

Request for Proposal #2025-RFP-211

City of Palm Desert On-Call Engineering Services

October 9, 2025



Prepared by:
The Altum Group
44-600 Village Court, Suite 100
Palm Desert, CA 92260



Prepared for:
City of Palm Desert
73-510 Fred Waring Drive
Palm Desert, CA 92260



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A. Cover Letter

October 9, 2025

Project Contact:

Melanie Slater, Management Analyst
City of Palm Desert
73-510 Fred Waring Drive
Palm Desert, CA 92260

Procurement Contact:

Cristal Ortega, Management Analyst
City of Palm Desert
73-510 Fred Waring Drive
Palm Desert, CA 92260

Subject: Proposal Response for RFP to Provide On-Call Engineering Services

Dear Melanie and Cristal:

The Altum Group is pleased to submit our response to the request for proposals issued by the City of Palm Desert (City) for on-call engineering in support of City projects. Altum is a multi-disciplinary consulting firm offering expertise in civil engineering, survey, planning and environmental planning. Altum began in the Coachella Valley with a core group of experienced professionals, each with decades of experience in providing consulting services to public and private clients. Altum now employs almost 20 staff with our corporate office in Palm Desert, California.

If selected, we believe that Altum will provide excellent service to the City on any on-call assignments. Our project approach includes responsiveness, continuous communication and quality work. One of our principals, James Bazua, PE, will be the dedicated Project Manager for this contract. James is a native of the Coachella Valley and has worked on numerous public and private projects in Palm Desert and across Riverside County. Doug Franklin, PE, is also a principal and will provide QA/QC support and oversee any project negotiations. Both James and Doug are located in the firm's corporate office:

The Altum Group
44-600 Village Court, Suite 100
Palm Desert, CA 92260
(760) 346-4750

Note that Altum has reviewed the City's RFP and Standard Agreement for Professional Services. We do not take any exception to these documents and are excited about the opportunity to continue working with the City. Our proposal response follows the RFP format (Work Proposal) and a separate document will be submitted as a Cost Proposal. Please let us know if you have any questions about our technical capability, experience, or staff as you review our response. You may contact us at (760) 346-4750 or by email at james.bazua@thealtumgroup.com or doug.franklin@thealtumgroup.com.

Sincerely,

James Bazua, PE, QSD/QSP
Chief Engineer

Doug Franklin, PE
Vice President

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Resumes – included in C.2 Key Personnel

B. Experience and Technical Competence

B.1 Firm Background



The Altum Group is a multi-disciplinary **Palm Desert-based** consulting firm offering civil engineering, surveying, planning/urban design and environmental planning services. Formed in 2009, Altum consists of a core group of professionals

with experience providing services to public and private clients, that are now supported by nearly 20 staff. Altum's staff has extensive experience in providing services to private clients and municipalities such as cities, counties, special districts, school districts, transportation districts, and other governmental agencies.

Engineering Services

Altum's Civil Engineers have provided services ranging from due diligence and feasibility studies, preliminary and final street design, wet utilities design, plan reviews and approvals, as well as full development of improvement plans for Agency-sponsored projects. Projects have involved parks, residential developments, municipal buildings, recreational facilities, roadways, highways, pipelines, and utilities. Our experience includes coordination, preparation of plans, technical studies/reports, specifications, estimates for feasibility and final design; site design; grading; streets; water, sewer and irrigation; dry utilities; hydrology, hydraulics and storm drain; and erosion control and water quality. Our expertise ranges from preliminary planning and budgeting to preparation of plans, specifications, and estimates (PSE's) for projects of all sizes. Staff also have experience of providing project management and construction support for a multitude of projects. Our technical knowledge and professional experience run the gamut of civil engineering services and we are confident in the work products we would prepare for the City on this project.



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Surveying Services

Altum's survey department performs a full array of Survey and Mapping efforts, from legal description interpretation, boundary retracement and establishment to development and design services, including photogrammetry control topography, construction staking, layouts, as-builts, and monitoring. Our survey management and licensed surveyors (PLS) oversee the field and office personnel in the process of field information and data collection, data processing, datum analysis, and adjustments. This includes coordinating the surveying and mapping with the Altum Engineering staff to promote efficiency in our work efforts. Specific tasks include preparation of Tract and Parcel Maps, Records of Survey, ALTA/ACSM Land Title Surveys, Lot Line Adjustments, Parcel Mergers, Legal Descriptions, Plats, Topographic Surveys, Construction Staking and a variety of custom exhibits and constraint maps to meet the design, development, construction and legal needs of our Clients.

Planning and Environmental Services

Altum's planning and environmental team provides services for both private and public clients. Although not specifically identified herein, our team is capable of supporting the engineers and surveyors as well as providing any consulting services within their expertise.

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B.2 References

The following projects represent some of the recent public/private work Altum has completed or work that is in-progress.

Cahuilla Hills Park, Palm Desert, CA

Reference: Shawn Muir – City of Palm Desert – (760) 346-0611

The Altum Group was retained by the City of Palm Desert in 2023 to prepare plans, specifications and estimates (PSE) for ADA improvements to the existing Cahuilla Hills Park. The park includes amenities such as a tennis court, pickleball courts, picnic area, multi-use trails, open space and serves as a trail head for the Cahuilla Hills Trails System. Altum provided civil engineering, surveying and environmental planning (CEQA) services for this project. Subconsultants provided environmental studies/reports; a geotechnical report and landscape plans. Specific tasks include the following: a feasibility and alternative analysis; preliminary design and environmental documentation; final plans, specifications and estimates. The project is currently in the construction phase.

Shumway Ranch, Palm Desert, CA

Reference: Troy Strange, Director of Planning & Public Works – Desert Recreation District – (760) 347-3484

The Altum Group worked for the Desert Recreation District (DRD) to provide surveying and engineering services for infrastructure improvements on the Shumway Ranch Homestead; an 8.44-acre parcel inside a 640-acre open-space preserve managed by the Coachella Valley Mountains Conservancy. The project improvements included a small bathroom/comfort station, shaded kiosk, small parking area that is ADA-compliant, ADA-compliant sidewalks/ramps from the parking area to the bathroom and kiosk, and relatively minor dirt road grading improvements in the immediate vicinity. Altum conducted a topo survey and prepared the project base map followed by development of engineering plans for grading, hydrology, utilities, and dust (PM-10).



Gerald Ford – CSUSB Drainage Analysis, Palm Desert, CA

Reference: Lucero Leyva – City of Palm Desert – (760) 346-0611

The Altum Group recently completed this project with the City of Palm Desert. In general, the project consisted of providing preliminary design services for the area which includes the CSUSB campus and adjacent public streets. The project goal was to complete a high-level drainage study which should result in a plan to reduce local street flooding and ponding, providing additional retention/detention in this area, particularly during large storm events. It was assumed that this could be accomplished by providing a series of retention/detention basins along the south side of Gerald Ford Drive on CSUSB campus property. Specific tasks included the following: coordination with City of Palm Desert and CSUSB staff; performing aerial topography and boundary work for the approximately 230 acres; utility research; preliminary drainage analysis; and preparation of alternatives analysis.

Desert Willow “Parcel A” Parking Lot Improvements, Palm Desert, CA

Reference: Ryan Gayler – City of Palm Desert – (760) 346-0611

The Altum Group was retained by the City of Palm Desert in 2023 to prepare plans, specifications and estimates (PSE) for the design of a new parking lot with approximately 200 parking spaces, including hardscape, drainage, landscape and lighting. The project began mid-year and was “fast-tracked” so that the construction was

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completed by year end. Altum performed topographic and boundary services; utility research, coordination and notifications; prepared demolition and grading plans; on-site water plans; PM-10 dust control plans; a water quality management plan; specifications and an estimate. Subconsultant's provided a geotechnical investigation, landscape plans and a street lighting and electrical plan.



Rancho Mirage Community Park, Rancho Mirage, CA

Reference: Ryan Stendell, Director of Public Works, (760) 770-3224

The Altum Group provided preliminary design, environmental clearance, final design and construction services (field engineering and survey support) for the redesign and construction of the City of Rancho Mirage's premier park, The Rancho Mirage Community Park. Formerly named Whitewater Park, this facility is located on the south side of the Whitewater Channel, the Coachella Valley's main runoff source. The project expanded the park with the

addition of 3 acres and included a complete remodel of the existing 7-acres to be ADA compliant. The project included a new ADA-compliant 25,000-foot amphitheater for special events (including terrace seating for up to 1,000 guests), a new playground area, pickleball courts, and exercise stations with remodeled hardscaping and landscaping.

Alessandro Street Improvements, Palm Desert, CA

Reference: – Ryan Gayler – City of Palm Desert – (760) 346-0611

The Altum Group provided engineering and surveying services for this street and beautification project for the City of Palm Desert. Improvements proposed by the City included street/alley improvements, ADA accessibility upgrades, reorientation of carports, updated lighting for parallel alleyway, and demolition of several walls along the street. Due to funding and other issues, this project started and stopped several times and was finally completed after ten years of work. The Altum Group also supported the City through construction, providing management, coordination and the construction staking.

Thermal Community Park, Riverside County, CA

Reference: Troy Strange, Director of Planning & Public Works – Desert Recreation District – (760) 347-3484

The Altum Group provided civil engineering, land surveying and environmental planning (CEQA) services for the Thermal Community Park located in unincorporated Riverside County. Said services included street improvement plans, grading plans, drainage analysis, utility plans, SWPPP, PM-10 Plan and WQMP. The project was funded through the Desert Recreation District (DRD) and is located on approximately 10 acres near the corner of Olive Street and Church Street in Thermal. The project consists of the construction of a new community park with ADA compliant ball fields, basketball courts, tennis courts, a playground, picnic area, a splash pad, and a parking area. The project is currently in the construction phase and near completion.

Wardman and Tedesco Parks, Desert Hot Springs, CA

Reference: Chris Hermann – HDG – (760) 777-9131

The Altum Group worked as a subcontractor to Hermann Design Group to provide surveying and engineering services for sidewalk improvement projects at two (2) separate parks in the City of Desert Hot Springs. Wardman and Tedesco Parks required ADA improvements to allow access to bathrooms currently onsite. Altum staff provided a field topographic survey for the project and prepared the sidewalk improvement plans for both parks.

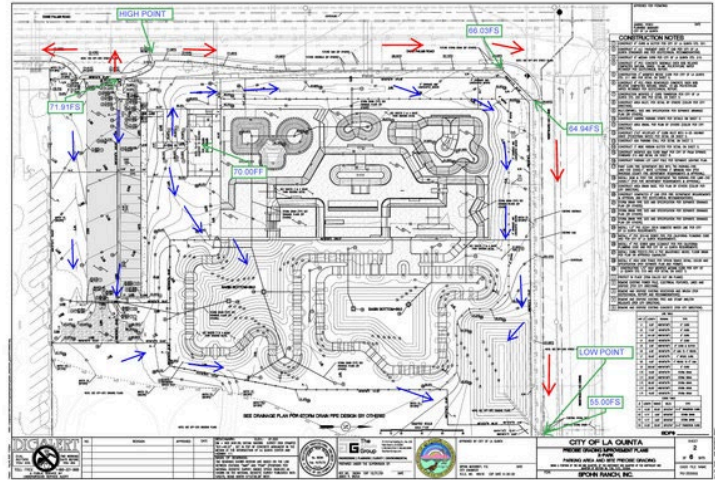
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The topographic map included a point plot of existing conditions around the existing restrooms and engineering plans included grading to allow for ADA accessibility.

X-Park Skatepark Extreme Sports Complex, La Quinta, CA

*Reference: Brian McKinney, Public Works
Director, City of La Quinta – (760) 777-7045*

Altum provided civil engineering as part of Final Design Services for the proposed X-Park Skatepark located in the City of La Quinta. The skatepark includes a 20-30 space parking lot, ADA path of travel for the skatepark, a Pro-Shop and Restroom facility, spectator seating, a storm water retention basin, and a skatepark. The project required the Altum team to peer review of series of existing plans and prepare several new plans including precise grading and drainage, onsite water and sewer plans, PM-10, SWPPP, and Final WQMP. This exciting project is now open and is recognized by famous skateboarder Tony Hawk as one of the top skateboard parks in the region.



White Stone Lane Drainage Improvements, Palm Desert, CA

Reference: Randy Bowman, City of Palm Desert – (760) 346-0611

Altum recently completed the engineering and survey work required for the City of Palm Desert's White Stone Lane Drainage Improvements project. White Stone Lane is an existing roadway in the Shadow Mountain Golf Estates development near the intersection of Portola Avenue and Grapevine Street. The roadway is approximately 1,220 feet long and is located within a dedicated 40-foot right-of-way. The beginning part of the roadway includes a downward incline paralleling one of the holes/flags on the golf course before leveling out near the nine-home residential area. Runoff in the area flows down White Stone and pools in the roadway in front of the houses, causing flooding during storm events. The City contracted with Altum to analyze and make recommendations for improvements along the full length of the roadway to resolve these known drainage issues. Completed in Summer of 2022, Altum's work involved preparation of the plans, specifications, and estimates to address drainage issues in the area. Specific assistance included preparing street and storm drain improvement plans, and hydrologic studies and reports.

Palm Desert Visitors Center, Palm Desert, CA

Reference: PVG Architects – John Vuksic – (760) 779-5393

The Altum Group provided civil engineering and surveying services for the proposed Palm Desert Visitor's Center (Discover Palm Desert) located within the Palm Desert Civic Center Park complex. We worked as a subconsultant to the architect, providing entitlement support, preliminary design, utility coordination and final design. During final design, Altum coordinated with the architect and landscape architect, preparing the following construction documents and reports: a precise grading plan; drainage analysis with a low impact development (LID) design; water service application and water improvement plan; sewer improvement plan; PM-10 dust mitigation plan; and easement documents.

C. Firm Staffing and Key Personnel

C.1 Staffing

Altum has the capacity to provide key staff to develop and successfully manage this contract with the City of Palm Desert. Our team will be led by local, Coachella Valley-based professionals with years of experience preparing engineering plans for ADA improvement projects. The table below outlines our internal team and subcontractors assigned to this contract.

Staff	Discipline	Project Title
Doug Franklin, PE	Engineering, Contract Management	Project Principal
James Bazua, PE, QSD/P	Engineering	Project Manager
Steve Holmes, EIT	Engineering	Project Engineer
Jeff Bachant	Engineering	Sr. Project Designer
Cody Schieferstine	Engineering	Assistant Engineer
Angela Dorf, RPLS	Surveying	Director of Survey
Tung Hsieh, PLS, PE	Surveying	Survey Manager/Design Engineer
Bruce Cowan	Surveying	Assistant Survey Manager

C.2 Key Personnel

Altum staff members to be assigned to this project have developed project-specific skills including civil engineering design, land surveying, project management, contract administration, and construction observation in existing Coachella Valley communities.

Engineering Staff



Doug Franklin, P.E. – President

Education: BS, Civil Engineering, California State Polytechnic University, Pomona, CA

Licenses: Professional Engineer – California #61887; Professional Engineer – Arizona #64724; Professional Engineer – Texas #139072;

Mr. Franklin is a founding partner with The Altum Group and currently serves as the firm’s President. Mr. Franklin has been responsible for engineering design, plan preparation, management and oversight of projects throughout the Coachella Valley. This experience includes municipal work, transportation, industrial/commercial, golf and residential development, commercial/retail, entertainment, wastewater, and energy projects. This portfolio of experience includes him serving as the Project Manager for several transportation infrastructure upgrade projects for the Agua Caliente Band of Cahuilla Indians, working as the Project Engineer for several street improvements in Palm Desert, as well as project manager/principal roles for numerous public and private projects. Mr. Franklin is currently a Board Member with the Coachella Valley chapter of the American Public Works Association. For this contract, he will serve as the Project Principal and provide QA/QC (quality control) for all plans and documents as well as any contract negotiations.

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James Bazua, P.E., QSD/QSP – Vice President

Education: BS, Civil Engineering, San Diego State University

Licenses: Professional Engineer – California #58394; Qualified SWPPP Developer/Practitioner

Mr. Bazua has over 25 years of experience in Civil Engineering design and his "hands on" involvement with projects begins with planning-level design through preparation of construction documents for approval. He is one of the founding members of The Altum Group and has been integrally involved with all infrastructure projects done by the firm. His specific areas of expertise encompass design of water and sanitary sewer systems, storm drain systems, and preparation of hydrologic and hydraulic studies using StormCAD and WSPG software. Mr. Bazua is certified as a Qualified SWPPP Practitioner (QSP) and Developer (QSD) and inspects projects for compliance with SWPPP requirements. Mr. Bazua has in depth knowledge of infrastructure development and improvement projects in the local area. He has successfully prepared plans and studies for the City of Palm Desert including the Cahuilla Hills Park, Gerald Ford-CSUSB Drainage Analysis, Desert Willow Parking Lot, Alessandro Alley Street Improvements Project and many others. For this contract, Mr. Bazua will serve as the Project Manager and provide design support any improvement plans and oversee communication with subcontractors and City staff.



Steven Holmes, E.I.T – Sr. Project Manager

Mr. Holmes offers over 22 years of engineering experience in civil engineering, survey, roadway design, storm drain, water, sewer and grading design. Having had 8 years of previous field experience in the building and construction industry, Mr. Holmes maintains a high level of engineering balance between the design process and the construction phase, with a focus on control. Mr. Holmes' public work experience includes working as staff for the following public agencies: The City of Banning Engineering Department and City of Yucaipa. For this contract, he will serve as a Project Engineer coordinating design and plan production under supervision of the Project Manager.



Jeff Bachant – Senior Project Designer

Mr. Bachant has over 15 years of project management, design and plan preparation experience. This includes street design, grading, water, sewer, storm drain, site improvements and accessibility on public and private projects. He has a passion for client service, good communication and developing long-term client relationships. Mr. Bachant is often involved from initial project concept through preliminary/final design and into construction. Mr. Bachant is recognized for his abilities to resolve project challenges effectively and efficiently. For this project, he will serve as a project designer under supervision of the Project Manager.



Cody Shieferstine – Assistant Engineer

Education: BS, Civil Engineering, California State Polytechnic University, Pomona, CA

Mr. Shieferstine worked as an intern with Altum while attending Cal Poly Pomona. Upon graduation, he joined Altum as an entry level civil engineer. Now with almost 1 year of professional experience, he has participated in design and plan preparation including street design, grading, water, sewer and storm drain for public and private projects. He supports the engineering team providing sheet set-up, drafting and preliminary engineering design. For this project, he will work under the Project Manager as an assistant engineer.

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Survey Staff

Angela Dorf, P.L.S. – Director of Survey

Education: AA, Certificates in Surveying and Mapping, GIS.

Licenses: Professional Land Surveyor - California #8010; Professional Land Surveyor - Arizona #66725; Professional Land Surveyor - Colorado #38513; Professional Land Surveyor - Oregon #79495; Professional Land Surveyor - Washington #48752;



Ms. Dorf serves as Altum’s Director of Survey. She has extensive experience preparing maps, drawings and others surveys, providing professional guidance, and assisting with business development. With more than 30 years of land surveying experience (field and office), Ms. Dorf has established herself as a leader in the industry with Professional Licenses across five separate States. She is an experienced project manager and project surveyor with a solid foundation providing services to both public and private clients. Prior to her work in the private sector, Ms. Dorf worked for the County of San Bernardino as a surveyor. For this project, she will serve as Director of Survey and oversee/review any land survey services performed by Altum.

Tung Hsieh, P.E., P.L.S. – Survey Manager/Design Engineer

Education: MS, Civil Engineering, Fresno State University; BS, Engineering, Fresno State University

Licenses: Professional Land Surveyor - California #8722; Professional Engineer - California #70278



Mr. Hsieh has over 23 years of experience in Land Surveying and Civil Engineering design in Southern California. He currently works as Altum’s Survey Manager and oversees all efforts in the greater Coachella Valley. He collaborates with engineers, planners and project managers regarding survey needs for projects, and provides direction and support for ongoing projects. He utilizes AutoCAD drafting for all of his land surveying and design project work. Mr. Hsieh is also Altum’s lead Survey Plan Checker with experience providing plan checks for multiple jurisdictions in Riverside, Imperial, and San Bernardino Counties. For this project, he will serve as survey manager/design engineer and assist with preparation/oversight of any survey services.

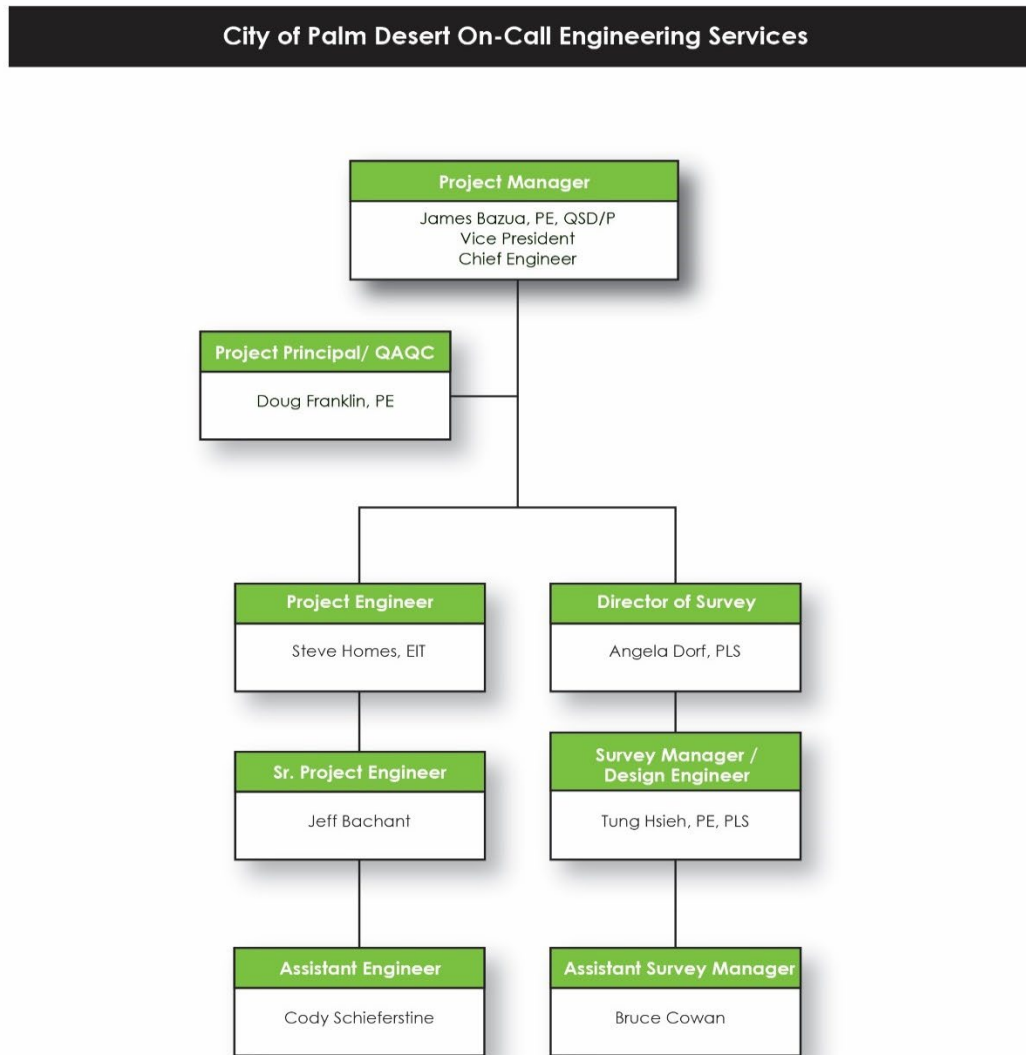
Bruce Cowan – Assistant Survey Manager

Education: Associate of Arts, Liberal Studies; College of the Desert; Certificate, Global Positioning Systems; University of CA, Riverside



Mr. Cowan has been engaged in surveying services since 1985. He has worked in a technical capacity during most aspects of land surveying projects including land records research, field survey planning/coordination and has acted as a Party Chief on topography, boundary and construction surveys utilizing Total Station and GPS equipment. His mapping experience includes downloading field survey data, creating topography survey maps, preparing Record of Survey Maps, Corner Records, legal descriptions and exhibits. Mr. Cowan’s experience also includes existing utilities records research, potholing coordination, calculation of pipeline relocation alignments together with the preparation of plan and profile Relocation Plans for wet utilities. He is often involved in all aspects of Altum’s land survey work. For this project, he will serve as assistant survey manager and focus on preparation, oversight and review of our survey services.

C.3 Team Organization



C.4 Subcontractors

The Altum Group did not specifically identify any subconsultants for this contract. However, Altum has established relationships with many local and regional consulting firms who are capable of supporting any project needs which Altum cannot directly provide. We anticipate that all potential subconsultants would be approved by the City and meet their standard insurance and contract requirements.

D. Proposed Method to Accomplish the Work

D.1 Project Understanding

The City of Palm Desert is seeking consulting firms to provide on-call engineering services for various projects and tasks in support of the City. The RFP describes the proposed services in the following categories: Design and Field Support; Project Management and Coordination; Plan Review and Technical Analysis; On-Call & Emergency Support; and Other Professional Services. While we have experience with most of those services, our proposal if accepted, is to provide services for the following categories:

1. Design and Field Coordination
2. On-Call & Emergency Support
3. Other Professional Services

D.2 Sample Scope of Work

Based on a past project with the City of Palm Desert, we have provided a sample scope of work below and associated schedule. The scope of work was divided into five (5) stages or phases. This scope was based on our understanding of potential improvements and challenges that the project would face.

Stage 1 - Data Collection

Task 1.1 – Kick-off Meeting

Altum will coordinate a project kick-off meeting with the City's Project Manager and supporting staff. The kickoff meeting will be conducted at the City of Palm Desert and will be used to establish the project scope, limits, budgets, and to define the project team and the lines of communication. At a minimum, Altum's Project Manager, Design Engineer, Project Administrator, and other Altum team members deemed important by the Project Manager will attend the kick-off meeting. If appropriate, we recommend that stakeholders be in attendance to represent their issues.

The kickoff meeting will also establish the project budget and schedule with milestone dates to coincide with City Council dates for project approval, preferred construction dates, and/or funding requirements. Meeting notes will be taken by Altum staff and distributed to all attendees within 24-hours of the meeting.

Task 1.2 – Site Visit

Directly following the Kickoff Meeting, Altum's team will perform a site visit to document the location and condition of existing visible design constraints within the project limits. Pictures of the project area will be taken and logged into the project manual for reference throughout the design process for the project. The photograph log will also be utilized to document existing conditions prior to construction to minimize disputes during construction.

Task 1.3 – Data Collection

Altum will coordinate with the City to obtain available digital and hardcopy work for the project area prepared to date to further the site research. Altum will review said data (e.g., plan sets, topographic maps, utility maps, etc.) and provide the City with recommendations, if any, for additional studies or preliminary work which may need to be performed.

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Stage 2 - Feasibility and Alternatives Analysis

Task 2.1 - Feasibility Analysis

Altum will prepare a Feasibility and Alternatives Analysis (simple letter report format) upon conclusion of our investigative project research that will summarize our findings and make recommendations for the ADA improvements. This includes several iterations of plans to incorporate all of the requested upgrades and possible requests such as keeping an equestrian trail onsite. Preliminary hydrology calculations and preliminary landscape and engineering exhibits will be prepared. This scope will include developing a maximum of two preliminary design concepts, including supporting preliminary quantity and cost estimates. The analysis will include a discussion of the anticipated environmental clearance and a recommendation for proposed improvements. Upon selection of the preferred concept by the City, Altum will begin the Phase 3 tasks including preparation of the engineering and landscape plans.

Task 2.2 – Stakeholder Engagement

Throughout the Feasibility and Alternatives Analysis task, Altum will coordinate with the key stakeholders, including but not limited to the surrounding property owners and others identified by our team. Engagement will help identify issues, assess alternatives, and gain input on solutions and designs particularly as it pertains to alternatives and the final project outcome. Coordination includes involvement with two (2) public meetings on the project, development of handouts for the meeting(s), and digital files of graphics/exhibits for the City to post on their website, social media, and in the Brightside newsletter.

Stage 3 - Preliminary Engineering and Environmental Documentation

Task 3.1 – Field Survey, Mapping and Right-of-Way Needs Assessment

Subtask 3.1.1 - Topographic and Design Survey

Altum will perform a topographic survey of the project site, obtaining horizontal and vertical information for the park, parking lot pavement, adjacent sites, and above ground utilities (if any). The topography will include one (1) foot contours as well as spot elevations as necessary.

Subtask 3.1.2 - Utility Research

Altum will perform utility research for the project in preparation of a digital (ACAD format) utility base file. Said research may include contacting the governing wet and dry utility agencies and requesting available plats, maps, studies, or other records which identify existing on-site or adjacent off-site utilities and drainage. Altum will coordinate with the City, project team, and utility agencies to define the necessary relocations. Altum will perform a cursory site visit, review the agency provided records and prepare a digital utility base file. Potholing is not anticipated or included in this task.

Subtask 3.1.3 - Project Base Map

Based on the results of the project research and investigation, the field topographic survey, and the utility research, an overall project base map will be prepared in AutoCAD or Civil3D format that will depict the existing conditions including elevation contours, existing and proposed rights of ways, and existing utilities. The project base map will be used as the basis for the alternatives analysis and final design plans.

Task 3.2 – Geotechnical Investigation

For the geotechnical needs of this project, Altum will be utilizing a subconsultant to provide a limited soil investigation to study the corrosivity of the soil as it relates to concrete that will be used for improvements. Their scope of services includes field exploration, laboratory testing, engineering analyses and report preparation. The field investigation will include the excavation of three (3) or four (4) shallow exploratory bores on the site. The exploratory bores will be excavated with hand equipment. Disturbed samples of the surface soil

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will be obtained within the bores for laboratory testing and engineering analyses. Laboratory testing will be performed on soil samples to determine soil characteristics and pertinent engineering properties that should be considered in an engineering evaluation. Testing will include soil classification determination, in-situ density and moisture content determination, maximum density/optimum moisture determination, shear strength determination, and soluble sulfate content determination. A formal report will be prepared summarizing the findings. The report will include descriptions of field and laboratory procedures and results, discussions regarding engineering evaluation methods and results, and recommendations. Recommendations will include general site preparation criteria, site improvement design parameters, and soil considerations.

Task 3.3 – Environmental Studies and Documentation

Based on information provided by City staff at the Project pre-proposal meeting, it is understood that his project is funded by a Community Development Block Grant (CDBG) and will utilize Federal HUD funds. As such, the project is subject to the National Environmental Policy Act (NEPA). Altum will prepare environmental documentation to comply with NEPA in the form of a Categorical Exclusion (CE). In addition, we are including preparation of Air Quality, Greenhouse Gas, Energy, and Noise technical studies as an optional task. There are existing structures in the project area, and it is possible that noise and dust during construction may affect Church-goers or Cahuilla Hills Park visitors and these issues could be subject to environmental analysis.

Subtask 3.3.1 – NEPA Categorical Exclusion

The environmental determination for the proposed Project would entail the preparation of an Environmental Review Record (ERR). Altum staff will provide a written description and analysis of the proposed Park improvements per all applicable sections of Part 58 that will require documentation in the ERR. This ERR will address at a minimum, whether or not the requirements of the Flood Disaster Protection Act, Coastal Barrier Resources Act, and/or provision of 24 CFR 51.303(a)(3) (disclosure for the sale or purchase of an existing property within a Runway Clear Zone or Clear Zone) are applicable to the proposed Project.

Subtask 3.3.2 – Response to Comments

Altum staff will assist in the response to any comments received, for a maximum of ten (10) comments. Responses to substantial comments may require a contract amendment. Substantial comments are defined as comments that require additional analysis or modifications to the CE.

Subtask 3.3.3 – Agency Coordination

Altum staff will assist City staff with Agency coordination related to the CE and public comment responses, as needed. This may include, but is not limited to, the federal agencies funding proposed Project activities.

Subtask 3.3.4 – Noticing

Prior to requesting the release of funds for the Project, the City of Palm Desert will need to publish a Notice of Intent to Request Release of Funds (NOI/RROF). Altum staff will prepare the NOI/RROF for the proposed project. These Notices will be provided in digital format for City staff to review. Once revised and finalized, Altum will provide one (1) electronic copy and one (1) printed copy of both notices to be filed by the City. *Please note: If the NOI-RROF is published in a newspaper of general circulation, the public comment period is a minimum of 7 calendar days, and a minimum of 10 calendar days if it is posted/mailed.*

Optional Subtask 3.3.5 – Technical Studies

If authorized by the City, Altum's subcontractor will prepare a technical assessment of air quality, greenhouse gas, and energy, and a technical study for noise.

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Optional Subtask 1 – Noise Study Report

1. Review the site plan and topography project from an acoustical standpoint.
2. Determine the existing noise environment at the project site. Measure existing ambient noise at or near the project site. The ambient noise will establish the baseline conditions. Utilize a type-1 sound level meter (SLM) which will record the hourly average noise level and will provide the existing noise level at the boundaries or areas of concern (e.g. property lines).
3. Utilize a version of the FHWA Noise Prediction Model to determine the roadway noise impacts to and from the project site and compare to the City's noise standards, if needed. This assumes the traffic study finds additional increase in traffic noise levels as a result of the proposed project.
4. Calculate the project's operational noise impact (e.g. parking) to adjacent land uses and ensure levels are compliant with City's standards using SoundPlan 3D acoustical modeling software.
5. Utilize the FHWA Construction noise model to determine the short-term construction noise and vibration impacts for the project during construction. Determine the exterior noise impact to the surrounding adjacent properties and provide mitigation measures to alleviate any potential significant noise impact.
6. Summarize the results of the analysis in a noise impact study that will address the exterior noise impacts to and from the project site for both short-term and long-term noise impacts and provide recommendations. In addition, the noise study will evaluate the estimated interior noise impacts and recommended mitigation measures.

Optional Subtask 2 – Air Quality, Greenhouse Gas Impact and Energy

1. Identify the existing air quality setting in the area.
2. Identify applicable international, federal, state, SCAQMD's, and local rules and regulations including the State greenhouse gas (GHG) regulations Assembly Bills (AB) 32 and 1493, Senate Bills (SB) 32, 97, 107, 375, 527, 1368, and 1771, and Executive Orders S-3-05 and S-14-08.
3. Obtain existing air quality data from air quality monitoring stations within the study area utilizing California Air Resources Board (CARB) data sources. Data will be obtained for air pollutants, including ozone, carbon monoxide (CO), nitrogen dioxide (NO₂), PM₁₀, and PM_{2.5}.
4. Identify greenhouse gases (GHGs) and their associated impacts to global climate change.
5. Identify thresholds of significance for the criteria pollutants and GHGs.
6. Evaluate and quantify regional criteria pollutant and GHG emissions associated with construction and operational activities for the proposed project utilizing the CalEEMod Model. If significant emission levels are found to be created from construction and/or operational activities, feasible mitigation will be developed and quantified. Project emissions will be compared to City or County Climate Action Plan (CAP) or equivalent, if applicable.
7. Evaluate local NO_x, CO, PM₁₀, and PM_{2.5} construction and operational emissions at the nearest sensitive receptors to the project. The emissions will be compared against the SCAQMD Look-Up Tables and will follow the methodology described in Localized Significance Threshold Methodology, prepared by SCAQMD, July 2008.
8. Provide a qualitative odor analysis from the construction and operation of the proposed project.
9. Evaluate the construction-related and operational related energy uses.

Task 3.4 – Preliminary Utility Coordination

Utility communication and coordination will occur throughout the duration of the project. As part of the utility coordination effort anticipated, Altum will perform a thorough investigation and maintain a log of utility dispositions, if any, to identify existing and proposed utilities to be considered with this project. Altum will

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provide the City with a copy of all communication records, drawings, and other documents received from the utility providers. These copies will be assembled in a project log and provided to the City in hard copy format.

Task 3.5 – Preliminary Project Alignment Alternatives Analysis

Altum will explore opportunities to provide alternate configurations to account for existing utilities, existing driveways and access locations, existing landscape and fences/walls, and other constraints. This will provide options that will minimize impacts to residents, park visitors, and others and at the same time result in cost savings to the City of Palm Desert. The plans will include:

- Existing and proposed parking areas, pedestrian pathways, equestrian pathways, sports facilities, and other park amenities;
- Other recommended improvements due to the proposed parking configurations, transitions to landscaped facilities, and pedestrian ADA ramps;
- Hardscape amenities including lighting;
- Recommended improvements where existing facilities do not meet current standards (e.g.; pedestrian ADA ramps, pathways, etc.).

Task 3.6 – Design Red Flag Summary

Altum will prepare a summary of potential “Red Flags” in the design of the ADA improvements that will be reviewed with City staff. If any issues are discovered, Altum and impacted subcontractors will meet with the City to identify and develop possible solutions or workarounds.

Task 3.7 – Project Limits Alternatives Analysis

Altum will prepare a quick summary analysis of the project limits and any available options for design(s) of the improvements. Limits include the existing and proposed asphalt paving, curb and gutter, and ADA paths.

Task 3.8 – Preliminary Project Cost Estimate

Altum will prepare a Preliminary Estimate of Probable Costs for the project. This information will be updated with the Final Plans submittal.

Task 3.9 – Landscaping Features and Palette

Altum’s subcontractor will prepare a conceptual plan for review by City Staff that illustrates the scale and location of the existing site amenities and proposed enhancements. The proposed site enhancements include:

- Trailhead shade structure
- Water fountain(s)
- Picnic tables
- BBQ upgrades
- Extension of the existing irrigation system to a future pollination garden (to be constructed by the City)
- An equestrian trail adjacent to the ADA Pathway that leads to existing amenities
- Trail lighting (e.g., bollards)

Upon approval for the preliminary landscape plan, prepare a final plan set consisting of the following:

A. Construction Plan and Details – This plan will illustrate all walls, rock, decomposed granite, and cobble in plan view with dimensions, details, and selections of materials. Construction details will be provided for the following site amenities:

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- Trailhead shade structure.
- Water fountain(s).
- Picnic tables.
- BBQ enhancements.
- An equestrian trail adjacent to the ADA Pathway that leads to the existing tennis courts below.

B. Electrical Engineering – Altum’s subconsultant will provide electrical engineering and lighting design services for the project as outlined below:

- Provide landscape lighting design for all landscape areas.
- Provide new electrical service(s) and circuiting for all lighting and ancillary power needs.
- Provide Exterior Lighting Title 24 Compliance Report for all general lighting.
- Provide a complete set of electrical construction documents that includes:
 - Electrical Site Plan
 - Branch circuiting and controls for all lighting
 - Panel board and schedules
- Review all building department comments as required to obtain approval.
- The construction documents shall include all general and specific notes and specifications.
- Opinion of probable construction cost.

C. Irrigation Plan and Details – This plan will illustrate the location of all irrigation components. Details will be provided as required. Irrigation water budget calculations and water agency submittal for approval are included.

D. Preliminary Water Budget – Prepare a water budget calculation for landscape water use which will be based upon the preliminary landscape plan.

E. Final Opinion Of Probable Cost – Prepare a final opinion of probable construction cost for the landscape plans based on the final plans prepared in Stage 4 – Final Engineering.

Task 3.10 – Preliminary Hydrology Report

Altum will prepare a preliminary on-site hydrology analysis to confirm drainage paths, preliminary pipe sizes and size of retention areas (if any). A Preliminary On-Site Hydrology Report will be prepared based on City requirements and later utilized as the basis for a final hydrology report (to be prepared during final design). Only minor drainage improvements are anticipated for the project. Consultant assumes the site is not subject to off-site flows (beyond the property limits) or floodplain mapping (CLOMR/LOMR) requirements. An exhibit identifying existing drainage paths will be prepared as part of this task and will be included in the report and submitted as part of the Design Plans package. One (1) round of review and minor revisions are included based on City comments.

Stage 4 - Final Engineering

Altum will prepare improvement plans for the project limits that include: Title Sheet with vicinity map, sheet layout map, notes, etc. The improvement plans will include location and description of proposed ADA improvements, elevations at critical locations, walkway approaches, crosswalks, and other items required to complete the drawings. Separate detail sheet(s) will also be generated, if necessary, to provide any additional information required to complete the construction.

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As noted in discussions with City staff during the Project's pre-proposal meeting, Altum understands that neither a Water Quality Management Plan (WQMP) or a Stormwater Pollution Prevention Plan (SWPPP) are required. Thresholds that trigger these reports will not be met as the project is less than 5,000 square feet (WQMP threshold) and total disturbance is less than one (1) acre (SWPPP threshold).

Plan submittals at various stages will be submitted to ensure the City's design concerns are addressed at proper intervals throughout the project.

Task 4.1 - Preparation of 35% Design Plans

Altum will prepare plans and details all in accordance with current City standards. The 35% plans will also address the "tie-in" considerations for the proposed improvements and a recommendation for improvements as well as a listing of the proposed permits that will be required for the project. The set of 35% construction documents may include:

- Title Sheet
- Typical Cross-Sections
- Key Map & Line Index
- Layout Plans
- Profile Plans
- Drainage Plans, Profiles & Details
- Conceptual Stage Construction Strip Map
- Construction Cost Estimate

Upon City review of the 35% complete PS&E submittal, The Altum Group team will meet with the City to review comments that will enable the design team to address comments in an expeditious manner. At this meeting, the City can provide additional design input to be incorporated into the 65% PS&E's.

Task 4.2 - Preparation of 65% Design Plans

Based upon the results of City review of the 35% Design plans, Altum will prepare a set of 65% construction documents that may include:

- All items listed in 35% submittal
- Demolition Plans
- Construction Details
- Contour Grading Plans
- Stage Construction Plans & Quantities
- Construction Area Signs Plans and Quantities
- Summary of Quantities
- Retaining Wall Plans and Details, as needed for ADA ramp (utilizing City design guidelines)
- Electrical Lighting Plans, Details and Quantities
- Landscaping, Planting and Irrigation Plans, Details and Quantities
- Erosion Control Plans, Details and Quantities
- Special Provisions
- Draft Hydrology/Drainage Study

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Task 4.3 - Preparation of 100% Design Plans

Altum will prepare final drawings at an appropriate scale for the project limits that include: Title Sheet with vicinity map, sheet layout map, notes, etc.; improvement plans which may include grading, drainage, landscape, and ADA details as appropriate.

After implementation of the PS&E comments from the 65% design level, Altum will prepare the 100% (final) set of PS&E's that may include:

- Complete Improvement Plans for the project (All items listed in 65% submittal)
- Final Details and Sections
- Construction notes and quantities
- Construction Schedule
- Project Specifications
- Estimate of Probable Construction Costs

Task 4.4 – Final Plans Submittal

Altum will prepare Project Technical Specifications, Special Provisions, and Bid Sheet tabulation for the project based on 100% plans. The Special Provisions will be based on the current edition of the Standard Specifications for Public Works Construction (“Greenbook”) and will be prepared in MS Word format. The Special Provisions will be prepared as an insert to the City of Palm Desert’s standard construction contracts and “boiler plate” and will include an itemized bid sheet detailing the individual bid items for construction/demolition based on unit pricing. Final landscape plans will be submitted to CVWD and Riverside County Agricultural Commission for approval.

Altum will update the Estimate of Probable Costs for the project based on the Final plan details. The cost estimate will be prepared in Excel format and will be based on current unit price costs for similar work. The estimate is preliminary in nature and is intended solely to provide the City with a project budget estimate for construction.

Stage 5 - Bidding Support and Construction Engineering

Altum will provide construction support to the City to include support during bidding and during construction. Bidding support may include attendance at the project pre-bid meeting; answering bidder-generated questions regarding the plans and specification; plan revisions (if necessary) and issuance of addendum and revised plans (if necessary). Service will be requested by the City and Altum responses will be directed to the City for consistency.

After receipt of bids and City approval of the successful bid, Altum may provide construction-related support for the project to include: attendance at the pre-construction conference; respond to contractor-generated RFI's; review shop drawings (if any); attend project final walk and prepare “punchlist” of items requiring attention; prepare project closeout letter to City; and prepare record drawings based on contractor and inspector provided redlines. All service requests will be sent to the City for approval prior to commencement of the work. Altum will be available for project meetings that may occur throughout the duration of the project and will attend based on City invitation.

Project Management and Coordination

The Altum Group will manage this project for the City of Palm Desert and oversee all work done by our subcontractors. Our overall project management approach includes:



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- Establishing a project budget and schedule. The schedule and budget will be updated monthly and/or at key milestone dates and the City will be given a summary of the status of the project including areas where additional effort is required to maintain schedules and budgets;
- Prompt review of questions and submittals;
- Value engineering and cost-effective designs in addition to our rigorous QA/QC program; and
- Regularly scheduled meetings/telephone conferences with City staff to provide updates and address issues/concerns.

Altum will coordinate and attend bi-monthly project meetings with the City to discuss design issues, progress, and anticipated schedule for subsequent meetings. Altum will prepare meeting agendas and distribute meeting notes to all attendees. Altum anticipates personal attendance at several meetings for the project including the project kickoff meeting and design level review meetings at 35%, 65%, and 100% submittals. Altum will prepare agendas for these meetings and will distribute meeting minutes to all attendees within 24-hours of the meeting.

Project coordination will continue through the duration of the project and will include at a minimum: scheduled project updates; required communication with other involved agencies; plan check and QA/QC; project status meetings; monthly invoicing and tracking; and any project changes or issues. It will also include administrative work needed to respond to City's request such as report and plan copying, mailing, etc.

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D.3 Sample Schedule

The following is a typical schedule which outlines standard tasks required to complete a project starting from a Kickoff Meeting. Assuming a start date of April and timely plan reviews by the City, we estimate this project could be finished in approximately nine (9) months. This schedule is a preliminary estimate and would need to be updated upon project initiation.

Task	Duration	April	May	June	July	August	September	October	November	December
Stage 1 - Data Collection										
1.1 Kickoff Meeting	1 Day	▲								
1.2 Site Visit	1 Day									
1.3 Data Collection	3 Weeks	—								
Stage 2 - Feasibility and Alternatives Analysis										
2.1 Feasibility Analysis	5 weeks	—	—							
2.2 Stakehold Engagement	1 Day Each	▲	▲							
Stage 3 - Preliminary Engineering and Environmental Documentation										
3.1 Field Survey, Mapping and Right-of-Way Needs Assessment										
3.1.1 Topographic and Design Survey	4 Weeks	—	—							
3.1.2 Utility Research	4 Weeks	—	—							
3.1.3 Project Base Map/Right-of-Way Exhibit	3 Weeks		—	—						
3.2 Geotechnical Investigation	4 Weeks			—	—					
3.3 Environmental Studies and Documentation										
3.3.1 NEPA Categorical Exclusion	3 Weeks			—	—	—				
3.3.2 Agency Coordination	2 Weeks			—	—					
3.3.3 Noticing	2 Days				—					
3.3.4 Response to Comments	1 Week				—					
3.4 Preliminary Utility Coordination	4 Weeks		—	—						
3.5 Preliminary Project Alignment Alternatives Analysis	4 Weeks			—	—					
3.6 Design Red Flag Summary	1 Week				—					
3.7 Project Limits Alternatives Analysis	2 Weeks				—	—				
3.8 Preliminary Project Cost Estimate	2 Weeks				—	—				
3.9 Landscaping Features and Palette	6 Weeks					—	—	—		
3.10 Preliminary Hydrology Report	4 Weeks					—	—	—		
Stage 4 - Final Engineering										
4.1 Preparation of 35% Design Plans	6 Weeks					—	—	—		
4.2 Preparation of 65% Design Plans	4 Weeks							—	—	
4.3 Preparation of 100% Design Plans	2 Weeks								—	—
Stage 5 - Bidding Support and Construction Engineering										
Bidding Support and Construction Engineering	TBD									
Project Management and Coordination										
Project Management and Coordination	9 Months	▲	▲	▲	▲	▲	▲	▲	▲	▲

- Office Work
- Public Review
- City Review
- Ongoing Coordination
- ▲ Project Team Meeting



The Altum Group

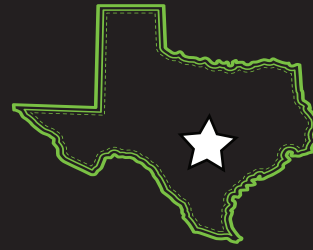
Strive Higher



California

California Department of General Services
Small Business Enterprise #1107100

Company Headquarters



Texas

Texas Board of Professional Engineers and
Land Surveyors Firm #10194593

Texas Registered Engineering Firm
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The **Altum** Group

Strive Higher

2025 SCHEDULE OF HOURLY RATES

<u>Staff Member</u>	<u>Hourly Rate</u>
Principal	\$215.00
Director	\$195.00
Senior Project Manager	\$188.00
Project Manager	\$180.00
Assistant Project Manager	\$168.00
Senior Associate	\$157.00
Associate	\$139.00
Assistant	\$115.00
Project Coord/Technician	\$92.00
Administrative Assistant/Clerical	\$65.00
Intern	\$43.00

Survey Services:

Survey Crew - Non Prevailing	\$245.00
Survey Crew - Prevailing	\$295.00

Survey Crew Rates:

Hourly rates include standard 2-man crew, 1-man robotic crew and 1-man GPS crew.
A two-hour minimum applies for all field services.

Reimbursables Expenses:

Mileage is billed at IRS business rate plus 15%
Printing, reproduction, etc. are billed at direct cost plus 15%

Altum's Schedule of Hourly Rates is subject to change based on an annual review of the cost of living and employee wage increases. In the event Altum's Schedule of Hourly Rates changes, a corresponding percentage increase shall be applied to all remaining Agreement budgets and such Schedule of Hourly Rates shall apply to subsequent Extra Work. If Consultant works in excess of 8.0 hours in a day or 40.0 hours in a week at Client direction, overtime rates will apply.