WILLDAN Engineering | extending your reach

March 21, 2013

Mr. David N. Carmany
City Manager
City of Manhattan Beach
1400 Highland Avenue
Manhattan Beach, CA 90266

Subject: Proposal to Provide Interim City Engineer Services

Dear Mr. Carmany:

Willdan Engineering (Willdan) is pleased to submit this proposal to provide the City of Manhattan Beach with an Interim City Engineer to perform various duties as directed by the Public Works Director, Mr. Jim Arndt or the City Manager. Willdan brings to the City of Manhattan Beach more than 49 years of experience and a record of unmatched service to over 500 public agencies. We currently serve as City Engineer for 23 cities in California.

As a multidisciplinary firm, we have a full complement of resources under one roof, enabling us to provide a complete range of services to the City of Manhattan Beach. Willdan provides a wide range of support services to local government agencies throughout Southern California and the western United States, including city engineering, civil and traffic engineering, water/wastewater engineering, structural design, landscape architectural, master planning, building and safety services, assessment district engineering, special funding administration, geotechnical services, and construction management. Because we focus solely on the needs of the public sector, we have a perspective on public agency issues that is unique among private consulting firms.

Willdan understands that the City of Manhattan Beach is seeking a consultant to provide the City with a variety of services while it recruits a new City Engineer. We understand that the City has projects in various phases of design and construction and other projects that have not yet started along with development review that need to be reviewed. As with many of our municipal clients, the City's projects involve street improvements, drainage decisions, NPDES issues and other technical matters that must be processed for actions.

Willdan understands the City's need for an individual familiar with the City Engineer function and the many areas of responsibility that it involves. We are offering Mr. Elroy Kiepke, PE (see attached resume), with more than 44 years of municipal experience, to serve as the Interim City Engineer for the City of Manhattan Beach. Mr. Kiepke has provided these services to other local agencies and he is available to fulfill the City of Manhattan Beach needs. Mr. Kiepke is well versed in the city engineering function and

has provided oversight of numerous capital improvement projects. He has been responsible for delivering quality and cost effective public improvement projects. Mr. Kiepke has excellent verbal and written communication skills, and he is an experienced City Engineer.

Willdan proposes to provide Mr. Kiepke to the City of Manhattan Beach at the reduced hourly billing rate of $175.00 for up to 30 hours per week, and for a not-to-exceed fee of $136,500.

Thank you for giving us the opportunity to serve the City of Manhattan Beach. If you have any questions, please contact Mr. Elroy Kiepke at (562) 908-6278.

Respectfully submitted,

WILLDAN ENGINEERING

Elroy Kiepke, PE
City Engineer

William C. Pagett, PE
Senior Vice President

Enclosure

EK:mh
91005-11\06-130\P13-059_7351

Elroy L. Kiepke, PE, CBO, QSD

City Engineer

Education

1969, B.S, Civil Engineering, Valparaiso University, Indiana

Registration

1973, CA, 022382, Civil

1986, CABO, CBO, 703

1994, ICBO Accessibility/Usability Specialist Certificate, 74013

Qualified SWPPP Developer, No. 00999

Affiliations

American Public Works Association

American Society of Civil Engineers

California Building Officials

International Conference of Building Officials

International Erosion Control Association

44 Years' Experience

Mr. Elroy L. Kiepke presently serves as a City Engineer for Willdan. He joined Willdan in July 1979 to assist in the formation of the Building and Safety Division. As the division grew, he became the Division Manager for Plan Check Services and City Engineer for some of Willdan's client cities. Mr. Kiepke began his professional career with the County of Los Angeles in June 1969. He received training in building plan check and subdivision plan check before taking permanent positions in the Subdivision Section and Building and Safety.

Relevant Project Experience

City Engineering

- Calimesa (1998 - 2005)
- Hawaiian Gardens (2000 – 2005)
- La Cañada Flintridge (1998 – December 2002)
- Agoura Hills (1987 - 1998)
- Alhambra (July 1981 - 1995)
- La Habra Heights (July 1979 - May 1990)
- Bradbury (July 2002 – 2009)

As City Engineer for the above-referenced Southern California communities, Mr. Kiepke's duties include:

- administering the public works design and inspection staff for public works construction;
- attendance at City Council and planning commission meetings;
- conducting regular office hours in City Hall;
- coordinating with the director of public works regarding matters of public policy;
- investigating complaints and pursuing corrective actions;
- meeting and conferring with the public regarding issues of concern;
- review of building plans to confirm that imposed conditions have been met;
- review of development plans for compliance with Municipal Code and General Plan requirements;
- review of proposed projects to establish conditions for development; and
- working with city staff to address questions relating to engineering.

Public Works Director

- Calimesa (1998 - 2005)
- Hawaiian Gardens (2000 – 2005)
- La Cañada Flintridge (1998 – December 2002)
- Agoura Hills (1987 - 1998)
- Alhambra (July 1981 - 1995)
- La Habra Heights (July 1979 - May 1990)
- Bradbury (July 2002 – 2009)

As Public Works Director for the above-referenced Southern California communities, Mr. Kiepke's duties include:

- administering the public works design and inspection staff for public works construction;
- attendance at City Council and planning commission meetings;
- conducting regular office hours in City Hall;
- coordinating with the director of public works regarding matters of public policy;
- investigating complaints and pursuing corrective actions;
- meeting and conferring with the public regarding issues of concern;
- review of building plans to confirm that imposed conditions have been met;
- review of development plans for compliance with Municipal Code and General Plan requirements;
- review of proposed projects to establish conditions for development; and
- working with city staff to address questions relating to engineering.

National Pollution Discharge Elimination System

For Willdan projects, Mr. Kiepke developed the policies and procedures for projects requiring State construction activity permits. The purpose is to create a partnership with the contractor to develop a Storm Drain Water Pollution Prevention Plan which best meets the needs of all parties involved with the project and complies with Clean Water Act requirements.

NPDES Compliance, City of San Marino, California. Responsible for providing NPDES services to include advising staff in required NPDES actions, complete annual NPDES report, and attend NPDES meetings.

NPDES Permit Compliance, City of Agoura Hills, California. City Engineer. Responsible for attending meetings, reviewing and proposing Ordinances, preparing reports, and communicating with the community to maintain the Cities NPDES compliance efforts. This activity went from the issuance of the early permit in 1990 through August 1997. Mr. Kiepke has worked extensively with the City on compliance with NPDES permit for separate storm sewer systems. He has been instrumental in preparing ordinances for improving management practices for projects which discharge to the storm drain. On behalf of the City, he attended meetings and attended seminars to gain a better understanding of how to better shape the program's goals.

NPDES Permit Compliance, Cities of Rosemead, Paramount, and Bell Gardens, California. Mr. Kiepke due to his familiarity and availability, took over the permit programs for the above cities in October 1997, and continues his efforts in this area. This includes preparation of the Site Visit database for each city budget report preparation and attendance at Watershed meetings representing the cities. Mr. Kiepke has also conducted training classes for more than 150 City personnel as required by the Permit.

Cities of Calimesa, and La Cañada Flintridge, California. Mr. Kiepke as part of the City Engineering responsibility, administered the NPDES Programs for these cities. The Calimesa assignment involved review of the Riverside County permit.