

CITY OF

RIALTO

housing element update and on-call advance planning services

RFP #16-035



537 SOUTH RAYMOND AVENUE, PASADENA, CA 91105
626-744-9872 | www.migcom.com

In association with
ITERIS INC



537 South Raymond Avenue
Pasadena, California 91105
P (626) 744-9872
F (626) 744-9873
www.migcom.com

CALIFORNIA

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SEATTLE

November 12, 2015

Mr. William Jernigan, CMP, CPPO
Purchasing Division
City of Rialto
249 S. Willow Avenue
Rialto, California 92376

Re: Request for Proposal #16-035, City of Rialto Housing Element Update and On-Call Advance Planning Services

Dear Mr. Jernigan and Selection Committee Members:

MIG, Inc. appreciates the opportunity to provide this proposal to the City of Rialto to update the General Plan Housing Element and provide on-call advance planning services to the Planning Division. Based on the information contained in the Request for Proposals and information shared at the November 5, 2015 pre-bid meeting, we understand that the on-call planning services may include:

- Focused General Plan Amendments, and specifically, an update of the Circulation Element
- Focused amendments to the Zoning Ordinance
- Compliance documents to satisfy the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA)
- Project compliance with the Surface Mining and Reclamation Act (SMARA)
- Ensuring compliance with Assembly Bill 32 and any associated legislation
- Assistance with demographic projections for reporting to the Southern California Association of Governments, San Bernardino County Associated Governments and San Bernardino Local Agency Formation Commission
- Current planning support

We understand that the City wishes to establish an on-call professional planning services contract to provide flexibility in responding to needs for services as they arise. Based on our extensive experience serving cities and counties through on-call services contracts—combined with the depth and expertise of our staff based on our current and prior work in Rialto—MIG is well suited to meet your needs. To address the specific needs of the Circulation Element, we have called upon our frequent teaming partner, **Iteris**, who was part of the General Plan update team and is currently working on Rialto's travel demand model.

With regard to the Housing Element update, MIG staff has completed more than 20 Housing Elements for jurisdictions throughout California. In all cases, we have helped our client cities achieve certification from the State Department of Housing and Community Development. MIG Project Manager Jose Rodriguez, who will manage this contract, led the prior effort for the 2008-2014 Rialto Housing Element as part of the comprehensive General Plan program.

The City of Rialto aims to provide high-quality services and facilities. During our prior and current work in the City, we have observed this commitment to customer service. This commitment mirrors MIG's approach to our work. Since 1982, MIG has focused on **planning, designing and sustaining environments** that support human development. Our multidisciplinary staff thrives on the practical implementation of the firm's core values and ideals, applying **creative and innovative problem-solving** approaches to achieve desired enhancement and change.

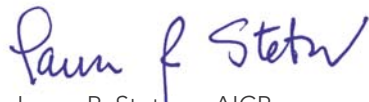
One of MIG's core practices is providing on-call services to planning and other city and county departments, with our services spanning many disciplines, including those requested by Rialto. Current and prior clients include the counties of Orange and Riverside, and the cities of Burbank, Los Angeles, Pasadena, San Jose, Hawaiian Gardens, Montebello, Murrieta, Newport Beach, American Canyon, Long Beach and Aliso Viejo, among many others.

The strength we offer to our clients is the expertise and quality of our staff. All MIG professionals available for on-call services contracts are full-time or part-time MIG employees; we do not hire independent contract staff to fulfill a request for services. Our business model demonstrates our commitment to ensuring that MIG staff are well trained and properly licensed, as may be required. Equally important, this model provides for our staff to practice MIG's quality assurance/control standards. Also, they know that they can call upon other expert MIG staff to address complex projects.

Thank you for considering the MIG Team. We look forward to meeting with you and the selection committee to discuss our qualifications and ideas in detail. Please contact our Managing Principal Laura Stetson or our Project Manager Jose Rodriguez if you have questions. They can be reached by phone in Pasadena at (626) 744-9872 or by email at lstetson@migcom.com and joser@migcom.com.

This proposal is firm for 90 days from the date of the proposal opening.

Sincerely,



Laura R. Stetson, AICP
Principal

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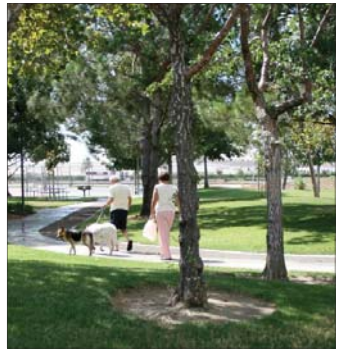
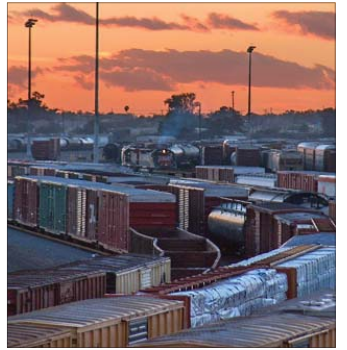
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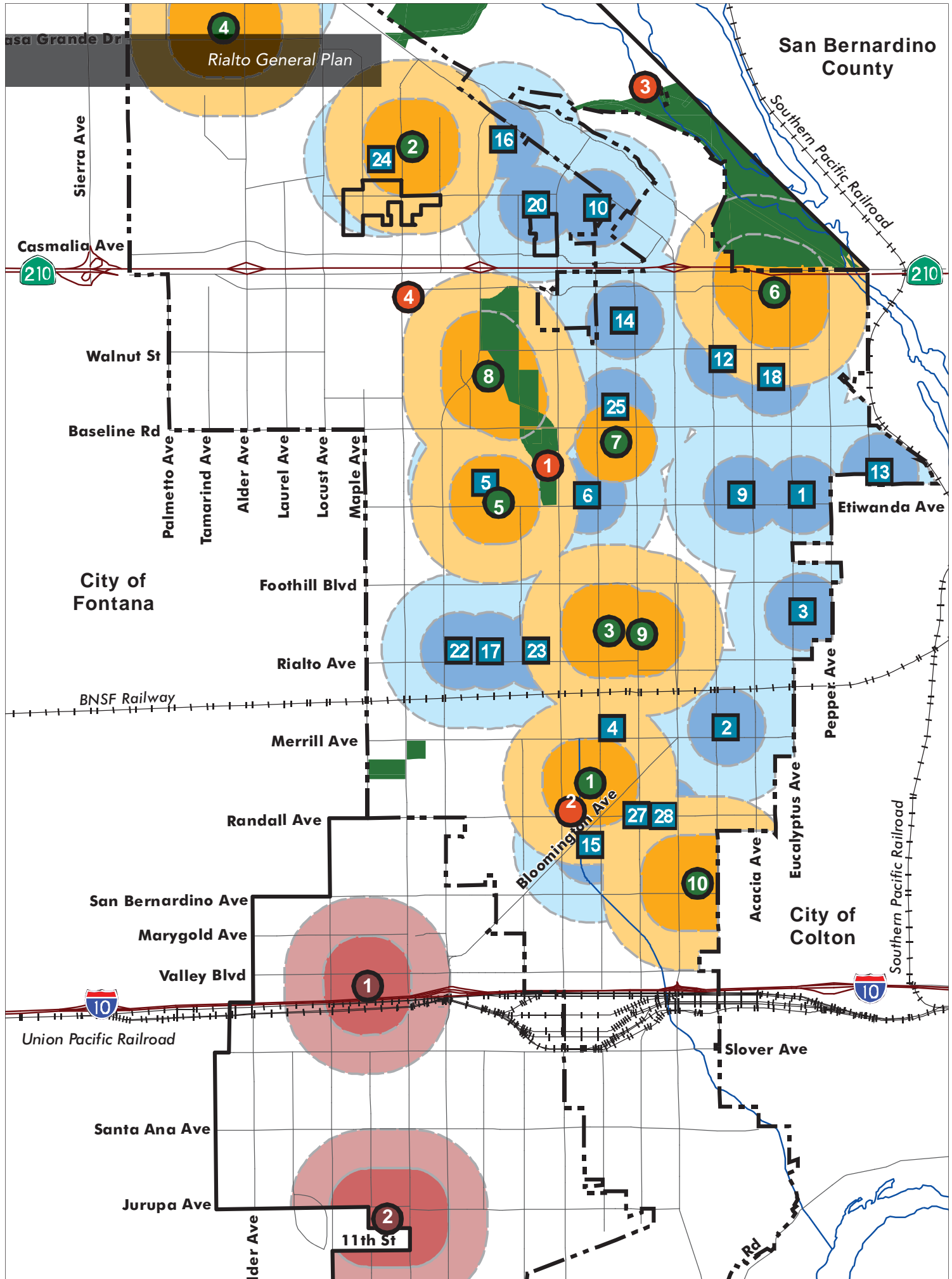
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SECTION ONE

Company Information and Business Organization





CITY OF RIALTO
REQUEST FOR PROPOSAL #16-035
PROPOSERS BACKGROUND INFORMATION

Proposers Information

Proposer's Contact Name: Laura R. Stetson, AICP

Moore Iacofano Goltsman, Inc. (MIG)

Contact Title: Principal

Mailing Address: 537 South Raymond Avenue

Pasadena, California 91105

Location of Business
(if different from mailing address): same as mailing address

Telephone Number: (626) 744-9872

Pager Number: Cell Phone (818) 388-4286

24 Hour Tel. Number: (626) 744-9872

Fax Number: (626) 744-9873

E-Mail Address: lstetson@migcom.com

Remittance Address:
(if different from mailing address): same as mailing address

Number of Years in Business: 33 years

Applicable State of California License #(s): N/A

Expiration Date(s):

Proposer's Dunn and Bradstreet
'DUNNS: NUMBER: 154641435

Customer References

CITY OF BALDWIN PARK

Amy Harbin, AICP

City Planner

14403 E. Pacific Avenue

Baldwin Park, CA 91706

Phone number: (626) 960-4011, ext. 475

Date: 2013

Baldwin Park Health and Sustainability Element

CITY OF REDWOOD CITY

Jill Ekas

Former City of Redwood City Planning Manager

1017 Middlefield Road

Redwood City, CA 94063

(650) 207-2825

Date: 2012 - Ongoing

Redwood City General Plan, Housing Element and Inner Harbor Specific Plan and EIR

CITY OF AZUSA

Kurt Christiansen

Community Development Director

213 East Foothill Boulevard

Azusa, CA 91702

(626) 812-5236

Date: 2008-2015

Azusa Housing Element and On-Call Planning Services

CITY OF EL MONTE

Jason Mikaelian

Planning Services Manager

11333 Valley Boulevard

El Monte, CA 91731

(626) 258-8626

Date: 2015

Flair Spectrum Specific Plan, General Plan Amendment and CEQA Documentation

Business Organization Information

MIG, Inc.

Number of Total Employees: 230

Headquarters: Berkeley, California

Location of Branch Offices: Pasadena, Riverside, Fullerton, San Diego, Sacramento, San Jose, Kenwood, California; Denver, Colorado; Portland and Eugene, Oregon; San Antonio, Texas; Raleigh, North Carolina; Pleasantville, New York; Seattle, Washington.

Number of Years in Operation: 33 years

Organizational Structure: California Corporation.

Disciplines and Staffing: MIG staff is organized under discipline/practice groups. MIG employs urban and regional planners, urban designers, landscape architects, public participation and outreach specialists, communication and media specialists, web and technology specialist, environmental planners, archaeologists, natural resources and restoration ecologists, strategic planning and organizational development specialists, graphic designers and administrative support staff.

Branch Office Servicing Proposal - Pasadena

Number of Employees: 11

Location: 537 South Raymond Avenue, Pasadena, CA 91105

Organization, Disciplines and Staffing: Staff from our Pasadena office will lead the project with additional support from technical specialists in our Riverside office. Our Pasadena office employs urban and regional planners, public participation and outreach specialists, environmental planners, strategic planning and organizational development specialists and administrative support staff. Our Riverside office will provide support for CEQA documentation and associated technical studies. Our Fullerton office will provide support for current planning services, if requested.

Staff Certifications: Certified Planners, Registered Archaeologist, Certified Air Quality, Noise and Hazards Monitoring/Assessment. Please see individual certifications for key proposed staff on the resumes provided in Section 4, Project Personnel.

MIG Financial Stability

MIG is currently maintaining an over 3 to 1 ratio of current assets to current liabilities. MIG has a line of credit with Wells Fargo Bank in the amount of \$3,000,000, of which none is used, currently. Please direct any questions you may have in regards to the financial health of MIG to:

Adele Torreano

Director of Business Services

atorreano@migcom.com

p. 510-845-7549 | f. 510-845-8750

Firm Profile

MIG, INC.

Critical thinking. Strategic focus. Innovative solutions.

For 33 years, **MIG** has engaged top professionals in planning, design, communications, management and technology who work together to ensure our clients achieve the results they seek. We look beyond convention to produce meaningful plans and durable solutions that meet our world's increasing social, economic and environmental challenges. A woman-owned business, MIG is a firm of over 190 professionals who provide a sophisticated, integrated and interactive approach to create nuanced, layered, dynamic and implementable plans.

In January 2013, MIG and Hogle-Ireland joined forces bringing a combined 50 years of successfully working with private and public sector clients to meet their current and advanced planning needs. Our focus and reputation are based on providing our clients and communities the highest level of professional planning services with vision, integrity and creative problem-solving.

We are a multidisciplinary firm that offers a full range of services, including **General Plan and Housing Element preparation, Specific Plans, policy planning and development, zoning, CEQA/NEPA documentation, site planning and urban design, downtowns and TOD.** Our work is characterized by a **dedication to quality, a flexible approach, creativity in planning and design and a commitment to completing projects on time and within budget.** We have worked extensively with public agencies and municipalities locally and nationally on design and planning for future change.

The diversity of our staff provides a base of knowledge that bridges technical expertise and values, and facilitates the exchange of information among all parties engaged in the planning and design process. Staff backgrounds encompass urban and regional planning, urban design, strategic planning, public participation, environmental science, design and research, landscape architecture, communications, graphic design and public policy.

MIG's unique combination of planning and design expertise allows us to conduct planning in a **highly interactive process** involving key constituent groups. This process generates a **clear and collective vision of development and growth in a dynamic, yet stable environment.** Through MIG's participatory planning process, client goals and stakeholder interests work together to frame key issues. **Plans created through this approach enjoy broad-based support and are readily implemented.**

From our experience on over 100 general plans, housing elements and specific plans, we have found that each community's character, diversity, and unique needs guide the development of their own plan. We are accustomed to working in close coordination with developers and businesses through the land use processes.

Areas of Expertise

- General Plans and Housing Elements
- Zoning and Development Codes, Specific Plans and Design Guidelines
- Sustainability and Healthy Community Planning
- Visioning and Community-based Planning
- Community Outreach and Involvement
- Facilitation and Consensus Building
- Urban Design and Streetscapes
- Mapping and GIS Analysis
- Stakeholder and Issues Identification
- Strategic Planning
- Environmental Planning and Analysis
- Strategic Communications and Graphic Design
- Landscape Architecture, Natural Areas and Greenways
- Development Entitlement Services
- Contract Staffing Services



Community-Based Planning: General Plans, Housing Elements, Specific Plans and Zoning

At MIG, every project is viewed as a new opportunity to apply our expertise and to collaborate on new approaches and techniques that advance the sustainability, livability and economic vibrancy of a community. **MIG's experience in creating integrated, forward-thinking and implementable plans and codes has resulted in noticeable, positive change for our client communities.**

We utilize the latest and most effective public outreach and engagement tools to build community support for the process and develop meaningful input and analysis, including informational graphics, web-based documentation and social media. We also have extensive experience developing effective implementation strategies, including benchmark metrics and form-based codes.

Community Character: Urban Design, Placemaking, Downtowns, Streetscapes and Corridors

MIG's urban design approach evolves out of an interaction with the place. **Our designs tell a story that is unique and specific to the site's context.** MIG utilizes the idea of placemaking, which is more than an assemblage of buildings, plantings and public spaces. Placemaking is intentional and encourages both social interaction and community identity to create meaningful spaces. It develops places where individuals feel like an integral participant in their surroundings.

We are **nationally renowned experts in downtown and corridor planning, design and implementation**, having worked on dozens of projects across the country over the last several years. We assist private clients and public agencies in developing projects that **enhance community livability, support revitalization and connect people with places.** Our approach is grounded in a thorough understanding of local issues regarding planning and design—as well as the social, economic and cultural context of the project area—to create successful plans for re-energizing city centers of all sizes.

Streets and corridors should be dynamic temporal urban spaces, designed and managed to respond to the changing needs of the community. We design and program streetscapes to address different times of the day and year, including weekdays, weeknights and weekends; to support existing business, attract new investment and increase city revenues; be practical and maintainable, be it structures, hardscape or plant materials; and allow for small and large events that build on the neighborhood's history and culture.

Community Outreach and Public Engagement

MIG designs and implements multileveled, well-documented community engagement programs aimed at increasing public confidence in decision-making. MIG uses proven facilitation techniques and succinct, easily understood information **to ensure that the community and stakeholders understand pertinent issues and that agencies receive meaningful community input.** Our public engagement approach enables the community to contribute ideas, solutions and strategies for addressing issues, which results in supported and successful projects.

MIG utilizes a wide variety of well proven public engagement techniques including individual stakeholder/ focus group check-ins, user surveys and community workshops to ensure that the plan builds on the people's needs. Our interactive community workshops use illustrative graphic recording, interactive break out group exercises, comment cards and notation to meaningfully engage the community. As with other projects, MIG documents input and methodically analyzes results to ensure a responsive and complete process.

We provide high-quality written and graphic materials to document planning and design processes, create multimedia outreach and informational materials and develop training and implementation tools. We produce attractive, easy-to-understand and use materials to help communicate complex concepts and issues to a wide range of audiences. Our media and communications work crosses all media: print, internet, video and multimedia and includes brochures, news releases, display boards, PowerPoint presentations, streaming video and audio, interactive CDs, clickable PDF files, HTML newsletters and sophisticated flash products.

We work interactively with clients to create web environments that engage, inform and stimulate the visitor as well as reflect our client's goals in a creative way. We have extensive experience in all aspects of web design including: site architecture; navigation design; user profiling; low-income, low-education and disabled accessibility; and interactive design and web animation.



Language Capabilities

MIG has **in-house verbal and written capability** in Spanish, Mandarin, Hindi, Arabic and Bengali. We also have verbal capability in French, German, Japanese, Korean, Punjabi and Russian. In addition, we have access to translation services for numerous other languages including Tagalog, Armenian, Cantonese and Vietnamese.

Graphic/Visual Simulation

Our mission is to empower people to make informed decisions about their communities by providing accurate and easy to comprehend graphics. We use 3D simulations, models and renderings to tell a story, knitting together pixels and polygons built from real world data. These graphics **assist the planning and design process, allowing us to explore, design and envision a community along side its stakeholders and decision makers.** Our approach to visualization uses a combination of commercial software (ArcGIS, 3D Studio Max, AutoCAD, SketchUp) along with **our own proprietary Real-Time 3D software Vizhen** to achieve real-time visualization. We have created our own software because there simply is nothing available that is as powerful, cost-effective and flexible enough to meet the need of the wide array of projects that we work on. We have unlimited creative power to customize tools that analyze a wide range of design and planning variables ranging from maximum build-out potential to emergency service access. As we do the programming, **changes are immediate, creative and customizable.**

Environmental Documentation

MIG's environmental team is comprised of highly experienced planners with expertise in the preparation and management of environmental impact assessments pursuant to CEQA and NEPA. We have a proven record of quickly becoming familiar with, and adhering to, local jurisdictional requirements. We ensure that **all environmental documents are prepared to meet legal requirements and withstand public scrutiny.** MIG staff have managed and prepared all types of CEQA environmental documents, from simple Initial Studies and Addendums to complex, multiphase Environmental Impact Reports. From initial work scoping through final approvals, we develop defensible and cost effective solutions to guide projects more quickly through the increasingly complex environmental planning process. Our staff has experience in environmental analysis of many forms of development and infrastructure plans and projects in urban, suburban, rural, greenfield, brownfield and infill settings.

Proposed Subconsultant Information

Iteris, Inc. - Mobility Planning and Traffic Impacts Assessment

Contact: Vigen Davidian, P.E., Vice President

801 Grand Avenue, Suite 530

Los Angeles, CA 90017-4633

Phone: (213) 802-1707 | Email: vjd@iteris.com

Fax: (213) 488-9440

Iteris, Inc. will provide transportation planning, traffic engineering and traffic impacts assessment for the MIG Team under this contract. The firm's decades of expertise in traffic management, along with superior services and patented products help: detect, measure, manage and predict traffic and vehicular performance; minimize traffic congestion; and empower its clients with solutions to better manage their transportation networks. The firm is headquartered in California with offices nationwide.

Iteris staff members are experts in the fields of transportation planning, traffic engineering, and Intelligent Transportation Systems (ITS). Knowledge of these practice areas enable staff to provide comprehensive services ranging from initial traffic impact studies, transportation modeling, planning, systems engineering and detailed design, through implementation and performance monitoring. Combining the talents of transportation engineers, systems engineers, system integrators, software engineers and transportation planners to bring to the industry an unmatched combination of talents and experience. The innovative solutions Iteris develops and applies assist public agencies to reduce traffic congestion, enhance transit use, monitor and manage their transportation networks and provide greater access to reliable traveler information.

City of Rialto Business License: Iteris does not currently have a Rialto business license, but will acquire one should the MIG Team be selected for this contract.

Percentage of Total Contract Subcontracted:

Not Applicable. As this contract is for on-call services, the percentage of work contracted will be determined on a per project basis and the proposed scope of work.

CITY OF RIALTO
REQUEST FOR PROPOSAL #16-035
PROPOSER'S DECLARATION

Proposal Date: 11/12, 2015

To the Honorable Mayor and City Council From:

MIG, Inc.
Contractor

The undersigned, as Proposer, declares that he has carefully examined the locations of the proposed work described, examined the Agreement and read the Instructions to Proposers and is familiar with all proposal requirements, and hereby proposes and agrees, if the proposal is accepted, to complete the said maintenance in accordance with the Agreement Documents, as defined in the General Provisions, in the time stated herein, for the prices set forth in the following schedule:

Said amount to include and cover all taxes, the furnishing of all materials, the performing of all the labor requisite and the providing of all necessary machinery, tools, apparatus and other means of construction; also, the performance and completion of all the work in the manner set forth, described and shown in the Specifications or on the drawings for the work.

The Proposer to whom the contract (s) is awarded agrees to enter into an agreement with the City, and to commence work within fifteen (15) working days from the date of execution thereof, and to diligently prosecute the work to completion as set forth in the agreement after the execution of the agreement and the date of issuance of a Notice to Proceed.

The City Offices are closed every Friday and the following Holidays: New Year's Day, Martin Luther King Day, President's Day, Cesar Chavez Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Eve, and Christmas.

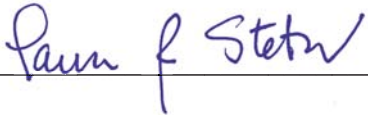
All proposals are to be computed on the basis of the given Estimated Type of Work, as indicated in this proposal. In case of a discrepancy between words and figures, the words shall prevail. In case of a discrepancy between unit prices and the extension thereof, the unit price shall prevail and proposals will be computed as indicated above and compared on the basis of correct totals.

The estimated quantities of work indicated in this proposal are approximate only, being given solely as a basis for comparison of proposals. The City does not expressly nor by implication agree that the actual amount of work will correspond therewith, but reserves the right to increase or decrease the amount of any item or portions of the works as may be deemed expedient by the Contract Administrator.

It is understood by the Proposer that the City of Rialto has the right to reject this proposal or to award an agreement to the undersigned at the prices stipulated. If the proposal is rejected, then the enclosed check or proposal bond shall be returned to the undersigned within thirty-days (30) days from the date thereof. If the proposal is accepted and the work is awarded and the terms supplied by the Purchasing Manager within fifteen (15) days such further time as may be granted by the City Council, then said check shall be cashed or said bond declared forfeit and an amount equal to the difference between the lowest Proposer who will execute an agreement shall be paid into the treasury of the City of Rialto as liquidated damages for the failure of the undersigned to comply with the terms of this proposal.

Licensed in accordance with an act providing for the registration of Contractor's License No. _____ N/A _____, classification, **XXXX**. In executing this proposal the Proposer certified being properly licensed to do the work.

Signature of Proposer



If an individual, so state. If a firm or co-partnership, state the firm name and give the names of all individual co-partners composing the firm, i.e., president, secretary, treasurer and manager, thereof.

Dated: _____ November 12 _____, 2015

_____ 537 South Raymond Avenue, Pasadena CA 91105 _____ Business Address

_____ (626) 744-9872 _____ Telephone Number

MIG OFFICERS

Susan M. Goltsman, *President*

Daniel S. Iacofano, *Treasurer and Chief Executive Officer*

Carolyn M. Verheyen, *Secretary and Chief Operating Officer*

CITY OF RIALTO
REQUEST FOR PROPOSAL #16-035
PROPOSER'S SIGNATURE DECLARATION

The undersigned hereby offers and agrees to furnish the goods and services in compliance with all the service level requirements, instructions, specifications, and any amendments contained in this RFP document and any written exceptions in the offer accepted by the City.

This Proposal is genuine, and not sham or collusive, nor made in the interest or on behalf of any person not herein named; the proposer has not directly or indirectly induced or solicited any other proposer to put in a sham proposal, or any other person, firm or corporation to refrain from submitting a proposal; and the proposer has not in any manner sought by collusion to secure for themselves an advantage over any other proposer.

Each proposal must be signed on behalf of the proposer by an officer authorized to bind the proposer to the proposal. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and I agree to the terms and conditions in this proposal.

MIG, Inc. _____

Company Name

537 South Raymond Avenue _____

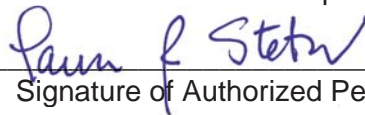
Address

Pasadena CA 91105 _____

City, State, Zip Code

#000960 _____

City of Rialto License Number



Signature of Authorized Person

Laura R. Stetson _____

Printed Name

Principal _____

Title

November 12, 2015 _____

Date

The Proposer hereby acknowledges receipt of and agrees this submittal is based on the RFP and the following addenda. Failure to indicate receipt of addenda may result in the proposer being rejected as non-responsive.

ADDENDUM # N/A DATED _____

ADDENDUM # _____ DATED _____

ADDENDUM # _____ DATED _____

ADDENDUM # _____ DATED _____

(If additional addenda are issued, attach a complete listing of these addenda when submitting this proposal.)

No Proposal

In order to help us improve our internal processes and become a better customer, if you are not submitting a Proposal, please state the reason(s) why and return this page to the Purchasing Manager.

CITY OF RIALTO
REQUEST FOR PROPOSAL #16-035
STATEMENT OF PROPOSER'S QUALIFICATIONS

STATE OF CALIFORNIA, COUNTY OF _____ Los Angeles

I am the _____ Principal of MIG, Inc. _____ ,
the Proposer herein. I have read the foregoing statement and know the contents thereof; and I certify
that the same is true of my own knowledge, except as to those matters which are therein stated upon
my information or belief, and as to those matters I believe it to be true.

Executed on _____ November 12, 2015 _____ at _____ Pasadena _____, California
(date) (place)

I declare, under penalty of perjury, that the foregoing is true and correct.

Signature of Proposer

Principal
Title

Signature of Proposer

Title

SECTION TWO

Project Approach





Project Approach

UNDERSTANDING OF THE CITY OF RIALTO

The City's Request for Proposals (RFP) indicates the need for a planning firm that can step in and immediately start to function at full capacity. The backlog of work in the Development Services Department needs to be addressed to be responsive to applicants and to set a new framework to facilitate economic development. Hiring a firm with planners who know and understand the City will allow the work to get underway quickly and effectively.

MIG has a long relationship with the City of Rialto, having provided a variety of services to both the City and private developers looking to invest in Rialto. This relationship extends back to staff who worked for Hogle-Ireland, Inc. before its merger with MIG, Inc. in 2013; these staff continue to work for MIG today. Projects in which we partnered with the City include the General Plan, the 2008-2014 Housing Element, the Foothill Boulevard Specific Plan and numerous environmental documents. This experience provides us with a solid understanding not only of the City as a whole but of the specific policies and geographies and how they interact with broader City goals.

We have or are currently undertaking a variety of environmental reviews with and for the City, specifically peer review of environmental documents for Pepper Avenue and the Renaissance Specific Plan. Also, we are preparing environmental documents for various ProLogis industrial developments. These have provided us with an understanding of the broad issues in Rialto, as well specific site conditions.

Before the merger between Hogle-Ireland and MIG, MIG itself was active in the City preparing the Downtown Vision Plan, from which grew the development policies now reinventing Rialto's Downtown.

MIG will build on this intimate knowledge of the community and will be able to immediately start work on the projects for which the City staff needs assistance. We will simply need an orientation on the specific project being assigned. We will assign MIG staff who know Rialto well from previous work in the City, as well as new staff with the skills necessary to address your current needs.





UNDERSTANDING OF THE CITY'S NEEDS

The Request for Proposals identifies two distinct areas of service the City is requesting: 1) preparation of a Housing Element and 2) on-call planning services for advanced planning efforts.

Housing Element

MIG is one of the premier planning firms in the State for preparation of Housing Elements. We have prepared over 20 Housing Elements, all of which have been certified by the State Department of Housing and Community Development (HCD) as complying with Housing Element law. Our services for Rialto include:

- Review of the City's accomplishments under the previous Housing Element (which, in the case of Rialto, MIG staff prepared)
- The collection and analysis of the needed data
- Coordinating with the City in development the implementation strategies
- Finding creative solutions to meet the Regional Housing Needs Assessment (RHNA) requirements
- Addressing legislation enacted since adoption of the current element, such as SB 244 and SB 2
- Updating goals, policies and actions as appropriate and needed
- Working closely with the City in negotiating with HCD to gain certification of the Housing Element

The preparation of a new Housing Element requires an understanding and ability to coordinate community expectations, political implications, regulatory requirements, financial and fiscal limitations and resource allocation. MIG is well versed in coordinating all of these and successfully preparing a Housing Element that meets the needs of the City and the State and is, at the same time, practical and implementable.

Advanced Planning Efforts

The Request for Proposals identifies seven specific areas in which advanced planning services are needed. These range from demographic and statistical analysis, updating and "fixes" to the current General Plan and Zoning Ordinance, environmental review and analysis, AB 32 Green House Gas compliance and a general updating of the Circulation Element to incorporate active transportation modes.

MIG is a comprehensive planning firm that has undertaken each and all of these services for numerous jurisdictions. In addition, our team for Rialto includes staff from Iteris, who bring knowledge of the City from current and past work with you, combined with extensive background modernizing and updating Circulation Elements.



With regard to anticipated Zoning Ordinance amendments, we foresee the need to update regulations to implement the General Plan Land Use and Housing Elements. For example, SB 2 requires that the City identify a zone to permit emergency shelters by right. The 2004-2008 Housing Element identifies the I-P Zone as the appropriate location. We will develop objective standards to implement this program. Other Housing Element-directed changes include accommodating transitional/supportive housing, density bonuses and reasonable accommodation. These Zoning Ordinance updates need to be accomplished prior to submitting the draft Housing Element to HCD.

MIG recognizes the dynamic market in which Rialto finds itself and the significant development pressure it faces. We also recognize that the City's planning staff is of limited size and that it is not possible to anticipate what planning services the City may need over the course of this contract. These needs may include additional advanced planning efforts, processing of large and small entitlement projects, technical analysis of such factors as noise, cultural resources and greenhouse gas emissions for specific projects. Analysis of specific policy areas and preparation of proposed City policies may be needed as well.

City staff noted that the full range of projects and services is not known at this time. Therefore, while this proposal focuses on providing the specific services identified in the Request for Proposals, MIG is prepared to assist the City in any of its planning efforts which may arise in the future, even though not now contemplated. To meet this need, we are including in this proposal staff who the City can call upon under the contract for whatever the City finds its future needs are.

THE MIG APPROACH

In any cooperative effort with a city for a multifaceted contract such as the one envisioned in the Request for Proposals, key will be having a contract services manager who will serve as the primary point of contact for any and all services. This manager must be someone who the City can rely upon to have a firm knowledge of the activities being undertaken, the ability to call upon the specific MIG staff needed and in-depth knowledge of Rialto. This management approach will ensure efficiency and effectiveness, and will make the interaction easy for City staff. To this end, MIG proposes Jose Rodriguez as the overall Project Manager and point of contact. Mr. Rodriguez, whose career has spanned 15+ years, has experience in almost all aspects of City planning and specifically those areas requested in the RFP. He was the key planner for the Rialto General Plan and Housing Element. Also, he grew up in Rialto and knows the City intimately.

Under Mr. Rodriguez's overall management, MIG is proposing several expertise-specific teams to be used depending on the specific assignment, each with an MIG Principal or Director heading the team.

The Housing Element effort will be led by Genevieve Sharrow. During her career, Ms. Sharrow has prepared over 15 Housing Elements and is well suited to assist the City with preparation of the updated Housing Element for the 2015-2021 planning period. Ms. Sharrow will be able to call upon all of the divisions of MIG for assistance and will also have MIG staff assigned to assist her in the effort.



The team assigned to review and update the General Plan, including the Circulation Element amendment, will be headed by Mr. Rodriguez. He will be advised by Principal-in-Charge, Laura Stetson, who was pivotal in developing the current General Plan. Also providing support will be Nelson Miller, who managed the Foothill Boulevard Specific Plan. Iteris will provide the necessary transportation engineering and planning efforts needed for the Circulation Element update. MIG will assign additional staff to assist in the General Plan efforts as needed. The additional staff is identified in this proposal.

Iteris will assist the City in updating the Circulation Element to address safety, mobility and access needs by applying a Complete Streets approach. This will build on the previous Circulation Element to include detailed assessment of active transportation, including pedestrians, bicycles and neighborhood electric vehicle, as well as transit conditions, needs and improvements. In particular, the Active Transportation Plan portion of the Circulation Element will allow for a true comprehensive multimodal approach to mobility in Rialto and will allow for development of a logical support system for access to local and regional transit by providing enhanced and realistic first- and last-mile options.

Chris Brown, Director of Environmental Services for MIG, will head up the environmental compliance team for the CEQA/NEPA and specific technical environmental issues and reports, such as compliance with AB32 Greenhouse Gas requirements. Mr. Brown will head a team including four planners from MIG's environmental division staff.

Laura Stetson will direct efforts focused on revisions to the Zoning Ordinance. As with the other internal teams, Ms. Stetson will have additional MIG planners available to her who have zoning expertise.

Finally, recognizing that the City may need assistance in processing entitlement applications and working with property owners, business owners and developers, MIG proposes a team to assist the City's current planning efforts. This team will be led by Richard (Rick) Zimmer, Director of Planning Services. Mr. Zimmer will be assisted by MIG staff with expertise in entitlement processing. His team will also include Mr. Miller as a strategic advisor because of his knowledge of the City of Rialto.

MIG is well prepared to provide not only those services requested in the RFP, but to expand these services into whatever area of planning the City of Rialto may require over the course of the contract.

SECTION THREE

Scope of Work





Scope of Work - Housing Element

Per the direction of the RFP and City staff, at this time we are only providing a scope of work for the Housing Element, as the balance of the contract planning services have not been fully defined.

TASK 1 - PROJECT INITIATION AND ONGOING COORDINATION

1.1 - Project Kick-off and Work Program Refinement

We will conduct a kick-off meeting with City staff to refine the work scope, identify key project team roles and establish product review procedures. The project scope, including community outreach components and optional tasks, will be refined based on our discussions; critical project milestones and a clear project schedule will be established.

1.2 - Ongoing Coordination/City Staff Meetings

For the duration of the project, MIG project manager Genevieve Sharrow will maintain contact through phone calls and email with City staff to ensure project coordination and to support close collaboration. These calls and meetings will allow the team to review project status and to discuss issues, documents and plan presentations.

1.3 - SB 18 Consultation (OPTIONAL)

MIG has included an optional task to assist the City with SB 18 consultation, as required by State law. As part of this optional task, MIG will provide the City with draft letters to Native American Heritage Commission and identified tribes, along with instructions for SB 18 Consultation. Telephone calls or meetings with responding tribes are not included in this proposal.

TASK 2 - DRAFT HOUSING ELEMENT AND SB 244 AMENDMENTS

Consistent with State Housing Element law, the document must include a housing needs assessment, an analysis of constraints to housing production, identification of resources to meet housing needs and available sites for housing development, an assessment of previous accomplishments and an implementation plan. We anticipate using the 2008-2014 Housing Element as the base, and updating the document directly in track changes format.

2.1 - Introduction and Population and Housing Profile

We will complete a housing assessment and needs analysis to comply with Government Code Section 65583, covering specific demographic, economic and housing topics as required by State law. We anticipate updating the Housing Needs Assessment with housing and population data based on the 2010 U.S. Census, latest three- and five-year estimates from the American Community Survey and other up-to-date City data available related to existing housing units and recent development projects. The project team will use publically available data to assess housing costs, affordability, characteristics and market conditions, including overcrowding and overpayment and evaluate housing needs within the City, including housing needs for special population groups. MIG will address any applicable new State laws, including SB 812 (2010), which requires an analysis of developmentally disabled persons' housing needs, in this section. The consultant team will also assess existing assisted housing developments that are eligible to change designation from low-income housing to market-rate housing over the next 10 years, consistent with State law.

2.2 - Constraints on Housing Development and Maintenance

The Housing Constraints analysis identifies potential and actual governmental and nongovernmental (e.g. physical or financial) constraints to housing production, including any constraints on people with disabilities. We will update this section as necessary with up-to-date development processes and fees, as well as changes in market constraints due to the economic changes since the last Housing Element was written. We will assess the potential for residential development consistent with adopted land use and zoning policy, as well as opportunities for energy conservation. Where constraints exist, we will suggest housing programs to mitigate or remove these constraints.

2.3 - Housing Resources and Sites Analysis

The 2014-2021 Regional Housing Needs Assessment (RHNA) for Rialto is 2,715 units, including 636 very low-income, 432 low-income, 493 moderate-income and 1,151 market-rate units. In addition to this assessment, a portion of the previous (2006-2014) RHNA may apply, since zoning to implement the General Plan land use policy was not adopted within the planning period. Pursuant to AB 1233 and HCD guidance, the City may need to find additional sites for the unaccommodated lower-income RHNA. The 2008-2014 Housing Element indicates that 764 very low-income and 700 low-income units remained after applying credits from units constructed. We will work with the City to identify any additional credits that can be applied based on affordable units constructed during the remainder of the planning period, as well as any other rezoning that occurred. With this information we will identify the current remaining unaccommodated need, and will address that need in the 2014-2021 Housing Element Sites Analysis, along with the 2,715 RHNA for this planning period.

The Resources and Sites analysis will focus on site suitability for housing, drawing from sites identified in the 2008-2014 Housing Element. We anticipate that many of these sites will continue to be available for this Housing Element. Where new sites are necessary due to project development or changes in circumstance, we will assess the areas in the City identified as most likely to redevelop at density levels that can facilitate affordable housing and prepare appropriate GIS maps. The analysis will also evaluate and include funding resources, administrative resources and opportunities for energy conservation.

2.4 - Evaluation of the 2008-2014 Housing Element

The Housing Element is required by State law to include a report on the progress the City has made in implementing the current Housing Element. Consistent with State law, we will assess the continued appropriateness of the programs and policies in contributing to the attainment of the stated housing goals. The project team will specifically assess all housing programs to determine whether existing programs were successfully implemented and to inform future policy recommendations. The results of the 2008-2014 evaluation will be quantified where possible, but may be qualitative where necessary.

2.5 - Housing Goals, Policies and Quantified Objectives

Based on the analysis completed in the above items and building on the existing housing element, MIG will craft a Housing Plan with goals, policies and implementation programs relative to the maintenance, preservation, improvement and development of housing to cover this new planning period. Quantified objectives will also be established to address housing needs for all income groups, including extremely low-income households.

2.6 - Administrative Draft Housing Element

The Administrative Draft Housing Element will be submitted to the City electronically for staff review. The City will be responsible for collecting all staff comments and creating a single "comment document" from which MIG will revise the Administrative Draft Housing Element and complete the Draft Housing Element for Public Review. This scope and budget assume one round of comments and revisions.

Deliverables:

- Administrative Draft Housing Element (one digital copy in MS Word format)
- Draft Housing Element for Public Review (one digital copy in MS Word format)

TASK 3 - COMMUNITY ENGAGEMENT

3.1 - Draft Housing Element Workshop/Study Session

State Housing Element law requires that meaningful public outreach be included as part of the update process. Based on our prior housing element work experience, we believe that the public responds best when participants can react to concrete proposals. We have found that a successful way to solicit input on housing issues is to include the Housing Element as an informational item at a regularly scheduled meeting. Accordingly, we recommend that the Planning Commission and/or City Council conduct a workshop/study session once the Draft Housing Element is complete.

As part of the work scope refinement process, we can discuss with staff the most effective approach, including opportunities to ensure the involvement of key stakeholder groups, non-profits and the community. MIG will prepare an invitation template to distribute to stakeholders and relevant commissions. We will work with City staff to identify appropriate recipients of invitations and distribute a public notice regarding the study session.

This scope of work assumes the workshop/study session will occur as one meeting with either the Planning Commission or City Council. (Alternatively, this could also be held as a joint study session with both bodies, if that is a possibility.) For the meeting, we will provide an overview of the Draft Housing Element, including State requirements, constraints and programs designed to meet the RHNA and proposed housing goals and policies. The public and Commissioners/Councilmembers will be asked to review and provide feedback on the information provided.

MIG will prepare the PowerPoint presentation for the workshop(s). MIG will submit the documents electronically to City staff for review, reproduction and/or distribution. MIG will present the information at the meeting. MIG will also prepare the related staff report. As necessary based on input from community leaders and residents, MIG will revise the draft of the Housing Element to address comments and recommendations.

Deliverables:

- Workshop/Study Session Attendance and Presentation (one digital copy in MS PowerPoint format)
- Workshop/Study Session Staff Report (one digital copy in MS PowerPoint format)

TASK 4 - LIAISON TO THE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

4.1 - HCD Liaison and Certification

This task involves coordination with HCD to review the City's Draft Housing Element for consistency with State housing element law. Our scope assumes one round of HCD review for the draft Housing Element and one round of HCD review on the adopted Housing Element, consistent with our recent previous experience. HCD is allowed 60 days to review a draft Housing Element and 90 days to review an adopted Housing Element.

We anticipate that HCD staff may take the full 60 days allowed to complete its review. During HCD's review—and during the course of element preparation—we will keep in contact with HCD staff to facilitate review and anticipate/respond to any specific concerns HCD may have. As necessary, we will provide HCD with any requested supplemental data or information on proposed programs, policies and strategies to meet the RHNA.

As we cannot fully anticipate the depth and scope of comments HCD will offer nor the time required to effectively negotiate a position acceptable to the City, we have provided an allowance for this task in the program budget. If additional effort is required beyond this allowance, we will bill for additional work on a reimbursable basis with prior written authorization from the City. Our scope includes pre-submittal consultation with HCD staff, as deemed necessary, submittal of the Housing Element, completion of the streamline review checklists (if the City is able to qualify), conference calls with HCD staff and City staff to discuss comments and preparation of written responses to HCD comments as needed.

Following HCD review and determination that the Draft Housing Element complies with State Housing Element law, we will prepare a version for review by the public and decision makers.

Subsequent to City Council adoption, MIG will consult with HCD staff regarding any changes to text required by Planning Commission or City Council and will submit a final, adopted 2014-2021 Housing Element to HCD for State certification of compliance with State Housing Element laws.

Deliverables:

- HCD Draft Housing Element (two digital copies and two hard copies for HCD submittal)

TASK 5 - CEQA COMPLIANCE

5.1 - Initial Study and (Mitigated) Negative Declaration

Typically, where Housing Element updates are consistent with adopted land use policy and zoning (for which thorough environmental analysis was previously conducted), a Negative Declaration or Mitigated Negative Declaration is the appropriate level of CEQA analysis. We have completed both Negative Declarations and Mitigated Negative Declarations for Housing Element updates. We anticipate that the Housing Element will be consistent with land use policy in the adopted General Plan, and we will therefore tier from the General Plan EIR for Housing Element CEQA documentation. We will prepare a preliminary draft Initial Study for City staff review. Upon receiving staff's comments, we will prepare a Draft Initial Study/(Mitigated) Negative Declaration for public circulation and review.

At the conclusion of the 30-day public review, we will revise the Draft Initial Study/(M)ND to respond to public comments on the document where warranted by the presentation of new information that could impact an environmental determination. If necessary, a Mitigation Monitoring Program with appropriate mitigation measures will accompany the Final (Mitigated) Negative Declaration. All documents will be submitted to the City electronically.

This scope and budget assumes the only project analyzed will be the Housing Element. However, for efficiencies, the City may also wish to incorporate analysis of additional General Plan and Zoning Code amendments with this CEQA document. Proposed schedules and approaches to incorporate this additional analysis can be further discussed with the City upon contract award.

5.2 - Processing/Circulation of Environmental Documentation

MIG will process and circulate all applicable environmental documents pursuant to CEQA. Specifically, MIG will prepare a Notice of Intent to Adopt (NOA) a (Mitigated) Negative Declaration and a Notice of Determination (NOD).

Based on a distribution list provided by the City, we will mail the NOA and (M)ND/Initial Study to recipients, including transmission of 15 copies to the State Clearinghouse, and file required notices with the County Recorder. We will prepare and submit a request to the Department of Fish and Game for a No Effect Determination. The City will be responsible for placing and paying for newspaper ads.

Deliverables:

- Draft Initial Study/Mitigated Negative Declaration (one digital copy and CDs required for distribution)
- NOA (one digital copy and hard copies for distribution)
- NOD (one digital copy and hard copies for signing/filing)
- No Effect Determination Request (one digital copy)

TASK 6 - HEARINGS, ADOPTION AND FINAL HOUSING ELEMENT

6.1 - Hearings

MIG staff will attend public hearings for adoption of the Draft Housing Element and certification of the Final (Mitigated) Negative Declaration. Our budget includes an allowance we consider sufficient to attend two public hearings (assuming one meeting with the Planning Commission and one meeting with City Council). Any time required beyond this allowance will be billed on a time-and-materials basis with prior approval by the City.

6.2 - Staff Reports

MIG will prepare required staff reports and resolutions for the Planning Commission and City Council hearings. City staff will be responsible for preparing and publishing the public notices for meetings.

6.3 - Final Housing Element

We will prepare a Final Housing Element that incorporates any changes to the Public Review Housing Element based on comments and direction from staff, the Planning Commission and the City Council.

Deliverables:

- Final 2014-2021 Housing Element (one digital copy in PDF and MS Word format and one hard copy for HCD submittal)
- Staff Reports and Resolutions for Planning Commission and City Council hearings (one digital copy of each)

SECTION FOUR

Project Personnel





Project Personnel

We are proud to present an experienced and deeply motivated team for the Rialto Housing Element Update and On-Call Advance Planning Services. Our team members have been selected based on their expertise in their fields of work, their knowledge of Rialto and their passion for providing quality planning services.

As stated in our Project Approach, Jose Rodriguez will serve as the overall Project Manager and City's point of contact for this contract. Under Mr. Rodriguez's overall management, MIG is proposing several expertise-specific teams to be used depending on the specific assignment, each with an MIG Principal or Director heading each team. Our team organization identifying individuals' roles and responsibilities is presented in the chart below.

RESUMES

Detailed resumes for the MIG Team—including titles, education, work experience and relevant projects—are provided on the following pages.

ASSIGNED HOURS OF PERSONNEL

The assigned hours for the MIG Team project personnel proposed to prepare the Housing Element Update are provided in the Cost Proposal located in Section Eight.

Team Organization





Laura R. Stetson, AICP

PRINCIPAL-IN-CHARGE

AREAS OF EXPERTISE

Land Use Planning / General Plans / Zoning Codes
Specific Plans / Meeting Facilitation

QUALIFICATIONS

Laura Stetson has served as Principal or Project Manager on specific plans, zoning codes, general plans and special planning studies for diverse cities throughout California for nearly 30 years. In this capacity, she has worked with advisory committees, commissions and councils to develop long-range goals, policies and programs, and to craft the regulatory tools to ensure effective approval and implementation of various plans. She has conducted background research for planning, written plan elements, coordinated preparation of plans and related environmental documentation and presented recommendations to decision-making bodies. She also directs preparation of CEQA documents, either as part of planning programs or to address development projects.

Ms. Stetson oversees and manages projects for a variety of public sector clients. Experience includes general plan updates in Vernon, Monterey Park, Baldwin Park, Rialto, Colton, Rancho Cucamonga, Long Beach, Torrance, Redwood City, Claremont, Arcadia and currently in Costa Mesa; housing elements in Azusa, Brea, Baldwin Park, Colton, Garden Grove, Manhattan Beach, Montebello, Monterey Park, Rialto, San Marcos and Vernon; and comprehensive zoning code updates for the cities of Duarte, La Puente and Baldwin Park.

AFFILIATIONS

- American Planning Association (APA)
- American Institute of Certified Planners (AICP)
- California Planning Roundtable

EDUCATION

- Bachelor of Science, Environmental Earth Science, Stanford University
- Graduate Coursework in Public Administration, American University

RELEVANT EXPERIENCE

- Rialto General Plan, Housing Element and EIR, *Rialto, California*
- Rancho Cucamonga General Plan Update, *Rancho Cucamonga, California*
- Brea General Plan, *Brea, California*
- Claremont General Plan, *Claremont, California*
- Baldwin Park General Plan and Zoning Code and Sustainability Element, *Baldwin Park, California*
- Riverside General Plan and Zoning Ordinance Update, *Riverside, California*
- Redwood City General Plan Update, *Redwood City, California*
- Colton General Plan, *Colton, California*
- Vernon Focused General Plan and Zoning Ordinance Update and EIR, *Vernon, California*
- Long Beach General Plan Land Use Element, *Long Beach, California*
- Manhattan Beach General Plan, *Manhattan Beach, California*
- Smoky Hollow Specific Plan Update, *El Segundo, California*
- Costa Mesa General Plan, *Costa Mesa, California*
- Torrance General Plan Update, *Torrance, California*
- Westminster Zoning Code Update, *Westminster, California*
- Garden Grove Mixed Use Zoning Regulations, *Garden Grove, California*

PROJECT AWARDS

- **Brea General Plan** - APA Award, California Chapter
- **Redwood City General Plan** - APA, California Chapter, Outstanding Achievement for Small Jurisdiction Planning Effort
- **Riverside General Plan** - APA Award, California Chapter
- **Claremont General Plan** - APA Award, California Chapter

José M. Rodriguez

PROJECT MANAGER

AREAS OF EXPERTISE

General Plans / Land Use Planning / Zoning Codes
Specific Plans / GIS / Meeting Facilitation

QUALIFICATIONS

José Rodriguez has extensive and varied experience in urban planning. José has experience managing and preparing general plan elements and comprehensive general plan updates for cities throughout California. He has prepared specific plans, from downtown plans to large master plans, for public agencies and private companies. He has particular expertise with GIS mapping and analysis for these projects, particularly for land use alternatives impact analysis. He has a high level of expertise in managing advance planning projects. José is currently an Adjunct Professor at Cal Poly Pomona in the Department of Urban and Regional Planning, teaching intermediate and beginning GIS courses related to planning analysis.

While with MIG and previous firms, José has served as a contract planner for diverse cities, providing both current and long-range planning services. He worked as the City of Whittier's full-time historic resource planner, processing applications for projects within the City's historic districts. He has also provided staffing support in Azusa, Hawaiian Gardens, Glendale and Upland.

AFFILIATIONS

- APA

EDUCATION

Master of Art, Urban Planning,
University of California, Los Angeles

Bachelor of Science, Urban and Regional Planning,
California State Polytechnic University, Pomona

RELEVANT EXPERIENCE

- Rialto General Plan, Housing Element and EIR, *Rialto, California*
- Rancho Cucamonga General Plan Update, *Rancho Cucamonga, California*
- Riverside General Plan and Zoning Ordinance Update, *Riverside, California*
- Claremont General Plan, *Claremont, California*
- Colton General Plan, *Colton, California*
- Baldwin Park General Plan and Zoning Code, *Baldwin Park, California*
- Costa Mesa General Plan, *Costa Mesa, California*
- Flair Spectrum Specific Plan Entitlements, *El Monte, California*
- Brea General Plan, *Brea, California*
- Redwood City General Plan Update, *Redwood City, California*
- Torrance General Plan Update, *Torrance, California*
- Long Beach General Plan Land Use Element, *Long Beach, California*
- Manhattan Beach General Plan, *Manhattan Beach, California*
- Yucaipa Freeway Corridor Specific Plan, *Yucaipa, California*
- Friant Ranch Specific Plan, *Fresno County, California*
- Kern River Valley Specific Plan, *Kern County, California*
- Irvine Wildlife Corridor Master Plan, *Irvine, California*



Genevieve Sharrow

PROJECT MANAGER

AREAS OF EXPERTISE

General Plans / Housing Elements / GIS
Zoning Ordinances / Development Codes

QUALIFICATIONS

With ten years of experience, Genevieve Sharrow provides a broad range of planning and planning related services to clients. Her primary responsibilities include preparing and assisting in the preparation of general plans, housing elements; zoning ordinances and development codes; HUD applications and compliance documents; and environmental analysis and CEQA documentation. She has extensive experience with long-range planning documents and implementing codes. She has managed and/or assisted with preparation of Housing Elements for the Alhambra, Azusa, Baldwin Park, Cypress, Cupertino, Garden Grove, La Palma, La Puente, Laguna Woods, Lake Elsinore, Monterey Park, Redwood City, San Bernardino, Temple City and Vernon.

Genevieve has experience in leading community outreach efforts as an integral component of projects, especially as related to General Plans and HUD compliance documents. Genevieve has led facilitated discussions with stakeholders, conducted one-on-one interviews, participated in large open-house meetings with community members, created and administered surveys, and given presentations for interest groups, Planning Commissions and City Councils.

Her CEQA experience spans diverse projects, at a variety of analysis levels. She excels at completing succinct, thoroughly researched and defensible environmental review for both development and program-level projects. Genevieve has prepared air quality and greenhouse gas emissions assessments utilizing the latest CalEEMod software and is well-versed in the latest developments related to climate change.

PROFESSIONAL AFFILIATION

- American Planning Association

EDUCATION

- Master of Art, Urban Planning, University of California, Los Angeles
- Bachelor of Arts, Social Anthropology, University of Michigan

RELEVANT EXPERIENCE

- Rialto General Plan and Housing Element, *Rialto, California*
- La Palma General Plan Update, *La Palma, California*
- Vernon Focused General Plan and Zoning Ordinance Update and EIR, *Vernon, California*
- Baldwin Park General Plan Health and Sustainability Element, *Baldwin Park, California*
- Redwood City General Plan, *Redwood City, California*
- Redwood City Zoning Code Update–Mixed Use, *Redwood City, California*
- Baldwin Park Zoning Code, *Baldwin Park, California*
- Duarte Development Code, *Duarte, California*
- Garden Grove Mixed Use Zoning Regulations, *Garden Grove, California*
- Rosemead General Plan EIR, *Rosemead, California*
- Pasadena Lincoln Avenue Specific Plan, *Pasadena, California*
- Initial Studies/(M)NDs/Addendums to EIRs for Zoning Amendments, *Baldwin Park, Duarte, Monterey Park, Garden Grove and Redwood City, California*
- Initial Studies/(M)NDs for Housing Elements, *Azusa, West Covina and Baldwin Park, California*

PROJECT AWARDS

- **Redwood City General Plan** - APA, California Chapter, Outstanding Achievement for Small Jurisdiction Planning Effort

Diana Gonzalez

GIS / PLANNING ASSOCIATE

AREAS OF EXPERTISE

General Plans / Housing Elements / GIS

QUALIFICATIONS

Diana Gonzalez has a broad range of land use planning experience in both advance and current planning. Her primary responsibilities include preparing long-range planning documents such as General Plans and HUD compliance documents (Consolidated Plans, Action Plans and Analyses of Impediments to Fair Housing Choice). She has a high level of expertise and experience in graphic and GIS mapping. She has produced mapping, demographic and spatial analysis for several general plans and large-scale housing projects, including the Analysis of Impediment to Fair Housing Choice for Los Angeles and San Diego Counties. Diana also has experience in public outreach and website development for public outreach purposes. She is fluent in Spanish and can translate outreach material and has provided translation at community meetings.

PROFESSIONAL AFFILIATION

- American Planning Association

EDUCATION

- Master of Arts, Urban Planning, University of California, Los Angeles
- Bachelor of Arts, Political Science and Communication Studies, University of California, Los Angeles

RELEVANT EXPERIENCE

- Arcadia General Plan, *Arcadia, California*
- Colton General Plan, *Colton, California*
- Hemet General Plan, *Hemet, California*
- Torrance General Plan, *Torrance, California*
- Rosemead General Plan, *Rosemead, California*
- Analysis of Impediments to Fair Housing Choice, *Los Angeles County, California*
- La Puente General Plan, *La Puente, California*

Paola Bassignana

PROJECT ASSOCIATE

AREAS OF EXPERTISE

Community Outreach and Engagement / Planning
Project Research and Analysis / Bilingual - Spanish

QUALIFICATIONS

Paola Bassignana is a Project Associate and Urban Planner. She provides support on various community outreach and planning efforts, specifically with regard to strategy development, media relations, meeting coordination, collateral material development, social media marketing and event planning.

AFFILIATIONS

- APA

EDUCATION

- M.A. Urban and Regional Planning, International Development Concentration, University of California, Los Angeles
- B.A. Global and International Studies, B.A. Italian Studies, University of California, Santa Barbara

RELEVANT EXPERIENCE

- Cudahy General Plan Update, *Cudahy, California*
- I-710 Corridor Project EIR/EIS Community Outreach and Engagement Program, *Los Angeles, California*
- Glendora Arrow Highway Corridor Specific Plan, *Glendora, California*
- Salinas Housing and Community Development Planning Initiatives Community Outreach, *Salinas, California*
- Los Angeles County Flood Control District Enhanced Watershed Management Plan Community Outreach, *Los Angeles County, California*
- Los Angeles County Department of Regional Planning Strategic Plan, *Los Angeles County, California*
- Claremont Hills Wilderness Park Master Plan, *Claremont, California*
- Redwood City Inner Harbor Specific Plan, *Redwood City, California*

Christopher Brown

DIRECTOR OF ENVIRONMENTAL SERVICES

AREAS OF EXPERTISE

Environmental Analysis / CEQA
Air Quality and Climate Change Analysis

QUALIFICATIONS

Christopher Brown has over eight years experience in environmental analysis and the preparation of CEQA documents. He has managed and prepared CEQA documents for a variety of development plans and projects, specific plans, comprehensive general plan updates, general plan elements and transportation improvements and infrastructure plans and projects. In addition to his CEQA expertise, Chris has specialized in air quality and has been modeling and analyzing air pollutant emissions for the past six years. The air quality assessments utilize the latest CalEEMod software for a variety of development and infrastructure projects. He has prepared GHG emissions models utilizing the methods and practices presented in the California Air Pollution Control Officers Association's CEQA and Climate Change white paper and their Quantifying Greenhouse Gas Mitigation Measures guidelines.

EDUCATION

- Bachelor of Science, Environmental Planning, California State University, Northridge

RELEVANT EXPERIENCE

- Rialto General Plan EIR, *Rialto, California*
- Pepper Avenue Peer Review, *Rialto, California*
- ProLogis Park Various CEQA Assessments, *Rialto, California*
- La Palma General Plan EIR, *La Palma, California*
- Claremont University Consortium East Campus EIR, *Claremont, California*
- Station Square Transit Village Specific Plan, Phase II IS/ MND, *Monrovia, California*
- Rosemead General Plan and EIR, *Rosemead, California*
- Huntington Beach General Plan and EIR, *Huntington Beach, California*
- Twentynine Palms General Plan and EIR, *Twentynine Palms, California*

Laura Moran

SENIOR BIOLOGIST

AREAS OF EXPERTISE

CEQA/NEPA / Biological Studies / Ecosystems Restoration

QUALIFICATIONS

Laura Moran has over 28 years of environmental consulting experience in biology and project management. She has directed, managed and conducted a broad range of wetland delineation and resource studies, biological resource inventories, special-status species surveys, environmental impact analyses, multi-agency permitting, multi-parcel mitigation banking and environmental monitoring plans for mitigation and construction projects for various public- and private-sector clients. She has a thorough understanding of CEQA/NEPA, multiple state and federal endangered species acts and state and federal regulations and permits involving biological and water resources.

EDUCATION

- BLA/MUP Degree Program, City University of New York
- Bachelor of Science, St. Lawrence University

CERTIFICATIONS

- California Rapid Assessment Methodology Certified
- Habitat Evaluation Procedure Certification, US Fish and Wildlife Service
- Wetland Delineation Certification

RELEVANT EXPERIENCE

- Claremont Hills Wilderness Area Master Plan, Bio Study Peer Review, Restoration Project Coordination, Mitigation Bank Creation, *Claremont, California*
- Flood Control Maintenance Projects, Alameda County Flood Control and Water Conservation District, Bio Studies, Permitting, *Alameda County, California**
- Chevron Renewal Project Revised EIR, Bio Studies, Mitigation Plan, *Richmond, California*
- Stevens Creek Corridor Parks Master Plan EIR, Bio Studies, Permitting, Stream Restoration, *Cupertino, California*
- I-5/Route 126 Magic Mountain Parkway Improvement Project, RNES, EIR/EIS, *Los Angeles County, California**
- Cotati Downtown Specific Plan EIR, *Cotati, California**

**work completed prior to joining MIG*

Olivia Chan

ENVIRONMENTAL ASSOCIATE

AREAS OF EXPERTISE

Environmental Analysis / CEQA
Air Quality and Climate Change Analysis

QUALIFICATIONS

Olivia Young is an assistant project manager for Environmental Planning. She has prepared a variety of environmental documents such as Initial Studies, Mitigated Negative Declarations, Environmental Impact Reports and Mitigation Monitoring Programs pursuant to CEQA for jurisdictions throughout Southern California. In addition to her environmental experience, Olivia has assisted in the preparation of a specific plan for a 800-acre Master Planned Community in the City of Corona. She has also provided demographics research and enrollment projection analysis for several school districts within California. These services allow school districts to better plan for the future in terms of facility and faculty needs.

EDUCATION

- Masters in Urban and Regional Planning
University of California, Irvine
- Bachelors in Environmental Analysis and Design
University of California, Irvine
- EPA 400 and EAA 422

RELEVANT EXPERIENCE

- ProLogis Park Various CEQA Assessments, *Rialto, California*
- Garden Grove Housing Element Initial Study (IS)/Mitigated Negative Declaration (MND), *Garden Grove, California*
- Colton General Plan Update EIR, *Colton, California*
- Baldwin Park Housing Element IS/MND, *Baldwin Park, California*
- Hawaiian Gardens Redevelopment EIR, *Hawaiian Gardens, California*
- Whittier LA Fitness IS/MND, *Whittier, California*
- Irvine Crossings IS/MND, *Irvine, California*

Savannah Richards

ENVIRONMENTAL ASSOCIATE

AREAS OF EXPERTISE

Environmental Analysis / Hazards and Hazardous
Materials Analysis

QUALIFICATIONS

Savannah Richards is an associate environmental planner with MIG's Environmental Planning division. Savannah has a background and education in planning and environmental studies. She is experienced in Phase I and II Environmental Site Assessments, preparation of EPA Quarterly Reports and submission of Annual Supplemental Funding Requests. Savannah also has experience with NEPA documentation, has developed field skills in wetland delineation and mitigation and participated in extensive field work involving soil and water sampling.

EDUCATION

- Masters of Regional and City Planning,
University of Oklahoma
- Bachelors of Science, Environmental Science,
Oklahoma State University

Additional Education

- 40 hour HAZWOPER Safety Training
- EPA HAZWOPER Refresher Safety Training
- ASTM Phase I and II Site Assessment Training
- EPA's Introduction to Groundwater Investigations
- DEQ Trimble GeoXT GPS Certification
- EPA's Intro to Risk Assessment
- EPA's Superfund 101
- ArcMap Training

RELEVANT EXPERIENCE

- ProLogis Park Various CEQA Assessments, *Rialto, California*
- 2400 South Fremont Specific Plan Initial Study/MND, *Alhambra, California*
- Adelanto North 2035 Comprehensive Sustainable Plan EIR, *Adelanto, California*
- San Bernardino 2014-2021 Housing Element Initial Study/MND, *San Bernardino, California*
- San Bernardino County, Treh Partners, LLC Initial Study/MND, *San Bernardino County, California*

Christopher W. Purtell, RPA

SENIOR ARCHAEOLOGIST

AREAS OF EXPERTISE

Cultural Resources Analysis and Monitoring

QUALIFICATIONS

Christopher Purtell is an archaeologist and archaeological project manager with over ten years of professional experience. He is well-versed in project management, environmental compliance, subcontracting, archaeological survey, excavation, monitoring, data recovery, laboratory analysis and in the development of mitigation and treatment plans. Mr. Purtell has managed cultural resources and aerospace projects and has undertaken and contributed to work efforts for prehistoric and historic archaeology in the Great Basin, Mojave Desert, Southern and Northern California pursuant to CEQA and NEPA.

AFFILIATIONS

- Register of Professional Archaeologist (ID No. 990027)
- Society for American Archaeology (SAA)
- Society for California Archaeology (SCA)

EDUCATION

- Master of Arts, Anthropology, California State University Fullerton, Fullerton, CA
- Bachelor of Arts, Anthropology/Archaeology, Minor in Geography, California State University Dominguez Hills, Carson, CA

RELEVANT EXPERIENCE

- Lytle Creek Ranch South Residential Commercial Development, Section 106 Evaluation Assessment, *Rialto, California*
- Phase I Cultural Resources Assessment of the Proposed Autodromo California Project-Agua Caliente Band Cahuilla Indians, *Riverside County, California*
- County of Riverside, Planning Department Cultural and Paleontological Resources Assessment New Model Colony (NMC) Storm Drains Ontario, *San Bernardino County, California*
- Southern California Gas Company Pipeline Safety Enhancement Plan: Pipe Line Section 32-21 Cultural and Paleontological Assessment and Resource Protection, *Pasadena, California*

Richard Zimmer

DIRECTOR OF PLANNING SERVICES

AREAS OF EXPERTISE

Urban Planning / General Plans / Development Codes
CEQA / Entitlements / Economic Development

QUALIFICATIONS

Rick Zimmer has over thirty-five years of planning community development and economic development experience, including project management for numerous complex projects, and administration of planning departments, building departments and redevelopment agencies. His extensive experience providing planning and project management services to local jurisdictions and the private sector includes general plans, development codes, CEQA and entitlements. He is also experienced in preparing special studies and community outreach projects.

PROFESSIONAL AFFILIATIONS

- American Planning Association, Member of the Board of Directors for the Inland Empire Section
- Southern California Planner, Congress Member of the Board of Directors

EDUCATION

- MPA, Public Administration, University of Southern California
- BA, Political Science, California State Polytechnic University, Pomona

RELEVANT EXPERIENCE

- Twentynine Palms General Plan Update and EIR, *Twentynine Palms, California*
- Hesperia General Plan Update and EIR, *Hesperia, California*
- City of Murrieta Contract Staffing, Mr. Zimmer provided project management and special projects services to the city for a wide variety of projects, *Murrieta, California*
- City of Canyon Lake Contract Staffing, Mr. Zimmer served as the Planning Director for the City, *Canyon Lake, California*
- Staff and Commission Training for various Southern California cities, Mr. Zimmer provided specialized training sessions for both city staffs and city commissions

Nelson Miller

PROJECT MANAGER

AREAS OF EXPERTISE

Project Management / Processing of Entitlements

QUALIFICATIONS

Mr. Miller has extensive planning and management experience in nearly every aspect of planning and community development. He has served as a Community Development Director and Planning Director for several cities and provided a variety of consulting services for cities and counties. Mr. Miller can provide assistance to governmental organizations as interim or contract staff and in preparation of General Plans, Development Codes, Specific Plans, special studies of all types and in economic development. He is also experienced in environmental review, project management, governmental relations and development processing for private development.

EDUCATION

- Masters in Urban and Regional Planning
University of California, Irvine
- Bachelors in Environmental Analysis and Design
University of California, Irvine
- EPA 400 and EAA 422

RELEVANT EXPERIENCE

- Foothill Boulevard Specific Plan, *Rialto, California*
- Renaissance Specific Plan Peer Review, *Rialto, California*
- Hesperia Comprehensive General Plan Update and Program EIR, *Hesperia, California*
- Twentynine Palms Comprehensive General Plan Update, Development Code Update, and Program EIR, *Twentynine Palms, California*
- City of San Juan Capistrano, Development Services Director, *San Juan Capistrano, California*
- City of Adelanto, Community Development Director, *Adelanto, California*
- City of Perris, Planning Manager, *Perris, California*
- Town of Apple Valley, Planning Director, *Apple Valley, California*
- Lake Elsinore, Community Development Director, *Lake Elsinore, California*

Deborah Drasler

PROJECT MANAGER

AREAS OF EXPERTISE

Project Management / Processing of Entitlements

QUALIFICATIONS

Deborah Drasler has over 25 years of public and private professional planning experience. She has served as project manager on multiple current and advanced planning projects throughout Southern California. Ms. Drasler has extensive experience and responsibility in managing and processing entitlements for residential, resort, commercial, and industrial development projects.

EDUCATION

- Bachelor of Science, Urban & Regional Planning,
California State Polytechnic University, Pomona

RELEVANT EXPERIENCE

- City of Azusa, Oncall Planning Services, Dhammakaya International Meditation Center Specific Plan and CEQA Review
- City of Bakersfield, South of Brimhall: General Plan Amendment, Zone Change, and Circulation Element amendment on 758 acres, and the removal of 101 acres from the Kern River Element.
- City of Valencia: North Valencia Specific Plan – 700+ acre mixed use project. 1998 APA Award.
- City of Bakersfield: Stockdale Commercial, General Plan Amendment and Zone Change on a 133 acre site.

Her experiences related to contract planning services include the following cities:

- City of Newport Beach, Contract Planner
- City of Laguna Woods Contract City Planner
- City of Mission Viejo Contract Associate Planner
- City of San Clemente Contract Associate Planner
- City of Dana Point Contract Associate Planner
- City of Laguna Hills Contract Associate Planner
- City of Vista Assistant Planner
- County of Riverside Contract Planning Services
- City of Rolling Hills Estates Assistant Planner



Viggen Davidian, PE

Vice President

Education

- MS, Civil Engineering (Transportation), University of California, Berkeley, 1981
 - BS, Civil Engineering, Iowa State University, 1979
 - NHI Certificate of Training—Project Development and Environmental Documentation, FHWA
-

Professional Registrations

Civil Engineer, CA #36335, 1983

Years of Experience 34

Areas of Expertise

- ITS Multimodal and Strategic Corridor Improvement Plans
 - Performance Measurement and Monitoring, Project Prioritization
 - Travel Demand Forecasting and Analysis
-

Professional Affiliations

- Institute of Transportation Engineers (ITE)
- American Society of Civil Engineers (ASCE)
- Phi Kappa Phi, Engineering Honors Society Chi Epsilon, Civil Engineering Honors Society

Mr. Davidian has over 34 years of comprehensive project engineering and management experience encompassing transportation planning, traffic engineering design, and civil engineering, both in the private and the public sectors. He has managed and directed a wide range of projects from traffic, circulation and parking design for various size developments to large-scale multi-modal transportation strategic plans as well as corridor and area-wide studies. These assignments have involved traffic engineering design on-call projects, traffic management system plans, system performance measurement studies, ITS technologies, major investment studies, corridor alternatives analysis and needs assessments, travel demand model development and forecasting, short and long-range transit plans, high-speed rail, general plan circulation elements, and highway alignment and preliminary design studies. He has extensive experience in transportation policy planning and analysis, and consensus building skills working with multi-jurisdictional policy and technical advisory committees, elected officials, planning commissions, and agency staffs. He has a broad knowledge of state, federal and local guidelines, procedures and regulations related to transportation system planning, design, financing and implementation.

Project Experience

I-605/I-405/SR-91 Gateway Cities Congestion Hot Spots Study and Strategic Plan – Los Angeles County, CA

I-10/Grove Interchange PSR and PA&ED – City of Ontario, CA

I-15 Express Lanes, RCTC – Riverside County, CA

I-215/Washington Street-Mt Vernon Interchange PAED, SANBAG – City of Colton, CA

I-15/I-40 Interchange Improvements – Barstow, CA

SR 91/La Sierra Interchange Improvement – Riverside, CA

I-10 & I-15 Interchange PSR/PR – City of Fontana, CA

Over 30 Countywide, Subregional and Local Travel Demand Models – Southern California

Heavy Duty Truck Travel Forecasting Model – Southern California

Mid-County Parkway – Riverside County, CA

Riverside County Transportation Analysis Model (RIVTAM) – Southern California



John A. Lower, FITE

Associate Vice President

Education

MA, Public Administration,
University of Southern California,
Cum Laude, 1984

BA, Urban Studies, Temple
University, Cum Laude, 1977

Years of Experience 30

Areas of Expertise

- Complete Streets
 - Active Transportation
 - Transportation Planning
 - Multi-Modal Operations
-

Professional Affiliations

- Institute of Transportation Engineers (ITE), Fellow
- ITE Management & Operations/ITS Council Chair
- Urban Land Institute, Orange County Place Council
- Intelligent Transportation Society of California Board of Directors, Member Intelligent Transportation Society of America (ITSA), Vice Chair of the Sustainable Transportation Working Group

Mr. Lower has 30 years of multimodal transportation management experience focused on operations of transport infrastructure and traffic management systems. As Traffic and Transportation Manager for the City of Anaheim for two decades, Mr. Lower directed the planning, management, maintenance and operations of transportation projects and systems for the City.

Mr. Lower developed a strong record of collaboration with community stakeholders, as well as with local, regional, state and federal transportation agencies. Mr. Lower is noted for excellent communications skills, and for being sensitive to all stakeholders. He has led a number of innovative transportation infrastructure and traffic management system projects to successful completion. He has extensive experience in leading community meetings for dialogue of safety, mobility, access, traffic calming and quality of life issues.

Project Experience

General Plan Circulation Element – La Quinta, CA

Mr. Lower guided preparation of a Circulation Element that features Complete Streets approaches to improving transit service on the major corridors, and best practices identified by the California Air Pollution Control Officers as preferable alternatives to automobiles. Recommendations include transit signal priority, enhanced bus stop amenities including wider and barrier separated sidewalks, and convenient transfers between transit lines, NEV and bicycle modes.

Anaheim Canyon Specific Plan Traffic Analysis – Anaheim, CA

Mr. Lower is completing the traffic impact assessment of the 2,600 acre Anaheim Canyon Draft Specific Plan for a major employment center. The Study Area is planned to accommodate future economic growth in Anaheim Canyon with an additional 9 million square feet of new industrial development, and future housing demand linked primarily to the 5 msf transit-oriented development (TOD) planned near Anaheim Canyon Metrolink Station on the IE-OC line. The Scope of Work includes processing MPAH amendments for complete streets.

Katella Avenue/I-5 Underpass Widening Traffic Analysis – Anaheim, CA

Mr. Lower assessed traffic impacts of construction year 2013 and build out year 2035 conditions with the widening of Katella undercrossing of the I-5 Freeway. It comprehensively addressed the “induced demand” issue to eliminate any possible environmental challenge, while maximizing the widening to accommodate the planned Anaheim Rapid Connection. The Traffic Management Plan was prepared in concert with the design engineer to define four construction stages and associated traffic detour route guidance. This document included recommended striping, signing, and ITS guidance around and through the construction zone.



Sean T. Daly, AICP, PTP

Senior Transportation Planner

Education

MA, City Planning, University of Pennsylvania, 2002

BA, Geography, University of California, Los Angeles, Minor in Public Policy, 1998

Professional Registrations

- American Institute of Certified Planners (AICP), #021297
 - Professional Transportation Planner (PTP), #23
-

Years of Experience 15

Areas of Expertise

- Transportation Planning
 - Active Transportation
 - Goods Movement Planning
-

Professional Affiliations

- American Planning Association, Transportation Planning Division, Louisiana Chapter Professional Development Officer
- Institute of Transportation Engineers (ITE)
- American Society of Civil Engineers (ASCE)
- Transportation and Development Institute (T&DI) Louisiana Branch Executive Committee

Mr. Daly has served as Senior Transportation Planner in Transportation Systems division of Iteris since July 2006. Mr. Daly has fifteen years of public sector and professional consulting experience in the field of transportation planning. He has worked on wide range of transportation planning activities on the local, regional, state, and federal level. Mr. Daly has expertise in various aspects of transportation planning and traffic engineering including: multimodal transportation studies, intersection and corridor analysis, the 3C regional transportation process, transportation finance, state and federal transportation planning requirements, and the regional travel demand model process. He is an active member of the American Institute of Certified Planners (#021297) and a certified Professional Transportation Planner (#23).

Project Experience

South Bay Measure R Highway Program – Los Angeles County, CA

City of Long Beach 2030 Context-Sensitive Mobility Element – Long Beach, CA

Gateway Cities Sustainable Communities Strategy Initial Study – Paramount, CA

Climate Action Plan Vehicle Miles Traveled Analysis – Various Cities

Spanish Fork Community Planning Assistance Team – Spanish Fork, UT

Jordan Downs Specific Plan and EIR – Watts, CA

Commonwealth of Massachusetts Long-Range Transportation Plan – Boston, MA



Deepak Kaushik, PE

Transportation Engineer

Education

BS, Civil Engineering, University of California at Irvine, CA, 2001

Professional Registrations

Professional Engineer,
California, #72838, 2007

Years of Experience 10

Areas of Expertise

- Transit
- Transportation Planning
- Multi-Modal Planning
- Travel-Demand Modeling

Mr. Kaushik has over ten years of transportation planning and engineering experience, as a member of Iteris for more than five of those years. His range of expertise includes transportation systems analysis (motorized and non-motorized), multi-modal mobility planning, highway operations, traffic safety, and travel-demand modeling. He is proficient in Synchro, Traffix, and TransCAD. Mr. Kaushik is well versed in non-motorized transportation issues as well as design standards, HCM, MUTCD, AASHTO, and the CA Highway Design Manual.

Project Experience

City of La Quinta General Plan Circulation Element Update – La Quinta, CA

Task Manager for the update of the City of La Quinta General Plan Circulation Element. Important responsibilities included evaluation of existing and long-range conditions, identification of problem areas, and development of circulation element policies and recommendation of any changes to the arterial standards. The project began in April 2010 and was completed in May 2012.

Wilshire Boulevard Bus Rapid Transit (BRT) Project – Los Angeles, CA

Task Manager for Traffic Impact Analysis of a bus-only lane project along Wilshire Boulevard. Important responsibilities included conducting Synchro analysis, interacting with LADOT staff to gain concurrence on key analysis parameters, and assisting in traffic modeling efforts using the SCAG model. Additional tasks included providing recommendations on signage for BRT transition locations. The project began in October 2008 and was completed in April 2012.

OCTA Metrolink Non-Motorized Strategies Project – Orange County, CA

Task Manager for the OCTA Metrolink Non-Motorized Strategies Project at Metrolink stations throughout Orange County. The analysis involved performing site visits and gathering community feedback in order to develop station improvement recommendations that would ultimately encourage a larger use of non-motorized transportation to and from transit stations as well as improve safety and comfort for non-motorized transportation users. The project began in October 2012 and was completed in February 2013.

Park 101 District Phase II – Los Angeles, CA

Task Manager for the preliminary circulation planning and analysis for the Park 101 District. Important responsibilities included identification of problem locations and evaluation of several circulation alternatives associated with removing or reconfiguring existing on and off-ramps along the 101 freeway. Each alternative was then prioritized based on benefits and disadvantages. The project began in August 2011 and was completed in June 2012.



Jennifer A. Martin, PE

Senior Transportation Engineer

Education

BS, Civil Engineering, University of Idaho, Moscow, ID, 2003

Professional Registrations

Professional Engineer, Alaska State Board of Professional Engineers and Professional Surveyors, #11998, 2008

Years of Experience 12

Areas of Expertise

- Transportation Planning
 - Travel Demand Forecasting
 - Travel Model Development
-

Professional Affiliations

- Member, Institute of Engineers (ITE), Member since 2003
- Member, Women's Transportation Seminar (WTS), Member since 2010

Ms. Martin serves as the Senior Transportation Engineer of Transportation Systems division. Ms. Martin has over 12 years of experience working in transportation forecasting and modeling, transportation planning, traffic engineering and analysis, traffic operations and management plans, public involvement, and project management. Fluent with a variety of travel demand modeling software, and traffic engineering software. Jennifer has national experience applying and modifying travel demand models for both large and small scale projects, and has experience in evaluating outputs for NEPA/CEQA analysis. Ms. Martin is highly skilled in travel model performance measure output, as well as developing model analysis tools for project efficiency. She is dynamic and self-motivated with strong communication and organization skills.

Project Experience

Southern California Modeling

As a Senior Engineer, Ms. Martin applied experience in using, modifying, and analyzing multiple travel demand models within the Southern California region. Ms. Martin is experienced with SCAG, OCTA, RivTAM, SBTAM, and other subregional travel models. She has used these models to support various projects, including general plan updates, long-range planning efforts, environmental project support, and development project plans.

SR 710 EIR/EIS; Los Angeles Metropolitan Transportation Authority (Metro) – Los Angeles, CA

As a transportation planner, Ms. Martin provided traffic engineering services for the alternatives analysis and Draft Environmental Impact Report phases of the SR 710 North Study. As a transportation modeler, Ms. Martin is responsible for using the SCAG 2012 travel demand model for coding and developing analysis tools. Ms. Martin is also heavily involved in public outreach as a technical expert on the travel modeling and planning aspects of the project. Project began December 2011 and completed January 2015.

I-10 and I-5 Corridor System Management Plans (CSMP's) – Los Angeles, Ontario and Beaumont, CA

NEON, Nevada Department of Transportation (NDOT) – NV

I-5 Corridor Microsimulation Study, Caltrans District 7 – Los Angeles County, CA

SECTION FIVE

Writing Samples

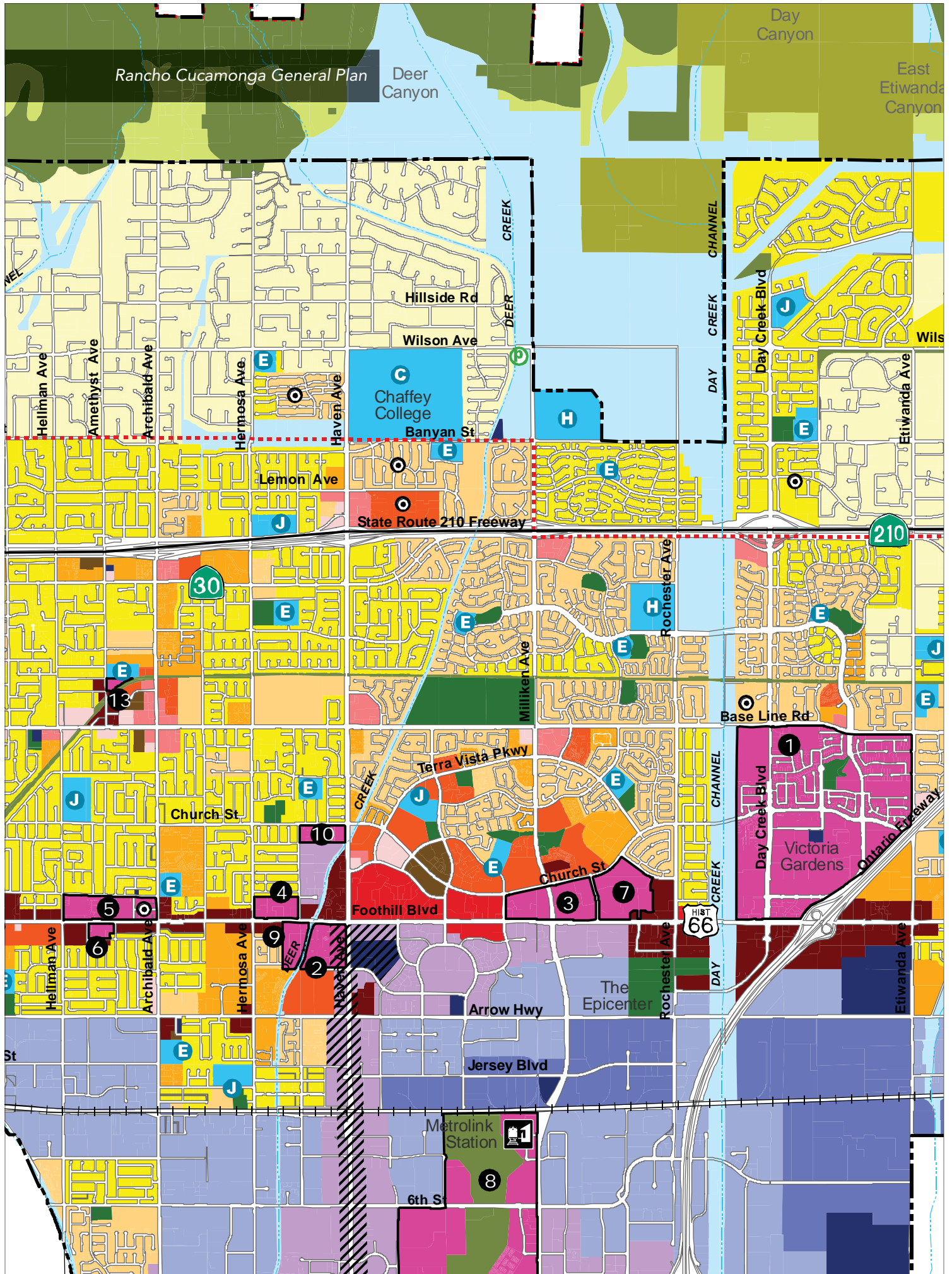


Rancho Cucamonga General Plan

Deer Canyon

Day Canyon

East Etiwanda Canyon



Writing Samples

MIG has provided under separate cover the following writing samples:

- City of Rialto General Plan, Chapter 6, Housing Element (prepared by MIG staff while associated with Hogle-Ireland)
- City of La Palma General Plan, Chapter 2, The City Structure, Land Use, Circulation and Open Space and Conservation Elements
- City of San Juan Capistrano Planning Commission Staff Report
- Prologis Park Building 4, Air Quality and Climate Change Assessment (prepared by MIG staff while associated with Hogle-Ireland)

SECTION SIX
Availability



Community Intercepts Workshop



Staff Availability

The chart adjacent identifies the availability of MIG staff for the services requested by days of the week and hours and whether available for services at City offices or remotely.

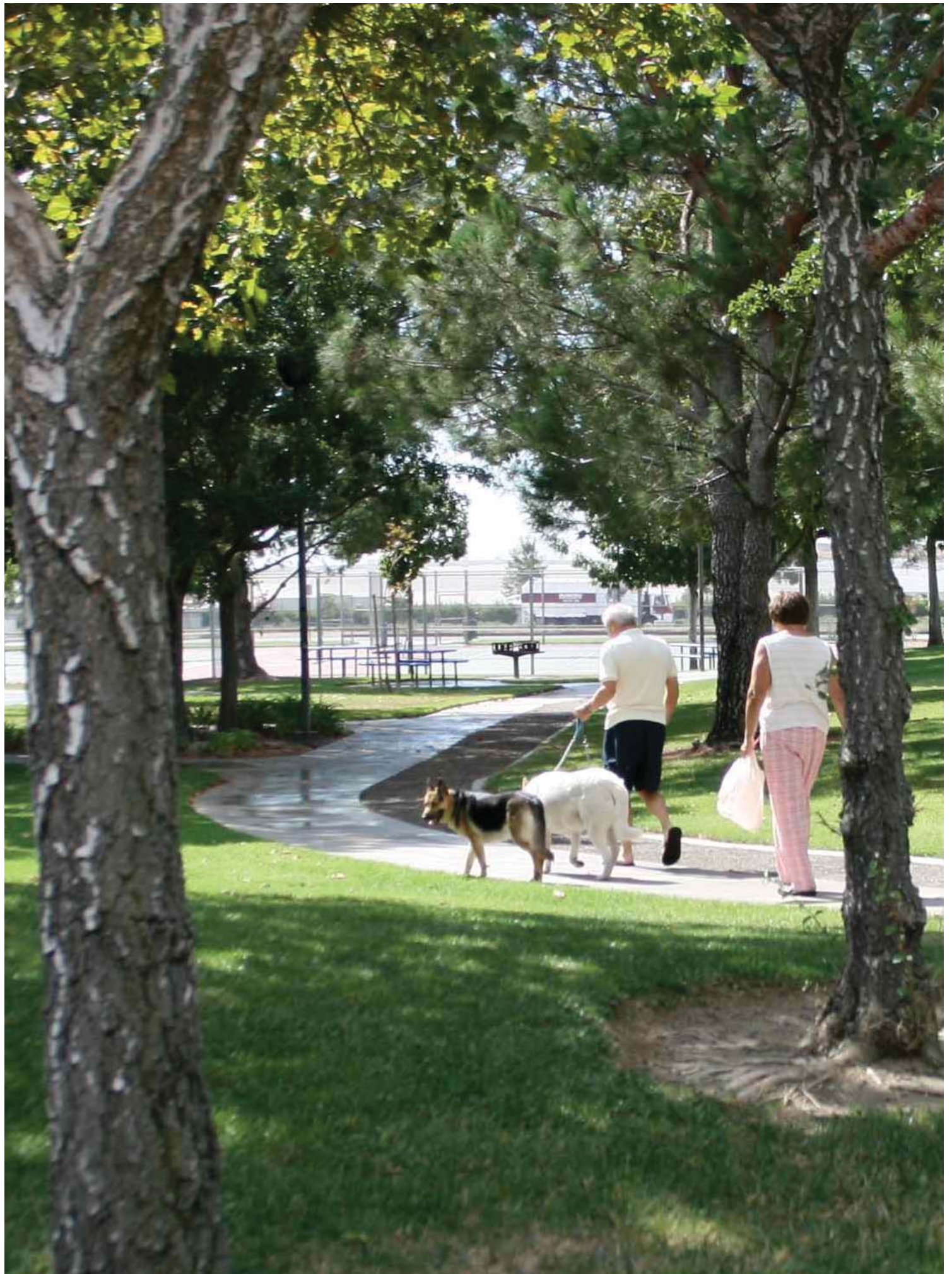
Please note that with regard to CEQA staff, the presumption is that all services would be provided in MIG offices except for field visits and meetings, as needed, with City staff. Also, all other staff indicated as off-site would be available for meetings at City Hall as required.

MIG Staff Availability		
<i>Planning Staff</i>	<i>Availability</i>	<i>On-Site/Off-Site</i>
Laura Stetson	Monday-Friday, 12-5	Off-site
Rick Zimmer	Variable	Off-site
Jose Rodriguez	Monday-Friday, 8-5	Both
Genevieve Sharrow	Monday-Thursday 8-5	Off-site
Nelson Miller	Variable	Both
Diana Gonzalez	Monday-Friday, variable	Off-site
Deborah Drasler	Monday-Friday, 8-5	Both
Paola Bassignana	Monday-Friday, 8-5	Both
<i>CEQA Staff</i>	<i>Availability</i>	<i>On-Site/Off-Site</i>
Chris Brown	Monday-Friday, 12-5	Off
Olivia Chan	Monday-Friday, 8-5	Off
Savannah Richards	Monday-Friday, 8-5	Off
Chris Purtell	Monday-Friday, 8-5	Off
Laura Moran	Variable	Off

SECTION SEVEN

Schedule





Schedule - Housing Element

MIG proposes to adhere to the following milestones to complete the Housing Element Update, with Planning Commission and City Council adoption and HCD certification by July 2016. We also assume one round of review with HCD on the Draft Housing Element. Our experience has been that multiple rounds of review are not common for this fifth cycle of the Housing Element. This schedule as presented is contingent upon timely receipt of requested materials by City staff, as well as review of draft documents within timeframes as outlined below.

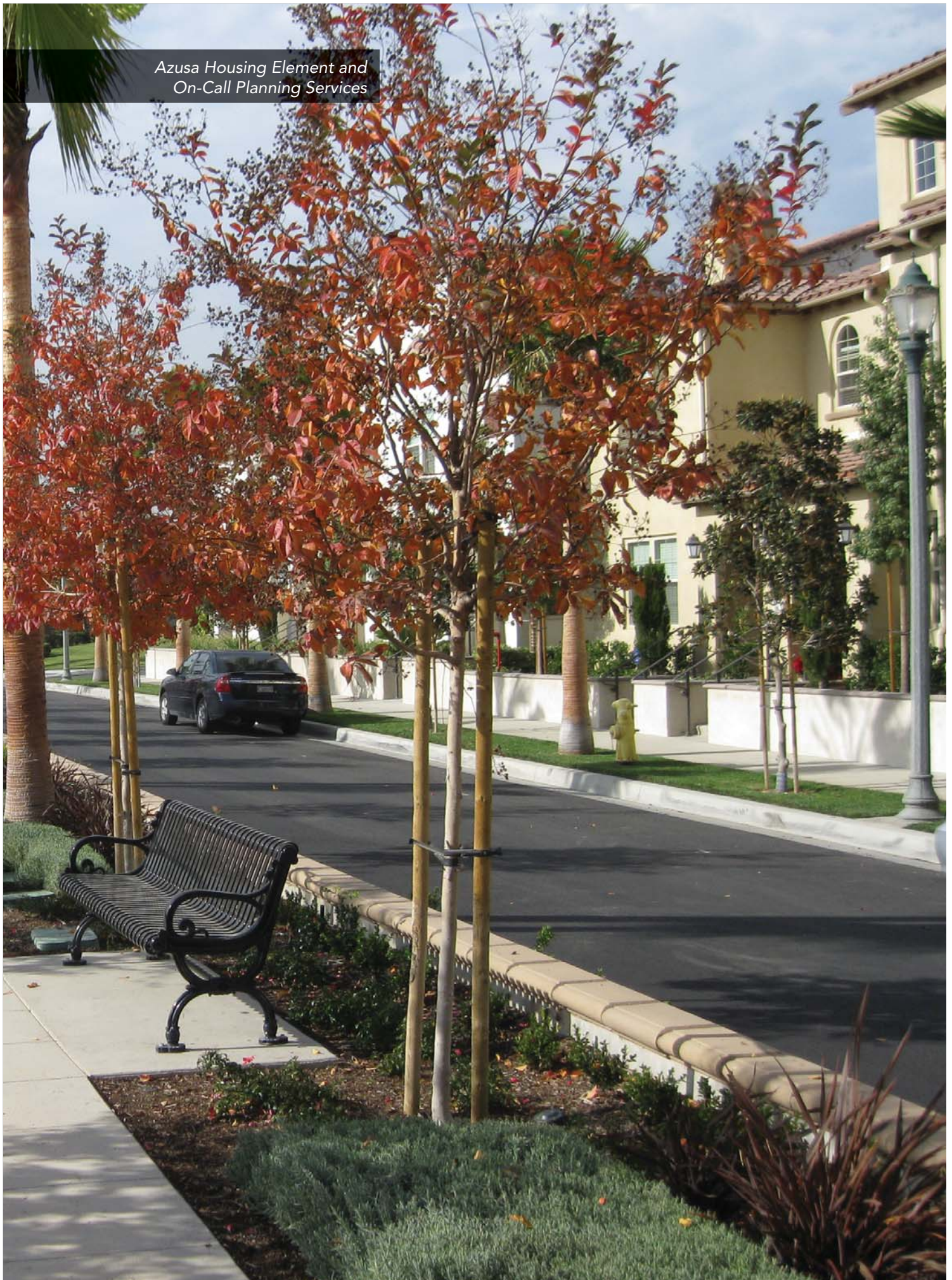
This schedule assumes that work on the Housing Element will begin directly upon contract award. However, we would recommend that required rezoning to implement the General Plan be completed prior to the Housing Element, to ensure that appropriate sites can be identified through zoning as well as General Plan land use designation. Accordingly, this schedule would be shifted forward to account for time up-front to complete required zoning map and text amendments to implement the General Plan.

Rialto Housing Element Update Schedule	
Milestone	Target Completion Date
Contract Execution/Start Date	November 24, 2015
Kick Off Meeting	1st week of December 2015
Administrative Draft Housing Element	February 2016
<i>City Review of Admin. Draft Element Complete – Comments to MIG</i>	<i>2 weeks following Draft submittal</i>
Complete Public Review Draft Housing Element	March 2016
Workshop/Study Session with PC or CC	March 2016
HCD Submittal #1	April 2016
Initiate Environmental Documentation	March 2016
<i>City Review Admin. Environmental Documentation Complete – Comments to MIG</i>	<i>2 weeks following Admin Draft Environmental Document submittal</i>
Respond to HCD Comments and Revise Draft Housing Element	May 2016
Circulate Environmental Documentation	May 2016
Public Hearings for Housing Element and Environmental Document	June/July 2016
Final Adopted 2014-2021 Housing Element	July 2016

SECTION EIGHT
Cost Proposal



*Azusa Housing Element and
On-Call Planning Services*



CITY OF RIALTO
REQUEST FOR PROPOSAL #16-035
SCHEDULE OF COSTS

Total Base Proposal (written in figures) \$ 55,780 (Housing Element Update)

Total Base Proposal (written in words) Fifty-five thousand, seven hundred eighty US dollars
(Housing Element Update)

Amount Written in Words

Where there is a discrepancy between words and figures WORDS WILL GOVERN. Where there is a discrepancy between unit price and extended total, UNIT PRICE WILL GOVERN.

Please check your calculations before submitting your proposal; the City will not be responsible for Proposer's miscalculations.

Maximum completion or Delivery Time 240 Days from receipt of purchase order or notice to proceed.

Subconsultant Information

Does this proposal include the use of subconsultants? ☒ Yes ☐ No Initials LRS

*For On-Call Advance Planning Services as required,
not the Housing Element Update.*

Exceptions or Clarifications: MIG kindly requests that the use of the word "sole" be removed
from 6. INDEMNIFICATION section of the City's Professional Services Agreement.

Proposer: MIG, Inc.

Address: 537 South Raymond Avenue, Pasadena, CA 91105

Telephone: (626) 744-9872

Fax: (626) 744-9873

Email: lstetson@migcom.com

Proposed Budget - Housing Element

MIG, Inc. has provided our estimated cost by task and total project cost to complete the proposed Housing Element Update Scope of Work. We understand and are sensitive to the budget challenges all cities face today. While the work program and cost proposal are based on our understanding of the City's objectives, both are flexible and can be adjusted to meet your particular needs.

HOURLY RATES

Professional time is billed according to the hourly rates as presented in the Cost Proposal table below. Project costs are incurred as professional time costs associated with the performance of project tasks. The proposed hours and associated professional time costs for MIG team members are provided in the table per task.

DIRECT COSTS

Direct costs or project expenses such as photocopying, plotting and printing are charged at cost, plus 10%. The cost of communications including long-distance telephone (excluding cell phones), facsimile, postage, courier and other delivery costs are charged at cost, plus 10%. The mileage charge for personal autos will be the currently applicable mileage rate established by the Internal Revenue Service. All other travel expenses such as accommodations, parking, tolls, etc. are charged at cost, plus 10%.

Task	Principal in Charge	Project Manager	Project Planner	Admin.	Direct Costs	Total Cost
Hourly Rate	L. Stetson \$195	G. Sharrow \$130	D. Gonzalez \$110	\$95		
Task 1 - Project Coordination						
1.1 Project Kick-Off	2	6	2		\$60	\$1,450
1.1 Ongoing Coordination	3	12				\$2,145
Task 2 - Housing Element Preparation						
2.1 Intro and Population and Housing Profile	1	4	30	1		\$4,110
2.2 Housing Constraints	1	4	24	1		\$3,450
2.3 Housing Resources and Sites Analysis	4	18	52	1		\$8,935
2.4 Evaluation of 2008-2014 Housing Element	1	10	16	1		\$3,350
2.5 Housing Goals, Policies, and Quantified Objectives	1	4	16	2		\$2,665
2.6 Administrative Draft Housing Element	4	8	4	1		\$2,355
Task 3 - Community Engagement						
3.1 Study Session (1 PC)	4	8	12	1	\$60	\$3,295
Task 4 - HCD and Commenters Coordination						
4.1 HCD Submittal and Consultation (allowance)	4	20	24		\$25	\$6,045
Task 5 - CEQA Compliance						
5.1 Initial Study/Negative Declaration	8	12	60	4		\$10,100
5.2 CEQA Distribution and Filing		2		12	\$350	\$1,750
Task 6 - Final Housing Element and Hearings						
6.1 Adoption Hearings (1 PC, 1 CC)		16	8		\$120	\$3,080
6.2 Staff Reports and Resolutions	1	1	8	1		\$1,300
6.3 Final Housing Element	2	4	4	4	\$20	\$1,750
Total	34	118	258	29	\$635	\$55,780
Optional Task 1.2 - SB 18 Consultation Assistance		2	2			\$480

Hourly Rates - On-Call Advance Planning Services

We have provided a schedule of hourly rates for the MIG Team for On-Call Advance Planning Services.

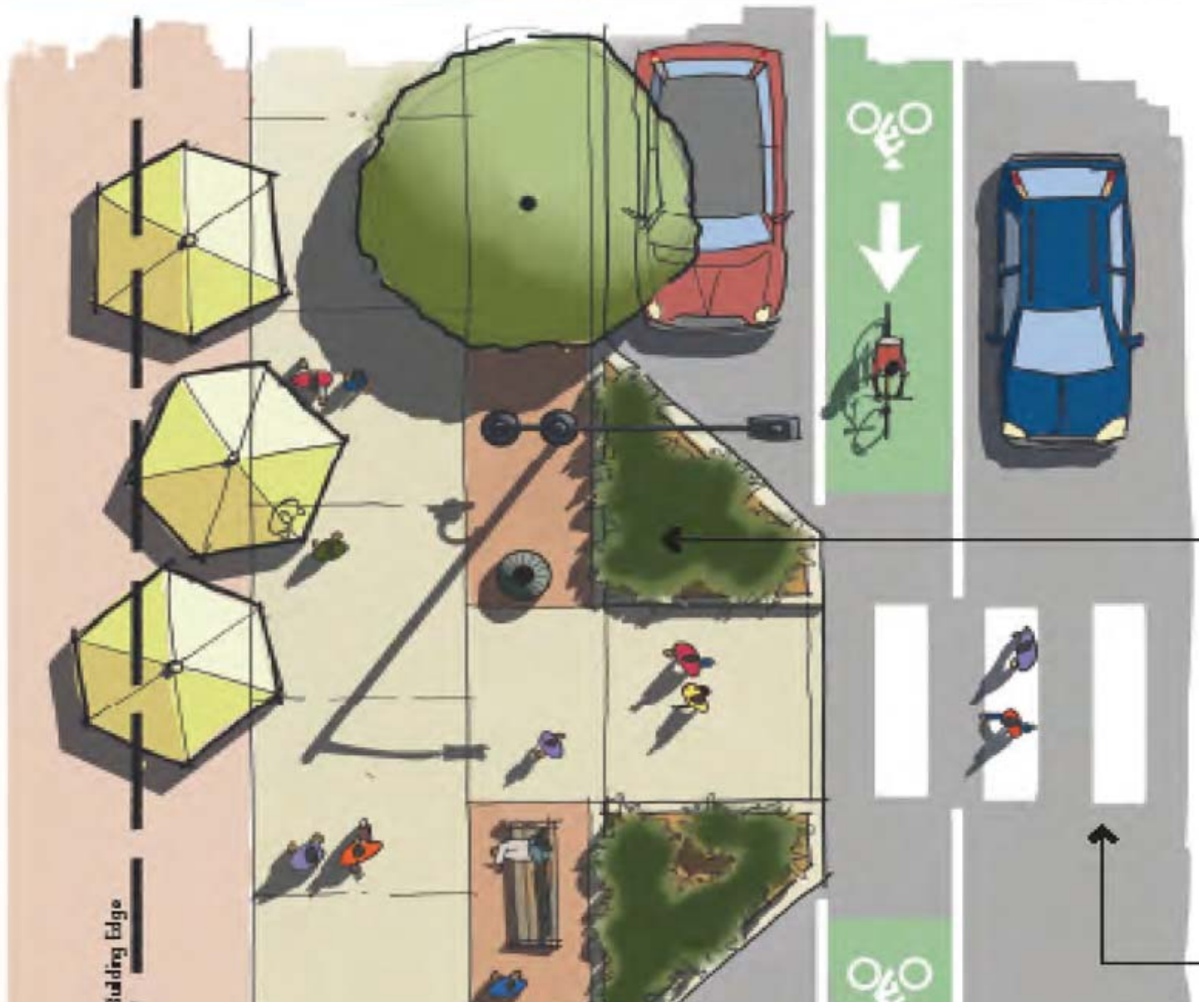
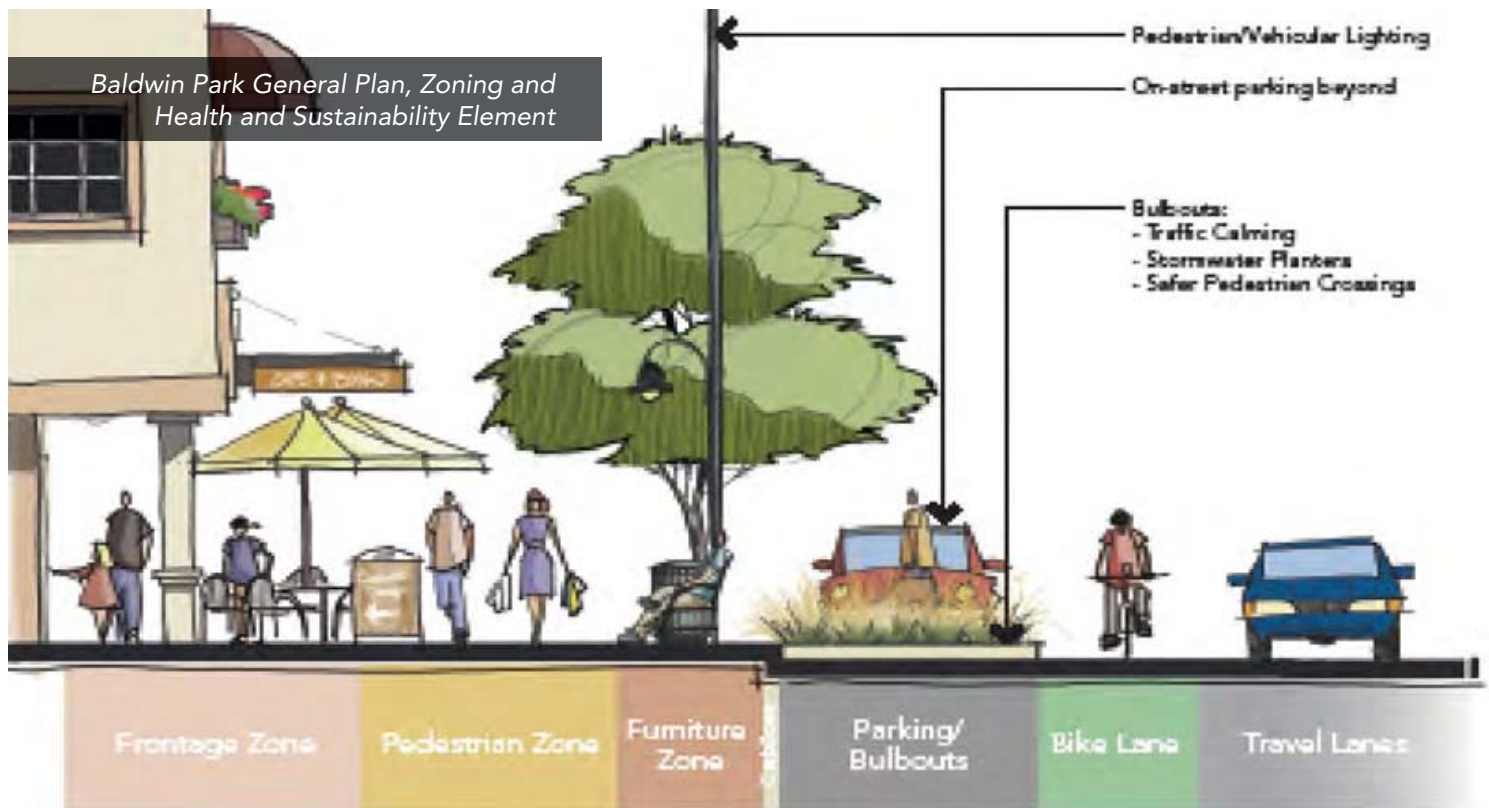
SCHEDULE OF HOURLY RATES	
Title	Hourly Rate
<i>MIG, Inc.</i>	
Principal	\$181 - \$238
Director	\$140 - \$197
Project Manager	\$130 - \$170
Project Associate	\$95 - \$120
Environmental Analyst	\$95 - \$120
Urban Designer	\$140 - \$180
Website/Graphic Designer	\$125 - \$170
Administrative	\$80 - \$95
<i>Iteris, Inc.</i>	
Vice President	\$180 - \$270
Associate Vice President	\$150 - \$250
Senior Transportation Engineer	\$130 - \$245
Senior Transportation Planner	\$120 - \$225
Transportation Planner	\$105 - \$160

SECTION NINE

Similar Projects



Baldwin Park General Plan, Zoning and Health and Sustainability Element



Relevant Experience

MIG's common sense approach to planning and our comprehensive knowledge of planning and housing law and practices serve our clients well in defining, articulating and implementing policy changes. It is this common sense approach, our ability to succinctly analyze and report housing issues and our ongoing, positive working relationships with HCD review staff that result in nearly all of the housing elements we have prepared being certified by HCD in one or two rounds. For this fifth cycle of Housing Element updates, every jurisdiction we have worked with has achieved compliance with only a single round of HCD review.

We have a proven record of successfully managing Housing Element updates, and recently participated in Housing Element update efforts for diverse cities throughout California, including:

- Arcadia
- Adelanto
- Alhambra
- Azusa
- Baldwin Park
- Buena Park
- Burbank
- Colton
- Commerce
- Costa Mesa
- Cupertino
- Cypress
- Fresno
- Garden Grove
- La Mesa
- La Palma
- La Puente
- Laguna Woods
- Lake Elsinore
- Loma Linda
- Monterey Park
- Murrieta
- Norco
- Palo Alto
- Perris
- Redwood City
- Rialto
- Salinas
- San Bernardino
- San Juan Capistrano
- San Marcos
- Temple City
- Torrance
- Vernon
- West Covina

SIMILAR PROJECTS

On the following pages, we have provided similar projects that highlight MIG's experience preparing housing element and general plan updates as well as advance planning services as described in the RFP.

Through all of our projects, our team exhibits dedication to quality and creativity, a flexible approach and our commitment to completing projects on time and within budget.

La Palma General Plan and EIR

LA PALMA, CALIFORNIA



The City of La Palma, a one-square-mile community of 15,000 residents in Orange County, looked to “refresh” its General Plan to address aging commercial properties, redefine a vision for lands north of State Route 91 and respond changes in State laws (including AB 32, AB 1358, AB 162 and SB 375). The update addressed several challenges, including:

- Loss of redevelopment as a financing tool for public infrastructure
- Lack of diversity in the City’s revenue base
- Aging and antiquated commercial, industrial and rental properties
- Demand for more varied housing options

Working closely with City staff, stakeholders and community members, MIG updated the La Palma General Plan to create new opportunities for mixed-use development along the SR-91 freeway corridor. Based on the information gained from analysis and over 20 public workshops and small, focused “coffee chats,” the General Plan outlines strategies to bolster the City’s economic base over the long term and provide for housing for broad income ranges. The Plan also responds to residents’ desires to bike and walk more easily throughout the community by using a complete streets approach to mobility.

Adopted in 2014, the General Plan allows the City to accommodate modest residential and commercial growth in focused areas along the SR-91 Freeway/Orangethorpe Avenue corridors and in the town’s core, while preserving the City’s well-established neighborhoods. The Housing Element was prepared as part of the update program. MIG’s work also included assisting City staff prepare Zoning Code amendments to ensure the Housing Element could achieve certification.

Relevant Key Features

- Similar scope to Rialto that included addressing new State laws in both the General Plan and Zoning Code
- Close and successful working relationship with City staff and community stakeholders
- Follow-on support for CEQA needs

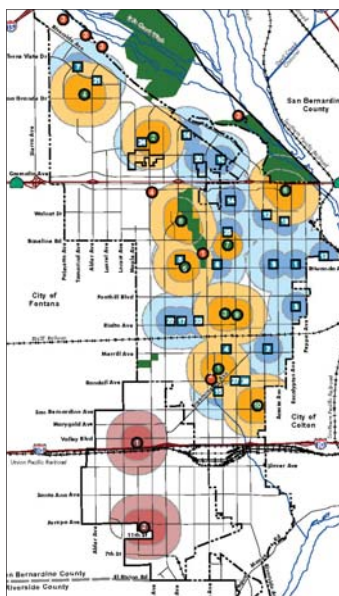
Contact Name: Douglas Dumhart, Community Development Director, City of La Palma
(714) 690-3335

Proposed Fee: \$271,887

Final Fee: \$286,812 (contract increased to fund additional outreach)

Rialto General Plan, Housing Element and EIR

RIALTO, CALIFORNIA



Rialto's vision for the future, as expressed in both English and Spanish in the General Plan's guiding principles, emphasizes a family-first community that attracts quality development, improves the physical environment, creates a diverse economy and becomes a more active community through physical activity and public participation. Staff from MIG (while with Hogle-Ireland) worked with City staff and the community to craft a comprehensive new General Plan, including the State-certified Housing Element, focused on achieving this vision.

Rialto, with a 2010 population of 99,000, includes a balanced mix of residential, commercial and industrial uses. General Plan land use policy accommodates a future population of close to 125,000 residents, with growth focused within the new planned community along Lytle Creek, Foothill Boulevard corridor and in Downtown Rialto. (Staff from MIG prepared the separate Foothill Boulevard Specific Plan and Downtown Vision Plan.)

The General Plan was crafted to address challenges the City has struggled with over the years. New goals and policies provide City staff and leaders with directives to pursue projects and programs that focus on advancing community design, preserving a small-town character, protecting residential neighborhoods, increasing park areas and protecting groundwater resources.

The General Plan is designed to be a user-friendly document with streamlined elements, an emphasis on action statements and extensive use of graphics, maps and photos.

Relevant Key Features

- Bilingual guiding principles and outreach events
- Goals and policies focus on:
 - Advancing community design
 - Preserving small-town character
 - Protecting residential neighborhoods
 - Increasing park areas
 - Protecting groundwater resources
- User-friendly, highly graphic format

Contact Name: Mike Story, City Administrator
City of Rialto
(909) 820-2689

Proposed Fee: \$964,972

Final Fee: \$964,972

Azusa Housing Element and On-Call Planning Services

AZUSA, CALIFORNIA



Since 2007, staff from MIG has provided a variety of current and long-range planning services to the City of Azusa, including preparation of the Housing Element for both the 2008-2014 and 2014-2021 cycles.

Housing Elements

For the Housing Elements, MIG staff succeeded in having the City achieve certification for the past two cycles. Led by Genevieve Sharrow, the MIG team undertook all aspects of the update process, from preparing the draft elements to conducting community workshops to negotiating with State Housing and Community Development staff to shepherding the elements through the public hearing process. MIG also completed required CEQA documentation. Following adoption of the 2008-2014 element, we prepared amendments to Azusa's Development Code to address policy direction in the element, including regulations addressing density bonuses, reasonable accommodation and transitional/supportive housing.

Staffing Services

The City of Azusa has called upon MIG to provide contract staffing for several high-profile projects. Our work has involved processing development applications from receipt through the public hearing process.

Projects have included a large mixed-use development surrounding the Civic Center and most recently, processing a Specific Plan and Conditional Use Permit for the Dhammakaya International Meditation Center, which planned a phased construction of a 67,000-square-foot meditation building/center and new replacement dormitories.

Relevant Key Features

- Updating a Housing Element for the 2014-2021 period, inclusive of all new laws
- On-call staffing for General Plan amendments, zoning code amendments, current planning and CEQA services

Contact Name: Kurt Christiansen, Community Development Director, City of Azusa
(626) 812-5236

Proposed Fee for 2014-2021 Housing Element: \$44,064

Final Fee for 2014-2021 Housing Element: \$44,064

Proposed Fee for On-Call Planning Services: \$135,000

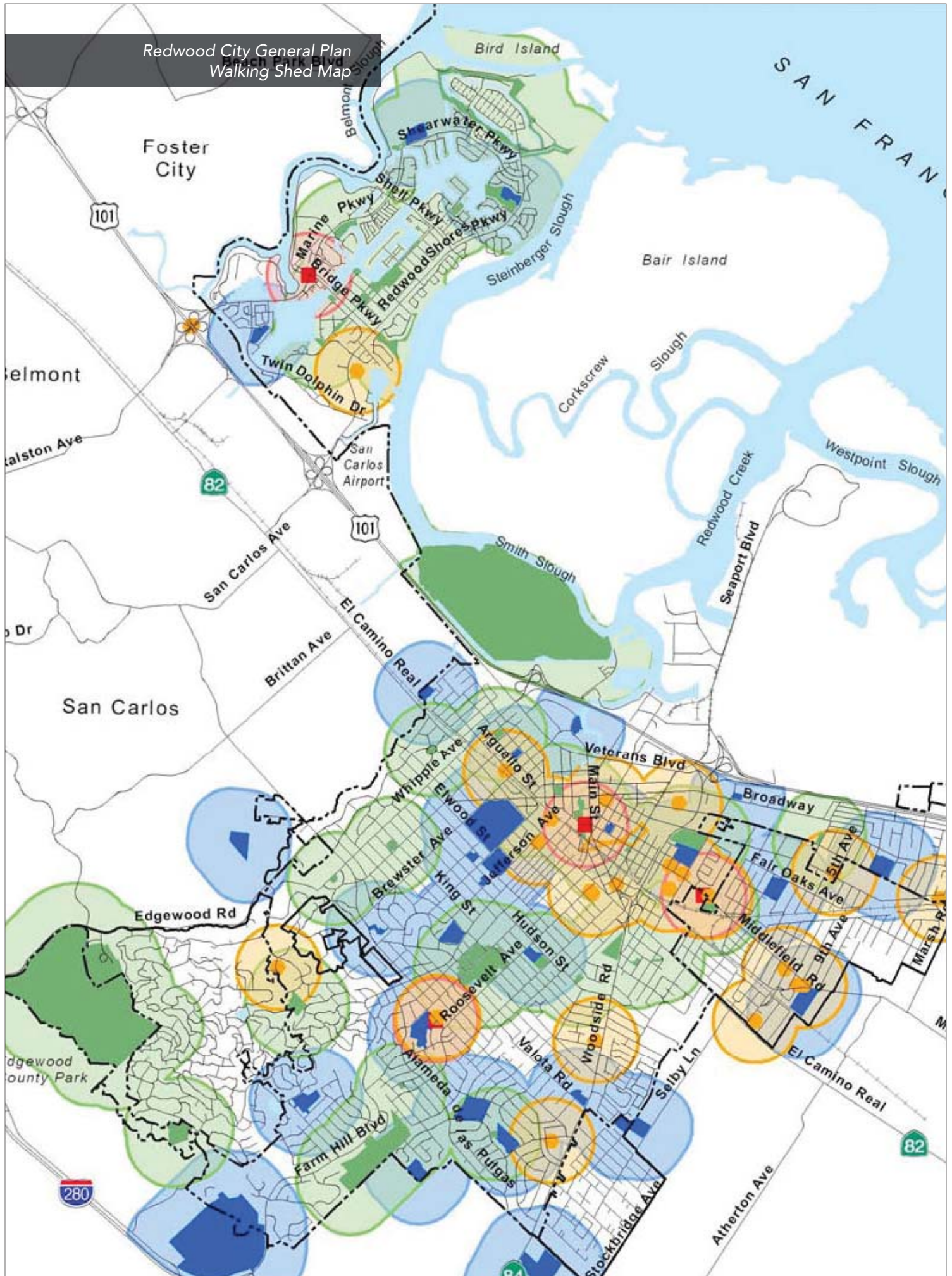
Final Fee for On-Call Planning Services: \$135,000

SECTION TEN

References



Redwood City General Plan
Walking Shed Map



CITY OF RIALTO
REQUEST FOR PROPOSAL #16-035
STATEMENT OF REFERENCES

List and fully describe contracts performed by your firm which demonstrate your ability to complete the work included within the scope of the specifications. Attach additional pages if required. The City reserves the right to contact each of the references listed for additional information regarding your firm's qualifications.

Reference No. 1

Customer Name: City of Baldwin Park
Contact Individual: Amy Harbin, AICP Phone No: (626) 960-4011, ext. 475
Address: 14403 E. Pacific Avenue, Baldwin Park, CA 91706
Contract Amount: \$267,000 Year: 2015
Description of work done: Baldwin Park Health and Sustainability Element

Reference No. 2

Customer Name: City of Redwood City
Contact Individual: Jill Ekas, Former Planning Manager Phone No: (650) 207-2825
Address: 1017 Middlefield Road, Redwood City, CA 94063
Contract Amount: \$1,000,000 Year: 2012 - Ongoing
Description of work done: Redwood City General Plan, Housing Element and Inner Harbor Specific Plan and EIR

Reference No. 3

Customer Name: City of Azusa
Contact Individual: Kurt Christiansen Phone No: (626) 812-5236
Address: 213 East Foothill Boulevard, Azusa, CA 91702
Contract Amount: \$135,000 Year: 2015
Description of work done: Azusa On-Call Planning Services

Reference No. 4

Customer Name: City of El Monte
Contact Individual: Jason Mikaelian Phone No: (626) 258-8626
Address: 11333 Valley Boulevard, El Monte, CA 91731
Contract Amount: \$315,000 Year: 2015
Description of work done: Flair Spectrum Specific Plan, General Plan Amendment and CEQA

Please list all City of Rialto projects completed with in the last five (5) years.

Project Name: See list on following page
Contact Individual: _____ Phone No: _____
Project Location: _____
Contract Amount: _____ Year: _____
Description of work done: _____



City of Rialto Projects

Project Name: Rialto General Plan, Housing Element and EIR

Contact Name: Mike Story, City of Rialto

Phone Number: (909) 820-2689

Project Location: City of Rialto

Contract Amount: \$964,972

Year: 2010

Description of Work Done: Updates of General Plan and Housing Element and CEQA Assessment (EIR)

Project Name: Pepper Avenue Peer Review

Contact Name: Gina Gibson, City of Rialto

Phone Number: (909) 421-7240

Project Location: Pepper Avenue Gap Closure

Contract Amount: \$4,000

Year: 2013

Description of Work Done: CEQA Assessment, Peer Review

Project Name: Renaissance Specific Plan Peer Review

Contact Name: Liz Maine, City of Rialto

Phone Number: (909) 820-2539

Project Location: Renaissance Specific Plan Area

Contract Amount: \$15,000

Year: 2015

Description of Work Done: CEQA Assessment, Peer Review

Project Name: Prologis Park, Buildings 4, 5 and 7
Various Entitlements

Contact Name: James Jachetta, ProLogis LP

Phone Number: (562) 345-9226

Project Location: Prologis Park Rialto I-210

Contract Amount: \$62,250 (Building 7 Entitlements)

Year: 2012-2015

Description of Work Done: Entitlements Processing and CEQA Services; Air Quality and Climate Change, Health Risk and Noise Assessments

SECTION ELEVEN

Supplemental Information





Small Business Concerns Information

The bidder shall furnish the following information. Additional sheets may be attached, if necessary.

- (1) Name: MIG, Inc.
- (2) Address: 537 South Raymond Avenue, Pasadena, CA 91105
- (3) Phone No.: (626) 744-9872 Fax No.: (626) 744-9873
- (4) E-Mail: lstetson@migcom.com
- (5) Type of Firm: (Check all that apply)
 Individual Partnership **X** Corporation
 Minority Business Enterprise (MBE) **X** Women Business Enterprise (WBE)
 Small Disadvantaged Business (SDB) Veteran Owned Business
 Disabled Veteran Owned Business Other
- (6) Business License: **X** Yes No License Number: #000960
- (7) Tax Identification Number: 94-3116998
- (8) Contractors License: State: License No. : N/A Classification(s)
- (9) Names and Titles of all members of the firm:
Proposed MIG Staff
Laura Stetson, Principal
Jose Rodriguez, Project Manager
Genevieve Sharrow, Project Manager
Diana Gonzalez, Project Associate
Paola Bassignana, Project Associate
Christopher Brown, Director of Environmental Services
Laura Moran, Director of Ecosystem Restoration Services
Olivia Chan, Project Associate
Savannah Richards, Project Associate
Chris Purtell, Senior Archaeologist
Rick Zimmer, Director of Planning Services
Nelson Miller, Project Manager
Deborah Drasler, Project Manager
- (10) Number of years as a contractor in construction work of the type: N/A
- (11) Three (3) projects of this type recently completed:
Type of project: City of La Palma General Plan and EIR
Contract Amount: \$286,812 Date Completed: 2014
Owner: Douglas Dumhart, City of La Palma Phone: (714) 690-3335
Type of project: City of Rialto General Plan, Housing Element and EIR
Contract Amount: \$964,972 Date Completed: 2010
Owner: Mike Story, City of Rialto Phone: (909) 820-2689
Type of project: City of Azusa On-Call Planning Services
Contract Amount: \$135,000 Date Completed: 2015
Owner: Kurt Christiansen, City of Azusa Phone: (626) 812-5236
- (12) Person who inspected the site of the proposed work for your firm:
Name: N/A Date of Inspection:

CITY OF RIALTO
REQUEST FOR PROPOSAL #16-035
PERFORMANCE BOND CERTIFICATION

Offeror must provide written evidence from an authorized bonding company of their ability to provide an acceptable performance (surety) bond.

NOW, THEREFORE, if the aforesaid principal is awarded the contract, and, within the time and manner required under the specifications, after the prescribed forms are presented to him for signature, enters into a written contract, in the prescribed form, in accordance with the proposal, and files the bonds with the City of Rialto, one to guarantee faithful performance and the other to guarantee payment for labor and materials, as required by law, then this obligee and judgment is recovered, the surety shall pay all costs incurred by the obligee in such suit, including a reasonable attorney's fee to be fixed by the court.

NOT APPLICABLE - SEE BELOW*

IN WITNESS WHEREOF, we have hereunto set our hands and seals on this _____ day of _____, 2015.

_____	(SEAL)
_____	(SEAL)
_____	(SEAL)
PRINCIPAL	
_____	(SEAL)
_____	(SEAL)
_____	(SEAL)
_____	(SEAL)
SURETY	
_____	(SEAL)
ADDRESS	

NOTE: Signatures of those executing for the surety must be properly acknowledged. Attach Power of Attorney.

* This RFP's proposed scope of work involves professional services (no design or construction) and thus does not require bonding. MIG is a professional services firm and maintains professional liability insurance. Please see following page for proof of insurance and insurance coverages.

ACORDTM**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

9/09/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Dealey, Renton & Associates P. O. Box 12675 Oakland, CA 94604-2675 510 465-3090	CONTACT NAME: Jo Lusk PHONE (A/C, No, Ext): 510 465-3090 E-MAIL ADDRESS: jlusk@dealeyrenton.com		FAX (A/C, No): 510 452-2193
	INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED Moore Iacofano Goltsman, Inc. 800 Hearst Ave. Berkeley, CA 94710	INSURER A : Travelers Indemnity Co. of Conn		25682
	INSURER B : Travelers Property Casualty Co		25674
	INSURER C : Sentinel Insurance Co. LTD		11000
	INSURER D : ACE American Insurance Company		22667
	INSURER E :		
INSURER F :			

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	6802G239267	08/31/2015	08/31/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	BA2G258325	08/31/2015	08/31/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED \$ RETENTION \$	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CUP2G258454	08/31/2015	08/31/2016	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		<input checked="" type="checkbox"/>	57WEDD8525	04/01/2015	04/01/2016	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Professional Liability			G21656434012	07/01/2015	07/01/2016	\$2,000,000 per claim \$2,000,000 annl aggr.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

General Liability policy excludes claims arising out of the performance of professional services.

FOR PROPOSAL PURPOSES ONLY

CERTIFICATE HOLDER**CANCELLATION**

Sample

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



CITY OF RIALTO
REQUEST FOR PROPOSAL #16-035
STATEMENT OF PROPOSER'S PAST CONTRACT DISQUALIFICATIONS

Pursuant to Section 10162 of the Public Contract Code the Proposer shall state whether such Proposer, any officer or employee of such Proposer who has a proprietary interest in such Proposer has ever been disqualified, removed, or otherwise prevented from proposing on, or completing a Federal, State or Local Government Project because of a violation of law or a safety regulation; and if so, explain the circumstances.

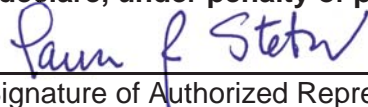
If the Proposer has had a contract terminated for default, all such incidents must be described. Termination for default is defined as notice to stop performance due to the Proposer's non-performance or poor performance and the issue was either not litigated; or litigated and such litigation determined the Proposer to be in default. Submit full details of all termination(s) for default experienced by the Proposer including the other party's name, address and telephone number. Present the Proposer's position on the matter. The City will evaluate the facts and may, at its sole discretion, reject the Proposer's proposal if the fact discovered indicates the completion of a contract resulting from the RFP may be jeopardized by selection of the Proposer.

If no such termination for default has been experienced by the Proposer in the past five years, so indicate.

1. Do you have any disqualification, removal, etc., as described in the above paragraph to declare?
Yes ☐ No ☒
2. If yes, explain the circumstances. Attach additional pages if necessary.

Executed on _____ at _____, California.

I declare, under penalty of perjury, that the foregoing is true and correct.



Signature of Authorized Representative

Laura R. Stetson

Printed Name

Principal

Title

MIG, Inc.

Company Name

November 12, 2015

Date Signed

CITY OF RIALTO
REQUEST FOR PROPOSAL #16-035
CERTIFICATION OF NON-DISCRIMINATION BY CONTRACTORS

As suppliers of goods or services to the City of Rialto, the firm listed certified that it does not discriminate in its employment with regard age, handicap, race, color, religion, sex, or national origin; that it is in compliance with all federal, state, local directives, and executive orders regarding non-discrimination in employment; and that it agrees to demonstrate positively and aggressively the principle of equal employment opportunity in employment. Every bidder in violation of this section is subject to all penalties imposed for violation of Chapter 1 of Part VII, Division 2 of the Labor Code, in accordance with the provisions of Section 1753 thereof.

We agree specifically:

1. To establish or observe employment policies which affirmatively promote opportunities for minority persons at all job levels.
2. To communicate this policy to all persons concerned, including all company employees, outside recruiting services, especially those serving minority communities, and to the minority communities at large.
3. To take affirmative steps to hire minority employees within the company.



Signature of Authorized Representative

Laura R. Stetson

Printed Name

Principal

Title

MIG, Inc.

Company Name

537 South Raymond Avenue

Address

Pasadena, CA 91105

City, State, Zip Code

November 12, 2015

Date Signed

Please include any additional information available regarding equal opportunity employment programs now in effect within your company.

CITY OF RIALTO
REQUEST FOR PROPOSAL #16-035
NON-COLLUSION AFFIDAVIT

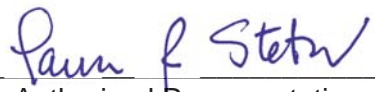
State of California)
County of Los Angeles) SS.

Laura R. Stetson _____ being first duly sworn, deposes and says that he or she
Principal is of MIG, Inc. _____ the party making the foregoing proposal
that such proposal is not made in the interest of or on behalf of any undisclosed person, partnership,
company, association, organization or corporation; that the proposer has not directly or indirectly
induced or solicited any other proposer to put in a false or sham proposal, and has not directly or
indirectly colluded, conspired, connived, or agreed with any proposer or any one else to put in sham
proposal, or that anyone shall refrain from proposing; that the proposer has not in any manner, directly
or indirectly, sought by agreement, communication or conference with anyone to fix the proposal price of
said proposer or of any other proposer, or to fix any overhead, profit, or cost element of the proposal
price, or of that of any other proposer, or to secure any advantage against the public body awarding the
contract of anyone interested in the proposed contract; that all statements contained in the proposal are
true; and, further, that said proposer has not directly or indirectly, submitted his or her proposal price or
any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid
and will not pay any fee to any corporation, partnership, company association, organization, proposal
depository or to any member or agent thereof, to effectuate a collusive or sham proposal."

November 12, 2015
(Date)

Pasadena, CA
(Signed at (Place))

MIG, Inc.
Proposer Name
(Person, Firm, Corp.)


Authorized Representative

537 South Raymond Avenue
Address

Laura R. Stetson
Representative's Name

Pasadena, CA 91105
City, State, Zip Code

Principal
Representatives' Title