Response to Request for Proposals
for
Medical Marijuana Facilities
Land Use Entitlement, Development Review, and Building Consultant Services

Prepared for:
City of Needles
817 Third Street
Needles, CA 92363
760-326-2113

Prepared by:
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The Altum Group

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Introduction

The Altum Group (Altum) is pleased to provide the City of Needles with this proposal to provide Medical Marijuana Facilities Land Use Entitlement, Development Review, and Building Consultant Services. The formatting of the sections and paragraphs within this proposal have been specifically selected to assist the City in review of our proposal.

Sections I, II, and III

The Invitation to provide services (Sections I), Project Description (Section II), and Scope of Services (Section III) are provided by the City of Needles within the RFP dated April 22, 2016. These are considered information and do not require a response for the proposal.

IV. Consultant's Proposal and Compensation

A. RFP Incorporation

The RFP shall be incorporated in its entirety as a part of Altum's proposal for Professional Services.

B. Agreement for Professional Consultant Services

The RFP and Altum's proposal for Professional Services will jointly become part of the Agreement for Professional Consultant Services for this project when said Agreement is fully executed by Altum and the Mayor or City Manager of Needles.

C. Services in Accordance with RFP

Altum's Services to be provided, and fees therefore, will be in accordance with the City's RFP except as otherwise specified in Altum's Proposal under the heading "ADDITIONS OR EXCEPTIONS TO THE CITY'S REQUEST FOR PROPOSAL."

D. Additions or Exceptions to the City's Request for Proposal

Altum's response does not include any additions or exceptions to the City's Request for Proposal.

1. Statement of Qualifications

Project Approach

The Altum Group (Altum) project team has the experience and local knowledge to complete the Land Use Entitlement and Development Review, including the environmental review of medical marijuana facilities for the City of Needles. We understand that the City Council has recently adopted provisions allowing medical marijuana cultivation, manufacturing and testing in addition to existing dispensaries. Because the medical marijuana industry is a relatively young industry, and because recreational marijuana use will be on the State ballot in November - and there is a distinct possibility that it will be passed - there has been an increased interest in permitting marijuana facilities throughout the State but guidance is relatively limited. The City of Needles is one of several cities in the Inland Empire and High Desert region where applicants have expressed an interest in permitting such facilities, and Altum has recent experience assisting applicants and cities through the process. Altum is currently working with applicants in the cities

of Desert Hot Springs and Coachella. Our approach is to work closely with City staff and applicants to navigate through the permitting process.

Background and Qualifications

Altum is a multi-disciplinary consulting firm with expertise in environmental and planning services, civil engineering, construction administration and management, and land surveying services. Located in Palm Desert, Altum consists of a core group of experienced professionals with extensive experience throughout the Inland Empire and desert communities of Southern California. Since its establishment in 2009 with five (5) full and part time employees, Altum has grown to include 35 full- and part-time employees including eight (8) professional planners with physical, policy, and environmental planning experience. The following is a summary of Altum's contact information:

Proposer's Business Name:	The Altum Group
Type of Business:	S Corporation organized in California (Small Business Certified)
Number of Years in Business:	Seven (7) years, no prior business names
Number of Offices:	One (1)
Location of Office:	73710 Fred Waring Drive, Suite 219 Palm Desert, CA. 92260
Number of Employees:	35 Employees, including 8 Professional Planners, 6 Registered Professional Engineers, and 2 Professional Land Surveyors
Hours of Operation	8:00 am - 5:00 pm Monday-Friday
Contact Person:	Mike Peroni, President mike.peroni@thealtumgroup.com
Phone/Fax:	760-346-4750/760-340-0089

Persons Authorized to Sign Contracts

Our President, Michael A. Peroni, and our Vice President, Doug Franklin, are both authorized to bind the company in contractual agreements.

2. Altum Projects and References

The following three projects represent Altum's work on cultivation facilities that may be similar to those being considered in the City of Needles:

Project Name:	**Cultivation Technologies Inc. (CTI)**
Location:	48th Avenue, west of Harrison Street, in the City of Coachella
Status:	Conditional Use Permit and Environmental Documentation being processed. Final Engineering to begin in late May 2016.
Project Scope:	Project is designed as a 105,000 s.f. cannabis cultivation and processing facility. 88,000 s.f. are provided for cannabis cultivation while the remaining buildings are designed for laboratory, testing, office, and retail space on 6+ acres of land in the M-W Zone. Altum is the primary source for Site Planning, Entitlement Processing, Civil Engineering, Environmental Documentation, and Land Surveying.
Schedule:	Conditional Use Permit and Environmental Documentation under City Review. Final Engineering to begin in Late May. Groundbreaking to take place in early fall.
Contact:	City of Coachella Mr. Luis Lopez, Community Development Director 760-398-3102 llopez@coachella.org

Project Name: Date Palm Business Park

Location: Harrison Street at Avenue 49, City of Coachella

Status: Project has been conceptually designed and reviewed by City Staff and the Economic Development Subcommittee. Project proposal will proceed to the full City Council for review and discussion after minor revisions to the concept plan and presentation materials.

Project Scope: Date Palm Business Park is an 82-acre, manufacturing/industrial park that is specifically designed to facilitate the expansion of Cannabis Cultivation facilities within the City of Coachella. This master-planned business park will provide for the expansion of public utilities, provide circulation and connectivity between Avenue 48 and Avenue 50, and combine storm drain and retention basin facilities. Two large parks (totaling 6+ acres) will provide gathering spaces for walking and picnicking, as well as provide for an interpretive center paying homage to the City of Coachella's agricultural roots. Two (2) 100,000+ s.f. cannabis cultivation operations are scheduled to apply for conditional use permits immediately after the tentative map and zone change are filed. Altum is the primary source for Site Planning, Entitlement Processing, Civil Engineering, Environmental Documentation, and Land Surveying.

Schedule: Tentative Map and Zone Change filing, June 2016. Final Engineering and Construction Documents filed in August, 2016. Break ground on Phase 1, Fall 2016.

Contact: City of Coachella
Mr. Luis Lopez, Community Development Director
760-398-3102
llopez@coachella.org

Project Name: Desert Hot San Jacinto

Status: The Altum Group was retained to provide entitlement, preliminary design, and CEQA compliance services for a proposed marijuana cultivation and processing facility on two parcels located at the northwest corner of San Jacinto Lane and Cabot Road in the City of Desert Hot Springs.

Project Scope: Services includes establishing the site boundary, topography, utility research, supporting the Conditional Use Permit, preparing a preliminary grading and drainage exhibit, preliminary on-site hydrology report, and preliminary Water Quality Management Plan (WQMP) and Initial Study in support of an anticipated Mitigated Negative Declaration. To date we have completed site boundary, topography and utility research efforts and are awaiting site design input from the project Applicant.

Schedule: To Be Determined upon receipt of Site Design input from the project Applicant.

Client Contact: Stephanie Green
858.945.3655
stephgreen@gmail.com

In addition to the aforementioned projects, Altum has recently completed a number of projects for client cities or counties. A representative sampling of these projects and/or our on-call contracts are as follows:

Ongoing Projects:

Project Name: **La Quinta Village Build-Out Plan Environmental Impact Report**
Location: City of La Quinta Village/Old Town Area
Status: Notice of Preparation released for public review in September 2015. EIR in preparation.
Project Scope: Project level EIR tiered from the City's General Plan EIR to focus on future development in the City's Village. Future development in the project area assumes development of the remaining vacant properties, as well as redevelopment of underutilized properties with more intensive uses. This would include residential development at densities of 20-30 dwelling units per acre, Village Commercial which allows multifamily residential dwellings such as condominiums, apartments and similar housing types at densities determined on a site specific basis, based on the development capacity for the proposed uses on the site, Open Space/Recreation (Park), Community Facilities (Civic Center) and an existing school. In addition to the Altum Group Kunzman Associates is preparing the Traffic Impact Analysis, Air Quality/Global Climate Change Assessment and Noise Assessment. Applied Earthworks is preparing a Historic Property Survey Report. Completion of the Administrative Draft EIR is May 2016.
Schedule: Commenced work in August 2015 – projected completion date is August 2016.
Contact: City of La Quinta
Mr. Gabriel Perez
760-777-7125
gperez@la-quinta.org

Project Name: **Highway 111 Improvements**
Location: City of Indio from Madison Street to Rubidoux Street (approximately 8,800 lineal feet)
Status: Initial Study Mitigated Negative Declaration and Notice of Determination completed in August 2015; Anticipated date of completion of the NEPA Categorical Exclusion with Supporting Studies is July 2016
Project Scope: Completed the Preliminary Environment Study (PES Form) that lead to the preparation of a number of technical studies including an Air Quality/Global Climate Change/Health Risk Assessment; an Air Quality Conformity Assessment (SCAG's Transportation Conformity Working Group concurrence); Natural Environment Study Minimal Impact; Noise Study Work Plan and Noise Study Report; Phase I Environmental Site Assessment; and a Community Impact Assessment. To date all studies have been approved except the Noise Study Report. The Mitigated Negative Declaration has been adopted. All members of the proposed Needles team participated in the Highway 111 project.
Schedule Commenced work in August 2014, completed the Initial Study/Mitigated Negative Declaration in August 2015, projected completion of NEPA documentation July 2016.
Contact: City of Indio
Mr. Tom Rafferty, P.E.
760-391-4017
trafferty@indio.org

Project Name: **Edom Hill Composting Facility**
Location: 70100 Edom Hill Road, Cathedral City
Status: Technical Studies and Environmental Checklist Underway
Project Scope: The project site will include three graded pads for the processing of organics and active composting totaling approximately 8.5 acres. The remaining 11.5 acres are not currently a part of the project, but may be included at a future date. These pads will used for the following: (1) acceptance of incoming organics; (2) sorting and grinding of feedstock; (3) active composting; (4) compost curing; (5) screening of compost, mulches, and soil amendments; (6) temporary storage of finished products; (7) scales and scale house; (8) office/employee trailer; (9) equipment maintenance building; (10) employee/visitor parking; (11) rolling stock parking; (12) retail storage area; (13) water tank. A detention basin with approximately 70,000 cubic feet of capacity is also proposed. Studies that are currently underway are: (1) Traffic Impact Analysis; (2) Air Quality/Global Climate Change/Health Risk Assessment; (3) Noise Assessment; (4) Cultural Resources Assessment; (5) Biological Resources Assessment and Tortoise Survey; and (6) Visual Resources Assessment.
Schedule: Commenced work in July 2015, projected completion July 2016.
Contact: Dave Leonard, Contract Planner
1771 Iowa Avenue, Suite 100
Riverside, CA 92507
951-782-9868
dleaonarddla@earthlink.net

Sandra Campbell, Associate Planner
City of Cathedral City
68700 Lalo Guerrero
760-770-0339
scampbell@cathedralcity.gov

Recently Completed Projects:

Project Name: **Rancho Mirage Community Park**
Location: City of Rancho Mirage
Status: Completed the Initial Study/Mitigated Negative Declaration
Project Scope: The Altum Group provided environmental planning services for the expansion of the existing Whitewater Park on approximately three acres adjacent to the existing park. Existing recreational facilities will remain substantially in place and the expansion plans include a new amphitheater and pedestrian promenade, relocated children's play area and expanded parking facilities. Technical studies prepared by Kunzman Associated included a Traffic Impact Analysis, Air Quality/Global Climate Change Assessment and a Noise Assessment.
Schedule: Commenced work on the Initial Study in 2012. The MND was adopted in September 2013.
Contact: City of Rancho Mirage
Mr. Bud Kopp, Planning Manager
760-770-3224 x242 budk@ranchomirageca.gov

Project Name: **Anthony Vineyards Packing Shed Expansion**
Location: City of Coachella
Status: Completed the Initial Study/Mitigated Negative Declaration, Airport Land Use Commission Consistency Determination

Project Scope: The Altum Group provided environmental planning services for the expansion of the existing packing shed in the City of Coachella for Anthony Vineyards. The project consists of the addition of a new freezer building and a new open canopy to an existing fruit packing facility for a total of 150,716 square feet at buildout. The project also included a parcel merger to combine three parcels into one parcel, and record a "No Build" easement over a portion of four parcels. The project site is located within Compatibility Zone C of the Jacqueline Cochran Regional Airport which required a consistency determination by the Riverside County Airport Land Use Commission. Technical studies prepared for the project by Kunzman Associates included a Traffic Impact Analysis and an Air Quality/Global Climate Change Assessment.

Schedule: Commenced Work in February 2015, the MND was adopted in May 2015. The Airport Land Use Commission determination was made in September 2015.

Contact: City of Coachella
Mr. Luis Lopez, Community Development Director
760-398-3102
llopez@coachella.org

Altum Personnel

The Altum Group has assembled a multi-discipline team of experienced staff to complete the necessary tasks for planning and environmental services. In an effort to provide the City of Needles with the expertise necessary, Altum will utilize the key staff members described below. Altum acknowledges and understands that if one or more Altum staff members become unavailable, substitutions of at least equal competence are allowed only after prior written approval from the City.

Mike Peroni, President and Director of Planning has over 40 years of planning and environmental experience preparing EIRs for a variety of projects including resorts/golf course with water features including lakes and waterfalls, wind farms, landfills and airports. Mr. Peroni is the project manager for the Thousand Palms 278 specific plan sharing project management responsibilities with Nancy Ferguson who is managing the preparation of the Draft EIR. Most recently Mr. Peroni assisted Desert Adventures with the plot plan and related studies for the Metate Ranch Interpretive Nature Center and Outdoor Recreation Area located on the 800 acre Metate Ranch in the Indio Hills north of Indio. He also worked with the City of Rancho Mirage preparing CEQA review for the expansion and redevelopment of the City's Community Park from 7 acres to 10 acres. Park features will include a new amphitheater for music and plays, new playground equipment, tennis and basketball courts, covered picnic/BBQ areas, a community garden, and fitness stations throughout the park. Altum's role included preparing the survey, engineering drawings, CEQA compliance (IS/MND), drainage study and SWPPP, and a PM-10 Dust Control Plan.

Kevin L. Maevers, AICP, FIGP, Planning Manager has over 30 years of experience in multi-disciplined consulting environments, Kevin brings a unique perspective to the Urban and Community Planning Professions. In addition to land use, public policy, and environmental planning expertise, Kevin has a breadth of knowledge in civil engineering, land surveying, marketing & business development, program/project management, and client service and relations. Mr. Maevers is committed to finding solutions to the challenges that face our communities. He has studied and implemented plans for increasing project and community sustainability, and has significant knowledge of the USGBC's LEED for New Development, APA's guidelines for low-impact development, Smart-Growth principles. Kevin's commitment extends to reducing the dependence on fossil fuels by reviewing all projects for their ability

to reduce energy consumption through proper site orientation to take advantage of active and passive wind and/or solar energy. Currently Kevin is acting as Principal Planner and Project Manager for several Medical Marijuana projects throughout the Coachella Valley and High Desert. Additionally, Kevin is working with the City of Indio to revise the Medical Marijuana Cultivation Ordinance to expedite the review and approval of development applications. Mr. Maevers' duties for this contract would be to serve as the project manager, review development proposals, write staff reports, and attend meetings as necessary.

Robert J. Verlaan, Senior Project Manager, Principal Planner has more than 30 years of experience as a professional urban/regional and environmental planning consultant in California. Currently based in Palm Desert, Mr. Verlaan has prepared planning and environmental documents for projects throughout southern and central California ranging widely in scope and complexity. His work has encompassed successfully prepared CEQA compliance documents for more than 45 jurisdictions, agencies and special districts in the State. His work has also encompassed successfully preparing NEPA compliance documents for more than eight Federal agencies and has also prepared tribal environmental compliance documentation. Projects for which he has prepared or managed the preparation of CEQA compliance documents include, but are not limited to: new towns, general plan updates and amendments, specific plans, redevelopment plans, redevelopment project areas, residential subdivisions, commercial/retail centers, historic/adaptive re-use projects, alternative energy production facilities (including wind, biomass, solar, solid waste and solvent refined coal), and a variety of public works, parks and recreation, and other public facilities. Mr. Verlaan's duties for this contract would be to serve as support for the project manager, review development proposals, write staff reports, and attend meetings as necessary.

Nancy Ferguson, Environmental Planning Manager has over 28 years of experience in environmental planning preparing EIRs and Mitigated Negative Declarations for a variety of projects including specific plans, general plan amendments and public works projects. Her most recent CEQA documents include an IS/MND for the relocation and expansion of the Big Bear Alpine Zoo for the County of San Bernardino Special Districts Department; an IS/MND for the adaptive reuse of the Moss Brothers Ford Dealership, from a vacant 12-acre site, into a professional office and retail center for the City of Colton; the Draft and Final EIRs for the Colton's Hub City Center Specific Plan EIR, a 376-acre mixed use project for the development of vacant land, and potential reuse or redevelopment of occupied sites around the County of San Bernardino Arrowhead Regional Medical Center; and an IS/MND and Caltrans PES and Categorical Exclusion for Highway 111 Improvements (1.6 miles) for the City of Indio. Ms. Ferguson is a commissioner on the Palm Springs Sustainability Commission and is on the Active Transportation Committee for that commission.

James Bazua, PE, Engineering Division Chief has over 18 years of experience in Civil Engineering design with specific areas of expertise in street design, commercial and industrial site design, grading and land development, design of storm drain systems and preparation of hydrologic and hydraulic studies using StormCAD and WSPG software. He is also a Qualified SWPPP Practitioner/Developer (QSP/QSD) and has prepared and implemented a number of commercial and industrial Stormwater Pollution Prevention Plans. Mr. Bazua also prepares Water Quality Management Plans and PM-10 Dust Control Plans. He participates in the preparation of CEQA and NEPA documents by peer reviewing proposed project's drainage and hydrology studies for adequacy.

Cheri Flores, Project Planner has over 10 years of experience as an environmental planner and has worked on numerous CEQA studies for a variety of residential, commercial, and industrial projects as well as wind

and solar energy projects. Ms. Flores assisted in the preparation of the EIRs for the West Valley Specific Plan Amendment project (City of Colton) and the Coachella Valley Compost EIR (County of Riverside) and has prepared a number of Initial Studies in the cities of Coachella, Rancho Mirage, and Indio. She has also assisted with preparation of Specific Plans, Tribal Master Plans and joint CEQA/NEPA documents. She also serves as Altum's GIS analyst and creates all project-related exhibits, using ArcGIS, Photoshop, Illustrator, and CorelDraw, for various types of reports and presentations.

Douglas Kinley, Planning Technician has over 6 years of experience in coordinating projects at an educational and professional level. In his short time with Altum, Mr. Kinley has worked with the Planning Department on several Cannabis Cultivation related projects to secure entitlements and maintain an agreed upon schedule. As planning technician he serves as a liaison with clients, sub-consultants, and agency representatives. He assists project managers in maintaining meeting minutes and project management documents and works to facilitate activities associated with projects. Further, he assists in preparing the production of documentation for various entitlement applications.

3. Summary of Proposed Services and Processes

Altum's planning and environmental staff can provide the following professional services to meet the City's objectives:

- Development Review of Medical Marijuana Facilities Proposals
- Processing of Land Use Entitlements
- Preparation of Staff Reports
- Meetings with City Staff, Planning Commission, and City Council
- Environmental Due Diligence and Site Assessments
- CEQA Documents
  - Initial Studies using the City's preferred Environmental Checklist
  - CEQA Categorical Exemptions
  - Negative Declarations and Mitigated Negative Declarations
- Special Studies as needed/required

Technical Approach

Foremost in the successful completion of a project are communication with and responsiveness to the client, and the project team's experience working together to provide environmental compliance services to public agencies. For the City, Altum's project team would use the following approach when selected for a specific project:

1. Altum's project manager will prepare for and attend a kickoff meeting with City staff, scheduling the meeting, preparing an agenda and related meeting notes.
2. Review design plans and existing information prepared for a proposed project.
3. Conduct preliminary environmental review to determine the appropriate CEQA and/or NEPA document(s) to be prepared.
4. Based on the results of items 1-3, conduct field visits and prepare technical reports of environmental issues as needed, including but not limited to:
   a. Biological Resources Assessments and Focused Surveys;
   b. Jurisdictional Determinations and Wetland Delineations;
   c. Cultural Resources Assessments for both Archaeological and Paleontological Resources, and Historical Assessments if structures are deemed to be potentially significant;

d. Traffic Impact Assessments for new projects that generate operational trips and Traffic Construction Management Plans for temporary detours or proposed haul routes;
e. Air Quality/Greenhouse Gas/Global Climate Change Assessments;
f. Noise Assessments;

5. If required our project team will prepare permit applications and coordinate with regulatory agencies including but not limited to the RWQCB (Colorado River Basin), South Coast AQMD, US Fish and Wildlife Service, California Department of Fish and Wildlife, Army Corps of Engineers, Bureau of Land Management, Bureau of Reclamation. If required, Altum staff has experience working with Native American tribes and the Bureau of Indian Affairs.
6. Based on the project description and the findings of any technical studies prepared for the project, prepare environmental documentation for proposed projects including:
   a. Categorical Exemptions/Categorical Exclusions – prepare the project description, findings and conclusions under CEQA and NEPA.
   b. Categorical Exclusions with Studies (NEPA) and Initial Study/Mitigated Negative Declarations (CEQA).
   c. Initial Study and Mitigated Negative Declaration (CEQA), or an Initial Study to focus on issues that would be addressed in an EIR.
   d. Environmental Impact Report/Statement (EIR/EIS).
   e. Environmental Assessment and FONSI (NEPA).
7. Attend regular meetings and/or conference calls with City staff, attended by appropriate Altum project team members depending on the project and specific environmental issues
8. Public Hearings. Altum team members may be asked to attend community meetings, Planning Commission, or City Council public hearings. For these meetings we would assist by providing presentation materials, and if requested, would facilitate meetings.

CEQA/NEPA

The following Scope of Work will provide the City with legally defensible, comprehensive project level environmental documents for the proposed projects.

1. Initial Study/Negative Declaration or Mitigated Negative Declaration

- Project Initiation and Scoping
  - Kickoff meeting with City staff, site visit and scoping to identify technical studies/reports that should be prepared for the project will be done in this task
- Administrative Draft Initial Study
- Administrative Draft Initial Study Review and Revisions per City staff review
- Draft Initial Study (30-day Review Period) and Notices
- Administrative Final Initial Study
  - Responses to Public Comments
  - Minor revisions to text
  - Mitigation Monitoring and Reporting Program
- Final Initial Study and Notice of Determination

2. Environmental Impact Reports

- Project Initiation and Scoping
  - Kickoff meeting with City staff, site visit and scoping to identify technical studies/reports that should be prepared for the project will be done in this task
- Notice of Preparation and Public Scoping Meeting

- Notice of Preparation including and Initial Study to identify potential environmental effects
- 30-day public review of NOP/IS
- Public Scoping or Community meeting during 30-day review period
- Compile all comments received on the NOP and meeting to be listed in the EIR

- Prepare Administrative Draft EIR
- Prepare Draft EIR for Public Review with all Notices
- Prepare Final EIR
  - Responses to Comments
  - Revisions to the Draft EIR (minor)
  - Mitigation Monitoring and Reporting Program
  - Draft CEQA Findings for County Counsel review
- Assist City Staff with Staff Report
- Prepare Notice of Determination

Project Management

The purpose of this task is to provide for the management of the project team the preparation of technical studies and environmental documents, attendance at meetings and public hearings, ensure that the project is delivered on time and within budget, and ensure that City staff is kept aware of the project status on a regular basis. Altum's project management protocols include:

- Communicate routinely with project team members and the City for issue resolution and progress reporting. Provide notes on telephone conversations to project team, cc on e-mails, etc.
- Provide written or electronic (i.e., e-mail) progress reports, submitted monthly, describing project progress and identifying issues needing resolution.
- Provide project schedule updates as changes occur.
- Attend project meetings with project team and/or City staff.
- Attend and participating in public hearings or other public meetings.

For most projects, Altum's project manager will be guided by these protocols. In addition, other project team members from for specific technical studies will be responsible for managing their internal teams and providing similar updates as well. We will incorporate these updates into Altum's communication with City staff. Depending on the project, each subconsultant would identify times when it may be necessary to meet with City staff to review their findings and for attendance at community meetings or City Council public hearings.

E. Rates and Reimbursement Requirements

Listed below is the 2016 Schedule of Hourly Rates.

Staff Member	Hourly Rate
Principal	$168.00
Director/Senior Project Manager	$150.00
Project Manager	$145.00
Assistant Project Manager	$140.00
Senior Associate	$120.00
Associate	$100.00
Assistant	$80.00
Project Coordinator	$70.00
Administrative Assistant/Clerical	$55.00
Intern	$35.00
Survey Crew (2-man, non-prevailing)	$200.00
Survey Crew (2-man prevailing)	$245.00

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

Per Diem Rates: Per Diem for overnight trips (lodging, meals, and incidentals) shall be billed at current Government Services Administration (GSA) rates for San Bernardino County, CA. Current rate schedule is for FY 2016 and shall be adjusted annually pursuant to GSA guidelines.

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 Agreement budgets and such Schedule of Hourly Rates shall apply to subsequent Extra Work.

F. Fees for Consultant Services

All charges for Consultant services is on an hourly basis which will include conservatively estimated reimbursable expenses as submitted with and made a part of Altum's Proposal.

H. Documentation of Work

Altum will document and provide the results of the work to the satisfaction of the City. This may include preparation of field and final reports, or similar evidence of attainment of the Agreement objectives.

I. Hazardous Conditions

Altum will immediately document and notify the City of any defects or hazardous conditions observed in the vicinity of the project site prior, during, or after the construction work.

J. Extra Work

Altum's hourly rate schedule is included in this Proposal and shall be used in invoicing for progress payments and extra work incurred that is not part of this RFP. All extra work will require prior approval from the City.

K. Discrimination

Altum will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin.

L. Adherence to Federal Laws

All Federal laws and regulations shall be adhered to notwithstanding any state or local laws and regulations. In case of conflict between federal, state, or local laws or regulations, the strictest shall be adhered to.

M. Project Records

Altum shall allow all authorized federal, state, county, and City officials access to place of work, books, documents, papers, fiscal, payroll, materials, and other relevant contract records pertinent to this special project. All relevant records shall be retained for at least three (3) years.

N. Davis-Bacon Fair Labor Standards Act

Altum shall comply with the Davis-Bacon Fair Labor Standards Act (40 USC 276-a through a-7), and the implementation regulations issued pursuant thereto (29 CFR Section 1, 5) any amendments thereof and the California Labor Code. Pursuant to the said regulations, entitled "Federal Labor Standards Provisions", Federal Prevailing Wage Decision, and State of California prevailing wage rates, respectively.

O. Copeland Anti-Kickback Act

Altum shall comply with the Copeland Anti-Kickback Act (18 USC 874) and the implementation Regulation (29 CFR 3) issued pursuant thereto, and any amendments, hereof.

P. Clayton and Cartwright Acts

Altum offers and agrees to assign to the City all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 USC Sec. 15), or under the Cartwright Act (Chapter 2 [commencing with Section 16700] of Part 2 of Division 7 of the Business and Professional Code), arising from the purchase of goods, services, or materials pursuant to the public works or the subcontract. This assignment shall be made and become effective at the time the City tenders final payment to Altum, without further acknowledgement by the parties.

Q. Small Business Registration

Altum is registered with the State of California Department of General Services as a Small Business (registration number 1107100) in the fields including Civil Engineering and in the service areas including Riverside County and San Bernardino County;