

PROFESSIONAL SERVICES CONTRACT BETWEEN
THE CITY OF HUNTINGTON BEACH AND
HR GREEN PACIFIC, INC.
FOR
ON-CALL CIVIL ENGINEERING
& PROFESSIONAL CONSULTING SERVICES

THIS AGREEMENT ("Agreement") is made and entered into by and between the City of Huntington Beach, a municipal corporation of the State of California, hereinafter referred to as "CITY," and HR GREEN PACIFIC, INC., a California Corporation hereinafter referred to as "CONSULTANT."

WHEREAS, CITY desires to engage the services of a consultant to provide On-Call Civil Engineering & Professional Consulting Services; and

Pursuant to documentation on file in the office of the City Clerk, the provisions of the Huntington Beach Municipal Code, Chapter 3.03, relating to procurement of professional service contracts have been complied with; and

CONSULTANT has been selected to perform these services,

NOW, THEREFORE, it is agreed by CITY and CONSULTANT as follows:

1. SCOPE OF SERVICES

CONSULTANT shall provide all services as described in **Exhibit "A,"** which is attached hereto and incorporated into this Agreement by this reference. These services shall sometimes hereinafter be referred to as the "PROJECT."

CONSULTANT hereby designates Timothy Hartnett who shall represent it and be its sole contact and agent in all consultations with CITY during the performance of this Agreement.

2. CITY STAFF ASSISTANCE

CITY shall assign a staff coordinator to work directly with CONSULTANT in the performance of this Agreement.

3. TERM; TIME OF PERFORMANCE

Time is of the essence of this Agreement. The services of CONSULTANT are to commence on _____, 20____ (the "Commencement Date"). This Agreement shall automatically terminate three (3) years from the Commencement Date, unless extended or sooner terminated as provided herein. All tasks specified in **Exhibit "A"** shall be completed no later than three (3) years from the Commencement Date. The time for performance of the tasks identified in **Exhibit "A"** are generally to be shown in **Exhibit "A."** This schedule may be amended to benefit the PROJECT if mutually agreed to in writing by CITY and CONSULTANT.

In the event the Commencement Date precedes the Effective Date, CONSULTANT shall be bound by all terms and conditions as provided herein.

4. COMPENSATION

In consideration of the performance of the services described herein, CITY agrees to pay CONSULTANT on a time and materials basis at the rates specified in **Exhibit "B,"** which is attached hereto and incorporated by reference into this Agreement, a fee, including all costs and expenses, not to exceed Two Million Dollars (\$2,000,000.00).

5. EXTRA WORK

In the event CITY requires additional services not included in **Exhibit "A"** or changes in the scope of services described in **Exhibit "A,"** CONSULTANT will undertake such work only after receiving written authorization from CITY. Additional compensation for such extra work shall be allowed only if the prior written approval of CITY is obtained.

6. METHOD OF PAYMENT

CONSULTANT shall be paid pursuant to the terms of **Exhibit "B."**

7. DISPOSITION OF PLANS, ESTIMATES AND OTHER DOCUMENTS

CONSULTANT agrees that title to all materials prepared hereunder, including, without limitation, all original drawings, designs, reports, both field and office notices, calculations, computer code, language, data or programs, maps, memoranda, letters and other documents, shall belong to CITY, and CONSULTANT shall turn these materials over to CITY upon expiration or termination of this Agreement or upon PROJECT completion, whichever shall occur first. These materials may be used by CITY as it sees fit.

8. HOLD HARMLESS

A. CONSULTANT hereby agrees to protect, defend, indemnify and hold harmless CITY, its officers, elected or appointed officials, employees, agents and volunteers from and against any and all claims, damages, losses, expenses, judgments, demands and defense costs (including, without limitation, costs and fees of litigation of every nature or liability of any kind or nature) arising out of or in connection with CONSULTANT's (or CONSULTANT's subcontractors, if any) negligent (or alleged negligent) performance of this Agreement or its failure to comply with any of its obligations contained in this Agreement by CONSULTANT, its officers, agents or employees except such loss or damage which was caused by the sole negligence or willful misconduct of CITY. CONSULTANT will conduct all defense at its sole cost and expense and CITY shall approve selection of CONSULTANT's counsel. This indemnity shall apply to all claims and liability regardless of whether any insurance policies are applicable. The policy limits do not act as limitation upon the amount of indemnification to be provided by CONSULTANT.

B. To the extent that CONSULTANT performs "Design Professional Services" within the meaning of Civil Code Section 2782.8, then the following Hold Harmless provision applies in place of subsection A above:

“CONSULTANT hereby agrees to protect, defend, indemnify and hold harmless CITY and its officers, elected or appointed officials, employees, agents and volunteers, from and against any and all claims, damages, losses, expenses, demands and defense costs (including, without limitation, costs and fees of litigation of every nature or liability of any kind or nature) to the extent that the claims against CONSULTANT arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of CONSULTANT. In no event shall the cost to defend charged to CONSULTANT exceed CONSULTANT’s proportionate percentage of fault. However, notwithstanding the previous sentence, in the event one or more other defendants to the claims and/or litigation is unable to pay its share of defense costs due to bankruptcy or dissolution of the business, CONSULTANT shall meet and confer with CITY and other defendants regarding unpaid defense costs. The duty to indemnify, including the duty and the cost to defend, is limited as provided in California Civil Code Section 2782.8.

C. Regardless of whether subparagraph A or B applies, CITY shall be reimbursed by CONSULTANT for all costs and attorney’s fees incurred by CITY in enforcing this obligation. This indemnity shall apply to all claims and liability regardless of whether any insurance policies are applicable. The policy limits do not act as a limitation upon the amount of indemnification to be provided by CONSULTANT.

9. PROFESSIONAL LIABILITY INSURANCE

CONSULTANT shall obtain and furnish to CITY a professional liability insurance policy covering the work performed by it hereunder. This policy shall provide coverage for CONSULTANT’s professional liability in an amount not less than One Million Dollars (\$1,000,000.00) per occurrence and in the aggregate. The above-mentioned insurance shall not contain a self-insured retention without the express written consent of CITY; however an insurance

policy "deductible" of Ten Thousand Dollars (\$10,000.00) or less is permitted. A claims-made policy shall be acceptable if the policy further provides that:

- A. The policy retroactive date coincides with or precedes the initiation of the scope of work (including subsequent policies purchased as renewals or replacements).
- B. CONSULTANT shall notify CITY of circumstances or incidents that might give rise to future claims.

CONSULTANT will make every effort to maintain similar insurance during the required extended period of coverage following PROJECT completion. If insurance is terminated for any reason, CONSULTANT agrees to purchase an extended reporting provision of at least two (2) years to report claims arising from work performed in connection with this Agreement.

If CONSULTANT fails or refuses to produce or maintain the insurance required by this section or fails or refuses to furnish the CITY with required proof that insurance has been procured and is in force and paid for, the CITY shall have the right, at the CITY's election, to forthwith terminate this Agreement. Such termination shall not effect Consultant's right to be paid for its time and materials expended prior to notification of termination. CONSULTANT waives the right to receive compensation and agrees to indemnify the CITY for any work performed prior to approval of insurance by the CITY.

10. CERTIFICATE OF INSURANCE

Prior to commencing performance of the work hereunder, CONSULTANT shall furnish to CITY a certificate of insurance subject to approval of the City Attorney evidencing the foregoing insurance coverage as required by this Agreement; the certificate shall:

- A. provide the name and policy number of each carrier and policy;
- B. state that the policy is currently in force; and

C. shall promise that such policy shall not be suspended, voided or canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice; however, ten (10) days' prior written notice in the event of cancellation for nonpayment of premium.

CONSULTANT shall maintain the foregoing insurance coverage in force until the work under this Agreement is fully completed and accepted by CITY.

The requirement for carrying the foregoing insurance coverage shall not derogate from CONSULTANT's defense, hold harmless and indemnification obligations as set forth in this Agreement. CITY or its representative shall at all times have the right to demand the original or a copy of the policy of insurance. CONSULTANT shall pay, in a prompt and timely manner, the premiums on the insurance hereinabove required.

11. INDEPENDENT CONTRACTOR

CONSULTANT is, and shall be, acting at all times in the performance of this Agreement as an independent contractor herein and not as an employee of CITY. CONSULTANT shall secure at its own cost and expense, and be responsible for any and all payment of all taxes, social security, state disability insurance compensation, unemployment compensation and other payroll deductions for CONSULTANT and its officers, agents and employees and all business licenses, if any, in connection with the PROJECT and/or the services to be performed hereunder.

12. TERMINATION OF AGREEMENT

All work required hereunder shall be performed in a good and workmanlike manner. CITY may terminate CONSULTANT's services hereunder at any time with or without cause, and whether or not the PROJECT is fully complete. Any termination of this Agreement by CITY shall be made in writing, notice of which shall be delivered to CONSULTANT as provided herein. In the

event of termination, all finished and unfinished documents, exhibits, report, and evidence shall, at the option of CITY, become its property and shall be promptly delivered to it by CONSULTANT.

13. ASSIGNMENT AND DELEGATION

This Agreement is a personal service contract and the work hereunder shall not be assigned, delegated or subcontracted by CONSULTANT to any other person or entity without the prior express written consent of CITY. If an assignment, delegation or subcontract is approved, all approved assignees, delegates and subconsultants must satisfy the insurance requirements as set forth in Sections 9 and 10 hereinabove.

14. COPYRIGHTS/PATENTS

CITY shall own all rights to any patent or copyright on any work, item or material produced as a result of this Agreement.

15. CITY EMPLOYEES AND OFFICIALS

CONSULTANT shall employ no CITY official nor any regular CITY employee in the work performed pursuant to this Agreement. No officer or employee of CITY shall have any financial interest in this Agreement in violation of the applicable provisions of the California Government Code.

16. NOTICES

Any notices, certificates, or other communications hereunder shall be given either by personal delivery to CONSULTANT's agent (as designated in Section 1 hereinabove) or to CITY as the situation shall warrant, or by enclosing the same in a sealed envelope, postage prepaid, and depositing the same in the United States Postal Service, to the addresses specified below. CITY and CONSULTANT may designate different addresses to which subsequent notices, certificates or other communications will be sent by notifying the other party via personal delivery, a reputable overnight carrier or U. S. certified mail-return receipt requested:

TO CITY:

City of Huntington Beach
ATTN: Director of Public Works
2000 Main Street
Huntington Beach, CA 92648

TO CONSULTANT:

HR GREEN PACIFIC, INC.
Attn: Timothy Hartnett
1260 Corona Pointe Court, Suite 305
Corona, CA 92879

17. CONSENT

When CITY's consent/approval is required under this Agreement, its consent/approval for one transaction or event shall not be deemed to be a consent/approval to any subsequent occurrence of the same or any other transaction or event.

18. MODIFICATION

No waiver or modification of any language in this Agreement shall be valid unless in writing and duly executed by both parties.

19. SECTION HEADINGS

The titles, captions, section, paragraph and subject headings, and descriptive phrases at the beginning of the various sections in this Agreement are merely descriptive and are included solely for convenience of reference only and are not representative of matters included or excluded from such provisions, and do not interpret, define, limit or describe, or construe the intent of the parties or affect the construction or interpretation of any provision of this Agreement.

20. INTERPRETATION OF THIS AGREEMENT

The language of all parts of this Agreement shall in all cases be construed as a whole, according to its fair meaning, and not strictly for or against any of the parties. If any provision of this Agreement is held by an arbitrator or court of competent jurisdiction to be unenforceable, void, illegal or invalid, such holding shall not invalidate or affect the remaining covenants and provisions of this Agreement. No covenant or provision shall be deemed dependent upon any other unless so expressly provided here. As used in this Agreement, the masculine or

neuter gender and singular or plural number shall be deemed to include the other whenever the context so indicates or requires. Nothing contained herein shall be construed so as to require the commission of any act contrary to law, and wherever there is any conflict between any provision contained herein and any present or future statute, law, ordinance or regulation contrary to which the parties have no right to contract, then the latter shall prevail, and the provision of this Agreement which is hereby affected shall be curtailed and limited only to the extent necessary to bring it within the requirements of the law.

21. DUPLICATE ORIGINAL

The original of this Agreement and one or more copies hereto have been prepared and signed in counterparts as duplicate originals, each of which so executed shall, irrespective of the date of its execution and delivery, be deemed an original. Each duplicate original shall be deemed an original instrument as against any party who has signed it.

22. IMMIGRATION

CONSULTANT shall be responsible for full compliance with the immigration and naturalization laws of the United States and shall, in particular, comply with the provisions of the United States Code regarding employment verification.

23. LEGAL SERVICES SUBCONTRACTING PROHIBITED

CONSULTANT and CITY agree that CITY is not liable for payment of any subcontractor work involving legal services, and that such legal services are expressly outside the scope of services contemplated hereunder. CONSULTANT understands that pursuant to *Huntington Beach City Charter* Section 309, the City Attorney is the exclusive legal counsel for CITY; and CITY shall not be liable for payment of any legal services expenses incurred by CONSULTANT.

24. ATTORNEY'S FEES

In the event suit is brought by either party to construe, interpret and/or enforce the terms and/or provisions of this Agreement or to secure the performance hereof, each party shall bear its own attorney's fees, such that the prevailing party shall not be entitled to recover its attorney's fees from the nonprevailing party.

25. SURVIVAL

Terms and conditions of this Agreement, which by their sense and context survive the expiration or termination of this Agreement, shall so survive.

26. GOVERNING LAW

This Agreement shall be governed and construed in accordance with the laws of the State of California.

27. SIGNATORIES

Each undersigned represents and warrants that its signature hereinbelow has the power, authority and right to bind their respective parties to each of the terms of this Agreement, and shall indemnify CITY fully 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.

28. ENTIRETY

The parties acknowledge and agree that they are entering into this Agreement freely and voluntarily following extensive arm's length negotiation, and that each has had the opportunity to consult with legal counsel prior to executing this Agreement. The parties also acknowledge and agree that no representations, inducements, promises, agreements or warranties, oral or otherwise, have been made by that party or anyone acting on that party's behalf, which are not embodied in this Agreement, and that that party has not executed this Agreement in reliance on any representation, inducement, promise, agreement, warranty, fact or circumstance not expressly set forth in this

Agreement. This Agreement, and the attached exhibits, contain the entire agreement between the parties respecting the subject matter of this Agreement, and supersede all prior understandings and agreements whether oral or in writing between the parties respecting the subject matter hereof.

29. EFFECTIVE DATE

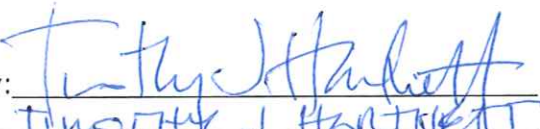
This Agreement shall be effective on the date of its approval by the City Council.

This Agreement shall expire when terminated as provided herein.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by and through their authorized officers.

CONSULTANT,
HR GREEN PACIFIC, INC.

CITY OF HUNTINGTON BEACH, a
municipal corporation of the State of
California

By: 
print name

ITS: (circle one) Chairman/President/Vice President

Mayor

City Clerk

By: 
print name

ITS: (circle one) Secretary/Chief Financial Officer/Asst.
Secretary - Treasurer

INITIATED AND APPROVED:

Director of Public Works

REVIEWED AND APPROVED:

City Manager

APPROVED AS TO FORM:


City Attorney 

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HR GREEN PACIFIC, INC.

CITY OF HUNTINGTON BEACH, a
municipal corporation of the State of
California

By: _____

Mayor

print name

ITS: (circle one) Chairman/President/Vice President

City Clerk

AND

By: _____

INITIATED AND APPROVED:



Director of Public Works

print name

ITS: (circle one) Secretary/Chief Financial Officer/Asst.
Secretary - Treasurer

REVIEWED AND APPROVED:

City Manager

APPROVED AS TO FORM:



City Attorney

EXHIBIT "A"

A. STATEMENT OF WORK: (Narrative of work to be performed)

Provide On-Call Civil Engineering and Professional Consulting Services. If Consultant chooses to assign different personnel to the project, Consultant must submit names and qualifications of these staff to City for approval before commencing work.

B. CONSULTANT'S DUTIES AND RESPONSIBILITIES:

See Attached Exhibit A

C. CITY'S DUTIES AND RESPONSIBILITIES:

1. Furnish Scope of Work and provide a request for proposal for each project.
2. City shall issue a task order for each project based upon scope of services, work schedule, and fee proposal submitted.

D. WORK PROGRAM/PROJECT SCHEDULE:

A project schedule will be developed for each project assigned by the City.



HRGreen®

► 1260 Corona Pointe Court | Suite 305
Corona, CA 92879
Main 855.900.4742 • Fax 713.965.0044
► HGREEN.COM

Public Works Department
City of Huntington Beach
2000 Main Street
Huntington Beach, CA 92648

March 13, 2025

Re: On-Call Civil Engineering Professional Consulting Services

Dear Selection Committee Members,

Huntington Beach is not only celebrated as "Surf City USA" for its vibrant beach culture and world-renowned surf spots, but it is also a community that values sustainable growth, resilient infrastructure, and the preservation of its unique coastal environment. Our team is deeply familiar with the city's dynamic character—from its bustling beach front areas and iconic Huntington Beach Pier to its diverse residential neighborhoods—and we appreciate the challenges and opportunities presented by its coastal setting. Having closely followed the City's innovative approaches to managing growth and protecting its natural assets, we are confident that our tailored engineering solutions will complement Huntington Beach's vision for a safe, efficient, and sustainable urban environment.

HR Green Pacific, Inc. (HR Green) is well-versed in the unique challenges and opportunities within Huntington Beach. From enhancing safety along major corridors like Beach Boulevard and Pacific Coast Highway to improving neighborhood walkability and bikeability, we recognize the importance of designing infrastructure that supports the City's vibrant coastal community. We are committed to a collaborative approach that involves ongoing engagement with local stakeholders, making sure that our engineering services not only meet technical requirements but also enhance the quality of life for Huntington Beach residents. HR Green, as a company and its team members, has decades of experience providing on-call support for the specific services you are seeking for numerous California agencies. With local staff, a national footprint, over a century of history, and the vast staffing resources of more than 750 employees, 60 locally in California, HR Green is highly qualified to meet the needs of your community.

WHY HR GREEN

- **Unparalleled Local Knowledge.** Our local staff have developed and implemented design standards and policies, managed CIP projects, designed diverse infrastructure projects, and administered grant funding. We are prepared to help with the design of various projects including street improvements, ADA compliance, sidewalk, complete streets, Water Quality Management Plans and SWPPPs, design of retaining walls, and much more.
- **History of Success.** Our Project Manager and proposed personnel bring a history of success throughout Southern California. Our experience brings innovation and knowledge that will directly benefit the City.
- **Municipal Focus.** Most of our assigned staff members have spent their careers working in municipal settings, understanding the nuances of local CIP projects, and working for Public Works departments.
- **With 110+ years of experience,** HR Green is known for a customized, innovative, and reliable approach to service and delivery as well as a commitment to close communication.

Our proposal shall be valid for 180 days from the date of submittal. This letter has been signed by Timothy Hartnett, Vice President, who is authorized to bind the firm. This contract will be managed from our Corona, CA office located at 1260 Corona Pointe Court, Suite 305, Corona, CA 92879. The main office number is 855.900.4742.

Thank you for considering our proposal. We look forward to the opportunity to further discuss how our deep local insight and engineering experience can help Huntington Beach continue to thrive while preserving its unique coastal character. Please feel free to contact our Project Manager, Chase Keys, PE at 951.970.6879 or via email at ckeysh@hrgreen.com with any questions.

Sincerely, HR GREEN, INC.


Chase Keys, PE
Project Manager


Timothy Hartnett
Vice President, Municipal Services

REQUEST FOR PROPOSAL
VENDOR APPLICATION FORM

TYPE OF APPLICANT: ☐ NEW ☒ CURRENT VENDOR

Legal Contractual Name of Corporation: HR Green Pacific, Inc.

Contact Person for Agreement: Timothy Hartnett, Vice President

Corporate Mailing Address: 1260 Corona Court, Suite 305

City, State and Zip Code: Corona, CA 92879

E-Mail Address: thartnett@hrgreen.com

Phone: 855.900.4742 Fax: 713.965.0044

Contact Person for Proposals: Chase Keys, PE

Title: Project Manager E-Mail Address: ckkeys@hrgreen.com

Business Telephone: 855.900.4742 Business Fax: 713.965.0044

Year Business was Established: 1913

Is your business: (check one)

☐ NON PROFIT CORPORATION ☒ FOR PROFIT CORPORATION

Is your business: (check one)

<input checked="" type="checkbox"/> CORPORATION	<input type="checkbox"/> LIMITED LIABILITY PARTNERSHIP
<input type="checkbox"/> INDIVIDUAL	<input type="checkbox"/> SOLE PROPRIETORSHIP
<input type="checkbox"/> PARTNERSHIP	<input type="checkbox"/> UNINCORPORATED ASSOCIATION



Names & Titles of Corporate Board Members

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

Names	Title	Phone
Please refer to the following page.		

Federal Tax Identification Number: 82-1518456

City of Huntington Beach Business License Number: A309885
(If none, you must obtain a Huntington Beach Business License upon award of contract.)

City of Huntington Beach Business License Expiration Date: April 30, 2025*
*Pending Renewal



HR Green Pacific, Inc. Directors and Officers

Jason J. Poppen	11011 Richmond Avenue, Suite 200 Houston, TX 77042C	EO/Secretary/Director
Andrew Mrowicki	2363 Sequoia Drive, Suite 101 Aurora, IL 60506	Vice President/Director
Richard L. White	8710 Earhart Lane SW, Cedar Rapids, IA 52404	President/Director
Chris Blevins	11011 Richmond Ave #200 Houston, TX 77042	CFO/Treasurer
Erin Winner	2363 Sequoia Drive, Suite 101 Aurora, IL 60506	Assistant Secretary
Timothy J. Hartnett	1391 Corporate Drive Ste 203, McHenry, IL 60050	Vice President
Edward K. Barrett	8710 Earhart Lane SW, Cedar Rapids, IA 52404	Vice President
Todd J. Destree	1391 Corporate Drive Ste 203, McHenry, IL 60050	Vice President
Jason S. Dohrmann	520 Maryville Centre Drive Suite 100 St. Louis, MO 63141	Vice President
Mike R. Fischer	1391 Corporate Drive Ste 203, McHenry, IL 60050	Vice President
Michael J. Halde	11011 Richmond Avenue, Suite 200 Houston, TX 77042	Vice President
James E. Halverson	8710 Earhart Lane SW, Cedar Rapids, IA 52404	Vice President
Mark A. Hardie	2550 University Avenue W., Suite 400, St. Paul, MN 55114	Vice President
Dawn R. Hull	431 N Phillips Ave, Suite 400 Sioux Falls, SD 57104	Vice President
Ajay Jain	1391 Corporate Drive Ste 203, McHenry, IL 60050	Vice President
Ravi S. Jayaraman	1391 Corporate Drive Ste 203, McHenry, IL 60050	Vice President
Ronald Krall	2363 Sequoia Drive, Suite 101 Aurora, IL 60506	Vice President
David F. Maxwell	520 Maryville Centre Drive Suite 100 St. Louis, MO 63141	Vice President
Heath Picken	5525 Merle Hay Road, Suite 200 Johnston, IA 50131	Vice President
David L. Reitz	1391 Corporate Drive Ste 203, McHenry, IL 60050	Vice President
Michael J. Roth	5525 Merle Hay Road, Suite 200 Johnston, IA 50131	Vice President
Stephen A. Sparks	11011 Richmond Avenue, Suite 200 Houston, TX 77042	Vice President
Teresa H. Stadelmann	8710 Earhart Lane SW, Cedar Rapids, IA 52404	Vice President
Phil L. Stuepfert	5613 DTC Parkway, Suite 950 Greenwood Village, CO 80111	Vice President
Judd T. Willmann	5508 Highway 290 W, Suite 150, Austin, TX 78735	Vice President
Stacy E. Woodson	8710 Earhart Lane SW, Cedar Rapids, IA 52404	Vice President



Disciplines of Civil Engineering Services Application Form

Circle all that apply

Civil Engineering Service Area	Bidding? Y/N (circle)
• Water/Sewer/Storm Water Engineering	Yes / <input checked="" type="radio"/> No
• General Civil Engineering	<input checked="" type="radio"/> Yes / No
• Ocean Engineering	Yes / <input checked="" type="radio"/> No
• Environmental/Water Quality	Yes / <input checked="" type="radio"/> No

precedes this page

IV	A. Vendor Application Form and Cover Letter
2	Exhibit A - Disciplines of Civil Engineering Application Form
3	B. Background and Project Summary Section
10	C. Methodology Section
11	D. Staffing
i	E. Qualifications
ii	Appendix A - References of Work Performed Form
	Appendix B - Resumes of Key Staff

110⁺

Continuous service for
more than 110 years

ENR
TOP500
Design Firms

B. Background and Project Summary Section

The City of Huntington Beach has accomplished the difficult task of balancing community character preservation and modern infrastructure. The City's guiding principles include focusing funds to maintain and improve existing infrastructure as well as implementing projects that promote multi-modal travel.

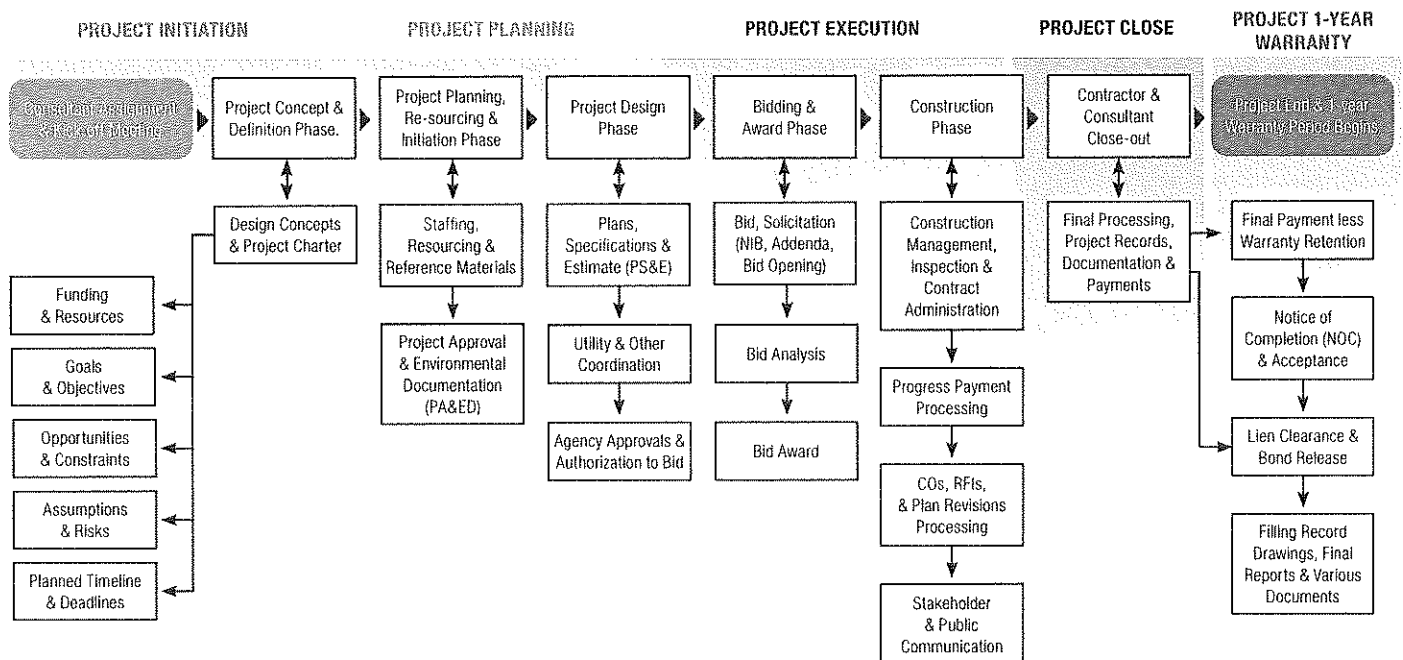
The City is looking for a consultant that shares its vision and understands the impacts of capital improvement projects in the community. HR Green not only has the experience required to manage your projects, but also has the right dynamic team to engage with the community and successfully deliver quality projects.

In the next three years, the City has a variety of projects to manage, including road maintenance and rehabilitation, curb ramps, curb, gutter and sidewalk improvements, bridges, parking lot improvements, and mobility and corridor improvements. Huntington Beach's CIP has planned more than \$19 million in Neighborhood and Streets & Transportation projects for the next fiscal year. HR Green's commitment, comprehensive project outlook that includes community engagement, budget consciousness, and adherence to schedule are attributes that helped strengthen our relationships with clients.

HR Green has developed an approach that breaks down a project lifecycle and the key phases involved in the delivery:

- **Project Initiation:** This initial phase involves the consultant assignment, kick-off meeting, and defining the project concept, goals, constraints, assumptions, and timeline.
- **Project Planning:** During this stage, the project plan is developed, including securing funding/resources, establishing the project charter, and completing preliminary design and environmental documentation.
- **Project Execution:** The bulk of the project work occurs in this phase, which includes finalizing the design (PS&E), obtaining approvals, soliciting bids, awarding the construction contract, and managing the construction process.
- **Project Close:** After construction is complete, this wrap-up stage involves final processing of payments, documentation, record drawings, and project closeout.

Our understanding and experience allows HR Green to successfully execute a complex infrastructure or construction undertaking, delivering clients like Huntington Beach a quality outcome that meets your needs.



C. Methodology Section

HR Green has the qualified proposed staff, successful experience, and proven best practices to provide the services and produce the deliverables detailed in your Request for Proposal. Our primary goal for the City is to implement a management, staffing and resource plan, assign appropriate administrative services, and create best practices and a service delivery model for your needs. We will not only align our services to your mission and expectations, but also provide the best value, quality, and operational efficiency by incorporating the latest technology, paperless processes, public outreach (as necessary) and streamlined communication amongst all parties.

As the City identifies project needs, our Project Manager will be supported by the appropriate Task Leaders and will meet with the City to clarify your scope requirements and schedule. To provide a comprehensive solution, they will coordinate with your staff to determine staff needs and validate we are mobilizing the best fit to meet your needs. These individuals will be supported by a cadre of multi-faceted personnel. Moreover, given our depth of staff (60+ California/750+ nationally) and specialized capabilities, **we can seamlessly mobilize additional in-house resources to meet your needs.** To maintain legacy knowledge and institutional continuity, we strive to assign and maintain the same staff to deliver continuity, consistency, responsiveness, and quality service.

Since more than 90% of our services are provided through multi-year, as-needed contracts, we have the ideal mix of multi-faceted staff and depth of technical capabilities to efficiently meet workload peaks and valleys. Consequently, our current and anticipated workload of our staff is moderate, allowing for rapid response to dynamically changing needs, unforeseen conditions, and/or priority issues.

The list of project types/services identified within the RFP and from our research of the City's CIP are all consistent with the successful services the HR Green team has provided for many other agencies. While the types of projects/services are broad, we have provided an overall approach to the various services that are typical for most projects.

Kick-Off Meeting and Site Reconnaissance

- Hold a kick-off meeting with City staff to discuss major features and details of design project.
- Identify jurisdictional agency approval and/or permit requirements.

- Establish clear lines of communication.
- Gather background data available from the City.
- Discuss any special requirements, constraints, and/or opportunities available that are in the best interest of the City to expedite the project in a cost-effective and timely manner.
- Discuss project completion issues and milestones.
- Perform field visit(s) to review and document field conditions, verify existing topographic data, and assess specific concerns/constraints and issues.

Task Order Negotiation

- Develop, submit, refine, and negotiate task order proposal with City that includes a detailed scope of work, identification of subcontract work, deliverables, project milestone schedule, resource requirements, documentation required from the Caltrans Local Assistance Procedures Manual (if necessary), and budget.

Project Management/Meetings/Coordination

- Prepare a project plan that includes scope of work, schedule, communication plan, project control, processing, and invoicing that will be submitted for City staff review and approval.
- The project schedule will be detailed to include project details, milestones, reviews, deliverables, and community engagement.
- Submit monthly progress reports, including items completed, items for the coming month, budget status, and key project issues.
- HR Green will lead meetings and coordination efforts throughout the life of the project.



Research and Review

- Upon notice-to-proceed, further research and gather all available relevant information, data, and reports.
- Obtain existing drawings files for topographic and base mapping, as-built data, survey control data, hydrology studies, geotechnical studies, right-of-way maps, and existing utility information from the City.
- Research plans not available through City for existing roads, drainage facilities, and utilities.
- Perform field reconnaissance to identify any potential issues and field truth previously obtained data.
- Contact impacted utility agencies by registered mail to obtain existing plans or updated information.
- Hold coordination meetings with utility agencies, as needed.

Initial Evaluation/Agency Coordination

- Identify alternative solutions for key elements of design task order and evaluate feasibility based on various factors (e.g., cost-effectiveness, constructability, utility impacts, safety, implementation, schedule, ease of operations and maintenance, sustainability, etc.).
- Present findings to City and coordinate with other impacted agencies.

Geotechnical Investigation

If the specific project calls for it (i.e., pavement investigations, soil conditions for pipeline work, etc.), we will work with Terracon to collect field data and conduct lab testing.

Survey and Base Mapping

Survey services for the City will be performed by our subconsultant, Kelsoe & Associates. They will:

- Perform design survey within the total project limits as necessary locating features such as utility covers, catch basins, pavement limits, curb ramps, driveways, curb and gutters, sidewalks, streetlights, power poles, traffic signs and striping, fences/wall, gates, etc.
- Prepare topographic engineering base maps identifying right-of-way, adjacent parcel lines, centerline and 1' contours.

Environmental Documentation

- Evaluate need for CEQA or NEPA documentation based on funding and specific project requirements.

- Develop necessary documentation.

- Obtain required permits from regulatory agencies, as needed, including U.S. Army Corps of Engineers, Air Quality Management Board, Regional Water Quality Control Board, California Department of Fish and Wildlife, Caltrans, etc.
- Typically, the Storm Water Pollution Prevention Plan (SWPPP) is prepared by the contractor upon selection, however we are capable of preparing the SWPPP, if requested by the City. The SWPPP will be prepared in compliance with the National Pollution Discharge Elimination System (NPDES) requirements. Deliverables to the City will include SWPPP and NOI.
- Compliance with the Orange County MS4 regulations regarding LID enhancements.

Design Development

- Review existing studies and design documents for adequacy, value, completeness, assumptions, and compliance with required standards and criteria.
- Complete preliminary design to effectively implement required infrastructure improvements.
- Review documentation (e.g., existing geotechnical data and reports, sub-grade compaction records, traffic studies, and other design and master plan studies).
- Preparation of design plans in compliance with City and local standards, including the American Disabilities Act requirements and project specifications; including plans for: roadway, storm drain, water, and sewer plans, signing and striping, street lighting, traffic signal, and traffic control; as applicable for the project.
- Incorporate any comments or changes made during the City review process. Plans shall include title sheet, demolition plan, typical sections, details, improvement layout, profile, cross sections, erosion control plans, and water pollution presentation plan.

Client / Agency Review

- Present findings and recommendations to City for review and concurrence.
- Coordinate with permitting agencies for plan check review and comments.
- Submit construction plans, specifications, and engineer's estimate to City at agreed upon milestones (hardcopy and digital formats conforming to City's requirements).



Project Finalization, Approvals, and Permit Processing

- ▶ Compile input, concerns, and comments from permitting agencies and present them to City for resolution and direction to finalize plans.
- ▶ Support City in obtaining all required approvals and permits from the permitting agencies.

Bid / Construction Support

- ▶ Assist City as needed in responding to RFIs, preparing addenda, evaluating revision requests, reviewing submittals, and developing "as-built" plans.

Some key issues we regularly address on infrastructure projects include:

Street/Roadway Improvements

- ▶ Minimize community impacts
- ▶ Maintain ingress/egress
- ▶ Efficient traffic control
- ▶ Aesthetics
- ▶ On-Street parking alternatives
- ▶ Optimize pavement rehabilitation methods
- ▶ Streamline right-of-way and permitting
- ▶ ADA compliant sidewalks/curb ramps

Traffic Signal Improvements

- ▶ Equipment reliability
- ▶ Service point connection
- ▶ Avoid utility conflicts
- ▶ Sight distance
- ▶ Pedestrian visibility
- ▶ ADA compliance throughout the intersection
- ▶ Adequate turn pocket lengths
- ▶ Protected vs. permissive left turns
- ▶ Future development and improvements

Park Improvements

- ▶ ADA paths of travel (esp. to and from parking lot and restrooms)
- ▶ Strategic placement of restrooms and drink fountains
- ▶ Sufficient lighting throughout the park
- ▶ Required parking spaces, including ADA spaces
- ▶ Not exceeding maximum grading requirements for fields and courts for adequate play

- ▶ Meeting stormwater quality requirements for parking lots
- ▶ Stormwater retention to make up for the changes in pervious surfaces

Storm Drainage Improvements

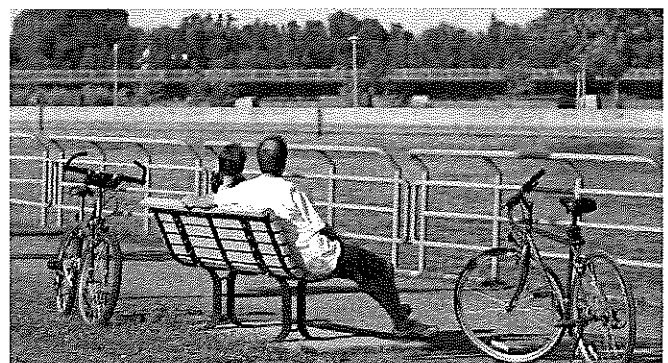
- ▶ Avoid utility conflicts/Maintain adequate clearance
- ▶ Minimize community impacts
- ▶ Maintain ingress/egress
- ▶ Adequate capacity to accommodate 100-year storm event
- ▶ Comply with regulatory/water quality requirements
- ▶ Streamline right-of-way and permitting
- ▶ Sustainability/Low impact design/Hydromodification

Structural Improvements

- ▶ Minimize impact of construction on adjacent facilities (i.e., pile driving/extraction, excavation stability, blasting vibrations, dewatering, utility damage, road degradation and soil tracking)
- ▶ Optimize material procurement (i.e., cost, quality, and delivery time)
- ▶ Comply with Cal/OSHA, Caltrans, FHWA, AASHTO, and other regulatory requirements.
- ▶ Quality control to prevent construction/structural defects.
- ▶ Constructability of design (i.e., site access, traffic control, construction/erection sequence, availability of materials and skilled labor)

Trails/Bike Paths

- ▶ Access from public right-of-way
- ▶ Adequate construction materials
- ▶ Right-of-way and permitting
- ▶ ADA compliance
- ▶ Maintenance access
- ▶ Wayfinding signage
- ▶ Aesthetics



Survey and Map Check Services

HR Green's proposed team provides a comprehensive approach to the review of maps and survey documents by providing technical and city surveying review. Not only is our survey review team conversant in the requirements of the California Subdivision Map Act, our team has decades of experience in the municipal side of survey applications reviews. Michael Foreman, PLS, has overseen services for multiple agencies in Southern California including several in Orange County. In addition, HR Green has a long standing working relationship with our subcontractor Dennis Janda, Inc. (DJI), together we have provided city surveying services for over a decade.

Our Survey and Map Check related services will provide the following:

Technical Survey Services: Our technical review team will review maps, legal descriptions and plats, and other survey documents for compliance with the California Subdivision Map Act requirements and local ordinances. After technical review is performed, our survey lead will provide an additional layer of QA/QC by completing the review for consensus on comments and recommendations of the technical review team.

City Surveyor Services: The review of each tentative map, parcel or final tract map, legal description, lot line adjustment and easement deeds include the coordination of the documents submitted for review (map, closure calculations, etc.) for compliance with the City's Municipal Code, Resolutions, Specific Plans, Conditions of Approval, Tentative Maps/Exhibits, checklists, and City approved format/preferences as well as San Bernardino County Requirements. When requested by the City, HR Green is able to provide acting City Surveyor services that include research, coordination, and consulting as it may be needed for the private development requirements and public documents preparation as mentioned below. Our survey lead, Michael Foreman, PLS, is able to sign and stamp documents that have been reviewed and deemed technically correct.

Survey Document Preparation: Our services include the preparation, interpretations, and review of deeds, legal descriptions, and plats for easements, lot line adjustments/parcel mergers, street vacations and dedication as it relates to city and public projects.

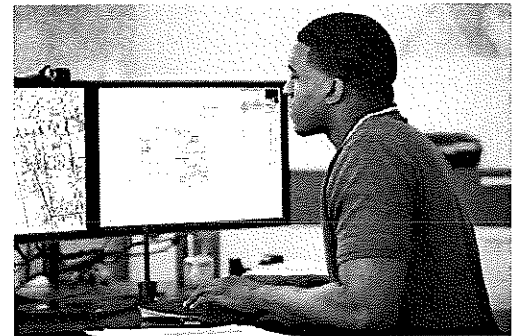
“Leveling Up” the Review Process

HR Green uses the process outlined below for our Map and Survey Document Review Process, which we call **GreenTREx**. HR Green's proven internal review coordination process is used to provide consistency in document processing, while also providing a measure of quality control and quality assurance is built into the process.

The **GreenTREx** review process/program allows us to efficiently complete plan tasks concurrently. This is a formalized and integrated process whereby **T**echnician data input and processing, **R**eview, and **E**xperienced (and appropriately qualified) professional staff manage quality control functions that are consistently implemented on each and every project. This allows multiple HR Green staff to assist at any phase of the processing, review, and approval. HR Green brings fresh and new ideas to the map and survey document process, using the latest technology, advanced permitting, and project software.

WORK PLAN

We are proficient in numerous electronic plan review systems, including Accela. Comments from each review are summarized electronically by our staff. Applicant and Surveyor of Record responses should be included with the next submittal to verify that all comments have been addressed.



This approach has been effective in resolving comments at early stages, avoiding repeat comments by reviewers, and coordinating responses among disciplines.

Green
TREXSM



Management Approach

Our Project Manager, Chase Keys, PE, is charged with the pivotal role of bringing our company's efforts together in alignment with your expectations. He has provided on-call engineering and CIP program management for various agencies throughout Southern California, overseeing budget, design, and construction of all capital projects including grant writing and administration. Chase is supported by a specialized team, providing flexibility to meet the City's needs as projects are identified.



Additional information about Chase and other key staff has been provided in Appendix B - Key Staff Resumes.

Chase will be accessible and responsive to you at all junctures. This approach requires careful listening to your input. We invite active participation from you as part of our team. Your voice is crucial to the success of this management approach. HR Green will monitor schedule and budget, workload, and critical project element completion items to maintain schedule for each individual. A task-by-task detailed schedule will be developed in coordination with stakeholders immediately after project Notice to Proceed. In addition, HR Green will apply cost and schedule trending for the project to include any potential changes based on discussions or meetings. This open line of communication will allow the project to progress minimizing rework or surprises.

HR Green establishes a communication plan at the beginning of every project in order to establish protocols to keep information flowing. In addition to establishing communication with the City, we will establish clear lines of communication with our subconsultant team, any and all review agencies, including Caltrans, and any appropriate stakeholders. We understand that an efficient and informed process benefits everyone involved from a time, cost, and consistency basis. Even though you should feel free to call your PM at anytime, we will hold meetings throughout the process to keep you informed of progress.

HR Green is well known for our ability to maintain project schedules. Our managers use Microsoft Project in conjunction with Deltek Vantagepoint to manage our talent and resources. Overbooking staff only creates stress and actually decreases quality; therefore, we not only look at the project at hand, but we analyze the office workload across a nine-month period to make sure that all our projects meet the agreed upon deadlines as well as our high standards. Our team assigned to provide these services creates the core design group and utilizes Company-wide resources to make certain that project schedules are being met and the necessary staff is assigned to meet schedules. HR Green staff has effectively utilized these best-practice tools and processes to deliver projects within budget and schedule for all our client agencies in California and throughout the U.S.

Our project methodology includes Project Management, Quality Assurance, and Open Communication as facets that overlap and integrate project specific information into a project approach that will achieve the City's ultimate goals and will deliver results on-time and on-budget.

MANAGING TO YOUR SCHEDULE

HR Green is well known for our ability to maintain project schedules. We use sophisticated software to manage our talent and resources.



When a project is identified, a project outline is developed that includes tasks, project schedule, and the staff skill sets necessary for successful project completion. HR Green selects our project team for each project based on individual staff members specific experience, as well as their availability.



Project Controls and Scheduling

HR Green is notable for providing high quality review and timely response to all project assignments with staff properly experienced, appropriately trained, and highly qualified. HR Green adopts a comprehensive and proactive approach to development and map review, project management, civil design, and inspection; this provides timely response and updates to stakeholders quickly.

HR Green staff are comprised of various members at different stages of their professional careers, which allows us to fulfill diverse roles and provide a variety of services. We have support staff ready to provide additional resources to the key staff in the event a deadline, task complexity, or as task particulars require. We understand the City's requirement to obtain approval for their involvement. HR Green proposed staff will be available to respond to City's assignments as soon as there is a signed agreement and notice to proceed from the City.

Depending on the assignment and upon coordination with City staff, our staff would provide a bi-weekly or monthly, as reasonable for the task, update on major projects to the City inclusive of action items by stakeholders. We are also available for in-person and remote meetings with the City, developers, residents, and other project stakeholders. Internally, HR Green utilizes CityView to manage staff utilization and availability, and VantagePoint for managing budgets.

Additionally, the HR Green team includes a number of technical and administrative staff available to provide additional support to our engineers and key personnel in order to accomplish tasks and assignments in a timely manner.

Project Schedule

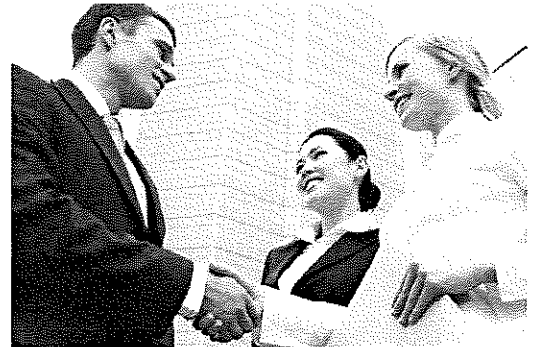
Project schedule adherence is a well-known strength of HR Green, backed by our sophisticated resource management practices. When a new project is identified, we develop a comprehensive outline encompassing tasks, timelines, and the required staff skill sets for successful delivery. Our project team selection process guarantees the right personnel with specific proficiencies are assigned based on individual qualifications and availability.

HR Green continuously reviews company-wide resources to make certain project schedules remain on track and the necessary staffing is allocated. Our resource management software monitors staff assignments across projects and compares that to actual time spent. This real-time visibility allows management to pinpoint available bandwidth and reallocate resources fluidly to uphold schedule commitments.

The combination of meticulous planning, strategic staffing based on specialized capabilities, and data-driven resource balancing enables HR Green to consistently meet project timelines across our wide range of services.

Balancing Resources, Meeting Deadlines

HR Green employs a comprehensive approach to project controls and scheduling, emphasizing continuous evaluation and adaptability. They utilize advanced software for resource management and project tracking, ensuring efficient allocation of staff and timely project delivery. Their methodology includes detailed project outlines, strategic team selection, and ongoing resource optimization. An open-door policy fosters collaboration and knowledge sharing among team members and experts.



HR Green's commitment to meticulous planning, data-driven decision-making, and flexible resource management enables them to consistently meet project timelines across diverse services. This approach, coupled with their emphasis on open communication and shared goals, results in successful project outcomes and strong client partnerships.



Quality Assurance and Quality Control Program

HR Green understands that Quality Assurance (QA) and Quality Control (QC) relies on more than just a quality product; it relies on the processes and management that it takes to deliver that product. The benefit of this to the City is working with a consultant who has established a Quality Management Plan that is distributed company-wide, which streamlines processes and identifies roles on a project-by-project basis.

Tina York, PE will be the QA/QC Officer for this project with the responsibility for verifying that the QC processes outlined in the Quality Management Plan are adhered to by using an ongoing QA audit process.

Quality Assurance / Quality Control Program Elements

1. Quality Management Plan (QMP)

A QMP will be prepared by the Project Manager and approved by the Quality Manager for each project. It will be reviewed and adopted by the team at the kickoff meeting. This plan will set forth the quality control and assurance procedures to be used, key staff and their roles and schedules for the various reviews to be conducted.

2. Risk Management Plan

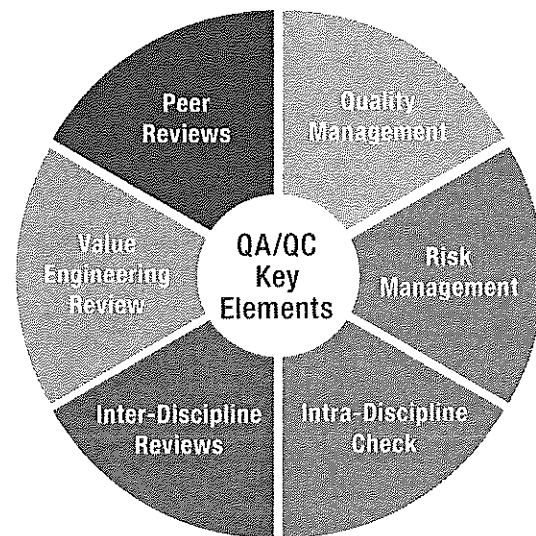
A Risk Management meeting will be held and a Risk Management Plan will be prepared. The purpose of this plan is to identify and mitigate technical risks which would endanger the project schedule or budget. This meeting is chaired by the Project Manager assisted by the QM and includes all discipline leads. Example risks include determining acquisition needs, construction cost, and permitting. All three of these can delay the project, but early identification and mitigation will help keep the project moving.

3. Intra-Discipline Check

Ongoing quality control checking of documents will be the responsibility of the Task Leaders in accordance with the project QMP. The Task Leader will perform the check or assign an experienced member of the designer's discipline to complete the check. In addition, a QA review will take place prior to contract submittals to affirm the QC procedures have been followed.

4. Inter-Discipline Reviews

These reviews focus on coordination between disciplines, interference checks and systems integration. This review would take place before each submittal and be performed by senior technical staff with experience in multiple disciplines.



5. Constructibility / Value Engineering Review

Prior to each contractual submittal, a Constructibility/value engineering review will take place. This review is performed by construction staff and focuses on construction methods and techniques to identify problems and optimize schedule and cost.

6. Peer Reviews

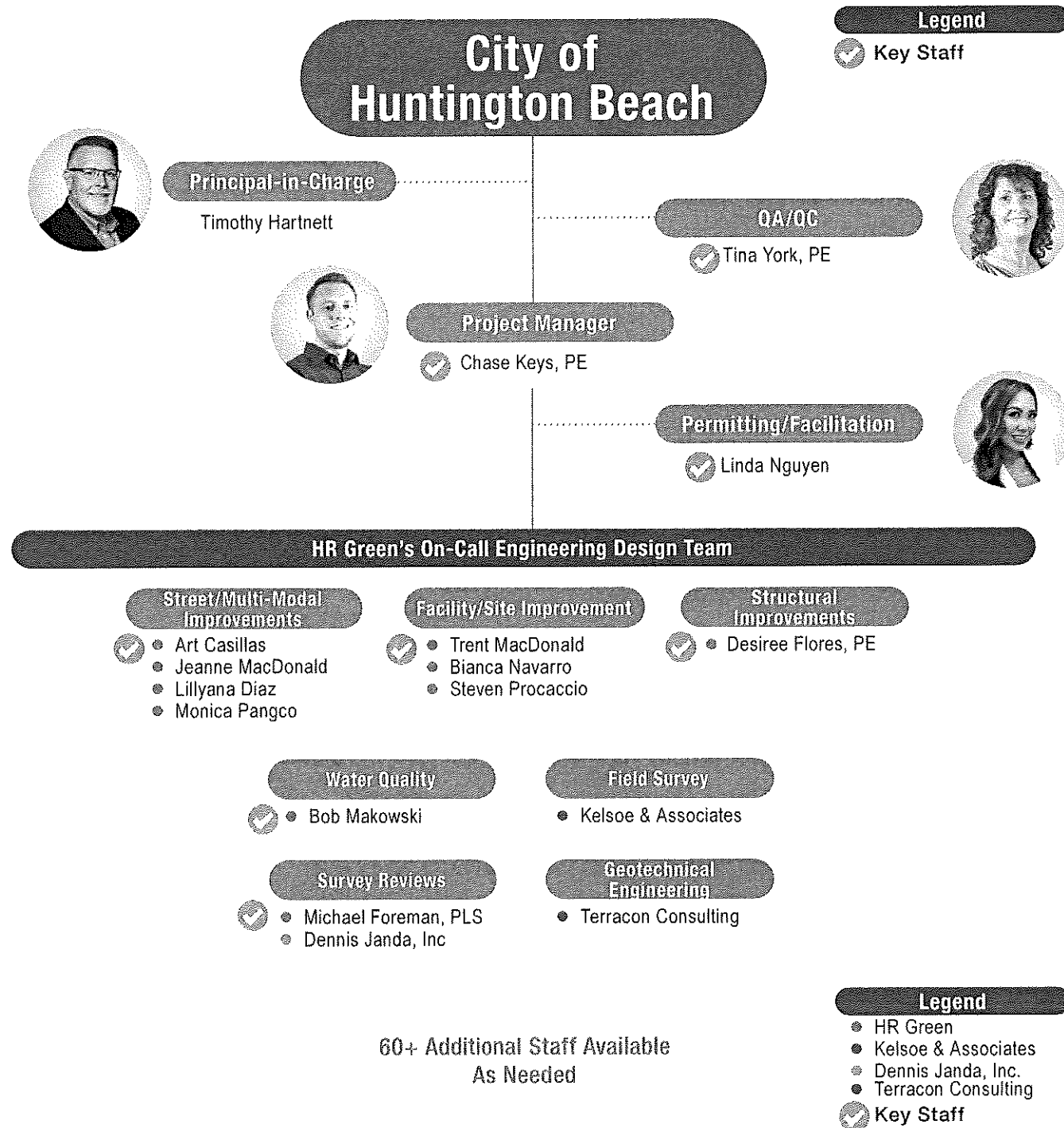
Prior to the conceptual design completion submittal, a peer review will be performed by a senior engineer not previously involved with the project. The focus of this review will include key elements as well as mitigation issues from the Risk Management Plan.

Each team member has specific quality assurance responsibilities; however, the primary responsibility for quality assurance rests with the Project Manager. The project manager is responsible for client communications, acts as the liaison among the project team members, and is responsible for meeting the project schedule.



D. Staffing

Your primary point of contact is **Chase Keys, PE**, our assigned **Project Manager**. Chase will be Huntington Beach's day-to-day contact and will see that all resources are allocated to your projects as needed, serve as part of our QA/QC team, and will be available for requested meetings with the City. Chase's resume and work experience, along with that of the other key personnel, appears in the Appendix B - Resumes of Key Staff.

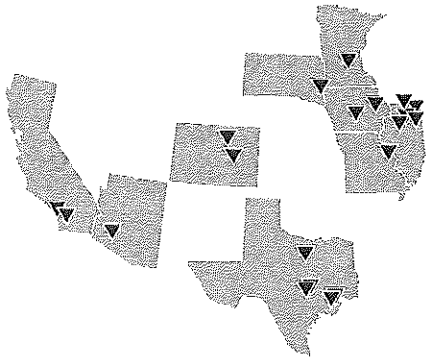


E. Qualifications

Experience and Qualifications

Established in 1913, HR Green is honored to be one of the nation's longest operating engineering firms. We collaborate across geographies and markets to provide the engineering, technical, and management solutions that connect and shape communities and are driven by the commitment of our clients.

For more than a century, HR Green has been dedicated to providing the services that our clients need to achieve success.



20 Offices in 9 States

HR Green offices are located throughout the United States in Arizona, California, Colorado, Iowa, Illinois, Minnesota, Missouri, South Dakota, and Texas.



OVER 750
EMPLOYEES

ENR
TOP500
Design Firms

► HR Green has continued to climb the rankings on Engineering News Record's (ENR) annual lists of top design firms in the nation, coming in at 173.

Comprehensive Services



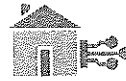
MUNICIPAL
SERVICES

Our Municipal Services professionals combine creativity with reliability to provide staff augmentation and multi-faceted consulting services to local governments. We provide Engineering, Public Works, Planning and Building Departments with staff to meet the variable workloads without the normal long-term costs.



ENGINEERING

We link project needs to community values, environmental and regulatory requirements, and infrastructure standards to design lasting solutions that meet the necessities of local citizens and businesses.



BROADBAND

Unlock your infrastructure's hidden value, build a roadmap to success, bridge the digital divide, attract a Gigabit Economy, foster resilience, and help prepare your community or service area for the future.



GEOSPATIAL

Land surveying, GIS mapping, data collection, or field observations are often the crucial first step to any project. HR Green's geospatial professionals have a keen eye for detail and keep your project goals front of mind while adapting as required by site conditions.



ENVIRONMENTAL

Whether your environmental needs include environmental compliance for infrastructure and facilities, or NEPA services for transportation infrastructure, we can provide your solutions.



LAND
DEVELOPMENT

We combine technical experience, a passion for service, and business savvy to make your projects highly successful. Our professionals provide land planning, engineering, and landscape architectural services in a single, integrated team to help streamline the design process.



PLANNING

Our planning services allows clients to imagine their future. Both new and established communities must set a strategy for growth and development. Our planning professionals recognize regulatory and economic parameters while utilizing implementation tools that lead to success and practical application.



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PACIFIC

On-Call Civil Engineering Professional Consulting Services

What Sets Us Apart

Our Project Manager and proposed personnel bring a history of success.

Their experience brings innovation and knowledge that will directly benefit the City, whether it's complete streets or utility design. Chase Keys, PE, our proactive, hands-on Project Manager, brings more than 10 years of multi-faceted engineering and management experience to California public agencies.

Multi-Modal Proficiency.

HR Green brings a proven track record in the planning, design, and construction management of Complete Streets and bikeway projects throughout Southern California and the nation. Our team has incorporated active transportation elements to achieve mobility, safety, green infrastructure, equity/quality of life, technology smart systems, and resilience throughout the country

With a staff of more than 60 assigned to two California offices, we are local.

We understand the uniqueness and high standards of the City of Huntington Beach and Orange County. Over the past 10 years, HR Green has worked for more than 50 public agencies (cities, counties, Councils of Governments, water districts, and special districts) in Southern California.

We exclusively serve public agencies in California, and therefore have no conflicts of interest.

We understand your needs.

Most of our assigned staff members have spent their careers working in municipal settings, understanding the nuances of local CIP projects, working for Engineering/Public Works departments, and utilizing a big-picture programmatic approach. This affords HR Green a unique opportunity to understand the implications of engineering decisions from an agency perspective by looking for alternatives. All work will be supervised by State of California licensed/registered professionals in compliance with applicable City, State and Federal laws; design manuals; and standards.

We provide scalable staffing and solutions to deliver effective, cost-efficient services.

We work to go beyond the assignment of staff that is requested in our contract. Not only can we handle workload peaks and valleys, including rapidly responding to emergency situations, but also we can help support you on specific civil engineering initiatives and special projects, thereby freeing your staff to focus on other priorities.

We have more than 110 years of experience.

HR Green is known for a customized, innovative, and reliable approach to service and delivery as well as commitment to close communication.



▷ Recognized as a Great Place to Work®-certified company



▷ RESIDENTS.
ENGINEERS.

▷ Our clients are also our communities. HR Green serves clients throughout Southern California, in the same communities where we work and live.

110+

Continuous service for
more than 110 years





Old Town Streetscape Improvements

City of Placentia

The City of Placentia aimed to revitalize and stimulate economic growth in its historic Old Town area, restoring its unique character while positioning it as a destination for the next two decades. With the planned Metrolink Station and Parking Structure set to bring increased activity, the City saw an opportunity to create a vibrant, accessible, and attractive district for residents, visitors, and businesses. However, achieving this transformation required a comprehensive streetscape improvement plan that would modernize infrastructure, enhance pedestrian and cyclist accessibility, and preserve the area's historic appeal.

HR Green was engaged to deliver the final design for the Old Town Placentia Streetscape Improvement Project, transforming the City's vision into actionable improvements. The design included implementing road diets to slow traffic and create safe bike lanes, widening sidewalks from 4 feet to 10–12 feet to accommodate increased pedestrian activity, and adding curb extensions, high-visibility crosswalks, and bike boulevard signage. Street amenities such as benches, trash receptacles, and bike racks were integrated to enhance visitor experience, along with street and pedestrian lighting for safety. Additionally, HR Green included landscaping, irrigation, and place-making signage to beautify the area, as well as electrical features like outlets, speaker connections, and digital kiosks to support community events and enhance Old Town's identity as a dynamic public space.

The revitalized Old Town Placentia will serve as a thriving community destination, attracting residents and visitors alike while supporting local businesses. The project's complete streets approach enhances safety for pedestrians and cyclists, promotes alternative transportation, and creates an inviting environment for shopping, dining, and entertainment. The improvements leverage the future Metrolink Station and Parking Structure, positioning Old Town Placentia as a connected, accessible, and sustainable hub of activity. By integrating modern amenities and infrastructure with historic charm, the project fosters a vibrant, economically resilient community asset that will benefit Placentia for years to come.

REFERENCE

Chris Tanio, PE
Director of Public Works

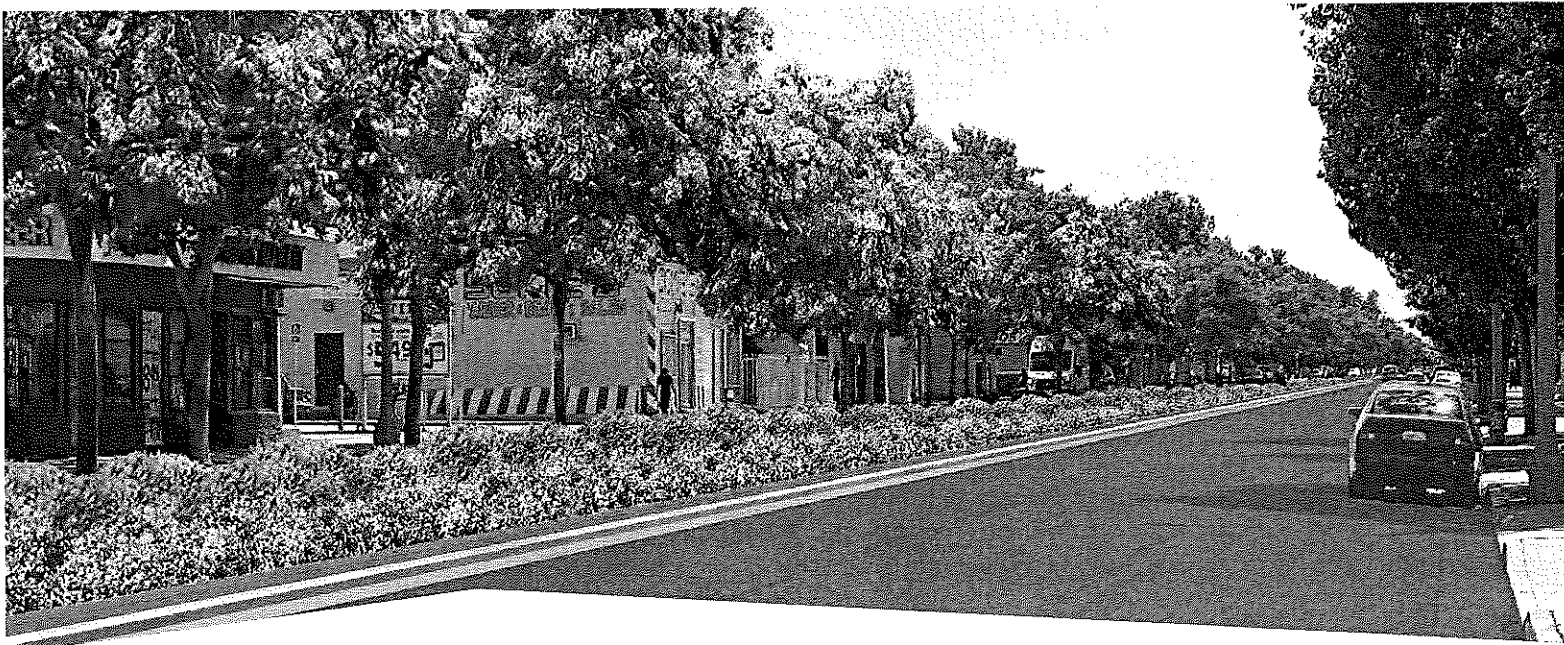
City of Placentia
401 E. Chapman Avenue
Placentia CA, 92870
714.993.8132
ctanio@placentia.org



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PACIFIC



Project Planning, Design, and Engineering

City of Pomona, California

Since 2013, HR Green has maintained various on-call civil engineering, design, plan check, and project management contracts with the City of Pomona. We have provided design engineering of various roadway, alley way, sidewalk, curb and gutter, and American with Disabilities (ADA) Act compliance projects citywide. We have provided a contract City Surveyor and ongoing Plan and Map Review services for land development projects citywide. This has included assigning on-site staff to process and track projects. We have established processes and checklists, and also implemented a paperless intake/routing/tracking system to accelerate review schedules.

SELECTED PROJECTS

Holt Avenue Improvements: The Holt Avenue corridor is a major east/west Arterial spanning over 4 miles from Valley Way to east city limits connecting the City's major downtown core. As part of the City's adopted Corridors Specific Plan (CSP), HR Green was hired to finalize the analysis and design of the CSP improvements. The project included a thorough traffic analysis of the corridor including taking 24-hour turning movement counts at 85 intersection and 60 private driveways, traffic forecasting, and traffic model development to document existing, future no-build, and build conditions. Prior to final design, four concepts were prepared and presented to the public and City Council. After City and stakeholder approval of the preferred alternative, HR Green proceeded to final design. Final design included reconstruction of the existing pavement, new raised center medians, new signing and striping, traffic signal modifications, street lighting, median and parkway landscaping, trail design within an adjacent park including outdoor workout equipment, protection of the exiting sanitary sewer under the proposed median, water main improvements, sewer main improvements, and stormwater improvements, include post-construction permanent BMPs.

Survey Review Services: From a land development perspective, we have provided ongoing plan review services for land developments citywide. This has included assigning on-site staff to process and track projects. We have established processes and checklists, and also implemented a paperless intake/routing/tracking system to accelerate turnaround review schedules. Our staff works as an extension of agency personnel and utilized checklists and checklists to accelerate plan review schedules. Review types include public agency plan reviews, private land development projects, building and safety applications in behalf of Public Works, and others.



HRGreen, > City of Huntington Beach
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On-Call Civil Engineering Professional Consulting Services

REFERENCE

Matt Pilarz
Principal Civil Engineer

City of Pomona
505 South Garey Avenue,
Pomona, CA 91766
P: 909.620.3652
E: matt.pilarz@pomonaca.gov

"I want to say great work to . . . the HR Green Team for their hard earned work in getting us to this point with this Clean California Grant and our Holt project. I am very pleased with the team attitude and the respect, care, and loyalty that HR Green has shown through all our projects. I am confident that we will be able to have an executed agreement and a Holt project that will deliver the criteria we have defined as we set out to make it a reality for our residents. Great work!"

Arnold E. Dichosa, PE
City Engineer



Project Planning and Engineering

City of Rancho Cucamonga, California

Since 2019, HR Green has provided staff augmentation, project management, design, engineering, and surveying of public improvements. Representative projects include:

W. Foothill Boulevard Complete Street Improvements: West Foothill Boulevard Route 66 is a major east/west arterial corridor extending between the City limits of Rancho Cucamonga. HR Green designed multimodal street improvements, narrowing the existing 90' roadway to 54' with new curb and gutter, a separated Class IV cycle track and 6' separated sidewalk on the south side, new 10' sidewalk/trail on the north side, signal modifications to two intersections, a new traffic signal, new parkway landscaping, reconstruction of the existing pavement, and street lighting. The team conducted a thorough hydrology and hydraulics analysis of the watershed to model and design new storm drain improvements. By incorporating crucial pedestrian and cycling facilities inside the existing right-of-way and reducing the widths of travel lanes without decreasing capacity, the project improves safety for all users. The new Class IV cycle track on the south side connects to existing Class II facilities to the east and west of the project, which was also modified to provide a safer transition for cyclists.

Foothill Boulevard Pavement Rehabilitation: HR Green developed improvement plans, including separate signing and striping plans with buffered Class II bike lanes, specifications, and cost estimates for rehabilitating a 2.5-mile stretch of Foothill Boulevard between Milliken Avenue and East Avenue in Rancho Cucamonga. This segment experienced minor distress, mainly longitudinal and block cracking with potholes, a uniform 2" cold mill and ARHM overlay with minor dig outs was the selected rehabilitation strategy. The replacement of existing ADA facilities included a detailed survey and design of each access ramp.

Hermosa Avenue Widening: HR Green managed the widening of Hermosa Avenue between Foothill Boulevard and Effen Street. The project widened the corridor to include two travel lanes in each direction as well as a center left turn lane, new curb and gutter, and sidewalk. Improvements at the Stafford street intersection were required to accommodate the widening, including ADA upgrades, utility coordination and relocation. A new development had recently been built along the south end of the project which required extensive on-street parking. During the design phase the on-street parking was added, and in order to maximize spacing reverse back-in angled parking was the selected alternative.

REFERENCE

Romeo David
Associate Engineer

City of Rancho Cucamonga
10500 Civic Center Drive
Rancho Cucamonga, CA 91730
P: 909.774.4070
E: romeo-david@cityofrc.us

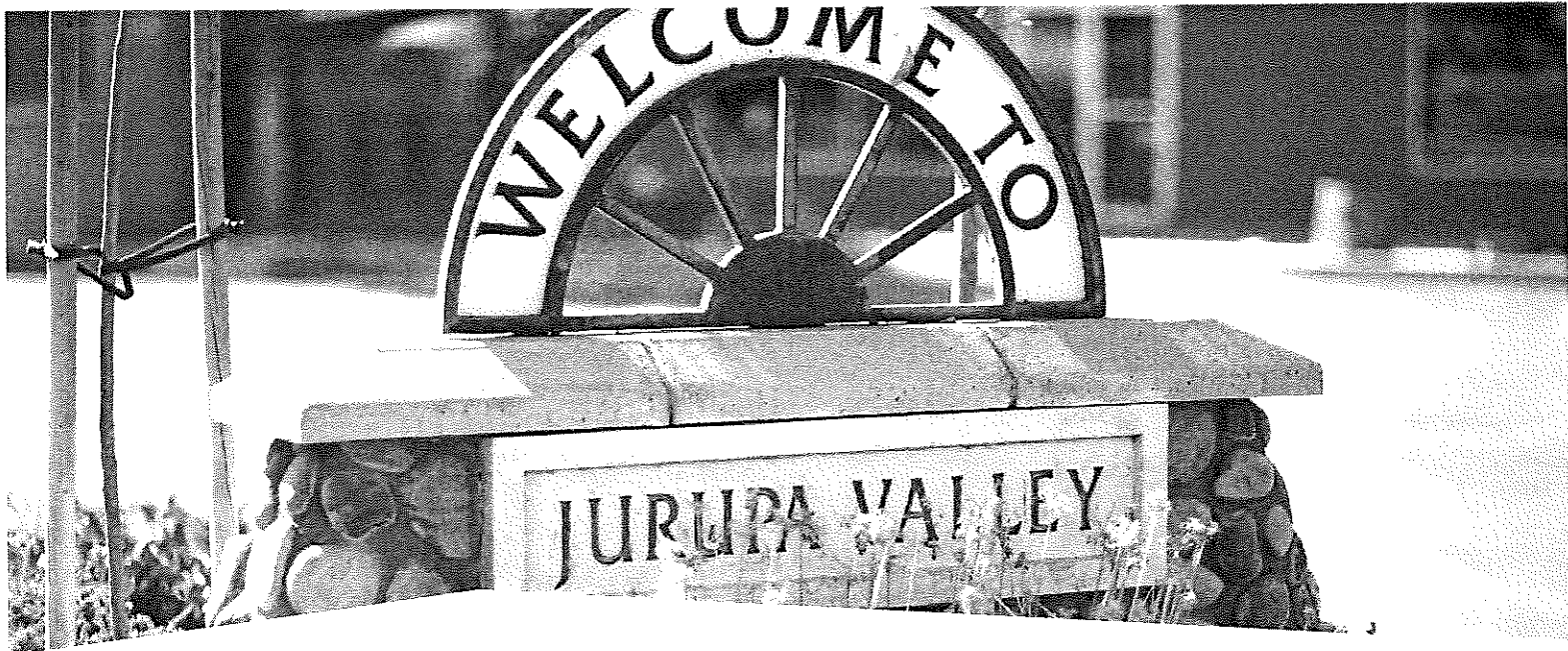
"I would like to express our sincere appreciation to HR Green for their contribution to delivering Civil Design project plans to our Engineering Department. We thank HR Green for their professionalism and experience in providing Civil Design for various projects. We highly recommended the HR Green team to anyone who looks for a guaranteed quality of service level."

Romeo David
Associate Engineer
City of Rancho Cucamonga



On-Call Civil Engineering Professional Consulting Services

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PACIFIC



Project / Program Management

City of Jurupa Valley, California

Upon Jurupa Valley incorporation, City operations needed a seamless transition from County-provided to City-responsible services. Given established relationships with County/regional stakeholders and locally accessible staff, HR Green managed City Administration, Engineering, Public Works, Building & Safety, and Development needs. Representative projects include:

Limonite Avenue Widening: This project involved widening a 2-lane rural road to a 5-lane urban arterial with a raised center median. The existing vertical alignment had a major sump location that flooded during heavy rain. The project redesigned the vertical alignment to raise that section and construct a double box culvert for Pyrite Creek flow under the roadway. Alternatives included a box culvert and a new bridge. The box culverts conflicted with an existing sewer main, which needed relocation. Both ends of the project were signalized intersections. Traffic signal modification plans accommodated the widening and added dedicated right-turn lanes. Detailed staging and traffic control plans were prepared, including temporary paving to keep the road open to traffic.

Sunnyslope Area SR2S Sidewalk Improvements: This project designed nearly two miles of new sidewalks near Sunnyslope Elementary School, including new sidewalks, ADA access ramp bump-outs, a pedestrian-activated rectangular rapid flashing beacon at an uncontrolled school crossing, and high-visibility crosswalks. The design considered steep grade changes at residential properties below the existing roadway.

Survey Review Services: HR Green staff provided City surveyor services for the City from 2011 through 2023. These services included the review of survey type applications such as lot line adjustments, parcel mergers, certificate of compliance, certificate of corrections, parcel maps, and tract maps. Under the City Surveyor, staff prepared recommendations for map approvals, vacations processes, easement descriptions, and document research for right-of-way. Our staff also provided technical support to the City including preparation of legal descriptions and plats, and general staff support including staff report preparation and meetings with developers and stakeholders.

REFERENCE

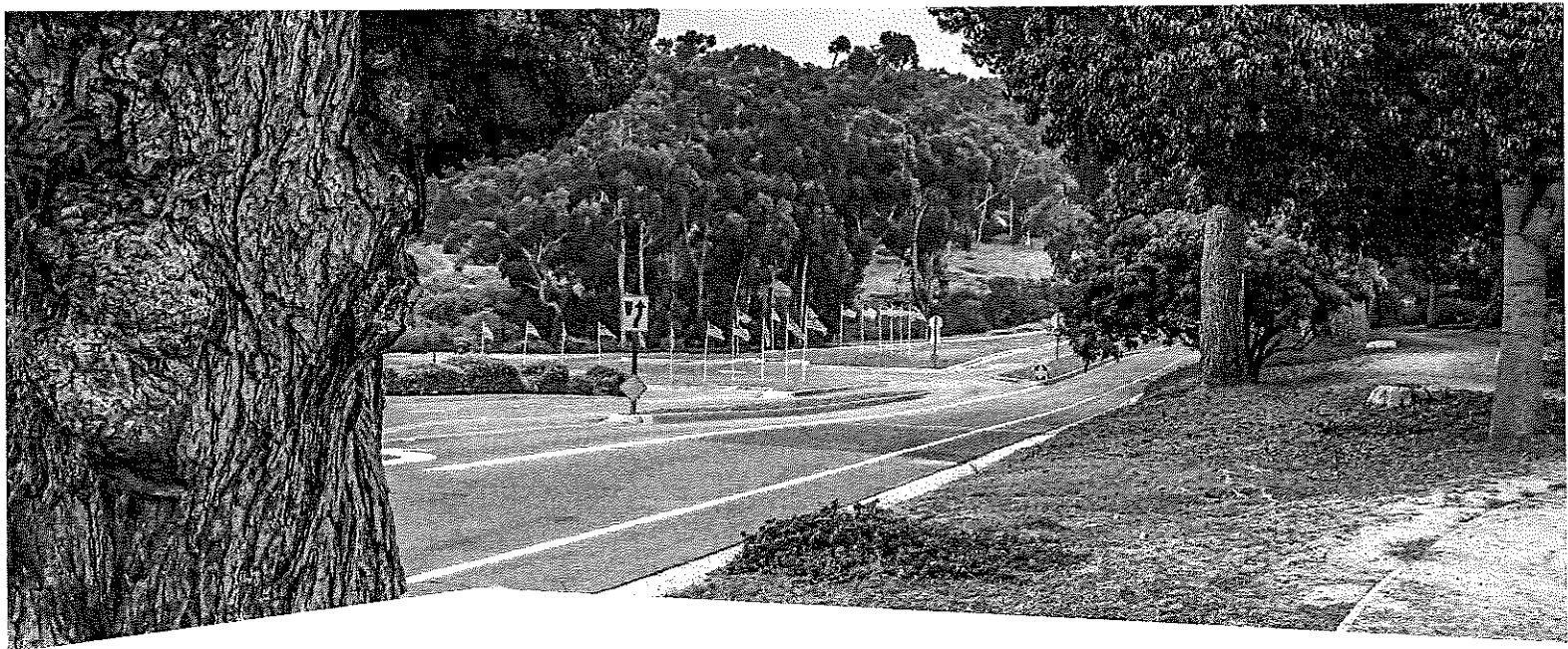
Rod Butler
City Manager

City of Jurupa Valley
8930 Limonite Avenue
Jurupa Valley, CA 92509
P: 951.332.6464
E: rbutler@jurupavalley.org

"The City of Jurupa Valley continues to be very pleased with the services that we are receiving from HR Green. In an active and fast-growing city like Jurupa Valley, being able to supplement our internal team with well-managed contract staff makes us all the more effective in serving our residents and the development community."

Rod Butler, City Manager,
City of Jurupa Valley





Design Engineering and Support

City of Palos Verdes Estates, California

Since 2015, HR Green has provided full staffing services, including, but not limited to building and safety administration, construction and project management, inspection, building official, plan check, city engineering, public works engineering, transportation planning, traffic engineering, CIP program management, and grant writing/administration.

HR Green provides on-call engineering and design, construction management, and inspection of infrastructure improvements (e.g., pavement striping and marking on various roadways; annual street resurfacing and slurry seal program; and citywide drainage improvements and street repairs.). Our staff helps prioritize maintenance activities, catch basin cleaning, and placement of water quality BMPs due to El Nino.

Via Coronel and Zurita Sanitary Sewer: HR Green prepared Sewer Improvement Plans for the extension of an 8" vitrified clay pipe (VCP) within Via Coronel and the abandonment and realignment an existing 8" VCP line off Via Zurtia. The realignment was designed with an 8" vitrified clay jacking pipe (VCJP) installed via directional boring located within an easement. This project also included a temporary sewer bypass line, the replacement of sewer manholes, and the reconstruction of an existing manhole. This project required coordination with the property owners and the Los Angeles County Sanitation Districts.

Via Campesina Street Improvements: HR Green prepared Street Improvements and Signing and Striping Plans from Via La Cuesta to Paseo Del Campo. This project included cold milling of existing AC pavement, Asphalt Rubber Hot Mix (ARHM) overlay, construction of 8" AC berm, localized pavement repairs, and localized concrete repairs.

2021-2022 Street Improvement Project: HR Green prepared Street Improvement and Signing and Striping Plans for approximately 2 miles of road along the coast. This project included cold milling of existing AC pavement, Asphalt Rubber Hot Mix (ARHM) overlay, construction of new concrete curb and gutter, and localized pavement repairs. This is primarily a residential area therefore coordination with the local schools was essential.

REFERENCE

Kerry Kallman
City Manager

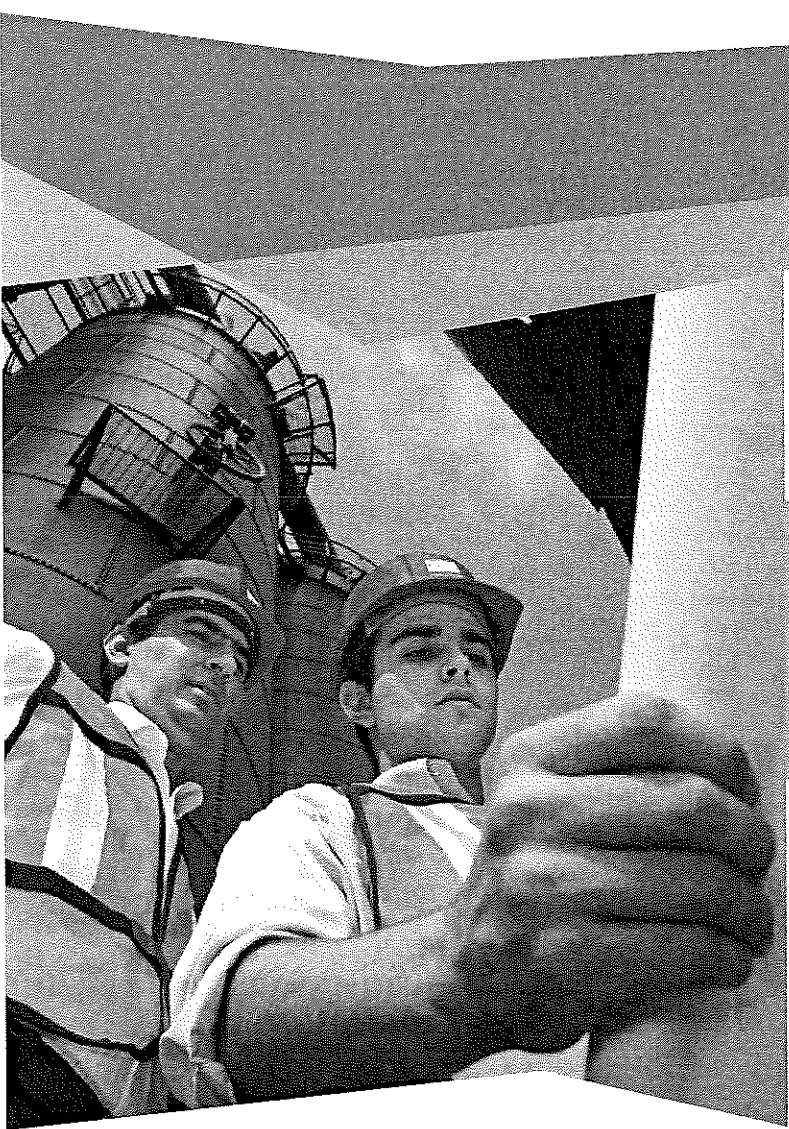
City of Palos Verdes Estates
340 Palos Verdes Drive West
Palos Verdes Estates,
California 90274

310.378.0383
kkallman@pvestates.org



HRGreen. > City of Huntington Beach
PACIFIC

On-Call Civil Engineering Professional Consulting Services



Appendix A - References of Work Performed Form

References of Work Performed Form

(List 5 Local References)

Company Name: HR Green Pacific, Inc.

1. Name of Reference: City of Placentia

Address: 401 E. Chapman Avenue, Placentia CA, 92870

Contact Name: Chris Taino Phone Number: 714.993.8132

Email: ctaino@placentia.org

Dates of Business: Since 2021

2. Name of Reference: City of Pomona

Address: 505 South Garey Avenue, Pomona, CA 91766

Contact Name: Matt Pilarz Phone Number: 909.620.3652

Email: matt.pilarz@pomona.gov

Dates of Business: Since 2013

3. Name of Reference: City of Rancho Cucamonga

Address: 10500 Civic Center Drive, Rancho Cucamonga, CA 91730

Contact Name: Romeo David Phone Number: 909.774.4070

Email: romeo-david@cityofrc.us

Dates of Business: Since 2019

4. Name of Reference: City of Jurupa Valley

Address: 8930 Limonite Avenue, Jurupa Valley, CA 92509

Contact Name: Rod Butler Phone Number: 951.332.6464

Email: rbutler@jurupavalley.org

Dates of Business: Since 2011

5. Name of Reference: City of Palos Verdes Estates

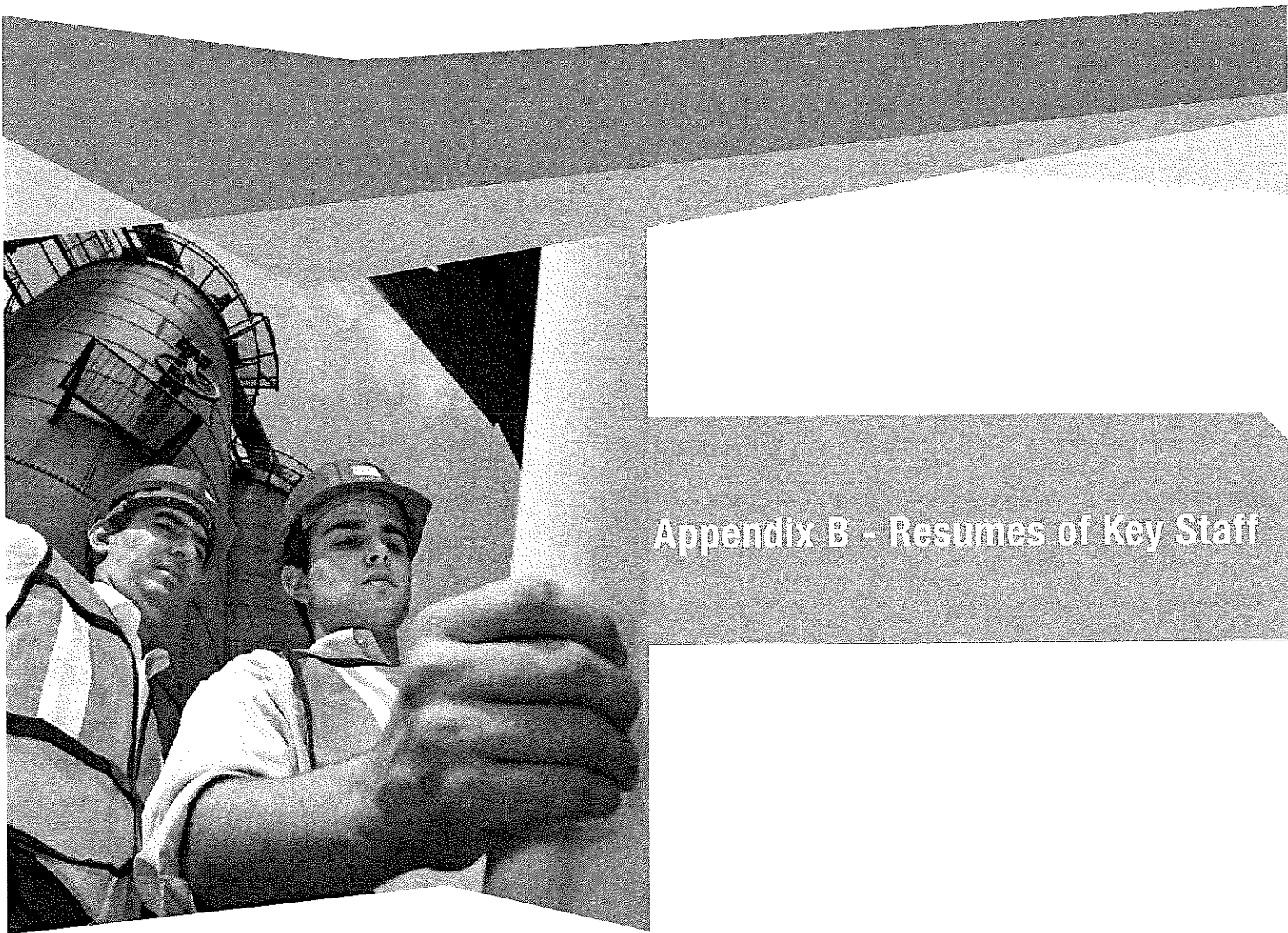
Address: 340 Palos Verdes Dr. West, Palos Verdes Estates, CA 90274

Contact Name: Kerry Kallman Phone Number: 310.378.0383

Email: kkallman@pvestates.org

Dates of Business: Since 2015





Appendix B - Resumes of Key Staff

**EXPERIENCE**

11 Years

EDUCATION

BS, Civil Engineering

**REGISTRATION /
LICENSE**

Professional Engineer,
CA #90593

Chase Keys, PE**Project Manager**

Chase has managed/delivered CIP projects, processed permits, responded to public inquiries and utility concerns, reviewed various plans, and has utilized permitting and database software to track public works and development activity through a GIS interface. His experience includes a multi-faceted involvement with Engineering, Public Works, and Building and Safety Departments as well as NPDES compliance operations. He has helped prepare grant applications for federal, state, and regional funding. Moreover, he has assisted in both the office and field on construction projects, and processed paperwork through Caltrans and regional transportation agencies.

He has served as CIP Manager for the Cities of Jurupa Valley and Hemet and has also assisted the Cities of Lake Elsinore, Azusa, Rolling Hills Estates, Palos Verdes Estates, Claremont, Pomona, and Rancho Cucamonga, in delivering a broad CIP and land development projects, including design and engineering in a staff augmentation role.

SELECTED PROJECT EXPERIENCE**► Old Town Streetscape Improvements, City of Placentia**

Project Manager responsible for the design including road diets to reduce traffic speed and accommodate bicycle traffic, widening the sidewalks from 4" to 10" or 12", curb extensions, street/pedestrian lighting, high-visibility crosswalks, bike boulevard signing and striping, and street amenities such as benches, trash receptacles, and bike racks. In addition to the civil improvements, the project included new landscape and irrigation throughout to beautify the Old Town area, place making signage, and electrical improvements such as outlets, outdoor speaker connections, and digital kiosks.

► Holt Avenue Improvements, City of Pomona

Project Manager for the analysis and design of approximately 4 miles of new raised center median along the Holt Avenue Corridor as part of the City's corridor specific plan. The project included a thorough traffic analysis of the corridor including taking 24-hour turning movement counts at 85 intersection and 60 private driveways, traffic forecasting, and traffic model development to document existing, future no-build, and build conditions. Prior to final design, four concepts were prepared and presented to the public and City Council. Final design included reconstruction of the existing pavement, new signing and striping, traffic signal modifications, street lighting, new median and parkway landscaping, trail design within an adjacent park including outdoor workout equipment, protection of the exiting sanitary sewer under the proposed median, water and sewer main improvements, and stormwater improvements.

► Limonite Avenue Widening, City of Jurupa Valley

Project Manager for the widening of the existing 2-lane rural road to a 5-lane urban arterial with a raised center median. The existing vertical alignment had a major sump location which severely flooded during heavy rain events. As part of the project the vertical alignment was redesigned to raise that section of the road and construct a double box culvert to allow for the flow of Pyrite Creek under the roadway. Traffic signal modification plans were prepared to accommodate the widening as well as add dedicated right turn lanes. In order to construct the project detailed staging and traffic control plans were prepared including constructing temporary paving in order to keep the road open to both directions of traffic at all times.



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Tina York, PE

QA/QC

Tina has 38 years of experience focusing on civil plan review, project management, civil engineering, site grading and drainage design, and review of hydrology and hydraulics studies. She has also performed construction inspection for municipalities. Having overseen plan review services for 50+ agencies, she has customized plan review reports and tracking logs, checklists, and budgetary worksheets for tracking inspection costs. Tina has also managed a web-based plan check tracking system to give agency staff 24/7 project status and implemented electronic plan checking to enhance communication, reduce review times, and save money. She is proficient using various software applications, including SMARTGov, NewForma, BluBeam Revu, TRAKiT, SunGard, Adobe, and e-PlanSoft.

EXPERIENCE

38 Years

EDUCATION

BS, Civil Engineering

REGISTRATION / LICENSE

Professional Engineer,
CA #46367

SELECTED PROJECT EXPERIENCE

- ▷ Plan and Survey Review Services, City of Huntington Beach
- ▷ Engineering Plan Review, City of Rancho Santa Margarita
- ▷ Plan Review of Land Development Plans, Cities of Anaheim, Mission Viejo, and San Clemente
- ▷ Engineering Plan and Survey Review, City of Ontario
- ▷ Engineering Plan and Survey Review, City of Hemet
- ▷ Engineering Plan and Survey Review, City of Moreno Valley
- ▷ On-Site Development Services Management, City of Jurupa Valley



Linda Nguyen

Permitting/Facilitation

Linda has more than 18 years of experience working in local government and professional offices. She has interfaced at all levels with residents, general public, contractors, design professionals, and members of other local government. Linda has provided various permit and front desk services, including calculation and verification of valuation, issuing permits for commercial, residential, and accessory structures, maintaining permit records, and preparing reports for community development directors. She has also tracked plan check applications from submission through approval using EnerGov and routed plan checks via electronic plan review through Bluebeam Studio.

EXPERIENCE

18 Years

PERMIT SOFTWARE

EnerGov

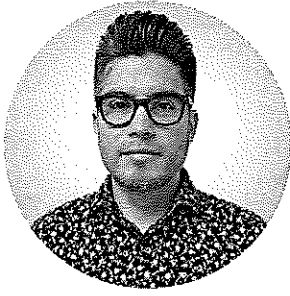
Bluebeam

EDARP

SELECTED PROJECT EXPERIENCE

- ▷ Permit Technician, City of Huntington Beach
- ▷ Permit Technician, City of Laguna Hills
- ▷ Permit Processing, City of Jurupa Valley
- ▷ Front Desk and Counter Assistance, City of Laguna Hills





Art Casillas, EIT

Street/Multi-modal Improvements

Art has more than 10 years of professional experience as a construction manager and project engineer. He has been involved with roadway pavement rehabilitation, traffic signal improvements, street widening, and ADA accessibility projects and worked with Caltrans for encroachment permits. He has managed several capital improvement projects and provided services to various public agencies including the Cities of Walnut, San Gabriel, Covina, La Verne and Hemet. Art's main goals are maintaining construction cost under budget and delivering the projects within the schedule. Art has experience with negotiating contract change orders with the interest of the customer in mind. He works to develop a strong relationship with the agency and the contractors to facilitate smooth communication and construction progress. In addition, Art has comprehensive knowledge of contract documents including specifications, plans and State regulations.

EXPERIENCE

10 Years

EDUCATION

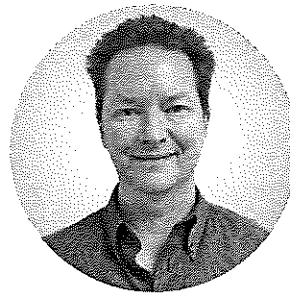
BS, Civil Engineering

REGISTRATION / LICENSE

Engineering-in-Training,
CA #149135

SELECTED PROJECT EXPERIENCE

- ▷ Holt Avenue Corridor Improvements, City of Pomona
- ▷ Hemet Valley Bikeway, City of Hemet
- ▷ Grand Avenue Drainage Improvements, City of Diamond Bar
- ▷ Citywide Pavement Rehabilitation, City of Hemet
- ▷ Traffic Signal Improvements at Citrus & Covina and Badillo & Hollenbeck, City of Covina



Trent MacDonald

Facility/Site Improvements

Trent has 36 years of CAD design experience for agencies and developers throughout Southern California. He is proficient in AutoCAD and Civil3D. The last 14 years of his experience have been focused in designing municipal capital infrastructure projects, such as street improvements, pavement rehabilitation including the use of ARHM, rough and precise grading, storm drain, sewer, water, erosion control plans and exhibits as well as public facility improvements, planning studies, conceptual designs, libraries, equestrian parks, animal shelters, and parks. In this role he has provided technical and analytical support; created, reviewed and revised construction plans, documents, cost estimates and specifications; produced volume calculations and earthwork, technical reports, Water Quality Management Plans, and Storm Water Pollution Prevention Plans.

EXPERIENCE

36 Years

EDUCATION

Training and proficiency
with various drafting
programs

SELECTED PROJECT EXPERIENCE

- ▷ Ladera Ranch Community Layout, Precise Grading, Street Improvements and Utility Plans, County of Orange
- ▷ Talega Housing Development Community Layout, Precise Grading, Street Improvements and Utility Plans, County of Orange
- ▷ Baldwin Park Site Layout, Precise Grading, Street Improvements and Utility Plans, County of Los Angeles
- ▷ Towne Avenue Complete Street Improvements, City of Claremont
- ▷ Complete Streets and Roadway Improvements, City of Pomona



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▷ City of Huntington Beach



Desiree Flores, PE

Structural Improvements

A multi-talented and bilingual licensed civil engineer, Desiree has 10 years of experience and brings comprehensive experience managing/delivering CIP projects, processing permits, responding to public inquiries and utility concerns, reviewing/designing various utility plans, and has utilized AutoCAD to design infrastructure plans. She has provided structural design, primarily single- and multi-family residences, in the City of Los Angeles and Los Angeles County. Desiree has also reviewed grading, drainage, and erosion control plans for various Southern California municipalities. Desiree has also provided oversight to earthwork quantities, grading cross-sections, hydrology reports and calculations. In addition, she has designed LID BMPs, implemented SWPPP, and slope analysis. Her design experience also includes rehabilitation of a 1-mile sewer main in downtown Laguna Beach. She has also provided grading, drainage, and erosion control plans; earthwork quantities; grading cross-sections; hydrology reports and calculations; designed LID BMPs, implemented SWPPPs, and rehabilitated sewer and pavement in congested downtown areas, involving traffic control plans, pipe sizing, and alignments for cities in Los Angeles, Orange, and Riverside Counties.

EXPERIENCE

10 Years

EDUCATION

MS, Civil Engineering

BS, Civil Engineering

REGISTRATION / LICENSE

Professional Engineer,
CA #89868

SELECTED PROJECT EXPERIENCE

- ▷ Building & Safety Plan Review Support, City of Jurupa Valley
- ▷ PVE Guardrail Improvements, City of Palos Verdes
- ▷ Pedestrian Bridge for Horseshoe Lake Park, City of Jurupa Valley



Bob Makowski

Water Quality Review

Bob brings more than 10 years of comprehensive water quality and environmental management experience. This has included overseeing all facets of citywide environmental and water quality compliance. He has managed NPDES compliance programs for the Cities of Jurupa Valley, Placentia, and Palos Verdes Estates as well as water quality compliance for infrastructure projects. This experience involves overseeing the WQMP and SWPPP process from planning to final construction, including conditions of approval, plan check, and BMP inspection. He has provided WQMP review to the Cities of Jurupa Valley, Lake Elsinore, Hemet, Banning, Moreno Valley, Placentia, Riverside, and Fontana and the County of Orange. Bob has also prepared the annual Local Implementation Plan for permanent/temporary BMPs and industrial/commercial facilities.

EXPERIENCE

10 Years

CERTIFICATIONS

Storm Water Program
Manager Training, -
County of Orange
Industrial/Commercial
Inspector, County of
Orange
Advanced
Environmental Crimes,
Federal Environmental
Protection Agency
NPDES, AQMD and
OSHA Trained
Certified
Erosion

SELECTED PROJECT EXPERIENCE

- ▷ NPDES Compliance Program Management, City of Placentia
- ▷ Water Quality Review, Cities of Moreno Valley, Riverside, and Banning
- ▷ NPDES Compliance and Solid Waste/Recycling Program Management, City of Jurupa Valley
- ▷ NPDES Compliance and Solid Waste/Recycling Program Management, City of Palos Verdes Estates



HRGreen. ▷ City of Huntington Beach

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EXHIBIT "B"

Payment Schedule (Hourly Payment)

A. Hourly Rate

CONSULTANT'S fees for such services shall be based upon the following hourly rate and cost schedule:

SEE ATTACHED EXHIBIT B

B. Travel Charges for time during travel are not reimbursable.

C. Billing

1. All billing shall be done monthly in fifteen (15) minute increments and matched to an appropriate breakdown of the time that was taken to perform that work and who performed it.
2. Each month's bill should include a total to date. That total should provide, at a glance, the total fees and costs incurred to date for the project.
3. A copy of memoranda, letters, reports, calculations and other documentation prepared by CONSULTANT may be required to be submitted to CITY to demonstrate progress toward completion of tasks. In the event CITY rejects or has comments on any such product, CITY shall identify specific requirements for satisfactory completion.
4. CONSULTANT shall submit to CITY an invoice for each monthly payment due. Such invoice shall:
 - A) Reference this Agreement;
 - B) Describe the services performed;
 - C) Show the total amount of the payment due;
 - D) Include a certification by a principal member of CONSULTANT's firm that the work has been performed in accordance with the provisions of this Agreement; and
 - E) For all payments include an estimate of the percentage of work completed.

Upon submission of any such invoice, if CITY is satisfied that CONSULTANT is making satisfactory progress toward completion of tasks in accordance with this Agreement, CITY shall approve the invoice, in which event payment shall be made within thirty (30) days of receipt of the invoice by CITY. Such approval shall not be unreasonably withheld. If CITY does not approve an invoice, CITY shall notify CONSULTANT in writing of the reasons for non-approval and the schedule of performance set forth in **Exhibit "A"** may at the option of CITY be suspended until the parties agree that past performance by CONSULTANT is in, or has been brought into compliance, or until this Agreement has expired or is terminated as provided herein.

5. Any billings for extra work or additional services authorized in advance and in writing by CITY shall be invoiced separately to CITY. Such invoice shall contain all of the information required above, and in addition shall list the hours expended and hourly rate charged for such time. Such invoices shall be approved by CITY if the work performed is in accordance with the extra work or additional services requested, and if CITY is satisfied that the statement of hours worked and costs incurred is accurate. Such approval shall not be unreasonably withheld. Any dispute between the parties concerning payment of such an invoice shall be treated as separate and apart from the ongoing performance of the remainder of this Agreement.

EXHIBIT "B"

HR Green Pacific, Inc. 2025 Fee Schedule

Personnel Classification	Hourly Billing Rate
Principal	\$265-385
Senior Professional	\$265-385
Professional	\$180-265
Junior Professional	\$110-185
Senior Technician	\$145-190
Technician	\$90-150
Senior Field Personnel	\$170-230
Field Personnel	\$150-185
Junior Field Personnel	\$95-130
Senior Administrative	\$130-170
Administrative	\$75-130
Operator/Interns	\$75-150

Notes:

1. All materials and supplies used in the performance of work on this project will be billed at cost plus 10%.
2. Auto mileage will be charged per the standard mileage reimbursement rate established by the Internal Revenue Service. Survey and construction vehicle mileage will be charged on the basis of \$0.90 per mile or \$85.00 per day.
3. Charges for sub-consultants will be billed at their invoice cost plus 10%.
4. All other direct expenses will be invoiced at cost plus 10%.

