Tarplant. Assisted with delivery of training to contractors and others to work safely around sensitive plant and animal species. Assisted with preparation and delivery of outreach materials and conducting outreach efforts.

Federal Lands Access Program, City of Newark, CA. *Public Outreach Specialist.* In support of a grant application to fund the proposed Thornton Avenue Cycle Track, produced a promotional video describing the project need and scope.

Los Angeles County Regional Park and Open Space District Measure A Competitive, City of San Gabriel, CA. *Associate Grant Writer.* Prepared a grant application to fund a new trail and bridge connection to Vincent Lugo Park.

District Administrative Support, Los Olivos Community Services District, CA. *Project Coordinator.* Assisted with managing LOCSD's Streamline website, including uploading meeting agendas, minutes, video recordings and other documents as required by the Brown Act and the Special District Leadership Foundation (SDLF). Meeting with Streamline (website server platform) to discuss changes to the website in preparation for an upcoming Benefit Assessment Election. Assisted the Board in meeting requirements for the SDFL Certificate of Transparency to certify LOCSD as a Special District. Revised and distributed documents though email and USPS to stakeholders, including meeting agendas and quarterly District updates. Managed calendar content and email accounts to assist Board members in being accountable, on track, and up to date with stakeholder communications. Created a YouTube channel and uploaded meeting videos monthly.

WaterSMART: Title XVI WIIN Water Reclamation and Reuse Projects, Carpinteria Valley, CA. *Associate Grant Writer.*

Title XVI Water Reclamation and Reuse, Carpinteria Valley Water District, CA. *Associate Grant Writer.* Researched and provided content for the environmental section of the grant application to fund the Carpinteria Advanced Purification Project.

Nick Panofsky, PE, QSD

Water Resources Engineer



Firm

- MNS Engineers, Inc.

Areas of Expertise

- Water/wastewater infrastructure rehabilitation and improvements
- Stormwater Management Plans
- Water resources planning
- Project management

Years of Experience

- 16

Licensing

- Professional Civil Engineer, CA No. 75006

Certification

- Qualified SWPPP Developer, CA No. 75006

Education

- MBA, Shidler College of Business, University of Hawaii, HI
- BS, Environmental Engineering, California Polytechnic State University, San Luis Obispo, CA

Affiliations

- American Public Works Association
- American Society of Civil Engineers
- American Water Works Association
- Water Environment Federation

Mr. Panofsky has over 16 years of professional consulting experience in the water resources industry. Nick has advanced his expertise through a variety of municipal infrastructure design projects including potable water, recycled water, wastewater, and stormwater. He has been involved in every stage of the design process, including planning, analysis, design, construction management, and operational assistance. He actively manages projects to meet both technical and financial goals. His experience includes:

Springfield Water System Improvements, Pajaro/Sunny Mesa Community Services District, CA.

Senior Project Engineer. This project involves planning and designing upgrades to the Springfield Water System to deliver a high-quality water source and long-term water supply reliability for the community. The existing Springfield Water System, fed by a single shallow well, has documented water quality problems for a number of contaminants such as nitrates, salinity, and sulfate. The proposed system includes a new water supply from a well or adjacent system, water treatment, water storage tank, booster pump station, back-up generator, and water transmission mains. In addition, this project replaces water service laterals from the existing distribution mains to each residence currently receiving water from the system.

Critical Water Supply Improvements for Pajaro, Pajaro/Sunny Mesa Community Services District, CA.

Senior Project Engineer. This project involved planning, design, and construction management services for the construction of water storage improvements for a disadvantaged community in northern Monterey County. The project included a new 600,000-gallon bolted steel potable water storage tank, system integration, controls, and a variety of site improvements to transform a greenfield site to a municipal facility.

Bicycle/Pedestrian Path and Railroad Crossing Sewer Force Main Relocation, Castroville Community Services District, CA.

Technical Lead. This project rerouted an existing 6-inch wastewater force main as part of a larger project to construct a bike and pedestrian bridge. The proposed bridge crosses the Union Pacific Railroad, and the existing force main was an obstruction to the proposed bridge footings and pilings. Two segments of force main were relocated. The project included coordination with the bridge design consultant, and the District. Bypassing was also required as part of the project.

Robin Hill Road Sewer Main Replacement, Goleta Sanitary District, CA. *Project Manager.* This project provides planning and design services for the replacement of 1,250 linear feet of 10-inch-diameter vitrified clay sewer pipe located in Robin Hill Road in Goleta, CA. Construction for the project will include ground dewatering and sewer bypassing. The preliminary design effort included field survey, sewer flow monitoring, desktop review of geotechnical studies within the project area, and preparation of Basis of Design report for sewer replacement. Field survey determined the sewer includes a vertical sag in profile resulting in loss of hydraulic capacity. Based on findings, final design for replacement sewer is ongoing. Final design includes additional geotechnical investigations and preparation of final contract documents for construction including traffic control plans. MNS will lead the effort to obtain encroachment permits from the Cities of Goleta and Santa Barbara for project construction.

Engineering Services for GIS Data Management, Goleta West Sanitary District, CA. *Project Manager.* Responsibilities include updating and maintaining the City's Sanitary District Geographic Information Systems (GIS) database, correcting known inaccuracies and adding new developments based on CAD files. The project included the creation of an atlas map book and wall map for the District.

El Estero Wastewater Treatment Plant Sodium Hypochlorite Line Replacement Project, City of Santa Barbara, CA. *Project Engineer.* This project replaced an existing chemical feed line at the Santa Barbara Wastewater Treatment Plant. The project included development of complete project plans and specifications to install approximately 600 linear feet of two ¾-inch chemical feed lines double contained in 4-inch conduit, as well as a chlorine dosing regulation station to allow chlorination of multiple areas within the treatment plant.

Coastal Inflow and Infiltration Reduction Project, City of Santa Barbara, CA. *Project Engineer.* This project developed design plans to rehabilitate approximately 3,300 linear feet of 33-inch vitrified clay pipe (VCP) sewer main located west of Cabrillo Boulevard in Santa Barbara. Some of the manholes are located in the sandy beach area, which required special environmental mitigation measures. The alignment crosses under Mission Creek and the entrance to Stearns Wharf, which necessitated extensive public coordination requirements. The project included lining of the existing sewer without bypassing. A spiral wound polyvinyl chloride (PVC) pipe lining product was specified.

Inflow and Infiltration Master Plan, Ojai Valley Sanitary District, CA. *Lead Engineer.* As a result of a aging and deteriorated collection system, the District experiences high peak wastewater flow rates during wet weather. Responsibilities included researching, documenting, writing and completing a master plan to evaluate the inflow and infiltration (I&I) issues within the District's service area. The end product documented the areas experiencing the highest levels of I&I within the service area, as well as developed anticipated construction costs to mitigate these issues.

Flying Flags Sewer Line Repair, City of Buellton, CA. *Project Manager.* The project replaced approximately 150 linear feet of 10-inch cast iron and vitrified clay gravity sewer main with PVC, installed a new manhole, and raised another manhole to grade to reduce infiltration. Located within a mobile home park, close coordination occurred with a large number of transient residents. Additionally, the sewer line—installed at a depth of approximately 15 feet in soft sandy soils—required a nearly 30-foot-wide excavation for the entire length of the project alignment. Unknown utilities also had to be located and protected. Responsibilities included managing a team of engineers, drafters, and other staff to develop detailed contract documents for replacing.

Harvard Boulevard Improvements, Peck Road to Elizabeth Court, City of Santa Paula, CA. *Senior Project Engineer.* This project installs over 10,000 linear feet of potable water and gravity wastewater pipeline. Improvements include abandonment of the existing 24-inch vitrified clay pipe (VCP) sewer main and manholes, installation of 46 of 36-inch polyvinyl chloride polystyrene (PVC PS) sewer main approximately 2,840 feet in length, installation of 13 pre-cast polymer manholes, replacement of sewer service laterals, and connections to existing sewer mains.

El Camino De La Luz and Via Lucero Lift Stations, City of Santa Barbara, CA. *Project Manager.* This project designed a new 6-inch redundant force main to supplement the existing 100-linear-foot, 4-inch high-density polyethylene pipe (HDPE) force main. MNS provided a detailed alignment alternatives analysis from both cost and hydraulic perspectives. This project was part of the larger Force Main Improvements project. Responsibilities included managing a team of engineers, drafters, and other staff to develop detailed contract documents for the construction of multiple wastewater force mains. Design of both force mains was placed on hold pending availability of funding.

Tyler Hunt, PE, QSD/QSP

Water Resources Engineer



Firm

- MNS Engineers, Inc.

Areas of Expertise

- Project management
- Municipal infrastructure
- Wastewater treatment
- Wastewater reclamation
- Site improvements
- Irrigation and water delivery design
- Low-impact development
- Stormwater pollution prevention plans
- Water system consolidation

Years of Experience

- 22

Licensing

- Professional Civil Engineer, CA No. 74580

Certification

- Qualified SWPPP Developer, CA No. 00822

Education

- BS, Agricultural Systems Management, California Polytechnic State University, San Luis Obispo, CA

Affiliations

- American Public Works Association, Executive Committee
- American Society of Civil Engineers

Mr. Hunt has over 22 years of experience in the water resources/wastewater industry. Tyler's expertise includes project management, water/wastewater conveyance, site improvements, wastewater treatment, wastewater reclamation, irrigation and water delivery, stormwater pollution prevention, low-impact development (LID), water system consolidation, and municipal infrastructure projects. In addition to engineering design, he is experienced with providing construction management and inspection services such as public utility coordination, inspection, estimating, and client support. His experience includes:

Mesa Tanks Replacement Project, City of Santa Paula, CA. *Project Manager.*

This project encompasses planning and design to replace two 300,000-gallon steel tanks. The site is located on a steep hillside with limited construction access and nearby residences. Project elements include site improvements, retaining wall, two 300,000-gallon welded steel tanks, piping improvements, a new generator, and electrical/I&C improvements.

Water Tank Replacement and Chloramine Modifications, Villa Del Monte Mutual Water Company, CA. *Project Manager.*

This project replaces the existing bolted steel reservoir and converts disinfection to chloramines. The scope of work includes preliminary and detailed design phases. A technical memorandum was prepared to evaluate tank replacement and disinfection system alternatives, which included four tank construction materials, three chemicals for ammonia addition, chemical delivery and storage requirements, control system modifications, and preliminary site layout. In accordance with the recommendations of the technical memorandum, MNS prepared detailed design plans, specifications, and engineer's estimate of probable cost of construction (PS&E) suitable for public bid. MNS also applied for and obtained necessary permits with local and State jurisdictions.

Microfiltration Break Tank Repair/Replacement, West Basin Municipal Water District, CA. *Project Manager.*

The Juanita Millender-McDonald Carson Regional Water Recycling Plant produces high quality recycled water through microfiltration and reverse osmosis treatment processes. The microfiltration filtrate is temporarily stored in an existing above-ground steel welded tank built in 1999. The existing tank had significant corrosion and required rehabilitation or replacement. MNS prepared a preliminary design report to develop recommendations for the repair or

replacement of the tank. Following the submittal of the preliminary design report, the District opted to replace the tank in the existing footprint. MNS designed the 45-foot-diameter, 194,000-gallon welded steel tank, which included an engineered aggregate pier foundation.

Los Feliz Drive Waterline Improvements, City of Thousand Oaks, CA. *Design Lead.* As part of the Los Feliz Sidewalks Improvement project, the City desired to replace the aging water infrastructure along Los Feliz Drive. Water system improvements include replacing existing water main with approximately 1,400 linear feet of 10-inch PVC, as well as water service laterals, valves, and other components.

Upper Country Club Drive Pipeline Replacement Project, City of Burbank Water and Power, CA. *QA/QC Engineer.* This conceptual and detailed design project will replace approximately 1,400 feet of existing six-inch water main with a new six-inch pipeline, including replacement of the water storage tank connections. The preliminary design evaluated alternative alignments for replacing the existing water main with an upgraded six-inch ductile iron pipeline in a narrow canyon roadway impacted with several utility lines. No alignments could meet California Waterworks Standards criteria for separation from utility lines carrying non-potable fluids, so coordination with the Division of Drinking Water (DDW) to determine the preferred alignment was required. Responsibilities include quality assurance/quality control reviews.

Thousand Oaks Boulevard Waterline Improvements, City of Thousand Oaks, CA. *QA/QC Engineer.* As part of the Thousand Oaks Boulevard Streetscape Improvement project, this project will replace the aging water infrastructure along Thousand Oaks Boulevard and Los Feliz Drive. This project will remove and replace 160 linear feet of an existing 4-inch water main with a new 10-inch pipe; abandon and replace 240 linear feet of existing 6-inch water main with a new 10-inch pipe; remove and replace 60 linear feet of existing 10-inch water main with a new 10-inch pipe; and remove and replace 10 service laterals and corresponding water meters, 11 main valves, and three fire hydrants. MNS is providing engineering design and support services.

Water and Power Campus Stormwater Improvement Project, City of Burbank Water and Power, CA. *Project Manager.* This \$4M project included preliminary design, detailed design, permitting support services, and engineering services during construction. The preliminary design for this project evaluated alternatives for the Ecocampus to comply with the new stormwater discharge

quality standards. Following preliminary analysis, a preferred project was identified and recommended for detailed design, permitting and construction. The detailed design will install an underground storage, infiltration, and reuse system to pre-treat and capture to up 273,000 gallons of stormwater. Once captured, the water can be either used onsite as cooling tower make up water or infiltrated to the local ground water basin. The project involves construction of an 800-gallon-per-minute submersible stormwater transfer pump station and 12-inch-diameter force main pipeline to convey water from the underground storage and infiltration basin for use in the plant cooling process. The project also constructs 360 feet of new 36-inch-diameter off-site storm drain pipeline in the Magnolia Boulevard and N. Varney Street right-of-way and new connection to the Burbank Western Channel.

Sewer Main Replacements, City of Lompoc, CA. *Project Manager.* This multiphase infrastructure project replaced over 5,000 linear feet of existing gravity sewer mains. Construction elements include trenchless pipe installation, traffic control plans, overlapping easements, Caltrans right-of-way (R/W) for encroachment on State Route 1, and multiple Union Pacific Railroad (UPRR) crossings. MNS provided land surveying and civil engineering services, including engineered construction plans, site verification, and agency coordination support.

Sewer Main Replacements, City of Lompoc, CA. *Project Manager.* This multiphase infrastructure project replaced over 5,000 linear feet of existing gravity sewer mains. Construction elements include trenchless pipe installation, traffic control plans, overlapping easements, Caltrans right-of-way (R/W) for encroachment on State Route 1, and multiple Union Pacific Railroad (UPRR) crossings. MNS provided land surveying and civil engineering services, including engineered construction plans, site verification, and agency coordination support.

Robin Hill Road Sewer Main Replacement, Goleta Sanitary District, CA. *QA/QC Manager.* This project provides planning and design services for the replacement of 1,250 linear feet of 10-inch-diameter vitrified clay sewer pipe located in Robin Hill Road in Goleta, CA. Construction for the project will include ground dewatering and sewer bypassing. The preliminary design effort included field survey, sewer flow monitoring, desktop review of geotechnical studies within the project area, and preparation of Basis of Design report for sewer replacement. Field survey determined the sewer includes a vertical sag in profile resulting in loss of hydraulic capacity.

Beth Reineke

Water Resources Specialist



Firm

- MNS Engineers, Inc.

Areas of Expertise

- Environmental services
- Permitting
- Compliance
- NPDES
- Hazardous waste

Years of Experience

- 19

Certification(s)

- 40-Hour HAZWOPER Course, Columbus, Ohio Fire Academy
- Federal Resources, Counter CBRN All Hazards Management Response
- Federal Resources, First Responder Offensive Course

Education

- BS, Environmental Scientist, Oregon State University, OR

Professional Development

- RCRA Hazardous Waste Management (EPA Required) Course
- US Air Force, School of Bioenvironmental Engineering
- US Air Force, School of F 16 Avionics and Electronic Principles

Ms. Reineke has over 19 years of experience providing environmental services including compliance, reporting, and permitting for National Pollutant Discharge Elimination System (NPDES), California Environmental Quality Act (CEQA), United States Environmental Protection Agency (EPA), and Certified Unified Program Agencies (CUPA). Beth is adept at managing complex databases and large collections of reports and compliance schedules. She is a skilled communicator who delivers effective project messages and works very productively with colleagues as well as external stakeholders. She has performed data integrity audits and expeditiously addressed errors.

Beth served as the District Liaison for compliance, reporting and mitigation measures with the California Division of Drinking Water (DDW), South San Luis Obispo County Sanitation District (SSLOCD), San Luis Obispo County Air Pollution Control District (APCD), and EPA while with the Golden State Water Company (GSWC). She also ensured the occupational spaces, base waterways, and storage facilities met Cal/OSHA and EPA requirements for the United States Air Force. Beth compiled and tracked annual air reports for the Counties of Ventura, Santa Barbara, and San Luis Obispo. Beth also assisted with site surveys, inspections, and operating permit interpretation. She has audited, created, and submitted over 400 compliance reports annually with zero missed deadlines. She created, submitted, and tracked permits to the State of California and counties within California. Beth served as District Administrative Contact for compliance and reporting of allowable discharges. She performed annual reporting of events and routine sample collection; served as the central point of contact and reviewer for various districts environmental compliance on large projects involving multiple agencies. Beth has worked under EPA regulations for environmental and drinking water compliance. She managed 43 sites hazardous materials business plans with a perfect compliance record. Her experience includes:

Golden State Water Company (GSWC), Santa Maria, CA. *Associate Water Quality Engineer.* Beth liaised between GSWC and the California State Water Resources Control Board (SWRCB), Division of Drinking Water. Additional responsibilities included serving as the Internal Compliance Auditor and providing reporting, trending analysis, modeling studies, and Water System Improvement Project Scoping.

ATP Cycle 6, City of San Carlos, CA. *Grant Writer.*

Beth is responsible for developing public outreach content and preparing a grant application.

ATP Cycle 6, City of Stockton, CA. *Grant Writer.* Beth is responsible for developing public outreach content and preparing a grant application.

Clean Water SRF Grant, Castroville Community Services District, CA. *Grant Writer/Grants Analyst.*

MNS provided technical and grant writing services for the Washington Street Sewer Bypass project. Once completed, the project will eliminate surcharge issues in the existing sewer line and provide additional sewer capacity for much needed housing development. Beth was responsible for developing the Project Report and grant application content.

California Air National Guard, Bioenvironmental Engineering, CA. *Environmental and Occupational Health and Safety Compliance Coordinator.*

Beth managed exposure and health records for service members.

United States Air Force. *F 1 6 Avionics Technician.*

Responsibilities included aircraft electronics, wiring, and flight control troubleshooting and maintenance.

Michael Ip, PE, QSD

Transportation/Traffic Engineer



Firm

- MNS Engineers, Inc.

Areas of Expertise

- Roadway, highway, and interchange design
- Transportation planning
- Traffic engineering
- Drainage and flood control facilities
- Construction and project management
- Caltrans

Years of Experience

- 28

Licensing

- Professional Civil Engineer, CA No. 43671

Certification

- Qualified SWPPP Developer, CA No. 43671

Education

- MS, Construction Management, University of California, Berkeley, CA
- BS, Civil Engineering, University of California, Irvine, CA

Affiliations

- American Council of Engineering Companies
- American Public Works Association
- American Society of Civil Engineers

Awards

- 2020 APWA Project of the Year, Thousand Oaks Boulevard Streetscape
- 2019 APWA Project of the Year, Westlake Boulevard (State Route 23) Sidewalk and Bicycle Lane Improvements Project
- 2017 APWA/ASCE Project of the Year, Donlon Road Realignment
- 2017 ACEC Engineering Excellence Merit, Colorado Esplanade
- 2012 APWA Project of the Year, California State University Channel Islands Entrance Road Improvements
- 2010 ACEC Engineering Excellence Merit, Fillmore Water Recycling
- 2010 APWA Project of the Year, Lewis Road (State Route 34) Widening State Segment
- 2007 APWA Project of the Year, Lewis Road Widening

Mr. Ip is a Principal Engineer with 28 years of experience specializing in the design and management of transportation facilities and capital improvement projects. Michael's technical experience includes all project phases, including project reports, planning, design, and construction management. His management experience includes oversight and direction of technical professionals, client liaison, quality control, subconsultant coordination, public outreach and resources allocation to ensure the timely delivery of project deliverables. At MNS, Michael serves as Principal Engineer and Project Manager specializing in transportation projects. His experience includes:

Mulholland Highway Improvements Design, City of Calabasas, CA. *Project Manager.* The City of Calabasas proposes to construct roadway and safety improvement on Mulholland Highway (MH), between Old Topanga Canyon Road (East) and the southern City limit approximately 2.7 miles in length. MH is the primary north-south road in the southwestern portion of the City, connecting unincorporated Los Angeles County in the south end and the City of Los Angeles on the north end. MH is a scenic road and a designated emergency route. It is primarily a two-lane road with left turn lanes at the approaches to intersections. Average daily traffic on MH is about 8,500 vehicles. MH serves as the primary route for multiple residential communities, schools, and recreational areas on MH. Scope of work includes developing a safe roadway facility, developing a roadway blending within the local environment and community, and public outreach and coordination with project stakeholders.

C Street Bicycle Facilities Installation, City of Oxnard, CA. *Project Manager.* This project will install bicycle facilities (Class II and III) on C Street from Hueneme Road to Gonzales Road. The project is primarily located along C Street. At the southerly end, the bike facility will be on Courtland Street from Hueneme Road to Canterbury Way. The project includes Class III bicycle facilities to close gaps on the following streets intersecting or adjacent to C Street: Hill Street from C Street to Novato Drive, Guava Street from C Street to East Hemlock Street, East Hemlock Street from Guava Street to Patterson Road, and G Street from Guava Street to Wooley Road. The project coordinates the proposed improvements with two City projects: Thin Maintenance Overlay Project Phase 2 and Bryce Canyon North and South Resurfacing Project. The project will provide approximately nine miles of bicycle facilities.

US 101/Holly Street Interchange and Pedestrian Overcrossing (POC) Project, City of San Carlos, CA.

Principal Engineer. This \$25.8M project modifies the existing interchange on US 101 at the Holly Street overcrossing (OC) and adds a pedestrian overcrossing (POC) over US 101. The interchange modification will remove the northeast and southwest loop ramps from the existing full cloverleaf (Type L-10) interchange and create a partial cloverleaf (Type L-9) interchange to US 101. Diagonal on- and off-ramps will be modified to create more bicycle- and pedestrian-friendly crossings. Holly Street will be widened to provide a third through lane for limited sections at on-ramp approaches. The existing deck drains, electroliers, concrete median, and concrete barriers will be modified on the existing Holly Street OC. The POC will provide a new 12-foot-wide multi-use path approximately 430 feet south of the Holly Street OC. As an alternate route for non-motorists, the POC will provide cross-freeway access without the need to traverse ramp termini and entrances. Other key features of the project include ramp widening, ramp metering improvements, drainage improvements, storm-water retention basins, retaining walls, bicycle roundabouts at either end of the multi-use pathway, signing and striping improvements in Redwood City on the east side of US 101, signal improvements at the Industrial Road/ Holly Street intersection, and fiber optic modifications along Industrial Road on the west side of US 101.

Los Feliz Drive Sidewalks Phase 2, City of Thousand Oaks, CA.

Project Manager. This project will install 800 linear feet of pedestrian facilities on the north and south sides of Los Feliz Drive between Thousand Oaks Boulevard and Conejo School Road. Los Feliz Drive within the project limits consists of high-density residential properties. The project will install missing segments of sidewalk and improve pedestrian safety. These improvements consist of sidewalk construction, driveway reconstruction, traffic lane striping and markings, curb and gutter construction, and crosswalk striping. The project also involves utility relocation in various locations. Upgrades will also be made to the existing striping, crosswalk, and signage on Los Feliz Drive.

West and East Ojai Avenue Pipeline, City of Ojai CA.

Project Manager. Casitas Municipal Water District (CMWD) retained Waterworks Engineers, LLC (WWE) to design a new water pipeline in Ojai Avenue (State Route 150) from Bristol Road and San Antonio Street to Gridley Road and Oak Glen Avenue, approximately 7,500 linear feet. MNS coordinated with Casita Municipal Water District, City of Ojai, and Caltrans and prepared traffic control plans, traffic management plan and water

pollution control program in support of a Caltrans encroachment permit for approximately 7,500 linear feet of new potable water and fiber optic lines on State Route 150 through downtown Ojai. Proposed traffic control plan and management plan will minimize the impacts to motoring public, businesses and property owners.

Robin Hill Road Sewer Replacement, City of Goleta, CA.

Lead Engineer. Goleta Sanitary District retained MNS to design 1500 LF of sanitary sewer line and manhole replacements in Robin Hill Road and Hollister Avenue. The project was located in both the jurisdictional of the Cities of Goleta and Santa Barbara. MNS coordinated with Goleta Sanitary District and the two Cities and prepared sanitary sewer improvements and traffic control plans. Project improvements required dewatering wells to lower groundwater during construction and sewer bypasses.

Marie Kerr Park and Ride Project, City of Palmdale, CA.

Project Manager. The project located at the northwest corner of Rancho Vista Boulevard and 25th Street West will buildout the remaining 19 acres of the Marie Kerr Park site by constructing a Park and Ride facility, east of the amphitheater. This 1,000+ parking space facility will serve as a park and ride destination as well as provide parking for Palmdale Amphitheater events and Best of the West softball tournaments. The Park and Ride facility will include Vanpool, RV, ADA, future charging stations, bicycle parking spaces, pick up and drop off areas, storm drain, stormwater treatment landscaping, and site lighting facilities. The off-site street improvements will include parkway improvements along the west side of 25th Street West.

Hillcrest Drive Sidewalk—Yellen Park Project, City of Palmdale, CA.

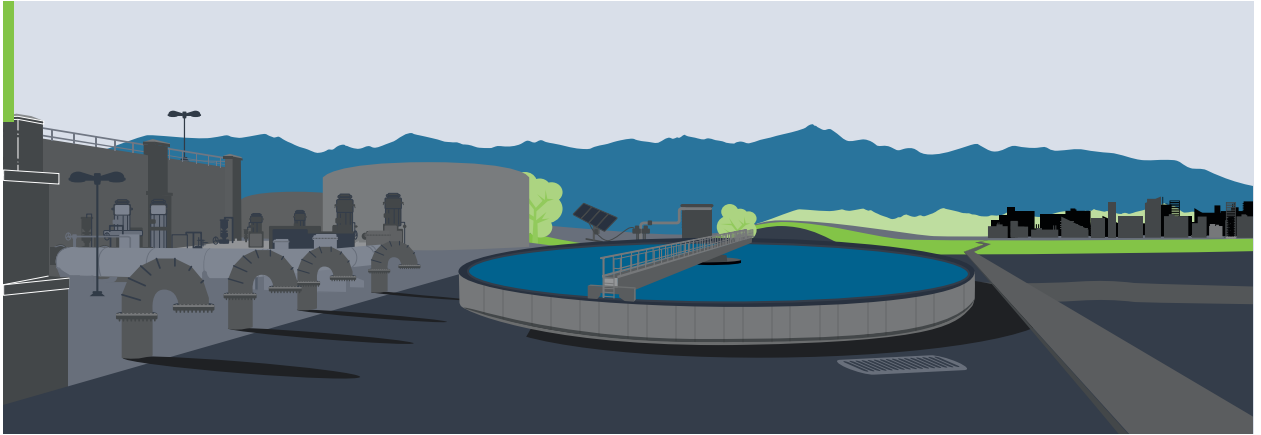
Project Manager. The project provided a missing sidewalk link on Hillcrest Drive from Avenue S to Buena Vista Elementary School Boulevard. The westerly street parkway improvements included a new sidewalk, ADA curb ramps, and street lighting.

Dockweiler Drive Extension, City of Santa Clarita, CA.

Project Manager. The City of Santa Clarita proposes to construct a \$30M Secondary Arterial—Dockweiler Drive from Sierra Highway to Railroad Avenue. The project will provide an important north-south connection for the City, a new entrance to Masters University, and a secondary emergency access point for the Placerita Canyon community. The roadway extension and widening will go through an existing railroad crossing, business district, hilly terrain, and the Master's University property.

C

Appendix C. Standard Agreement



Requested Changes

MNS has reviewed the City's Standard Agreement (Attachment 2). We request our suggestions be considered in an effort to reduce the amount of liability. Please contact us with any questions or concerns in regards to these changes. We are certain we can come to an acceptable agreement in regard to the Agreement. Only sections with comments are provided.

subcontractors, 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.

as amended effective 1/1/2018, , to the extent

9. INTELLECTUAL PROPERTY INDEMNIFICATION

Consultant shall defend, indemnify and hold harmless the City, its officers, ^{*reasonable*} ~~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

EXHIBIT C



2022 STANDARD SCHEDULE OF FEES

PROJECT/PROGRAM MANAGEMENT

Principal-In-Charge.....	\$320
Senior Project/Program Manager.....	295
Project/Program Manager	255
Assistant Project/Program Manager	215
Senior Project Coordinator	175
Project Coordinator	145

ENGINEERING

Principal Engineer	\$280
Lead Engineer	245
Supervising Engineer	235
Senior Project Engineer	220
Project Engineer.....	200
Associate Engineer	180
Assistant Engineer.....	165

SURVEYING

Principal Surveyor	\$260
Lead Surveyor	250
Supervising Surveyor	215
Senior Project Surveyor	195
Project Surveyor.....	170
Senior Land Title Analyst.....	165
Associate Project Surveyor.....	160
Assistant Project Surveyor.....	145
Party Chief (PW).....	170
Chainperson (PW)	150
One-Person Survey Crew (PW).....	210

CONSTRUCTION MANAGEMENT

Principal Construction Manager	\$305
Senior Construction Manager.....	275
Senior Resident Engineer.....	265
Resident Engineer	240
Structure Representative.....	235
Construction Manager	210
Assistant Resident Engineer.....	195
Sr. Construction Inspector (PW)	177
Construction Inspector (PW)	168
Office Administrator.....	130

TECHNICAL SUPPORT

CADD Manager	\$195
Supervising Technician	165
Senior Technician	155
Engineering Technician.....	125

ADMINISTRATIVE SUPPORT

Senior Management Analyst.....	\$180
Management Analyst.....	155
IT Technician.....	135
Graphics/Visualization Specialist	120
Administrative Assistant.....	95

GOVERNMENT SERVICES

City Engineer	\$240
Deputy City Engineer	215
Assistant City Engineer.....	205
Plan Check Engineer.....	190
Permit Engineer.....	180
City Inspector	150
Senior City Inspector (PW)	177
City Inspector (PW)	168
Principal Stormwater Specialist.....	175
Senior Stormwater Specialist.....	165
Stormwater Specialist.....	155
Stormwater Technician	140
Building Official.....	215
Senior Building Inspector.....	190
Building Inspector	160
Planning Director.....	215
Senior City Planner	190
Assistant Planner	160
Senior Grant Writer.....	175
Grant Writer	165
Grant Associate	145
Grant Assistant	125

DIRECT EXPENSES

Use of outside consultants as well as copies, blueprints, survey stakes, monuments, computer plots, telephone, travel (out of area) and all similar charges directly connected with the work will be charged at cost plus fifteen percent (15%). Mileage will be charged at the current federal mileage reimbursement rate. Expert Witness services will be charged at three (3) times listed rate.

PREVAILING WAGE RATES

Rates shown with Prevailing Wage "(PW)" annotation are used for field work on projects subject to federal or state prevailing wage law and are subject to increases per DIR.

ANNUAL ESCALATION

Standard fee rates provided for each classification are subject to an annual escalation increase of 3.5% starting January 1, 2023.

OVERTIME

Overtime for non-exempt employees will be charged at 1.5 x hourly rate; overtime for exempt employees and other classification will be charged at 1 x hourly rate.