




CITY OF COSTA MESA

Construction Management and Inspection Support Services
For Adams Avenue and Pinecreek Drive Intersection Project



FEDERAL PROJECT NO. CML-5312(104), CITY PROJECT NO. 23-01)

August 25, 2023

City of Costa Mesa
Public Works Department
77 Fair Drive
Costa Mesa, CA 92626



Subject: Construction Management and Inspection Support Services For Adams Avenue and Pinecreek Drive Intersection Project Federal Project No. CML-5312(104), City Project NO. 23-01)

Dear Public Works Department:

GK & Associates (GKA) is pleased to submit our Proposal to provide Construction Management and Inspection Support Services for the City of Costa Mesa's federally funded Intersection Street Improvement Project. We are confident our Construction Managers and Inspectors are competent and qualified to complete high-caliber work on time, within budget, and to represent the City's and the public's interests first and foremost, while completing all required responsibilities on this significant project.

GKA's Key Differentiators:



Caltrans Street Improvement Project Experience: GK & Associates has a proven track record of providing federally-funded Street Rehabilitation projects of similar size and scope to the City of Downey and the City of Brea. Our goal and mission is to understand the exact needs of each Client/City we are serving to make sure that our services provide and customize our firm's resources to fulfill specific needs of our clients.



Outstanding Client Care: Our repeat clients are a validation of our business approach to deliver customized services to each client. This has resulted in extremely satisfied and repeat client base. Likewise, with a goal of customized attention to each of our clients project with great public relations and keeping all stake holders informed, while maintaining safety, has provided us with validation from our client s for over the last 20 years.



Team of Professionals: Our adept team comprises skilled professionals dedicated to delivering top-tier service to the City. Alongside our experienced Public Works Inspection Support staff, our qualified Construction Managers, licensed Professional Engineers, possess vast LAPM manual expertise, as well as streetscaping and traffic experience. We are confident in our ability as consultants because of a strong reputation as a responsive problem solving firm.



Responsive Approach and Cost Effective: As a small business with lower overhead, our services are cost-effective, and our team is nimble and extremely responsive to resolving issues with the contractor and/or City in an efficient manner without a long waiting time on approvals from our Management group.



**STREET REHABILITATION PROJECTS
OVER LAST 5 YEARS**

GK & Associates is known for its proficiency in delivering a wide range of projects across various sectors. With a proven track record, GK & Associates has established itself as a reliable partner for municipalities, government agencies, and private clients alike.

GKA takes pride in its team of skilled Construction Managers, Inspectors, Engineers, and professionals who collectively bring a wealth of expertise to each project. This multidisciplinary approach enables GK & Associates to effectively oversee projects from inception to completion, ensuring that they meet the highest standards of quality, safety, and efficiency.

GK & Associates is committed to fostering strong relationships with clients, focusing on understanding their unique needs and objectives. This client-centric approach allows the company to tailor its services and solutions to address specific challenges and deliver optimal results.

GKA's project experience encompasses a diverse range of federally funded Caltrans including but not limited to Street Improvement projects, transportation upgrades, public works initiatives, and urban development projects. GK & Associates has a proven ability to handle federally funded projects, showcasing its competency in navigating complex regulatory requirements and ensuring compliance with funding guidelines including LAPM.

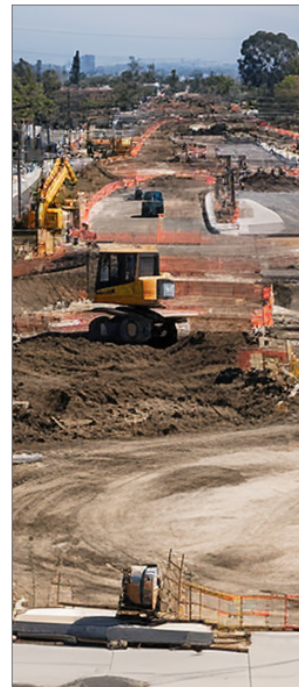
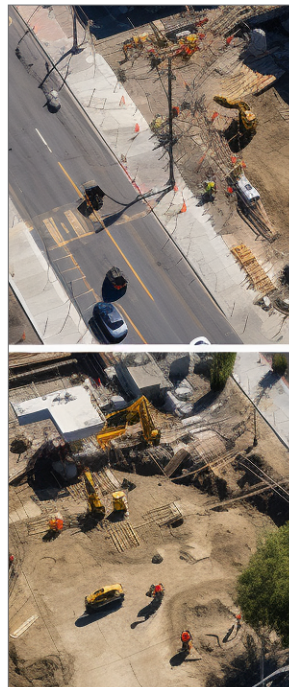
When partnering with GK & Associates, clients can expect a transparent and collaborative process that prioritizes effective communication, accurate reporting, and timely project delivery. The company's dedication to professionalism and integrity has earned it a reputation as a trusted leader in the construction management industry for over 22 years.

We feel confident and certain that our expert team of Construction Management personnel, along with our knowledge of other municipalities and City of Compton, City of Downey, City of Cerritos in particular will provide the best advantage for the City as you begin this important contract. GK & Associates accepts all the terms and conditions outlined in the City's Standard Consultant Services Agreement, and can meet all insurance requirements made part of the agreement. This proposal remains valid for 90 days from the date of submittal. GKA attests that all information submitted is true and correct. As a Principal-in-Charge I assure you that our team will be available 24/7 to answer any questions and please feel free to contact me if you have any questions or need additional information on our qualifications via email at GKhan@gkandassociates.com or by phone directly at my mobile number (909)-964-9932.

Sincerely,

EC&AM Associates, Inc.
dba GK & Associates

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Section A:
**Background and
Project Summary**



A. Background and Project Summary

GK & Associates DBA (GKA), established in 2002, is a Civil Engineering, Construction Management and Asset Management firm focused on providing services to municipalities based in Southern California. Since inception the firm has primarily focused on providing Public Works Construction Management and Inspection services to the public sector. This sharp focus has allowed us to nurture a group of highly qualified construction managers, project managers and inspectors, particularly adept at managing civil engineering, planning, scheduling, permitting, regulatory interface, and construction aspect of our industry. Our project portfolio covers a wide array of federally funded street rehabilitation projects, highway projects, paving, storm, curb and gutter, parking, sewer and drainage facilities as well as water, wastewater and re-claimed water treatment facilities construction, pipeline and associated improvements. Our growing list of clients, many of them repeat, is a testimonial to our qualifications, good service and responsiveness.

Because of our size, structure, and credentials, we are well positioned to provide Construction Management and Inspection services for the street intersection project. We will demonstrate the ease and nimbleness of augmenting your staff with our resources that will meet your exact needs at just the right time, for exactly the duration dictated by you. Our ability to serve as your augmented staff will save you time and money. Given the opportunity, we will utilize the same model for our services under this contract. GKA prides itself on building a

culture of responsiveness and representing clients' best interests for over twenty two years. We take pride in representing our respective clients' goals and needs. It is for that reason that we have been able to build a very prestigious client list as shown below:

- » Caltrans District 8 (Riverside, San Bernardino County)
- » Inland Empire Utilities Agency
- » Temecula Global Medical Services
- » High Desert Water District
- » Eastern Municipal Water District
- » Elsinore Valley Municipal WD
- » City of Brea
- » City of Cerritos
- » City of Colton
- » City of Downey
- » City of Duarte
- » City of Glendale
- » City of Irvine
- » City of Lancaster
- » City of Los Angeles: DWP, BOE, BOS
- » City of Moreno Valley
- » City of Norwalk
- » City of Pico Rivera
- » City of Placentia
- » City of San Diego
- » City of Santa Fe Springs
- » City of Santa Monica
- » City of South El Monte | City of South Pasadena
- » City of Temecula
- » City of Whittier



Active Certifications

GK & Associates is a certified MBE/WBE/UDBE/SBE.

Firm Financial Capacity

GK & Associates has maintained a strong financial standing, free from any instances of bankruptcy, ongoing legal disputes, planned office shutdowns, or imminent mergers. As a company, we meticulously manage our Contracts, Budgets, Accounts Payable, and Accounts Receivable, ensuring our sustained financial strength and uninterrupted provision of services to our valued clients.

Project Summary

City Recognition - We understand the City of Costa Mesa is a highly engaging full-service City with the Segerstrom Center for the Arts, Orange County Fairgrounds, South Coast Repertory Theater, the South Coast Plaza Shopping Center and Orange Coast College.

Project Work - GK & Associates understands that the City of Costa Mesa is looking for a professional firm to provide Construction Management and Inspection Support Services for the Adams Avenue and Pinecreek Drive Intersection Project. Per the RFP, services will comprise of construction management, inspection, contract administration, soils and materials testing, and other services for the construction of pedestrian and bicycle improvements. GKA staff understands the following will be work components of this highly important project:

Project Tasks

- Reconstruction of the northbound S Street free-right-turn lane to a conventional right-turn lane.
- Reconstruction of the eastbound Adams Avenue free-right-turn-lane to slow right turning vehicular traffic
- Construction of a new wider sidewalk and trail at the southwest and northeast corners of the intersection
- Construction of a crosswalk across the west leg of the intersection
- Installation of green bicycle pavement markings, intersection bicycle box, and 2-stage queue box
- New ADA ramps, curb & gutter reconstruction, signing and striping, landscaping and utility adjustments
- Traffic signal modifications to accommodate new intersection improvements

Project Objective



GKA understands the objective for this particular project is to specifically benefit the over 25,000 students and adults that attend Orange Coast College, will enhance the traffic patterns, improve pedestrian and bicycle connectivity at the intersection, and reduce conflicts between vehicles, pedestrians, and bicyclists. It is also our objective to start the project November 2023 and complete within the allotted 90 day working schedule and the estimated construction cost is \$1,700,000.



Section B:

Project Approach and Methodology



Project Approach

GK & Associates has been recognized as skilled, thorough, and professional as a firm that specializes in providing Construction Management services specifically for Construction support of construction activities identified in the RFP.

- Regular communications with the City’s Project Manager, Engineers, Contractors, subcontractors, and other stakeholders. Assisting with project documentation and closeout information.
- A communications directory will be maintained and up-to-date between our staff, City of Costa Mesa, City, state, local, federal regulatory agencies, design consultant, Project Manager, contractors, subcontractors, and other involved parties.
- Verification of quantities in order to review Contractor Pay Applications
- General construction observation
- Review and understanding of shop drawings and submittal
- Providing daily inspection and documentation along with photos throughout the project
- A “preventive” change order and construction claims mitigation process which anticipates construction issues before they surface as problems.
- A change order resolution process which is objective, fair, consistent and efficient and one that maintains a “partnered” approach to problem resolution.
- Timely resolution of all RFIs and identification of their collateral impacts on construction costs and schedule.
- Verifying SWPPP and NPDES through inspection and verification
- Collecting materials deliveries
- Sensitivity to surrounding community issues and maintenance of needed exchange of information with the developer and City of Alhambra.
- A computerized document management system which allows for ready access to daily reports, construction agenda and meeting minutes, RFIs, change orders review and negotiation documents, and communication with project stakeholders.
- A fully documented quality control and quality assurance program which incorporates all applicable construction quality standards.
- Strict adherence to job site safety standards, including safety awareness discussions in all weekly construction meetings. We understand the City of Costa Mesa is a high engaging and full-service City with the several mentionable Centers calling it home, such as Segerstrom Center for the Arts, Orange County Fairgrounds, South Coast Repertory Theater, the South Coast Plaza Shopping Center and Orange Coast College.

Budget Control Systems

GK & Associates employs its own budget control system, this advanced software allows accounting transparency and the software has proven to be a strategic tool for effective management and monitoring of financial resources. This system encompasses the strategic planning, allocation, and ongoing tracking of financial assets, ensuring that expenses remain aligned with predetermined targets and overarching organizational objectives. The process involves crafting and tracking detailed budgets tailored to each client and project, while consistently comparing actual monthly expenditures and billing to the budgeted figures. Through this robust budget control system, GKA is empowered to make well-informed decisions, pinpoint deviations, and take necessary corrective measures. This optimization of resource usage fosters financial stability, enabling the successful adherence to budgets and timelines across all projects spanning more than two decades.



LAPM Familiarity

The Construction Management team at GK & Associates is specialized in handling projects funded by both federal sources and Caltrans. They possess extensive expertise and experience in effectively navigating the Caltrans LAPM chapter 14 stipulations. Our team is well-versed in construction oversight, adhering rigorously to management procedures encompassing material testing, inspection protocols, and thorough documentation of construction progress activities. Additionally, they actively stay abreast of the most recent updates in Caltrans LAPM to ensure compliance with essential requirements.

GK & Associates' construction managers, engaged in federally funded projects falling under Caltrans LAPM, boast comprehensive knowledge and hands-on experience concerning various chapters, including Chapter 5 (Invoicing), Chapter 9 (Civil Rights and Disadvantaged Business Enterprises), Chapter 16 (Administer Construction Contracts), Chapter 17 (Project Completion), alongside other relevant chapters, exhibits, and forms. This encompasses tasks such as organizing, compiling, and submitting construction-related documentation to relevant authorities, including the City.

In accordance with Chapter 14 requirements, we are committed to preparing a comprehensive binder, structured with distinct sections to address key components, including:

LAPM (Cont'd)

- Submission of Daily Reports by Inspectors.
- Weekly and Monthly Reports from the Construction Management team.
- Continuous Documentation of Photographs depicting various construction activities.
- Submission of Tickets for materials and equipment, including quantities.
- Compilation and submission of all Submittals and Requests for Information (RFIs).
- Implementation of labor compliance procedures to ensure compliance with Prevailing Wage requirements. This includes analyzing Certified Payroll (CPR) documents and conducting on-site worker interviews.
- Submission of project documentation for all Change Orders and comprehensive closeout documents upon project completion.



Methodology

- 1. Pre-construction meeting** - GK & Associates will attend the preconstruction meeting involving the contractor, Authority staff, utility companies, design engineer, and other stakeholders to discuss construction schedule, sequencing, construction safety issues and regular communication and coordination topics.
- 2. Weekly construction meetings** - GK & Associates will attend weekly construction meetings with contractor to discuss various project activities, job safety issues, construction progress and construction issues. In each of these meetings, it is anticipated that construction schedule will be reviewed to chart the progress made to date and to discuss activities for the following week.
- 3. Monthly progress meetings** - GK & Associates Inspector will attend these monthly meetings with the Contractor, City staff, and other project participants on an as-needed basis. The purpose of these meetings is to report to City on-going construction issues including job safety, schedule, project completion, contractor payments requests and potential change orders. Our experience has shown that these meetings are more productive when held immediately following the contractor's monthly payment requests. One of the most critical elements meetings will be the discussion of contractor's earned value vs. project schedule. Any topics of importance to other stakeholders would be brought up in these meetings.
- 4. Change Order Management** - Change orders are a part of every construction project. However, a quality construction inspection process, led by a seasoned construction manager, can mitigate the collateral impacts of change orders and eliminate any construction claims.
- 5. Public Relations** - The Construction Manager will be the point of contact to address and resolve all project concerns and requests by residents, property owners, businesses, others, and City.
- 6. Safety Program** - Monitoring of contractor's safety program to ensure compliance with all OSHA, local, state and federal requirements.
- 7. Quality Review** - Establish and implement a quality control program of the construction to guard City against defects and deficiency in the work of the Contractor, and transmit to City and Contractor a notice of noncompliance.
- 8. Testing Services** - Coordination and monitoring of field and laboratory testing during construction, including review of test results and delivery of all testing results to City.
- 9. Traffic Control** - Examine traffic control and safety plans to ensure compliance with safety laws. Assess detours, closures, access, and setups daily. Communicate any issues with the Contractor for immediate correction before daily work begins. Inform Police, Fire, Sanitation, Parks, and relevant City departments of potential construction effects.
- 10. Construction photos** - GK & Associates will capture digital construction photos of key activities, catalog them, and submit to the City for the permanent record.
- 11. Maintenance of Documents** - GKA will retain project documents at our home office, including plans, drawings, specs, and more. Copies will be on-site throughout the project, accessible to program manager, design engineer, and City staff upon request. Timely issue resolution avoids minor construction problems becoming major. We proactively anticipate and address challenges, staying ahead of the contractor by tracking activities beforehand to prevent issue escalation.
- 12. Office Support, Project Management and Administration Assistance** - This task encompasses project management, admin activities from GK & Associates' home office. Office staff support our field inspector. Monthly meetings with City staff ensure field work progress, and our office assists the inspector in coordinating and communicating vital project aspects to stakeholders.
- 13. Project Closeout** - Coordinate a joint walk-through with City, Contractor, Engineer, and team to create a punch list of incomplete/deficient work. Advise City on project approval, share recommendations, and submit Contractor-signed Notice of Completion to the Authority.



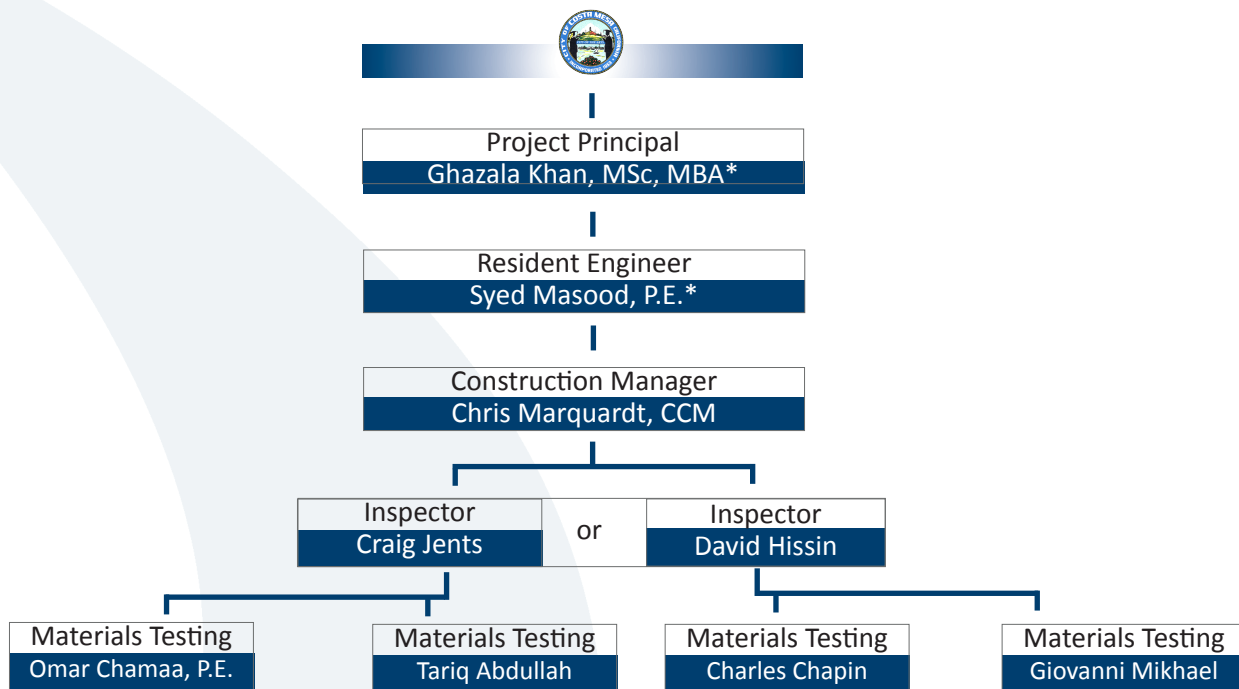
Section C:
**Qualifications, Organization
and Key Staff Experience**



C. Qualifications, Organization and Key Staff Experience

Organizational Chart

GKA has been providing and assisting Public Agencies/municipalities with Construction Management, Inspection Support Services, and Program Management support services for over 22 years. Please feel free to turn to the resumes section for more detailed information on our team.



* Accessible to the City 100% during working hours.

15+ CALTRANS PROJECTS

FOR **50+** PUBLIC AGENCIES

GK & Associates

GKA is pleased to provide a talented team which consists of individuals with outstanding qualifications in Engineering, Construction Management, Project Management, Inspection and Administrative services to help and represent the City of Costa Mesa’s best interests on this project. With our staff experience, technical and professional skills, we believe we will meet the goal and fulfill the general function identified in this RFP.

GKA’s portfolio key of construction management, inspection, and related services include, but are not limited to:

- » Engineering
- » Project/Construction Management
- » Construction Cost Estimating
- » Constructability Reviews
- » Deputy Inspection Services
- » Scheduling, with knowledge of
- » Primavera & Capital Improvement
- » Program Office
- » Change Order & Claims Management
- » Value Engineering
- » Caltrans and Means Guide Rate Knowledge
- » Experienced with regulatory constraints that govern projects funded by ARRA, Davis Bacon and Prevailing wages
- » SWPPP
- » Experienced on Compliance Processes
- » Design support/CAD drafting
- » Record Keeping/ Project Website Development coordination
- » Administration of Capital Improvement Projects

AESCO - Materials Testing

GK & Associates has selected AESCO as our renowned sub-consultant for materials testing. This collaboration aims to deliver exceptional materials testing services that will cater to the specific needs of City of Costa Mesa. Notably, AESCO has gained recognition for its exceptional materials testing contributions to a range of significant projects, with one of the standout examples being its involvement in the I-405 Improvement Project. This venture was carried out in conjunction with Caltrans to improve the infrastructure of the I-405 highway. Please delete the yellow highlighted portion The sub-consultant partnership between GKA and our subconsultant AESCO signifies a joint commitment to excellence, innovation, and reliability in the realm of materials testing.

AESCO has worked on the following projects with the City of Costa Mesa:

- | | |
|---|---|
| ■ Bristol St., MSE Wall Construction Inspection and Testing | ■ Street Rehabilitation Project (Zone 14 and 25-27) |
| ■ Fire Station Generator Pad 2310 Placentia Ave. | ■ Arlington Dr. Street Enhancement Gate 9 Arlington Drive |
| ■ Police Emergency Generators, 99 Fair Drive | ■ Slurry Seal Zone 14-26-27 |
| ■ Pedestrian Bridge, Tewinkle Park 6429 Arlington Dr. | ■ Pomona Ave. Rehabilitation between 16th & 18th St. |
| ■ Street Rehabilitation Project (Zone 14 and 25-27) | ■ Median Improvement Red Hill (Bristol St to McCormick Ave), Costa Mesa |
| ■ Arlington Dr. Street Enhancement Gate 9 Arlington Drive | ■ 19th to Wilson Harbor Blvd Median Improvement |
| ■ Slurry Seal Zone 14-26-27 | |

Key Staff Experience

All of our workers shall be employees of GKA. GKA will be responsible to comply with all Prevailing Wage Requirements, withholding federal, state and local taxes, unemployment insurance, and any other tax or withholding requirements by law. All employees of GKA will be covered by the insurance programs normally provided to persons normally employed by a company. We will provide W-4's upon award of the contract.

GKA has worked on numerous similar Federally Funded Street Rehabilitation projects, staff roles and services are summarized in this table.

Key Staff/Role	SERVICES																	PROJECT ATTRIBUTES									
	PRE-CONSTRUCTION								CONSTRUCTION PHASE									LAPM Familiarity	Caltrans Experience	Materials Testing	Street Rehabilitation	Ch 16 Administrative Construction Contracts	Overseeing Contractors SWPPP				
	Contract Review	Review Plans and Specifications	Constructability/Biddability Review	Pre-Construction Meeting	RFI Responses	Scheduling	Team Coordination	Bid Documentation	Bid Evaluation	Project Management	Inspection	Administrative Support	Document Control	Meetings	Invoice Review/Processing	Change Orders	Certified Payroll Processing							Accounting in SAP/CIPO/Primavera	Labor Compliance	Safety Adherence	
Syed Masood, PE , Resident Engineer	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Chris Marquardt, CCM , Senior Engineer	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Craig Jents , Senior Inspector	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
David Hissen , Senior Inspector	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Omar Chamaa, PE , Materials Tester	✓	✓	✓	✓	✓		✓	✓	✓	✓			✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Tariq Abdullah , Materials Tester	✓	✓	✓	✓			✓	✓	✓	✓			✓	✓					✓	✓	✓	✓	✓	✓	✓	✓	✓
Charles Chapin , Materials Tester	✓	✓	✓	✓			✓	✓	✓	✓			✓	✓					✓	✓	✓	✓	✓	✓	✓	✓	✓
Giovanni Mikheal , Materials Tester	✓	✓	✓	✓			✓	✓	✓	✓			✓	✓					✓	✓	✓	✓	✓	✓	✓	✓	✓



Syed Masood, P.E.

Resident Engineer

EDUCATION

- M.S. Civil Engineering, New Jersey Institute of Technology, Newark, NJ, 1991
- B.S. Civil Engineering, N.E.D. University of Engineering & Technology, 1988
- B.S. Biological Sciences, University of Karachi, Pakistan, 1982

CERTIFICATIONS

- Professional Engineer: State of New York #097090-6 (Since 11/2016)
- Professional Engineer: State of Wisconsin #33418-6 (Since 04/1999)
- Professional Engineer: State of California – In Progress to take Surveying & Seismic State Specific Exams.

PROFESSIONAL AFFILIATIONS

- American Society of Civil Engineers

INDUSTRY TENURE

- 35+ years

Relevant Qualifications & Expertise

Mr. Masood is responsible for directing and monitoring public works construction management and inspection services, with an expertise in federally funded street improvements, managing water systems, park enhancements, and more. He has managed multi million-dollar projects in California, New York, Wisconsin, and Illinois over 35 years. His roles include ensuring compliance, safety, and document adherence, managing teams, conducting meetings, handling scheduling, change orders, and payments, coordinating with agencies and consultants, and maintaining records. He's well-versed in policies, specifications, and procedures, and has extensive experience with federally funded projects in line with LAPM, including CBDG and ARRA projects.

Project Experience

State Highway Construction in Ventura County

Scope: As Resident Engineer, Mr. Masood oversaw joint seal replacement, bridge deck sealing, drainage, and paving on state highways in District 07 (highways 101, 118, 33, 34, and 50) in Ventura County at 42 locations. He managed contractor activities, personnel, submittal reviews, coordination, scheduling, and change order estimates for Caltrans Maintenance Contract. He also contributed to projects including a rock weir construction at Santa Paula Creek in Ojai, CA, and highway sign installation on highway 101.

Project Name: Reconstruction of Lakeview Blvd East, Project HWQ121B4

Scope: Mr. Masood served as Resident Engineer for a high-profile Lakeview Blvd East project. This initiative aimed to enhance street drainage, mitigate flooding, upgrade the sewer system, and modernize the water main. He led the project from initial submittal to overseeing schedule adjustments due to utility delays, inclement weather, and DOT restrictions. He also reviewed and approved curb profiles, supervised critical adjustments like driveways and drainage points, and ensured compliance with ADA and DOT design specifications during catch basin installation, curbing, sidewalk and road base placement, asphalt work, and pedestrian ramp construction.

Project Name: Reconstruction of East Fordham Road from Southern Boulevard to Bronx River

Scope: Mr. Masood was the Resident Engineer responsible in managing the reconstruction of East Fordham Road including drainage, sewer, street lighting, traffic work, and pavement reconstruction. He was also involved in contractor's daily construction activities; supervised personnel; reviewed submittals, agency coordination, scheduling, change order estimates, and preparation of reports. The Project cost was \$4 million.

Project: State Highway Construction in Ventura County at Various Locations, California

Scope: Mr. Masood, as Assistant Bridge Engineer and Assistant Structure Representative for Caltrans, managed the replacement of joint seals, bridge deck sealing with meth acrylate approach slabs, drainage, and paving on highways in District 06. This project spanned Route 58, 99, and 202 in Kern County across 18 locations. He oversaw contractor activities, personnel, submittals, coordination, scheduling, and change order estimates for Caltrans Maintenance Contract.



Chris Marquardt, CCM

Construction Manager

CERTIFICATIONS

- Certified Construction Manager CCM (CMCI)
- NASSCO (National Association of Sewer Companies)
- Cured in place pipe Inspector (ITCP-CIPP)
- Manhole Assessment and Certification Program (MACP)
- ICC Reinforced Concrete Special Inspector
- ICC Structural Masonry Special Inspector
- AWWA Certified Backflow Tester
- AWWA Cross Connection Control Specialist
- City of San Diego Certified Special Inspector
- Qualified SWPPP Practitioner (QSP)
- Qualified Industrial SWPPP (QISP)
- OSHA 30 Construction Safety Certified
- OSHA Trench Shoring Certified
- OSHA Permit Required Confined Space Certified

INDUSTRY TENURE

- 15+ years

Relevant Qualifications & Expertise

Mr. Marquardt boasts 15+ years in Construction Management and field Inspection, handling intricate public works projects including Street Rehab, Traffic Signals, Water/Sewer pipelines (open cut, trenchless), Pump Stations, and ROW inspection. His expertise spans diverse structures like concrete parking lots, military barracks, and Naval fuel facilities. With comprehensive storm water compliance (QSP) experience, he's served public agencies and contractors, holding numerous certifications from CMAA, NASSCO, ICC, State Water Board, and American Concrete Institute.

Project Experience

Project: Pavement Rehabilitation for Various Local Streets (CDBG FY 2021-22)

Scope: Mr. Marquardt, acting as Construction Manager, oversaw the Pavement Rehab Project in Moreno Valley. He skillfully managed it through regular communication with the contractor, inspector, and City contacts. This CDBG-funded endeavor included asphalt repairs, slurry seal, pavement replacement, video detectors, and signage.

Project Name: Paramount Blvd Traffic Signal Upgrades and Safety Enhancements Project

Scope: Mr. Marquardt was the lead Construction Manager for the Paramount Boulevard Traffic Signal Upgrades and Safety Enhancement Projects. Mr. Marquardt effectively managed the federally funded project which was funded through the Federal Highway Safety Improvement Program (HSIP) Cycle 7 funds awarded to the City of Downey. He managed all progress meetings and the necessary roles and duties as the Construction Manager such as reviewing the constructability, supervise the work of the project inspector, review project schedule, prepare weekly working day statements, resolved issues, coordinated with the utility companies/ other agencies/City personnel on a regular basis, reviewed traffic control plans, and contractor payment requests. As the Construction Manager, he also performed public outreach, survey work, and maintained full knowledge in the daily project operations.

Project Name: Ramona Road Street Replacement, City of Alhambra

Scope: The Project consisted of full removal and replacement of asphalt and subgrade on Ramona Avenue. The area had significant ground water issues addressed with asphalt treated base and over excavation and recompaction of multiple areas, as well as grading of the street to address drainage was critical. The street was adjacent to the 10 freeway and coordination with Caltrans due to ROW issues, was involved. Mr. Marquardt reviewed submittals, processed progress payments, ran progress meetings and reviewed Change Orders. He was also responsible for all field inspection and quality control for the project and completed daily reports. He coordinated with City Departments, Special Inspectors, and produced reports for the City Engineer, as well.



Craig Jents

Senior Inspector

CERTIFICATIONS

- Hundreds of courses and seminars related to Public Works

INDUSTRY TENURE

- 35+ years

Relevant Qualifications & Expertise

Mr. Jents, with 35+ years' inspection expertise in public works C.I.P. projects, retired as Senior Construction Inspector for Anaheim. His proficiency covers varied street improvements, such as Traffic Signals, grading, medians, resurfacing, sewer/water, widening, and signal changes. Craig managed street rehab ventures including R & R, Slurry Type II, asphalt, and concrete work. He coordinated work schedules among developers, contractors, city departments, and inspection agencies. Handling Federal Projects, contracts, permits, and on-site tasks, he prioritized cost-effectiveness, safety, and communication. His skills extend to Traffic pole installation, wiring, and pedestrian signals.

Project Experience

Project: Glendale Ave. Street Rehabilitation and Traffic Signal Update Project

Scope: Mr. Jents provided inspection services for this federally funded project under LAPM compliance for the \$7 million, 2 mile sewer and street rehabilitation on Glendale Avenue. In addition, he has been responsible for many street rehabilitation projects including remove and replace, ARHM, concrete work, Slurry (REAS type II), and several street overlay projects. He was also responsible for submitting daily reports, bid items, and progress payments.

Project: Safe Route to School & I-5/SR-134 Congestion Management Project

Scope: Mr. Jents was responsible for the inspection of installation of new traffic signal poles, conduits, traffic signal heads, pedestrian heads and rewiring intersections under LAPM, federally funded projects. These projects involved replacing and rehabilitating Street reconstruction as well on sections where the new poles were installed.

Project: Alesia Street and Lerma Road Street Improvements

Scope: Mr. Jents performed all responsibilities as the Construction Inspector for the Community Development Block Grant Program (CDBG) FY 17/18 Alesia Street and Lerma Road Street Improvement Project in the City of South El Monte. Mr. Jents successfully inspected and communicated with the City and all stakeholders for this project in order to maintain compliance with Caltrans Local Assistance Procedures Manual. The rehabilitation project consisted of the removal and replacement of existing asphalt concrete pavement, replacement of concrete pedestrian ramps, damaged sidewalks, driveways, curb and gutter, adjust manholes and installation of new stripping. The project had a construction budget of \$350,000 and 40 working days schedule which was completed before the deadline and under budget due to Mr. Jents' diligent construction Inspection to keep the project moving forward in a timely manner.

Project: Oceanview Street Improvement and Traffic Signal Update Project - City of Glendale

Scope: Mr. Jents was responsible for the Inspection of the Oceanview Street Improvement. This job consisted of updating an existing intersection and completely signaling a new intersection. Construction also included removal and replacement of curbs and gutter, sidewalk and access ramps.

Project: Pacific Ave. Street Improvement and Traffic Signal Update Project - City of Glendale

Scope: Mr. Jents responsible for the inspection of Pacific Avenue Street Improvement Project which was a \$7.1 million street improvement project. This project was approximately 1600' of 15" VCP and 1300' of 18" VCP was constructed. Also, 5,200 tons of rubberized asphalt was placed along with construction of access ramps, bus pads, curb & gutter and sidewalk areas. There were several new signalized intersections as well as updated intersections. The signal section of this project was approximately \$1 million.



David Higgens

Senior Inspector

EDUCATION

- B.S. University of Texas
- Computer Networking, Kaplan University

CERTIFICATIONS

- QSP/QSD 40 Hour Training Certification
- Storm Water Pollution Prevention Plan Certification
- Radiation Safety Certification
- Rapid Set Concrete Training
- Trenching/Shoring Safety
- Asbestos Awareness Training
- Confined Workspace Training
- Microsoft Computer Networking Program Windows 2K, XP, and Server 2K
- Microsoft Exchange Server Hundreds of courses and seminars related to Public Works

INDUSTRY TENURE

- 20+ years

Relevant Qualifications & Expertise

Mr. Hissen, a Senior Construction Inspector, brings 20+ years' expertise to highway, roadway, and facility projects. His tasks span traffic control, excavation, grading, paving, concrete, ADA ramps, signals, lighting, safety, and more. Proficient in standards like Caltrans, SWPPP, and City specs, he ensures quality and compliance.

Project Experience

Project: SB1 Restriping Project - Caltrans District 8

Scope: Mr. Hissen oversaw construction inspection for the SB1 restriping project on Highway 10 from the Arizona border to Rancho Cucamonga. The project covered 237 lane miles, costing \$19 million and lasting 9 months.

Project: US 111 Emergency Wash Out Repairs - Caltrans District 8

Scope: Mr. Hissen inspected the US 111 Emergency Wash out Repairs in Palm Springs, involving excavation, hot mix asphalt work, striping, and traffic management. The project cost \$3 million and took 2 months.

Project: Hwy 60 Rehabilitation Project - Caltrans District 8

Scope: Mr. Hissen was the Lead Construction Inspector on the Hwy 60 Rehabilitation Project. This project consisted of jointed plane concrete pavement, slab replacement, MBGR construction, ADA ramps, ramp termini construction, cast in drilled hole for overhead sign foundations, striping and traffic operations. This rehabilitation project is an ongoing project with an estimated project cost of \$141 million.

Project: US 15 Cajon Pass Widening Project - Caltrans District 8

Scope: Mr. Hissen provided Construction Inspection services for the US 15 Cajon Pass Widening Project that consisted jointed plane concrete pavement, weigh-in-motion scale construction, striping, profile grinding, and traffic operations. The project cost was \$115 million during this 13 month long project.

Project: Stateline Nevada Joint Port of Entry CHP Inspection Facility

Scope: Mr. Hissen inspected construction at the Stateline Border project spanning Nevada and California. It involved earthwork, septic system, weigh-in-motion scale, hot mix asphalt, and concrete pavement construction. The project cost \$91 million and lasted 5 months.

Project: Citywide Street and Parks Lightning Improvement Project - Santa Monica

Scope: Mr. Hissen provided Construction Inspection services for the Improvement Project that consisted of Directional drilling, line pulling, sidewalk, curb, gutter, and ADA ramp construction, hot mix asphalt paving and striping. The project cost was \$11 million for the 18 month long project.

Project: Nanson Street US 60 Interchange Project - City of Moreno Valley

Scope of services: Mr. Hissen provided Construction Inspection services for the Improvement Project that consisted of earthwork, hot mix asphalt paving, cast in drilled hole overhead sign foundation, striping, curb, gutter, and sidewalk construction. The project cost was \$49 million for the 18 month long project.



Omar Chamaa, PE

Materials Testing - Inspector and Field Engineer

EDUCATION

- California State University, Long Beach. B.S. Civil Engineering, 2009.

CERTIFICATIONS

- CA PE No. 95459
- ICC Certified Concrete Inspector
- Caltrans Certificate of Proficiency, Flexural Strength of PCC, Grading, Compressive Strength, Concrete Curing, Making Beams, Rapid Set Concrete, etc.
- City of Newport Beach Registered Deputy Building Inspector
- City of Garden Grove Registered Deputy Building Inspector
- ACI Certified, Concrete Field Testing Technician
- ACI Certified, Concrete Laboratory Testing Technician
- City of Long Beach Registered Deputy building Inspector
- City of Riverside Registered Deputy Inspector
- Certified Radiation Safety and Nuclear Gages Operator

INDUSTRY TENURE

- 20+ years

Relevant Qualifications & Expertise

Registered civil and geotechnical engineer with over 25 years of experience as geotechnical engineer and quality control/quality assurance (QC/QA) manager. Responsible for QC/QA engineering for new construction, foundations, sewer installations, roadway surfaces during and after installation, design of de-watering systems, pump stations, and assessment of soil-related environmental contamination. Provided geotechnical design recommendations for new construction for municipal, governmental, school, roadway, and commercial projects throughout California.

Project Experience

Project: Widening of the I-405 Freeway, Euclid St. to I-605-Orange County

Scope: Mr. Chamaa is the Project Manager for the Quality Verification materials testing and inspection during widening of the I-405 Freeway between Euclid Street and the I-605 Freeway, a total of 16 miles, for OCTA and Caltrans. The widening project includes construction of new lanes on the southbound and northbound sides, retaining walls, bridges, etc. The testing and inspection services include a review of concrete mix designs, concrete, concrete batch plant inspection, pile inspection and logging, rebar inspection, aggregate testing, welding inspection, subgrade testing and inspection, base material evaluation and testing, compaction testing and inspection, and asphaltic concrete testing. Mr. Chamaa also prepared the Quality Manual for the project including all forms.

Project: First Street Bridge Replacement- City of Santa Ana

Scope: Mr. Chamaa was the Inspector for the construction materials testing and inspections during the replacement of the bridge. Geotechnical services consisted of pile driving parameters evaluation and selection of fill materials. Testing and inspections were conducted on piles, welding, structural steel, precast concrete, concrete, asphalt, mix designs, etc.

Project: Newland Street Widening – City of Huntington Beach and County of Orange

Scope: Mr. Chamaa was the Inspector for the construction materials testing and inspection for the widening of the reinforced concrete bridge at Huntington Channel. Newland Street was widened from 20 to 40 feet to 44 feet to 48 feet in width. The testing and inspection serviced included a review of the concrete mix designs, concrete testing and inspection, rebar inspection, aggregate testing, subgrade testing and inspection, base material evaluation and testing, asphalt batch plant inspection, and asphaltic concrete testing. An investigation of an existing sink hole was also performed. Coring of the existing asphalt was performed to determine the thickness of the existing asphalt.



Tariq Abdullah

Materials Testing - Senior Laboratory Technician

EDUCATION

- B.S. Geological Science
Karachi University, Pakistan

CERTIFICATIONS

- ACI
- Concrete Strength
- Caltrans : Calculations-Grading, Specific Gravity, Sampling-Agg., Sampling-HMA, Sample Prep=Soil and Agg., R-Value, Sample Prep-Soil and Agg., R-Value, Sample Prep.-HMA, Bulk Specific Gravity and Density, Stabliometer
- AASHTO: Sieve Analysis-Fine Agg. Sieve Analysis Fine Corase Agg., Reducing Samples of HMA/ AGG, bulk specific gravity of compacted HMA, sand equivalent, Max specific gravity and density-HMA, reducing samples of agg, evaporable moisture content, percent air voids-HMA, bulk specific gravity, HMA, AC Content (Ignition Oven)-HMA, Moisture content (oven method)-HMA, Percentage of Fracture
- NICET: Level II Asphalt

INDUSTRY TENURE

- 15+ years

Relevant Qualifications & Expertise

Mr. Tariq Abdullah, with 15+ years' expertise in construction materials, adheres to ASTM, AASHTO, and Caltrans standards. Skilled in tests like sieve analysis, asphalt (Marshall Max), specific gravity (Rice), ignition extraction, flow stability, and moisture content via microwaves. Proficient with Hveem stabilometer, paraffin max density, concrete, mortars, prisms, masonry cores, and soil analysis. Experienced in grading inspections for soil and asphalt.

Project Experience

Project: Roadway Construction at Pacific Coast Highway and Alameda-Long Beach

Scope: Mr. Tariq Abdullah, acting as Senior Laboratory Technician, performed laboratory testing including wet density tests in accordance with Caltrans 216 test for roadway construction at Pacific Coast Highway and Alameda in Long Beach.

Project: Widening of Taxiway D- Bob hope Airport

Scope: Tariq, acting as a Senior Laboratory Technician performed laboratory testing for the widening of Taxiway D at Bob Hope Airport, Burbank. Testing included asphalt flow and stability (Marshall and Hveem), maximum specific gravity (Rice), bitumen extraction, bulk specific gravity, percent air voids, core density, asphalt extraction, R-value.

Project: Street Rehabilitation - City of Anaheim

Scope: Mr. Abdullah, acting as a Senior Laboratory Technician, performed laboratory testing of asphalt, base and Portland cement concrete for City of Anaheim street projects in accordance with Caltrans procedures.

Project: Repavement of the 710 Freeway - Caltrans District 7

Scope: In his role as a Senior Laboratory Technician, Mr. Abdullah demonstrated his expertise by meticulously conducting comprehensive laboratory testing on asphalt as part of the I-710 repaving project. Adhering to Caltrans procedures, he undertook a range of critical assessments. These encompassed evaluating asphalt flow and stability, employing both Marshall and Hveem methods, to ensure the material's structural integrity. Furthermore, he measured the maximum specific gravity using the Rice method, which aids in gauging the asphalt's compactness. Further his responsibilities extended to conducting bitumen extraction, a pivotal process that extracts the essential constituents of asphalt for analysis. He also accurately determined the bulk specific gravity, a metric essential for understanding the density of the asphalt. He meticulously assessed the percentage of air voids, offering insights into the material's porosity and durability. Core density analysis was another facet of his work, providing valuable information on the density of the asphalt core. Lastly, Mr. Abdullah carried out asphalt extraction and R-value assessment, both of which contribute significantly to understanding the material's performance characteristics. Through his diligent and precise testing, Mr. Abdullah played a vital role in ensuring the quality and efficacy of asphalt materials for the I-710 repaving project, in alignment with Caltrans' stringent guidelines.



Charles Chapin

Materials Testing - Senior Inspector

CERTIFICATIONS

- Construction Boot Camp
- California Work Zone Inspection
- Field Office Procedures
- Lead Hazard Awareness
- Concrete Paving Inspection
- Hot Mix Asphalt Master Inspector
- Sampling Techniques
- Structure Construction Inspection
- Landscape Inspection
- SWPP and Water Pollution Control Programs
- Advances Construction Site Best Management Practices (BMPS)
- Field Applications
- Water Pollution Administration
- Inspection and Maintenance of Construction Sites
- Management of Construction Site Dewatering Operations
- Water Quality Sampling and Analysis on Construction Sites
- Traffic Control Management

EXPERIENCE

- 40+ Years

Relevant Qualifications & Expertise

With over four decades in Public Works Construction, Mr. Charles Chapin has excelled as a construction manager for diverse Caltrans projects, seamlessly blending administrative finesse with technical expertise. He has capably overseen capital outlay, operations maintenance, surveying, and initiatives like the State Highway Operation and Protection Program (SHOPP), State Transportation Program, and emergency projects. His scope extends to traffic control, Storm Water Pollution Prevention plans (SWPP), water pollution control inspection, highway construction inspection, and the meticulous review of shop plans and specifications. Mr. Chapin's capabilities encompass an array of skills: evaluating bids, ensuring Caltrans projects adhere to plans and specifications through vigilant oversight of construction activities, closely monitoring schedules and budgets, preparing estimates, and skillfully assessing change orders. His adeptness extends to negotiation, problem-solving, on-site inspections, and the approval of progress payments and disbursements. He orchestrates the coordination of contract administration with both consultants and diverse agencies and maintains a robust system for monitoring project progress.

Project Experience

Project: SB 405 Widening between Magnolia Street and Beach Boulevard, Huntington Beach-Caltrans 2015-2019

Scope: Mr. Chapin, as Senior Inspector, managed 405 widening in Huntington Beach. Oversaw SWPP, concrete, asphalt, landscaping, barrier wall. Led site meetings, ensured Caltrans compliance, handled RFIs, resolved disputes with the contractor and agency.

Project: Widening of Wilmington Off-Ramps at the 405 Freeway, Carson-Caltrans

Scope: Mr. Chapin was the Senior Inspector and the Quality Control Manager for the quality assurance inspection and materials testing services for the widening of Wilmington Avenue at the 405 Freeway in Carson. Mr. Chapin performed quality control management and inspection for center mediums, curb and gutter, modification of flood channels, sidewalks, driveway modifications, metal beam guard rail, and asphaltic concrete pavement. Coordinated work with the City of Carson and Southern California Edison.

Project: Widening of North and South Interstate 5, San Juan Capistrano-Caltrans

Scope: Mr. Chapin, Senior Inspector & Quality Control Manager, oversaw I-5 Freeway widening in San Juan Capistrano. Managed stormwater, SWPP, traffic control. Ensured Caltrans compliance, reviewed plans, handled monthly estimates, managed water pollution control, and supervised materials testing.



Giovanni Mikhael

Materials Testing - Inspector

EDUCATION

- B.A. DeVry University (in-progress)

CERTIFICATIONS

- County of Los Angeles Certified Deputy Inspector masonry
- County of Los Angeles Certified Deputy Inspector concrete
- ICC Structural Masonry Certified Inspector
- ICC Reinforced Concrete Certified Inspector
- ACI Certified, Concrete Field Testing Technician
- Certified Radiation Safety and Nuclear Gage Operator
- Caltrans Certificate of Proficiency for: Air Content, Freshly Mixed Concrete,
- Pressure, Density of Fresh Concrete, Flexural Strength of PCC (Fabrication only),
- Ball Penetration in Fresh Portland Cement Concrete, Sampling Freshly Mixed
- Concrete, PCC Cylinder Fabrication, Slump of Fresh Portland Cement Concrete,
- Temperature of Freshly Mixed Portland Cement Concrete
- TWIC Card

Relevant Qualifications & Expertise

Mr. Mikhael has over 11 years of experience in the field and in construction materials testing and inspection services for concrete, masonry, steel, anchors, soils, and grading. He is experienced in performing compaction testing, foundation inspections and subgrade inspection and testing (6 years with AESCO).

Project Experience

Project: Widening of the 91 Freeway- Orange and Riverside Counties

Scope: Mr. Mikhael was the Inspector for the materials testing and inspection during the widening of the 91 Freeway. The widening project includes the construction of new lanes on the east and west-bound sides, new retaining walls, bridges, etc. The testing and inspection services included a review of the concrete mix designs, concrete testing and inspection, concrete batch plant inspection, pile inspection and logging, rebar inspection, aggregate testing, welding inspection, subgrade testing and inspection, base material evaluation and testing, compaction testing and inspection, retaining wall footings, rapid set concrete, masonry, MSE backfill, and asphaltic concrete testing.

Project: Sand Canyon Grade Separation- OCTA/Caltrans

Scope: Mr. Mikhael was the Inspector for the Sand Canyon Grade Separation project at the 5 Freeway in Irvine. The project includes the construction of a rail underpass, retaining walls, railroad relocation, storm drains, utility relocations, Sand Canyon Avenue relocation, and a new pump station. Mr. Mikhael performed inspection and testing of the compaction, asphalt, subgrade, structural backfill, and foundation excavations.

Project: Perris Valley Line Commuter Rail Extension Project-AMES Construction for Riverside County Transportation Commission

Scope: Mr. Mikhael was the Inspector for the quality control inspection and materials testing services for the Perris Valley Line Extension Rail Project in Riverside County, CA. The project involves a 22-mile extension of the existing 512-mile Metrolink commuter rail system. Testing and Inspection services including compaction, asphalt, structural backfill, concrete batch plant inspection are being provided for the track, grade crossings, structures, railroad stations (Riverside Hunter Park Station, Moreno Valley/March Field Station, Downtown Perris Station and South Perris Station) and the layover facility. Mr. Mikhael performed inspection and testing of compaction, asphalt, structural backfill, and concrete batch plant inspection.

Cost & Budget Management

GK & Associates' budget control system is meticulously crafted in alignment within our Construction Management Services workflow, ensuring a systematic approach to managing resources. This budget functions as the cornerstone for performance evaluation, providing a benchmark against which achievements are gauged. By integrating project master scheduling details with budget data, the budget is endowed with a temporal dimension, further enhancing its utility.

In practice, the comparison between actual costs and budgeted expenses forms a critical analysis. This scrutiny of variances helps uncover discrepancies, offering invaluable insights into where deviations have occurred. Importantly, this evaluation of planned versus actual costs goes beyond the retrospective. It serves as a platform for forecasting and steering future endeavors toward alignment with goals.

This system operates in tandem with a comprehensive monitoring mechanism. Regular progress updates from team members serve as vital inputs, fostering a dynamic process of oversight. By juxtaposing the scope of work, project schedule, and budget, the monitoring process gains granularity. This holistic view empowers stakeholders to make informed decisions and proactively address any disparities.

In essence, this interplay of budget, performance assessment, and monitoring engenders a robust framework for efficient project management. It streamlines resource allocation, facilitates insightful analysis, and ensures a harmonious trajectory toward project objectives.

Quality Assurance

Implementing quality assurance and control procedures is of utmost importance in guaranteeing the consistent application of best practices and the delivery of high-quality outcomes to our clients during project construction. Overseeing these efforts are Ms. Ghazala Khan and Syed Masood PE, who will ensure that our internal quality objectives are achieved. The fundamental aim of our quality assurance plan is to ensure the provision of superior work within established timelines and budgetary constraints.



Document Control

GK & Associates follows specific practices and procedures for managing documents, encompassing the creation, distribution, and storage of diverse project-related materials. These materials include, but are not restricted to, letters, emails, plans, memorandums, exhibits, work orders, and staff reports. Our team ensures that GK staff securely stores all documents within designated project folders, establishing a comprehensive and accurate archive of project documentation that remains readily accessible to the City.

To enhance the City's convenience in securely accessing the latest project documents, GKA utilizes the cloud-based storage platform dropbox.com. The City will receive a link to our dedicated dropbox.com storage, enabling them to view both current and past project files at any time and without incurring additional costs. This service ensures prompt, hassle-free access to cost-effective deliverables for the City.

Contractor Compliance

Our inspection staff has extensive experience with a myriad of public works projects and our staff has a clear understanding of the issues surrounding inspection of the work. For example, when constructing sidewalks and ADA-compliant ramps, our inspector will ensure adequate subgrade compaction has been achieved. Our inspector will monitor the work for conformance with the plans and specifications. Additionally, the concrete tickets will be checked to ensure materials match the approved mix design. A smart level will also be used to check forms and the contractor will not be allowed to place concrete until the inspector is assured the work meets all City and other applicable standards.

GKA's inspectors will ensure all materials used in the construction of the project have been reviewed by the Project Resident Engineer prior to use on the Project. In addition, GKA's assigned inspector, will monitor the contractor's operations for conformance with all applicable City Standards.



Section D:
Scope of Services



D. Scope of Services

Our scope of services is focused on delivering Construction Management and Inspection Support services in accordance with the RFP requirements. We have carefully reviewed all of the scope requirements under the RFP Appendix A – Scope of Work for Construction Management and Inspection Support Services for the Adams Avenue and Pinecreek Drive Intersection Project, and are fully prepared to fill all of your needs as described in the RFP. As described in the RFP Appendix A, GK & Associates staff is aware and fully prepared to provide the following duties:

- Performing the duties of construction inspection and field engineering/testing including: grading, demolition, paving and subgrade inspection, electrical inspection, drainage, signing and striping inspection, landscaping inspection, quantity calculations, checking grade and alignment, construction traffic control, materials sampling and testing, and ensuring compliance with project plans and specifications.
- Prepare calculations, records, reports, and correspondence related to project activities.
- Perform analytical calculations for items such as basic earthwork and grading, special staking procedures and redesigning facilities to fit existing field conditions, and preparation of “As-Built” plans.
- Maintain continuous communications with the field personnel, construction administration and City staff, and with project neighbors to resolve community project problems and to advise them of work conditions affecting businesses and the neighborhood.
- Identify actual and potential problems associated with the construction project and recommend sound engineering solutions to the City.
- Analyze the plans and specifications for possible errors and deficiencies and report such findings to the City.
- Maintain awareness of safety and health requirements, and of applicable regulations and contract provisions for the protection of the public and project personnel.
- If the City determines that changes are necessary, the Consultant’s personnel shall prepare Change Orders in accordance with City procedures.
- Perform required field tests and compliance testing such as relative compaction, concrete slump tests, concrete cylinders, and other required field-tests.
- Prepare claims reports and be available for any claims settlement meetings.
- Process monthly progress payment reimbursement requests for Federal portions of work.
- Review contractor’s CPM schedule and construction staging plans, and issue comments. Recommend recovery schedules when needed.
- Oversee Contractor’s Storm Water Pollution Prevention Program (SWPPP) responsibilities.

Project Schedule and Deliverables

Consider the schedule presented below as a brief insight into our approach to project planning, utilizing the wealth of knowledge we’ve gained from similar federally funded projects. This stands as an initial version and should not be regarded as an absolute guide for our project’s progression. GKA will be consistently and persistently remind the Contractor on a daily basis of tasks and deliverables to be provided on a timely basis and within intervals of 1-2 weeks.

# Task Description	Estimated Duration*	November 2023	December 2023	January 2024	February 2024	March 2024
1. Notice To Proceed	1 Day					
2. Preconstruction Meeting	1 Day					
3. Submittal Review/Approval	TBD					
4. Procurement	~2-4 weeks					
5. Construction	~60 days					
6. Punch List/Completion	5 Days					
7. Project Closeout	7 Days					



Section E:
**Similar Federal Project
Experience**



E. Similar Federal Project Experience

Construction Management and Inspection Services - City of Brea

Project Description: GK & Associates has previously provided Construction Management, Inspection & Engineering services for over eight Capital Improvement Projects in the City of Brea. These projects included several street rehabilitation improvements, water main installations, rehabilitation, and installation of new pipelines, storm drain improvements, Sewer and Facility improvements, annual slurry seal working with developers to build out several new housing communities throughout Brea, rehabilitation of existing pipelines, storm drain systems, and ADA compliance. GK & Associates held an on-call contract with City of Brea for several years where a number of major projects were assigned to our staff that included Lambert Road Rehabilitation Project, Imperial Greenbelt Landscaping Project, Birch Water Main project, Lambert Road Traffic Signal Update, Blackstone and La Floresta Development communities, and rehabilitation of existing Shea 830 Pump Station & Reservoir, to name a few.



GK & Associates has always provided exceptional service and performance on each of the projects they overseen for the City of Brea. They consistently ensure that deadlines are met, stay in control of the individual projects and budgets, and are flexible and responsive to our needs.

Delfino Consunji, PE
Former Deputy Director of Public Works/City Engineer
City of Brea

Project Reference: Mr. Delfino “Chino” Consunji, PE
Deputy Director of Public Works / City Engineer
(*Recently Retired)
City of Brea
1 Civic Center Circle
Brea, CA 92821
(714) 686-8911

Construction Management and Inspection Services - City of Downey

Project Description: GK & Associates is currently providing a variety of construction management and inspection services for multiple CIP projects in the City of Downey. Past and current projects vary from minor traffic signal upgrades and modifications to City-wide Fiber Optic installations to full citywide sewer rehabilitation and intersection and roadway widening. These projects include street rehabilitations, storm drain systems, major utility “undergrounding” and ADA compliance elements. When a project involves federal funding, GK & Associates’ Inspectors are responsible for maintaining field compliance requirements as well as conducting federally mandated contractor/employee interviews for “end of project” and certified payroll audits. Quality assurance activities involve inspection of the work including Traffic Signal Upgrades, Street Lighting, A.C. pavement, dry utilities, water, sewer, storm drain, curb and gutter, and sidewalks.

GK & Associates has worked on multiple projects for the City of Downey, including the Firestone Boulevard Water Systems Improvement; Lakewood Boulevard Street and Water Systems Improvements; Paramount Boulevard Fiber Optic Installation Project - Phase 1 & 2; Florence Avenue Fiber Optic City-Wide Installation Project; Bellflower/Imperial Highway Street Improvement and Utility Undergrounding Project; and multiple traffic signal modifications and new installation projects.



Project Reference: Mr. Desi Gutierrez
Principal Civil Engineer
City of Downey
11111 Brookshire Ave.
Downey, CA 90241-7016
(562) 904-7110
dgutierr@downeyca.org

Construction Management and Inspection Services - City of Moreno Valley

Project Description: Our Construction Manager, Mr. Chris Marquardt, provided construction management (CM) in two (2) of our Capital Improvement Projects with City of Moreno Valley, Project No. 801 0089 – Citywide Pavement Rehabilitation Program and Project No. 801 0093 – Pavement Rehabilitation for Various Local Streets (CDBG FY21/22).



He performed all responsibilities as CM including development and supervision of project schedule, managed project communication between contractor and owner including: progress meetings, change order process, and QA/QC program. Chris verified compliance from contractors, subcontractors and other participants of project requirements at every stage; administered progress payments to assure compliance with work milestones; Processed progress payments, RFI's, Change Orders, payment reconciliations, and other construction management duties. Our inspectors responsibilities for each project included monitoring job site for safety issues, providing daily reports, taking and filing project photographs, and supervising the contractor's work performed to be per plans, standards and specifications. Our inspectors were also responsible for verifying quantities, facilitating communication between all parties, and always representing the City's best interest. Our Construction Manager and Inspectors were able to finalize the projects on time and under budget.

Project Reference:

Harold Zamora
Public Works Principal Engineer
City of Moreno Valley
14331 Frederick Street
Moreno Valley, CA 92553
haroldz@moval.org
(951)413-3106

Construction Management and Inspection Services - City of Cerritos

Project Description GK & Associates has recently provided the City of Cerritos with Construction Inspection Services for the modification of Traffic Signal at Bloomfield Avenue and 166th Street, Funded by HSIP which was subject to federal and LAPM guidelines. This project also consisted of a new cabinet, controller and traffic signal poles, asphalt concrete pavement, a raised median, ADA ramp upgrades, concrete curbs and gutters and a concrete sidewalk with tree wells at various locations on Bloomfield Avenue and 166th Street.



Project Reference: Mr. Dario Simoes, P.E.
Assistant City Engineer
City of Cerritos
18125 Bloomfield Avenue
Cerritos, CA 90703
(562)916-1219
dsimoes@cerritos.us



Construction Management and Inspection Services - South El Monte

Project Description: GK & Associates has recently provided the City of South El Monte with Construction Management and Inspection services for the DCBG FY 17/18 Alesia Street and Lerma Road Rehabilitation Improvement Project. Our involvement on this project spanned virtually every aspect of project implementation during construction, including overall project coordination, communication, scheduling, estimating, contract document reviews, value engineering, contract administration, field inspection, quality control, document maintenance, labor compliance, change orders, progress payments, progress reports, material testing, equipment and system testing, start up, trouble shooting, federal funding reporting, and contract closeout. This project was effectively completed on time and within budget by our experienced Construction Manager and Inspector (For additional information please refer to Section C.)



Project Reference:

Mr. Rene Salas
Public Works Director (currently City Manager)
City of South El Monte
1415 Santa Anita Ave
South El Monte, CA 91733
(626)579-6540
rsalas@soelmonte.org

References

We encourage you to contact the client references for their input on the quality of our work and expertise and responsiveness of our staff.

Entity - Project Name	Contact	Phone Email
Inland Empire Utilities Agency* Construction Management and Inspection Services	Jerry Burke	(951) 993-1548 jburke@ieua.org
City of Moreno Valley - Construction Management and Inspection Services	Harold Zamora	(915) 413-3106 Haroldz@moval.org
City of Brea - Construction Management and Inspection Services	Chino Consunji (retired)	(714) 686-8911 Delfino.chino.Consunji@gmail. com
City of Cerritos - Construction Inspection Services	Dario Simoes	(562) 916-1219 dsimoes@cerritos.us
City of Downey* - Construction Management and Inspection Services	Desi Gutierrez	(562)904-7110 dguetierr@downeyca.org
City of Glendale* - Construction Inspection Services	Gary Edsall	(818) 937-8226 gedsall@glendaleca.gov

* Current Client



Section F:
Required Forms



APPENDIX F

Required City Forms

Adams Avenue and Pinecreek Drive Intersection Project

Federal Project No. CML-5312(104)

City Project No. 23-01



**VENDOR APPLICATION FORM
FOR
RFP No. 23-01 for _____**

TYPE OF APPLICANT: NEW CURRENT VENDOR

Legal Contractual Name of Corporation: EC & AM Associates, Inc, DBA GK & Associates

Contact Person for Agreement: Ghazala Khan

Corporate Mailing Address: 3333 S. Brea Canyon Road, Suite 120

City, State and Zip Code: Diamond Bar, CA 91765

E-Mail Address: GKhan@gkandassociates.com

Phone: (909)595-1940 Fax: _____

Contact Person for Proposals: Ghazala Khan

Title: President E-Mail Address: gkhan@gkandassociates.com

Business Telephone: (909)595-1940 Business Fax: _____

Is your business: (check one)

NON PROFIT CORPORATION FOR PROFIT CORPORATION

Is your business: (check one)

CORPORATION LIMITED LIABILITY PARTNERSHIP
 INDIVIDUAL SOLE PROPRIETORSHIP
 PARTNERSHIP UNINCORPORATED ASSOCIATION

Names	Title	Phone
Ghazala Khan	President	(909)595-1940
Shaun Khan	Treasurer/ Secretary	(909)595-1940

Federal Tax Identification Number: 81-0549475

City of Costa Mesa Business License Number: _____

(If none, you must obtain a Costa Mesa Business License upon award of contract.)

City of Costa Mesa Business License Expiration Date: _____

COMPANY PROFILE & REFERENCES

Company Legal Name: EC & AM Associates, Inc, DBA GK & Associates

Company Legal Status (corporation, partnership, sole proprietor etc.): Corporation

Active licenses issued by the California State Contractor's License Board: None.

Business Address: 3333 S. Brea Canyon Road, Suite 120, Diamond Bar, CA 91765

Website Address: www.gkandassociates.com

Telephone Number: (909)595-1940

Facsimile Number:

Email Address: Gkhan@gkandassociates.com

Length of time the firm has been in business: 22 years

Length of time at current location: 22 years

Is your firm a sole proprietorship doing business under a different name: ___ Yes No

If yes, please indicate sole proprietor's name and the name you are doing business under:

Federal Taxpayer ID Number: 81-0549475

Regular Business Hours: 7am - 5pm

Regular holidays and hours when business is closed: Business is closed on holidays and from 6pm-6am

Contact person in reference to this solicitation: Ghazala Khan

Telephone Number: (909)595-1940

Facsimile Number:

Email Address: GKhan@gkandassociates.com

Contact person for accounts payable: Ghazala Khan

Telephone Number: (909)595-1940

Facsimile Number:

Email Address: GKhan@gkandassociates.com

Name of Project Manager: Ghazala Khan

Telephone Number: (909)595-1940

Facsimile Number:

Email Address: GKhan@gkandassociates.com

COMPANY PROFILE & REFERENCES (Continued)

Submit the company names, addresses, telephone numbers, email, contact names, and brief contract descriptions of at least three clients, preferably other municipalities for whom comparable projects have been completed or submit letters from your references which include the requested information.

Company Name: City of Downey

Contact Name: Edward Norris

Contract Amount: \$332,223

Email: Enorris@downeyca.com

Address: 11111 Brookshire Avenue, Downey, CA 90241

Brief Contract Description:

GK & Associates provided Construction Management and Inspection Support Services for the federally funded Paramount Blvd Traffic Signal Upgrades and Safety Enhancements Project and was completed January 2022.

Company Name: City of Brea

Telephone Number: (714)686-8911

Contact Name: Delfino Consunji

Contract Amount: various contract amounts

Email: N/A

Address: 1 Civic Center Circle, Brea, CA 92821

Brief Contract Description:

GK & Associates previously provided City of Brea with Construction management and Inspection Support services on several projects. These project involved street, traffic, water, and wastewater.

Company Name: City of Cerritos

Telephone Number: (562) 916-1219

Contact Name: Dario Simoes

Contract Amount: \$41,960.00

Email: dsimoes@cerritos.us

Address: 18125 Bloomfield Ave, Cerritos, CA 90703

Brief Contract Description:

GK & Associates provided Inspection Support services for the Traffic Signal Modification at Bloomfield Avenue and 166th Street. This project was to update the street safety features at this intersection and involved Caltrans LAPM requirements.

EX PARTE COMMUNICATIONS CERTIFICATION

Please indicate by signing below one of the following two statements. **Only sign one statement.**

I certify that Proposer and Proposer's representatives have not had any communication with a City Councilmember concerning informal **RFP No. 23-01 FOR CMCI Services** at any time after **November 09, 2020**.

Ghazala Khan

Signature

Date: 8/25/23

Ghazala Khan, President

Print

OR

I certify that Proposer or Proposer's representatives have communicated after **November 09, 2020** with a City Councilmember concerning informal **RFP No. _____ FOR _____**. A copy of all such communications is attached to this form for public distribution.

Signature

Date: _____

Print

DISCLOSURE OF GOVERNMENT POSITIONS

Each Proposer shall disclose below whether any owner or employee of Contractor currently hold positions as elected or appointed officials, directors, officers, or employees of a governmental entity or held such positions in the past twelve months. List below or state "None."

None.

DISQUALIFICATION QUESTIONNAIRE

The Contractor shall complete the following questionnaire:

Has the Contractor, any officer of the Contractor, or any employee of the Contractor who has proprietary interest in the Contractor, ever been disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state, or local government project because of a violation of law or safety regulation?

Yes _____ No _____

If the answer is yes, explain the circumstances in the following space.



**BIDDER/APPLICANT/CONTRACTOR CAMPAIGN CONTRIBUTION
DISCLOSURE FORM**

Proposer/Consultant/Applicant is required to identify any campaign contribution or cumulative contributions greater than \$249 to any city council member in the twelve months prior to submitting an application, proposal, statement of qualifications or bid requiring approval by the City Council.

Date	Name of Donor	Company/Business Affiliation	Name of Recipient	Amount

Not Applicable

Except as described above, I/we have not made any campaign contribution in the amount of \$250 or more to any Costa Mesa City Council Member in the twelve months preceding this Application/Proposal.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Ghazala Khan, GK & Associates

Bidder/Applicant/Proposer

8/25/23

Date

