



**CITY OF WESTMINSTER**  
**CONTRACT/AGREEMENT**  
**TRANSMITTAL COVER SHEET**

Contract/Agreement No. 2025-008
------------------------------------

NAME / CONTRACTOR	CSG Consultants, Inc.	
DESCRIPTION OF SERVICES	Provide on-call planning services	
AGREEMENT TERM <b>24 months</b>	COMMENCEMENT DATE /Amended or Renewal <b>1/1/2025</b>	EXPIRATION DATE /Exp. Amended or Renewed <b>1/1/2027</b>
DEPARTMENT	Community Development	DEPT/STAFF CONTACT Sheri VanderDussen
CONTRACT AMOUNT  <i>AMENDMENT/RENEWAL AMOUNT</i>	<b>Not to exceed \$100,000</b>	BUDGET ACCOUNT NO. (Include Acct. No. to Deposit Reimbursements/Payments.)

**1 - BUSINESS LICENSING**  Not Required - Skip: \_\_\_\_\_ (Initials)

BL No. 05140145  Not Required  
 Exp. 6/30/25  Not Approved

Approved Initial: \_\_\_\_\_ Date: \_\_\_\_\_

**2 - FINANCE DEPT.**  Not Required - Skip: \_\_\_\_\_ (Initials)

Sufficient Funds Verified  
 Insufficient Funds  
 Requires Budget Transfer/Adjustment

Approved Initial: EB Date: January 26, 2025

**3 - RISK MANAGEMENT**  Not Required - Skip: \_\_\_\_\_ (Initials)

Commercial/General/Auto Liability \_\_\_\_\_ Insurance Req's Met  
 Additional Insured Endorsement  
 Professional/Errors and Omissions  
 Worker's Compensation  
 Additional Insured Endorsement  
 Certificates Reviewed & Approved

Requires Changes as Noted Below:  
 Bond Required

Notes: \_\_\_\_\_

Approved Initial: JG Date: January 28, 2025

**SPECIAL REQUIREMENTS/FORMS**  Not Required - Skip: \_\_\_\_\_ (Initials)

Requirements Met:

FPPC (Form 700)  
 Ethics (AB1234/1661)  
 Sexual Harassment Prevention Training  
 Oath Administered: \_\_\_\_\_  
 Other: \_\_\_\_\_

NOTES: \_\_\_\_\_

**4 - CITY ATTORNEY**  Not Required - Skip: \_\_\_\_\_ (Initials)

Name of Reviewing Attorney: \_\_\_\_\_  
 Reviewed  
 Approved as to Form  
 Not Required

Requires Changes: \_\_\_\_\_  
 Returned to Submitting Department \_\_\_\_\_

Approved Initial: UB Date: January 24, 2025

**5 - CITY CLERK'S OFFICE**  Not Required - Skip: \_\_\_\_\_ (Initials)

Council Approved  
 City Manager Approved

Agenda Item No. N/A  
 Meeting Date N/A January 28, 2025

Approved Initial: TX Date: \_\_\_\_\_

Approved  
 Denied  
 Amount does not Exceed CM Approval Amount  
 Return to Submitting Department  
 Requires Changes: \_\_\_\_\_

Approved Initial: LL Date: February 11, 2025

**MISCELLANEOUS**

Special Event Permit  
 City Council  
 Administratively Approved  
 Reimbursement Payment  
 Fee Payment

Dept./Contact: \_\_\_\_\_

**CITY OF WESTMINSTER]  
PROFESSIONAL SERVICES AGREEMENT  
WITH  
CSG CONSULTANTS**

THIS AGREEMENT is made and entered into this 1<sup>st</sup> day of January, 2025 (“Effective Date”), by and between the CITY OF WESTMINSTER, a municipal corporation (“City”), and CSG Consultants, a California (“Consultant”).

**WITNESSETH:**

A. WHEREAS, City proposes to utilize the services of Consultant as an independent contractor to provide on-call planning services as more fully described herein; and

B. WHEREAS, Consultant represents that it has that degree of specialized expertise contemplated within California Government Code Section 37103, and holds all necessary licenses to practice and perform the services herein contemplated; and

C. WHEREAS, City and Consultant desire to contract for the specific services described in Exhibit “A” (the “Project”) and desire to set forth their rights, duties, and liabilities in connection with the services to be performed; and

D. WHEREAS, no official or employee of City has a financial interest, within the provisions of Sections 1090-1092 of the California Government Code, in the subject matter of this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions contained herein, the parties hereby agree as follows:

**1.0. SERVICES PROVIDED BY CONSULTANT**

1.1. Scope of Services. Consultant shall provide the professional services described in the Consultant’s Proposal (“Proposal”), attached hereto as Exhibit “A” and incorporated herein by this reference.

1.2. Professional Practices. All professional services to be provided by Consultant pursuant to this Agreement shall be provided by personnel experienced in their respective fields and in a manner consistent with the standards of care, diligence and skill ordinarily exercised by professional consultants in similar fields and circumstances in accordance with sound professional practices. Consultant also warrants that it is familiar with all laws that may affect its performance of this Agreement and shall advise City of any changes in any laws that may affect Consultant’s performance of this Agreement. Consultant shall keep itself informed of State and Federal laws and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this Agreement. The Consultant shall at all times observe and comply with all such laws and regulations. Officers and employees shall not be liable at law or in equity occasioned by failure of the Consultant to comply with this Section.

1.3. Performance to Satisfaction of City. Consultant agrees to perform all the work to the complete satisfaction of the City and within the hereinafter specified. Evaluations of the work will be done by the City Manager or his or her designee. If the quality of work is not satisfactory, City in its discretion has the right to:

- (a) Meet with Consultant to review the quality of the work and resolve the matters of concern;

- (b) Require Consultant to repeat the work at no additional fee until it is satisfactory; and/or
- (c) Terminate the Agreement as hereinafter set forth.

1.4. Warranty. Consultant warrants that it shall perform the services required by this Agreement in compliance with all applicable Federal and California employment laws, including, but not limited to, those laws related to minimum hours and wages; occupational health and safety; fair employment and employment practices; workers' compensation insurance and safety in employment; and all other Federal, State, and local laws and ordinances applicable to the services required under this Agreement. Consultant warrants that it is not suspended or debarred from doing business with the United States government and can legally be paid from federal funds. Consultant shall indemnify and hold harmless City from and against all claims, demands, payments, suits, actions, proceedings, and judgments of every nature and description including attorneys' fees and costs, presented, brought, or recovered against City for, or on account of any liability under any of the above-mentioned laws, which may be incurred by reason of Consultant's performance under this Agreement.

1.5. Non-discrimination. In performing this Agreement, Consultant shall not engage in, nor permit its agents to engage in, discrimination in employment of persons because of their race, religion, color, national origin, ancestry, age, physical handicap, medical condition, marital status, sexual gender, or sexual orientation, except as permitted pursuant to Section 12940 of the Government Code. Such actions shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay, or other forms of compensation and selection for training, including apprenticeship. Consultant agrees to post in conspicuous places, available to employees and applicants for employment, a notice setting forth provisions of this non-discrimination clause.

Consultant shall, in all solicitations and advertisements for employees placed by, or on behalf of Consultant shall state that all qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, marital status, national origin, or mental or physical disability. Consultant shall cause the paragraphs contained in this Section to be inserted in all subcontracts for any work covered by the Agreement, provided that the foregoing provisions shall not apply to subcontracts for standard commercial supplies or raw materials.

1.6. Non-Exclusive Agreement. Consultant acknowledges that City may enter into agreements with other consultants for services similar to the services that are subject to this Agreement or may have its own employees perform services similar to those services contemplated by this Agreement.

1.7. Delegation and Assignment. This is a personal service contract, and the duties set forth herein shall not be delegated or assigned to any person or entity without the prior written consent of City. Consultant may engage a subcontractor(s) as permitted by law and may employ other personnel to perform services contemplated by this Agreement at Consultant's sole cost and expense. All insurance requirements contained in this Agreement are independently applicable to any and all subcontractors that Consultant may engage during the term of this Agreement.

1.8. Confidentiality. Employees of Consultant in the course of their duties may have

access to financial, accounting, statistical, and personnel data of private individuals and employees of City. Consultant covenants that all data, documents, discussion, or other information developed or received by Consultant or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Consultant without written authorization by City. City shall grant such authorization if disclosure is required by law. All City data shall be returned to City upon the termination of this Agreement. Consultant's covenant under this Section shall survive the termination of this Agreement.

## **2.0. COMPENSATION AND BILLING**

2.1. Compensation. Consultant shall be paid in accordance with the hourly rates and fee schedule set forth in Exhibit "A". Consultant's total compensation shall not exceed One Hundred Thousand Dollars (\$ 100,000.00). Consultant shall be paid from developer deposit accounts and not from general funds unless funds are specifically budgeted for this purpose. Consultant shall monitor the hours worked and current balances in the relevant developer deposit accounts to ensure that Consultant does not perform work that cannot be compensated with existing funds. Consultant shall not be paid for any work performed under this Agreement unless there are sufficient funds specifically budgeted for the relevant project or in the relevant developer deposit account prior to the work being performed.

2.2. Additional Services. Consultant shall not receive compensation for any services provided outside the scope of services specified in the Consultant's Proposal or which is inconsistent with or in violation of the provisions of this Agreement unless the City or the Project Manager for this Project, prior to Consultant performing the additional services, approves such additional services in writing. It is specifically understood that oral requests and/or approvals of such additional services or additional compensation shall be barred and are unenforceable. Should the City request in writing additional services that increase the hereinabove described "Scope of Services", an additional fee based upon the Consultant's standard hourly rates shall be paid to the Consultant for such additional services. Such increase in additional fees shall be limited to 10% of the total contract sum. The City Manager is authorized to approve a Change Order for such additional services. Where the original contract is \$100,000.00 or less, City Council approval shall be required prior to any increase bringing the total compensation to more than \$100,000.00.

2.3. Method of Billing. Consultant may submit invoices to the City for approval on a progress basis, but no more often than two times a month. Said invoice shall be based on the total of all Consultant's services which have been completed to City's sole satisfaction. City shall pay Consultant's invoice within forty-five (45) days from the date City receives said invoice. Each invoice shall describe in detail the services performed, the date of performance, and the associated time for completion. Any additional services approved and performed pursuant to this Agreement shall be designated as "Additional Services" and shall identify the number of the authorized change order, where applicable, on all invoices.

2.4. Records and Audits. Records of Consultant's services relating to this Agreement shall be maintained in accordance with generally recognized accounting principles and shall be made available to City or its Project Manager for inspection and/or audit at mutually convenient times for a period of three (3) years from the Effective Date.

## **3.0. TIME OF PERFORMANCE**

3.1. Commencement and Completion of Work. The professional services to be performed pursuant to this Agreement shall commence within five (5) days from the Effective Date of this Agreement. Said services shall be performed in strict compliance with the Project Schedule approved by City as set forth in Exhibit "A".

3.2. Excusable Delays. Neither party shall be responsible for delays or lack of performance resulting from acts beyond the reasonable control of the party or parties. Such acts shall include, but not be limited to, acts of God, fire, strikes, material shortages, compliance with laws or regulations, riots, acts of war, or any other conditions beyond the reasonable control of a party. If a delay beyond the control of the Consultant is encountered, a time extension may be mutually agreed upon in writing by the City and the Consultant. The Consultant shall present documentation satisfactory to the City to substantiate any request for a time extension.

#### **4.0. TERM AND TERMINATION**

4.1. Term. This Agreement shall commence on the Effective Date and continue for a period of 24 months, ending on January 1, 2027, unless previously terminated as provided herein or as otherwise agreed to in writing by the parties.

4.2. Notice of Termination. The City reserves and has the right and privilege of canceling, suspending, or abandoning the execution of all or any part of the work contemplated by this Agreement, with or without cause, at any time, by providing at least fifteen (15) days prior written notice to Consultant. The termination of this Agreement shall be deemed effective upon receipt of the notice of termination. In the event of such termination, Consultant shall immediately stop rendering services under this Agreement unless directed otherwise by the City. If the City suspends, terminates, or abandons a portion of this Agreement such suspension, termination, or abandonment shall not make void or invalidate the remainder of this Agreement.

If the Consultant defaults in the performance of any of the terms or conditions of this Agreement, it shall have ten (10) days after service upon it of written notice of such default in which to cure the default by rendering a satisfactory performance. In the event that the Consultant fails to cure its default within such period of time, the City shall have the right, notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement.

The City shall have the right, notwithstanding any other provisions of this Agreement, to terminate this Agreement, at its option and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement, immediately upon service of written notice of termination on the Consultant, if the latter should:

- a. Be adjudged a bankrupt;
- b. Become insolvent or have a receiver of its assets or property appointed because of insolvency;
- c. Make a general assignment for the benefit of creditors;
- d. Default in the performance of any obligation or payment of any indebtedness under this Agreement;

- e. Suffer any judgment against it to remain unsatisfied or unbonded of record for thirty (30) days or longer; or
- f. Institute or suffer to be instituted any procedures for reorganization or rearrangement of its affairs.

4.3. Compensation. In the event of termination, City shall pay Consultant for reasonable costs incurred and professional services satisfactorily performed up to and including the date of City's written notice of termination within thirty-five (35) days after service of the notice of termination. Compensation for work in progress shall be prorated based on the percentage of work completed as of the effective date of termination in accordance with the fees set forth herein. In ascertaining the professional services actually rendered hereunder up to the effective date of termination of this Agreement, consideration shall be given to both completed work and work in progress, to complete and incomplete drawings, and to other documents pertaining to the services contemplated herein whether delivered to the City or in the possession of the Consultant. City shall not be liable for any claim of lost profits.

4.4. Documents. In the event of termination of this Agreement, all documents prepared by Consultant in its performance of this Agreement including, but not limited to, finished or unfinished design, development and construction documents, data studies, drawings, maps, and reports, shall be delivered to the City within ten (10) days of delivery of termination notice to Consultant, at no cost to City. Any use of uncompleted documents without specific written authorization from Consultant shall be at City's sole risk and without liability or legal expense to Consultant.

## **5.0. INSURANCE**

5.1. Insurance. The Consultant and all subcontractors, if any, shall procure and maintain, at its sole cost and expense, in a form and content satisfactory to City, during the entire term of this Agreement, including any extension thereof, insurance as set forth in Exhibit "B" attached hereto and incorporated herein by this reference.

Neither the City nor any of its officers, officials, agents, employees, or volunteers makes any representation that the types of insurance and the limits specified to be carried by Consultant under this Agreement are adequate to protect Consultant. If Consultant believes that any such insurance coverage is insufficient, Consultant shall provide, at its own expense, such additional insurance as Consultant deems adequate.

5.2. Deductible or Self-Insured Retention. If any of such policies provide for a deductible or self-insured retention to provide such coverage, the amount of such deductible or self-insured retention shall be approved in advance by City. No policy of insurance issued as to which the City is an additional insured shall contain a provision which requires that no insured except the named insured can satisfy any such deductible or self-insured retention.

5.3. Certificates of Insurance. Consultant shall provide to City certificates of insurance showing the insurance coverages, as well as providing the City with the required endorsements in a form and content approved by City, prior to performing any services under this Agreement. The certificates of insurance and endorsements shall be attached hereto as Exhibit "C" and incorporated herein by this reference.

5.4. Non-limiting. Nothing in this Section shall be construed as limiting in any way, the indemnification provision contained in this Agreement, or the extent to which Consultant may be held responsible for payments of damages to persons or property.

## 6.0. GENERAL PROVISIONS

6.1. Entire Agreement. This Agreement constitutes the entire agreement between the parties with respect to any matter referenced herein and supersedes any and all other prior writings and oral negotiations. This Agreement may be modified only in writing and signed by the parties in interest at the time of such modification. The terms of this Agreement shall prevail over any inconsistent provision in any other contract document appurtenant hereto, including exhibits to this Agreement.

6.2. Representatives. The City Manager or his or her designee shall be the representative of City for purposes of this Agreement and may issue all consents, approvals, directives, and agreements on behalf of the City, called for by this Agreement, except as otherwise expressly provided in this Agreement.

Consultant shall designate a representative for purposes of this Agreement who shall be authorized to issue all consents, approvals, directives, and agreements on behalf of Consultant called for by this Agreement, except as otherwise expressly provided in this Agreement.

6.3. Project Managers. City shall designate a Project Manager to work directly with Consultant in the performance of this Agreement. It shall be the Consultant's responsibility to assure that the Project Manager is kept informed of the progress of the performance of the services and the Consultant shall refer any decision, which must be made by City, to the Project Manager. Unless otherwise specified herein, any approval of City required hereunder shall mean the approval of the Project Manager.

Consultant shall designate a Project Manager who shall represent it and be its agent in all consultations with City during the term of this Agreement and who shall not be changed by Consultant without the express written approval by the City. Consultant or its Project Manager shall attend and assist in all coordination meetings called by City.

6.4. Notices. Any notices, documents, correspondence, or other communications concerning this Agreement or the work hereunder may be provided by personal delivery, facsimile or if mailed, shall be addressed as set forth below and placed in a sealed envelope, postage prepaid, and deposited in the United States Postal Service. Such communication shall be deemed served or delivered: a) at the time of delivery if such communication is sent by personal delivery; b) at the time of transmission if such communication is sent by facsimile; and c) 72 hours after deposit in the U.S. Mail as reflected by the official U.S. postmark if such communication is sent through regular United States mail.

IF TO CONSULTANT:

CSG Consultants, Inc.  
3707 Garden Grove Blvd,#100  
Orange, CA 92868  
Tel: 714-568-1010  
Attn: Cyrus Kianpour

IF TO CITY:

City of Westminster  
8200 Westminster Boulevard  
Westminster, CA 92683  
Tel: 714-548-3674  
Attn: Sheri VanderDusen

6.5. Attorneys' Fees. In the event that litigation is brought by any party in connection with this Agreement, the prevailing party shall be entitled to recover from the opposing party all costs and expenses, including reasonable attorneys' fees, incurred by the prevailing party in the exercise of any of its rights or remedies hereunder or the enforcement of any of the terms, conditions, or provisions hereof.

6.6. Governing Law. This Agreement shall be governed by and construed under the laws of the State of California without giving effect to that body of laws pertaining to conflict of laws. In the event of any legal action to enforce or interpret this Agreement, the parties hereto agree that the sole and exclusive venue shall be a court of competent jurisdiction located in Orange County, California. Consultant agrees to submit to the personal jurisdiction of such court in the event of such action.

6.7. Assignment. Consultant shall not voluntarily or by operation of law assign, transfer, sublet, or encumber all or any part of Consultant's interest in this Agreement without City's prior written consent. Any attempted assignment, transfer, subletting, or encumbrance shall be void and shall constitute a breach of this Agreement and cause for termination of this Agreement. Regardless of City's consent, no subletting or assignment shall release Consultant of Consultant's obligation to perform all other obligations to be performed by Consultant hereunder for the term of this Agreement.

6.8. Indemnification and Hold Harmless. Consultant agrees to protect, defend, indemnify, and hold free and harmless the City, its officers, officials, agents, employees, and volunteers, at Consultant's sole expense, from and against any and all claims, liabilities, demands, actions, expenses, damages, suits or other legal proceedings brought against the City, its officers, officials, agents, employees, and volunteers arising out of or in any way connected with the performance of the Consultant, its employees, and/or authorized subcontractors' work undertaken pursuant to this Agreement including all acts or omissions, willful misconduct or negligent conduct, whether active or passive, on the part of the Consultant, its employees and/or subcontractors. The defense obligation provided for hereunder shall apply whenever any claim, action, complaint or suit asserts liability against the City, its officers, officials, agents, employees, and volunteers based upon the work performed by the Consultant, its employees, and/or authorized subcontractors under this Agreement, whether or not the Consultant, its employees, and/or authorized subcontractors are specifically named or otherwise asserted to be liable, and whether or not there is any evidence of fault or wrongdoing by the Consultant, its employees and/or its subcontractors. Notwithstanding the foregoing, the Consultant shall not be liable for the defense or indemnification of the City for claims, actions, complaints or suits arising out of the sole active negligence or willful misconduct of the City. This provision shall supersede and replace all other indemnity provisions contained either in the City's specifications or Consultant's Proposal, which shall be of no force and effect.

6.9. Independent Contractor. Consultant is and shall be acting at all times as an independent contractor and not as an employee of City. Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not, at any time, or in any manner, represent that it or any of its or employees are in any manner agents or employees of City. Consultant shall secure, at its sole expense, and be responsible for any and all payment of Income Tax, Social Security, State Disability Insurance Compensation, Unemployment Compensation, and other payroll deductions for Consultant and its officers, agents, and employees, and all business licenses, if any are required, in connection with the services to be performed hereunder. Consultant shall indemnify and hold City harmless from any and all taxes, assessments, penalties, and interest asserted against City by reason of the independent contractor relationship created by this Agreement. Consultant further agrees to indemnify and hold City harmless from any failure of Consultant to comply with the applicable worker's compensation laws. City shall have the right to offset against the amount of any fees due to Consultant under this Agreement any amount due to City from Consultant as a result of Consultant's failure to promptly pay to City any reimbursement or indemnification arising under this paragraph.

6.10. PERS Eligibility Indemnification. In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

Notwithstanding any other agency, State, or Federal policy, rule, regulation, law, or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing service under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in PERS as an employee of City and entitlement to any contribution to be paid by City for employer contribution and/or employee contributions for PERS benefits.

6.11. Cooperation. In the event any claim or action is brought against City relating to Consultant's performance or services rendered under this Agreement, Consultant shall render any reasonable assistance and cooperation which City might require.

6.12. Ownership of Documents. All findings, reports, documents, information, and data including, but not limited to, computer tapes or discs, preliminary notes, working documents, files, and tapes furnished or prepared by Consultant or any of its subcontractors in the course of performance of this Agreement, shall be and remain the sole property of City. Consultant agrees that any such documents or information shall not be made available to any individual or organization without the prior consent of City but shall be made available to the City within ten (10) days of request or within ten (10) days of termination. Any use of such documents for other projects not contemplated by this Agreement, and any use of incomplete documents, shall be at the sole risk of City and without liability or legal exposure to Consultant. City shall indemnify and hold harmless Consultant from all claims, damages, losses, and expenses, including attorneys'

fees, arising out of or resulting from City's use of such documents for other projects not contemplated by this Agreement or use of incomplete documents furnished by Consultant. Consultant shall deliver to City any findings, reports, documents, information, data, preliminary notes and working documents, in any form, including but not limited to, computer tapes, discs, files audio tapes, or any other Project related items as requested by City or its authorized representative, at no additional cost to the City. Consultant or Consultant's agents shall execute such documents as may be necessary from time to time to confirm City's ownership of the copyright in such documents.

6.13. Public Records Act Disclosure. Consultant has been advised and is aware that this Agreement and all reports, documents, information, and data, including, but not limited to, computer tapes, discs, or files furnished or prepared by Consultant, or any of its subcontractors, pursuant to this Agreement and provided to City may be subject to public disclosure as required by the California Public Records Act (California Government Code Section 7920.000 *et seq.*). Exceptions to public disclosure may be those documents or information that qualify as trade secrets, as that term is defined in the California Government Code Section 7924.510, and of which Consultant informs City of such trade secret. The City will endeavor to maintain as confidential all information obtained by it that is designated as a trade secret. The City shall not, in any way, be liable or responsible for the disclosure of any trade secret including, without limitation, those records so marked if disclosure is deemed to be required by law or by order of the Court.

6.14. Conflict of Interest. Consultant and its officers, employees, associates, and subconsultants, if any, will comply with all conflict of interest statutes of the State of California applicable to Consultant's services under this agreement, including, but not limited to, the Political Reform Act (Government Code Sections 81000, *et seq.*) and Government Code Section 1090. During the term of this Agreement, Consultant and its officers, employees, associates, and subconsultants shall not, without the prior written approval of the City Representative, perform work for another person or entity for whom Consultant is not currently performing work that would require Consultant or one of its officers, employees, associates, or subconsultants to abstain from a decision under this Agreement pursuant to a conflict of interest statute. Consultant's duties and services under this Agreement shall not include preparing or assisting the City with any portion of the City's preparation of a request for proposals, request for qualifications, or any other solicitation regarding a subsequent or additional contract with the City. The City shall at all times retain responsibility for public contracting, including with respect to any subsequent phase of this project. Consultant's participation in the planning, discussions, or drawing of project plans or specifications shall be limited to conceptual, preliminary, or initial plans or specifications. Consultant shall cooperate with the public entity to ensure that all bidders for a subsequent contract on any subsequent phase of this project, if any, have access to the same information, including all conceptual, preliminary, or initial plans or specifications prepared by Consultant pursuant to this Agreement.

6.15. Responsibility for Errors. Consultant shall be responsible for its work and results under this Agreement. Consultant, when requested, shall furnish clarification and/or explanation as may be required by the City's representative, regarding any services rendered under this Agreement at no additional cost to City. In the event that an error or omission attributable to Consultant occurs, then Consultant shall, at no cost to City, provide all necessary design drawings, estimates, and other Consultant professional services necessary to rectify and correct the matter to the sole satisfaction of City and to participate in any meeting required with regard to the correction.

6.16. Prohibited Employment. Consultant will not employ any regular employee of City while this Agreement is in effect.

6.17. Order of Precedence. In the event of an inconsistency in this Agreement and any of the attached Exhibits, the terms set forth in this Agreement shall prevail. If, and to the extent this Agreement incorporates by reference any provision of any document, such provision shall be deemed a part of this Agreement. Nevertheless, if there is any conflict among the terms and conditions of this Agreement and those of any such provision or provisions so incorporated by reference, the conflict shall be resolved by giving precedence in the following order, if applicable: This Agreement, the City's Request for Proposals, the Consultant's Proposal.

6.18. Costs. Each party shall bear its own costs and fees incurred in the preparation and negotiation of this Agreement and in the performance of its obligations hereunder except as expressly provided herein.

6.19. No Third Party Beneficiary Rights. This Agreement is entered into for the sole benefit of City and Consultant and no other parties are intended to be direct or incidental beneficiaries of this Agreement and no third party shall have any right in, under or to this Agreement.

6.20. Headings. Paragraphs and subparagraph headings contained in this Agreement are included solely for convenience and are not intended to modify, explain or to be a full or accurate description of the content thereof and shall not in any way affect the meaning or interpretation of this Agreement.

6.21. Construction. The parties have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises with respect to this Agreement, this Agreement shall be construed as if drafted jointly by the parties and in accordance with its fair meaning. There shall be no presumption or burden of proof favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.

6.22. Amendments. Only a writing executed by the parties hereto or their respective successors and assigns may amend this Agreement.

6.23. Waiver. The delay or failure of either party at any time to require performance or compliance by the other of any of its obligations or agreements shall in no way be deemed a waiver of those rights to require such performance or compliance. No waiver of any provision of this Agreement shall be effective unless in writing and signed by a duly authorized representative of the party against whom enforcement of a waiver is sought. The waiver of any right or remedy in respect to any occurrence or event shall not be deemed a waiver of any right or remedy in respect to any other occurrence or event, nor shall any waiver constitute a continuing waiver.


6.24. Severability. If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable in any circumstance, such determination shall not affect the validity or enforceability of the remaining terms and provisions hereof or of the offending provision in any other circumstance. Notwithstanding the foregoing, if the value of this Agreement, based upon the substantial benefit of the bargain for any party, is materially impaired, which determination made by the presiding court or arbitrator of competent jurisdiction shall be binding, then both parties agree to substitute such provision(s) through good faith negotiations.

6.25. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original. All counterparts shall be construed together and shall constitute one agreement.

6.26. Corporate Authority. The persons executing this Agreement on behalf of the parties hereto warrant that they are duly authorized to execute this Agreement on behalf of said parties and that by doing so the parties hereto are formally bound to the provisions of this Agreement.


**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed by and through their respective authorized officers, as of the date first above written.

CITY OF WESTMINSTER,  
A municipal corporation


DocuSigned by:  
  
E9CB17CEAA77440...  
\_\_\_\_\_  
Christine Gordon  
City Manager

Date: February 11, 2025  
\_\_\_\_\_

ATTEST:

Signed by:  
  
50F8C1E21CE544C...  
\_\_\_\_\_  
Ashton Arocho, City Clerk  
of the City of Westminster

CONSULTANT:

DocuSigned by:  
  
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Signature

Date: January 26, 2025  
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Cyrus Kianpour      President  
\_\_\_\_\_  
Name and Title  
91-2053759  
\_\_\_\_\_  
Social Security or Taxpayer ID Number

APPROVED AS TO FORM:

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Christian L. Bettenhausen, City Attorney

Date: January 24, 2025  
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APPROVED AS TO INSURANCE:

DocuSigned by:  
*Jodie Griner*  
5749F0E8B30A462...  
Risk Manager

Date: January 28, 2025

APPROVED AS TO CONTENT:

Signed by:  
*Sheri VanderDussen*  
C8038634945A418...  
Project Manager

Date: January 24, 2025

DEPARTMENTAL APPROVAL:

Signed by:  
*Sheri VanderDussen*  
C8038634945A418...  
Department Head

Date: January 24, 2025

**EXHIBIT A**  
**CONSULTANT'S PROPOSAL AND SCOPE OF WORK**



CITY HALL

CITY HALL

# CITY OF WESTMINSTER

QUALIFICATIONS FOR  
ON-CALL CONSULTANT SERVICES

AUGUST 30, 2024

[www.csgenr.com](http://www.csgenr.com)

Prepared By  
**CSG CONSULTANTS**

3707 W. Garden Grove Blvd., Suite 100 | Orange, CA 92868  
TEL : 714.568.1010 | FAX : 714.568.1028

# COVER LETTER



Employee-Owned

August 30, 2024

Ken Fichtelman, Senior Planner  
 City of Westminster  
 8200 Westminster Boulevard  
 Westminster, CA 92683

**Subject: RFQ for On-Call Consultant Services**

Dear Mr. Fichtelman,

Thank you for the opportunity for **CSG Consultants (CSG)** to present an overview of our Planning and Environmental Services qualifications to the City of Westminster (City). We understand the City has need for assistance with planning and environmental projects. ***CSG has been providing services to the City since 2017, including building plan review and building inspection services.***

CSG is pursuing the following On-Call Consultant Services:

- A: Advanced Planning and Special Projects Services
- B: Planning Staff Augmentation (Current Planning)
- C: Entitlement Processing: Mixed Use and SB 330 Development Applications
- D: Environmental Planning Services
- E. Urban Design Services

**PROJECT CONTACTS**

**Ethan Edwards, AICP**  
 Vice President, Planning Services  
 714.699.4297 Mobile  
 ethane@csgengr.com

**Gena Guisar, AICP**  
 Director of Planning Services, Southern CA  
 714.794.8027 Mobile  
 genag@csgengr.com

Through our many years of service to our public agency clients, we have learned that key attributes a consultant can offer a client are expertise, experience, responsiveness, flexibility, and a solid understanding of community concerns. In addition to acting on these service principles, CSG has as a main objective to focus on ensuring integrity and excellence in our analyses and processes, culminating in win-win solutions and the successful review of projects.

CSG is an employee-owned company and works solely for public agencies, serving as a seamless extension of municipal staff. We currently provide planning, environmental, sustainability, building and safety, fire prevention, code enforcement, public works, and a host of additional services to over 250 municipal clients throughout California. From our broad bench of licensed and certified professionals, we can select and readily commit team members ideally suited to deliver the exact services required and customize results to meet our clients' unique and challenging needs. CSG has partnered with a subconsultant team which includes **Perkins & Wills** and **Michael Baker International (Michael Baker)**.

Mr. Ethan Edwards, AICP, CSG's Vice President of Planning Services, will serve as the Quality Assurance and Quality Control (QA/QC) manager. Ms. Gena Guisar, AICP, CSG's Director of Planning Services for Southern California, will serve as the client manager, the senior representative, and main point of contact for the City.

We look forward to assisting the City of Westminster with its Planning and Environmental needs. As President, I am authorized to legally bind the firm. Should you have any questions regarding our proposal, please contact Ms. Guisar.

Sincerely,

**Cyrus Kianpour, PE, PLS**  
 President, CSG Consultants, Inc.

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**B. GENERAL QUALIFICATIONS**

**CSG Consultants, Inc. | Company Profile**

CSG is an employee-owned California company with over 350 employees. Founded in 1991, CSG performs work solely for public agencies, eliminating the potential for conflicts of interest between developers and agencies. In this way, we can focus exclusively on the specific needs of our municipal clients. Services for this contract would be provided from the Orange office, located at 3707 W. Garden Grove Boulevard.

**NAME OF FIRM:** CSG Consultants, Inc.

**YEARS IN BUSINESS:** 33 (Established in 1991)

**PRIMARY CONTACTS:** **Ethan Edwards**, AICP, *Vice President of Planning Services*  
(714) 699-4297 **Mobile** | ethane@csgengr.com

**Gena Guisar**, AICP, *Director of Development Services, Southern California*  
(714) 815-8124 **Mobile** | glennl@csgengr.com

**HEADQUARTERS:** 550 Pilgrim Drive, **Foster City**, CA 94404

**REGIONAL OFFICES:** 3707 W. Garden Grove Boulevard, **Orange**, CA 92868  
806 9<sup>th</sup> Street, Suite 2A, **Paso Robles**, CA 93446  
5151 North Palm Avenue, Suite 530, **Fresno**, CA 93704  
930 Fresno Street, **Newman**, CA 95360  
3875 Hopyard Road, Suite 141, **Pleasanton**, CA 94588  
3150 Almaden Expressway #255, **San Jose**, CA 95118  
1303 J Street, Suite 270, **Sacramento**, CA 95814

**EMPLOYEES:** 350+

**TYPE OF BUSINESS:** California Corporation • Incorporated June 15, 2000 • Federal ID: 91-2053749

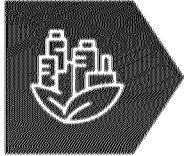
Our multi-disciplined municipal services staff consists of the following types of professionals:

**The CSG Consultants Team Works for You**



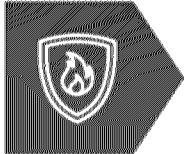
## CSG COMPREHENSIVE MUNICIPAL SERVICES

CSG provides a wide range of services to community development and public works departments, serving as an extension of agency staff. We are customer-centric and organized into the lines of business outlined below, each managed by highly experienced industry experts. Many of CSG’s personnel serve more than one line of business, which improves the quality of customer service and results in high employee retention.



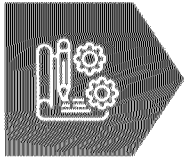
### PLANNING, ENVIRONMENTAL, AND SUSTAINABILITY

*Staff Augmentation for Current and Advance Planning • Project Management including Plan Amendments • CEQA Environmental Review • Energy Efficiency, Water Conservation, Solid Waste Program Development • AB32 Compliance/Climate Action Plan Development and Implementation • Greenhouse Gas Reduction Strategies • Grant Writing and Grant Management*



### BUILDING AND FIRE LIFE SAFETY

*Building Department Administration • Building Plan Review and Inspection • Fire Plan Review and Inspection • Structural Plan Review • OSHPD3 Review • CASp Assessment and Inspection • Public Facilities Assessment • LEED/Green Building Services • Code Compliance/Enforcement • Staff Augmentation*



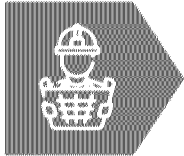
### PUBLIC WORKS ENGINEERING AND DESIGN

*Capital Improvement Project Design: Transportation/Roadway, Water and Sewer Utilities, Traffic Engineering • Development Review/Plan Check • Surveying and Mapping • Stormwater Program Compliance (NPDES, QSP/QSD)*



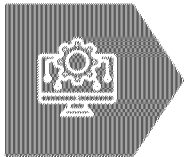
### CIP PROJECT AND PROGRAM MANAGEMENT

*Capital Improvement Program Development and Implementation • Federal and State Grant Administration • Rule 20A Undergrounding • Staff Augmentation Including: Design Consultant Coordination, Projects Scoping, RFP Preparation*



### CONSTRUCTION MANAGEMENT AND INSPECTION

*Contract Administration Including: Resident Engineer Oversight, Inspection, and Construction Management • Constructibility/Bidability Reviews • Cost and Schedule Control • Claims Avoidance*



### INFORMATION TECHNOLOGY

*GreenVue Permitting Software • Digital Plan Review • Electronic Archiving • Web-Based Construction Management and Asset Management • Project Management • GIS and IT Support*

## RELEVANT PROJECT EXPERIENCE

At CSG we believe that changing environmental conditions, increased need for housing, diminishing raw land inventory, complex mobility issues, urban infill opportunities, and economic feasibility are all becoming pivotal factors driving projects and the future of development. Our team fuses thoughtful creativity with function, practicality with aesthetics, and connecting places with people. CSG's approach to current and long-range planning is to "dig in" and become familiar with the City's General Plan, Zoning Code, other development process resources, ongoing projects, and development trends so that we may best assist the City.

CSG prides itself on completing projects within budget, including those listed below.

The following is a small sampling of CSG's Planning and Environmental Planning services. Contact information for references familiar with CSG's services has been included in Section F (Client References).

### SUB AREA A: ADVANCED PLANNING AND SPECIAL PROJECTS SERVICES

#### **The District at South Bay Specific Plan Amendment | City of Carson, California**

**Key Personnel:** Ethan Edwards, Gena Guisar

##### ***2021—Ongoing***

The project applicant requested an Amendment to the permitted land uses and development standards for a portion of its 157-acres approved in the District at South Bay Specific Plan (approved in the 2018 Specific Plan). The Amendment was proposed for Planning Area 3 of the Specific Plan and would introduce new light industrial uses, along with up to approximately 12 acres of community-serving uses to be known as the "Carson Country Mart", including an activated commercial/retail area with privately maintained, publicly accessible passive and active open space areas. The site was used as a landfill site for the deposition of waste/refuse from areas throughout Los Angeles County between 1959 and 1965, prior to the incorporation of the City of Carson. CSG peer reviewed the Supplemental EIR to confirm the adequacy of underlying assumptions, methodologies, modeling and completed technical sufficiency review of the overall document. The project was approved and the EIR was certified in June 2022. CSG is currently managing the post-entitlement activities, including monitoring and fulfillment of the MMRP, Conditions of Approval, remedial work, and offsite improvements.

#### **Planning, Environmental, and Sustainability Program Management Services | Town of Colma, California**

**Key Personnel:** Lorraine Weiss, Leila Carver, Jonathan Kwan

##### ***2014—Ongoing***

CSG has provided complete Planning Staff Augmentation services to the Town of Colma since 2011. During this time, CSG Planners have served as the Town's planning staff, including City Planner, which included processing of moderate and large development applications. Examples of specific policy planning services included updating the Town's Climate Action Plan, completion of its Local Hazard Mitigation Plan, Development Fee Ordinance, Smoking Ordinance, Housing Ordinances, and Economic Development Plans. CSG staff recently managed an update to the Town's General Plan and its associated EIR, Housing Element Update Sixth Cycle, Streetscape Master Plan for Serramonte Boulevard and Collins Avenue, and the Town's first Bicycle and Pedestrian Master Plan.

#### **Zoning Code Update and Map Update | Town of Colma, California**

**Key Personnel:** Lorraine Weiss

##### ***Adopted February 2024***

CSG Consultants prepared the Town of Colma Zoning Code Update and Map Update for compliance with the Town's General Plan 2040 and Housing Element Update and State mandates. To ensure compliance with the General Plan 2040, the Zoning Code Update included full review and correction of the previous code, community outreach, and public meetings throughout the adoption process. The Zoning Code Update effort aimed to be a user-friendly document with many sections amended and new sections added, including Objective Design Standards.

## **SUB AREA B: PLANNING STAFF AUGMENTATION AND SUB AREA C: ENTITLEMENT PROCESSING: MIXED USE AND SB 330 DEVELOPMENT APPLICATIONS**

### **Planning Staff Augmentation Services | City of Garden Grove, California**

**Key Personnel:** Ethan Edwards, Gena Guisar, Shehriyar Khan

#### ***2017—Ongoing***

CSG staff currently provides project management and staff augment planning services to the City of Garden Grove. Staff manages the entitlement process for various priority developments and serves as the main point of contact representing the City. Staff also provides plan review, plan check and public counter coverage services.

### **Planning Staff Augmentation Services | Town of Corte Madera, California**

**Key Personnel:** Lorraine Weiss

#### ***2022—Ongoing***

CSG provides current planning services to the Town of Corte Madera. Services include responding to public inquiries, reviewing conditional use permits and single-family development permits to comply with the town's design guidelines and standard development regulations. For these projects, staff services include completeness reviews; preparing public notices and approval letters; and follow-up with conditions of project approval.

### **Planning Staff Augmentation Services | City of Mill Valley, California**

**Key Personnel:** Lorraine Weiss

#### ***2022—Ongoing***

CSG provides current planning services to the City of Mill Valley. Services include reviewing conditional use permits and single-family development permits to comply with the city's design guidelines and neighborhood compatibility review and working with applicants and city staff to create compatible development projects within the existing districts, downtown, and historical neighborhoods. For these projects, staff services include project management; completeness reviews; the preparation of public notices, Zoning Administrator, Planning Commission and City Council staff reports, approval letters; presentation of projects to these authorities; and follow-up with conditions of project approval. Significant development projects that our staff have managed include: the Mill Valley Lumber Yard Redevelopment for the renovation and conversion of the Mill Valley Lumber Yard from manufacturing use to mixed commercial/live-work use; 550 Miller Avenue Mixed Use Development, which includes the redevelopment of one house/commercial space into a 7-unit residential project that included commercial space, shared parking, and 2 residential units; and the Bayside Park Pier Reconstruction, which included the preparation of NEPA compliant environmental documents and multi-jurisdictional permitting for the reconstruction of a storm-damaged public pier.

### **Planning Staff Augmentation Services | City of Thousand Oaks, California**

**Key Personnel:** Bradley Misner, Leila Carver, Brenna Wengert

#### ***2021—Ongoing***

CSG staff currently work with the City of Thousand Oaks to provide staff augmentation planning services by reviewing plans for compliance with zoning, design standards, and procedural requirements. Additionally, our staff help research land use issues, trends, and best practices, and assist with the preparation of new land use regulations and environmental impact reports.

### **Planning Staff Augmentation Services | City of Fullerton, California**

**Key Personnel:** Bradley Misner, Jonathan Kwan

#### ***2021—Ongoing***

CSG staff currently provide project management, entitlement, plan review, managerial, and housing related services to the City of Fullerton. Staff is managing complex land use entitlements, provides daily supervision of staff, coordinates and presents internal staff review committee meetings, prepares staff reports, resolutions, conditions of approval, and housing compliance reports. CSG staff has also worked in an advisory role to help create strategies, including creation of standards, for Housing Element compliance.

**Planning Staff Augmentation Services | City of Laguna Niguel, California****Key Personnel:** Ethan Edwards, Leila Carver**2021—2023**

CSG provided planning support services to the City of Laguna Niguel. Services included site plan reviews, entitlement processing, and public counter support.

**Planning Services | City of Norwalk, California****Key Personnel:** Gena Guisar, Jonathan Kwan**2020—Ongoing**

CSG staff is currently managing the Norwalk Transit Village project, a 32-acre Mixed Use Eco-District in the City of Norwalk. The property sits roughly 0.25 acres from a Metrolink Station and is immediately adjacent to a 9.4-acre public park. The project will include up to 770 dwelling units (40% affordable), ample open space, a 150-key hotel, and neighborhood commercial space. CSG's responsibilities include drafting the Specific Plan, managing the CEQA compliance document (in this case, an EIR), Public Outreach, management of due diligence activities and a Remediation Action Plan, entitlement processing and Project Team management. This unique project will occupy the site of a former State-owned Youth Correctional Facility and is subject to the Surplus Land Act.

**Planning and Environmental Services | City of Plymouth, California****Key Personnel:** Glenn Lajoie, Kelli Allen**2023—Ongoing**

CSG is currently assisting the City with contract planning and environmental services. Work includes support with entitlement process of moderate and major projects including Conditional Use Permits and a commercial center in Downtown District including its environmental process (IS/MND), in addition to processing a major 160-acre 234 residential, RV resort and open space project and its EIR peer review. CSG is also assisting with City's Housing Element Update process.

**Planning and Environmental Services | City of Tustin, California****Key Personnel:** Leila Carver, Brenna Wengert**2022—Ongoing**

Starting in 2022, CSG has served as on-call planning staff for Tustin, which has involved management and review of entitlement projects and providing plan check and CEQA peer review services for projects that include residential projects with density bonus law requests and SB-330 applications, mixed-use, commercial/office and industrial warehousing uses, including the Jessup By Intracorp Residential Project City Venture Live/Work Project, Meritage Homes townhome project, the Advantech North American Headquarters Office Building and Panattoni Industrial warehouse project. CSG staff has also assisted with Specific Plan Amendments, policy and strategic plan initiatives, and related long range planning efforts.

**Planning Services | City of El Segundo, California****Key Personnel:** Ethan Edwards, Bradley Misner, Gena Guisar, Leila Carver, Brenna Wengert**2016—Ongoing**

CSG staff provides project management and entitlement processing services for the City of El Segundo. We currently manage several high-profile projects, including a ±140-acre mixed use site on the former Raytheon manufacturing site and a mixed-use media campus. Another noteworthy project is the Smoky Hollow Specific Plan Amendment and EIR for the Grand Kansas II Project. CSG staff provides entitlement project management and conducted a peer review of the environmental documentation for this office and commercial development. Our services also include Site Plan Review, Specific Plan Amendments, Coastal Development Permits, public outreach and grant administration.



**City of El Segundo – Entitlement Processing**

**Planning Services | City of Carson, California****Key Personnel:** Ethan Edwards, Gena Guisar, Leila Carver**2016—Ongoing**

CSG provides on-call planning and environmental services to the City of Carson. As part of this process, our Planning Lead manages technical consultants, provides document review, conducts community outreach, and attends community and City Council meetings. Our staff is currently managing The District at South Bay Specific Plan amendment for a modification to the permitted land uses and development standards for a portion of its 157-acres. The site remains undeveloped, as it was used as a landfill site for the deposition of waste/refuse from areas throughout Los Angeles County between 1959 and 1965, prior to the incorporation of the City of Carson.

**SUB AREA D: ENVIRONMENTAL PLANNING SERVICES****Rancho Del Mar Affordable Housing Overlay Zone IS/ND | City of Rolling Hills, California****Key Personnel:** Gena Guisar, Leila Carver**2019**

CSG prepared an environmental document to evaluate the potential environmental effects of the City of Rolling Hills at 38 Crest Road site. The proposed project included the addition of a Mixed-Use Multi-Family Overlay Zone (Rancho Del Mar Affordable Housing Overlay Zone). While preparing the IS/ND for the initial overlay zoning, General Plan and Zoning Ordinance changes, CSG was able to assist the City of Rolling Hills initialize all associated CEQA requirements for the Housing Element updates for the 4th and 5th Cycle updates.

**CEQA Peer Review Services | City of Orange, California****Key Personnel:** Glenn Lajoie**2023—Ongoing**

CSG serves as on call environmental staff for the City of Orange, which has involved management and review of consultant prepared CEQA studies for projects that include industrial, residential, and warehousing uses. In 2023, on behalf of the City of Orange, CSG provided peer review services for the Chandler Pit IS/MND, published by the Santa Ana Regional Water Quality Control Board (RWQCB). CSG provided critical commentary and guidance on the technical analysis and supporting findings and ultimately found the analysis to be deficient. The Santa Ana RWQCB is revising the environmental review based on CSG's peer review comments.

**1890 South Coast Highway Mixed-Use Project IS/MND | City of Laguna Beach, California****Key Personnel:** Glenn Lajoie, Liza Debies, Kelli Allen, Colby Gonzalez**2023—Ongoing**

CSG is preparing an IS/MND for a proposed mixed-use, two-story retail and residential structure and subterranean garage adjacent to South Coast Highway in the City of Laguna Beach. The proposed project includes the demolition of an existing car wash facility and the construction of a new 8,204 square-foot mixed-use retail and residential structure with 5,221 square-feet of deck area, over a subterranean garage. The environmental review is ongoing.

**Janss Marketplace Hotel EIR | City of Thousand Oaks, California****Key Personnel:** Glenn Lajoie, Kelli Allen**2022—2023**

CSG prepared an EIR to evaluate the potential environmental impacts of the development of a hotel at 225 North Moorpark Road in Thousand Oaks. The proposed project includes demolition of the current two-story retail building, to be replaced by a 133,000 square foot, five-story dual hotel and retail pad; the creation of a map to designate airspace rights; and a zoning change to the footprint of the hotel to increase the building's height limitation. The City Council approved the project and certified the EIR on December 5, 2023.

**In-N-Out Burger Project Entitlements and Environmental Documentation | City of Bell, California****Key Personnel:** Gena Guisar, Jonathan Kwan, Liza Debies, Colby Gonzalez**June 2024**

CSG prepared a 15183 general plan consistency checklist for the development of an In-N-Out Burger fast food restaurant in the City of Bell in conjunction with applications for a Site Plan Review, Conditional Use Permit, and Variance. Initially, the project was to be processed via a Class 32 Categorical Exemption. Through initial project review, the CSG team determined that the site was on the Cortese list and would not qualify for such an exemption and prepared a justification memorandum within an expedited timeframe.

## SUB AREA E: URBAN DESIGN SERVICES

### Norwalk Transit Village Master Plan | Norwalk, California

**Key Personnel:** Perkins & Will: Martin Leitner, Devika Tandon

#### 2021—2022

The City of Norwalk entered a partnership with a private developer to redevelop a 32-acre vacant youth prison site. Just steps from Norwalk Metrolink Station, the project was designed to be a true mixed-use transit-oriented development with a particular focus on health and sustainability. The project proposed significant residential growth on an infill site. Site planning strategies provided for a development framework respecting the adjoining low-density homes and bringing desirable amenities to the community. The TOD opportunity provided for reduced parking and alternate mobility solutions in a suburban environment.

### Civic Center Urban Design Vision | Los Angeles, California

**Key Personnel:** Perkins & Will: Martin Leitner, Devika Tandon

#### 2021—2022

The district vision included comprehensive guidance for the streets and parks, urban fabric, infrastructure, and mobility. Perkins & Will studied opportunities to reduce parking requirements, create new and engaging plazas, and set new standards for designing pedestrian-friendly and sustainable street environments. Upon completion of the Regional Connector, Civic Center will be one of LA's most transit-rich districts with four fixed-rail transit stations.

## C. KEY STAFF

### TEAM AND ORGANIZATION STRUCTURE

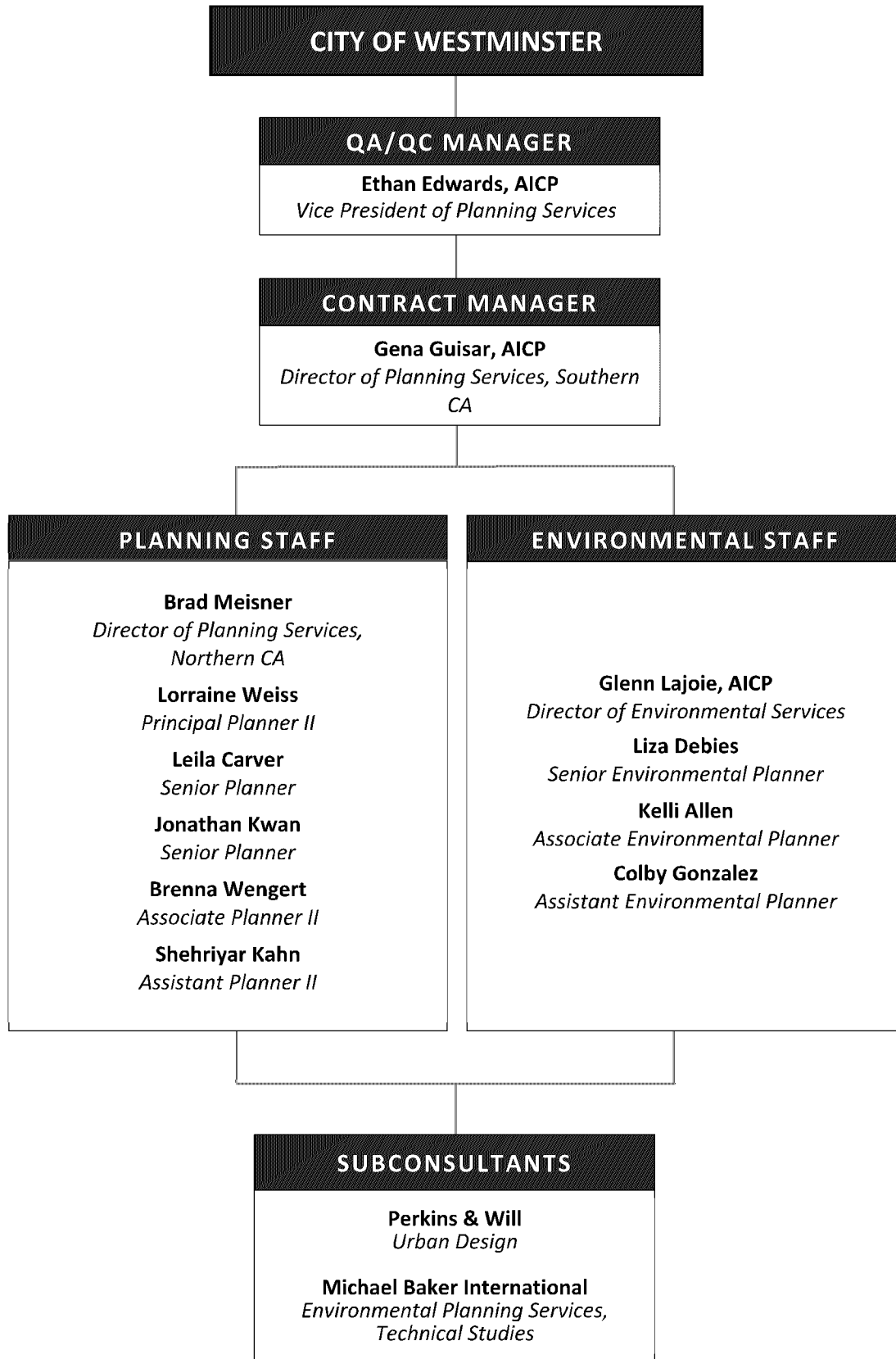
CSG's business model is to serve as an extension of municipal staff. Our team members excel at customer service and maintain CSG's high standards of integrity, responsiveness, and work quality. Members of our staff and our teaming partners are actively working in a variety of methods both hybrid and full-time in agency offices, holding regular office hours, and answering public inquiries by email, mail, or telephone, whichever schedule the City prefers. Our staff are available to attend community meetings and present at public hearings; prepare staff reports, resolutions, ordinances; and prepare in-person and/or electronic presentations. We do this seamlessly, minimizing disruption to the City's existing workflows and processes.

The majority of the 350+ individuals within our firm have provided public agency services throughout their entire careers. Our talented personnel, having held positions within communities facing similar development concerns as the City, bring a wealth of ideas, experience, and solutions. Depending upon the needs of our clients, we can serve in either a project-specific or on-call staff augmentation capacity.

CSG proposes the following staff and organizational structure found on the following page, *Figure 1. Organizational Chart*, for this contract. We take pride in providing team members who have a variety of project experience, who are motivated to excel in the Planning field, and who have technical and customer service skills that are crucial to on-the-job success.

Following the Organization Chart is a summary of each individual as well as the role for each individual for this contract. Resumes for our proposed team members (including subconsultants) are provided in Appendix A. The resumes provide additional information, including qualifications, abilities, licenses, and experience of each individual.

Figure 1. Organizational Chart



**Ethan Edwards, AICP | Vice President of Planning Services**

Edwards currently serves as the Vice President of Planning Services at CSG Consultants. In this role, he leverages over 25 years of progressively responsible experience in land use planning and management across Orange and Los Angeles Counties, Northern California, and Oregon. His expertise encompasses current and advanced planning, design review, coastal development review, CEQA compliance, project and staff management, and professional practice development. Before joining CSG, Mr. Edwards held planning positions in both the public and private sectors, including leadership roles as Community Development Director, Planning Manager, and Principal Planner.

**Mr. Edwards will serve as the QA/QC manager.**

**Gena Guisar, AICP | Director of Planning Services, Southern CA**

Ms. Guisar has over 24 years of planning expertise in both the private and public sectors. She has designed and managed a wide variety of development applications and led teams through the entitlement and environmental review process. Ms. Guisar's experience includes working as a project manager leading large, interdisciplinary consultant teams in environmental planning efforts for a variety of residential, commercial, industrial, and mixed-use land development projects throughout Southern California. Her thorough knowledge of the principles and practices of CEQA, urban and regional planning, zoning, development economics and designs makes her an asset to any development team. **Ms. Guisar will serve as the main point of contact for the City and will provide senior management for the planning services.**

**Bradley Misner, AICP | Director of Planning Services, Northern CA**

To his role as Director of Planning services for Northern California for CSG Consultants, Mr. Misner brings expertise gained from over 25 years in the field, including extensive public agency employment experience. His wide range of municipal planning skills and experience includes current and policy planning, zoning law creation and administration, and public administration. Further, as the Community Development Director for the City of Benicia, Mr. Misner directed the creation of objective planning standards, including the public outreach and public hearing process.

**Mr. Misner will provide project management support for the provision of planning services.**

**Lorraine Weiss | Principal Planner II**

Ms. Weiss serves as a Principal Planner for CSG Consultants and provides planning assistance to public agency clients using her knowledge of land use entitlements, development processes, CEQA, public engagement, and policy analysis for municipalities. Ms. Weiss is a land use planner with over 30 years of experience, has well-developed communication, organizational, and project management skills, and is passionate about contributing to creating a sense of place through community input and quality design. **Ms. Weiss will provide project management support for the provision of planning services.**

**Leila Carver, PTP | Senior Planner**

Ms. Carver serves as a Senior Planner for CSG Consultants. Ms. Carver has expertise in project management, CEQA, GIS, and demographic research and excels in leadership and customer service. She gained skills and knowledge in many areas of transportation planning from her 9 years of experience with Caltrans. Ms. Carver is an independent worker, has outstanding verbal and written communication skills, and is an integral part of the CSG team. She is currently serving as a Consulting Planner for the cities of Tustin, Oxnard, and Town of Colma and serves as a Board Member for the APA California Chapter, Orange Section. **Ms. Carver will provide day-to-day planning services and GIS support.**

**Jonathan Kwan | Senior Planner**

Mr. Kwan serves as a Senior Planner for CSG Consultants with more than nine years of combined experience in the public and private sector. He provides planning, sustainability, and GIS services to CSG's public agency clients. Mr. Kwan excels at project management, data analysis, and customer service. He is currently serving as a consultant planner for the cities of Fullerton, Scotts Valley, Irwindale, and Bell. His experience includes processing discretionary planning applications, preparing and reviewing CEQA documents, General Plan development, conducting greenhouse gas inventories and forecasts, and GIS. **Mr. Kwan will provide day-to-day planning services and GIS support.**

**Brenna Wengert, AICP | Associate Planner II**

Ms. Wengert serves as an Associate Planner for CSG Consultants. Ms. Wengert has over 6 years of experience in the planning industry, providing project management, high-quality customer service, oversight and preparation of staff reports and presentations, reviewing discretionary planning applications, and performing plan checks for Zoning and Municipal Code. **Ms. Wengert will provide day-to-day planning services.**

**Shehriyar Khan | Assistant Planner II**

Mr. Khan serves as an Assistant Planner for CSG Consultants and provides planning assistance to our public agency clients using his knowledge of land use entitlements, development processes, CEQA, tactical urbanism, public engagement, local and regional transportation, infrastructure finance, policy analysis, and social context for municipalities. Mr. Khan is proficient with MS Office applications, Google Suite, and Adobe Illustrator. In addition to his work with CSG clients, Mr. Khan assists senior CSG staff with administrative work including document editing and coordination with project-specific staff. **Mr. Khan will provide day-to-day planning services.**

**Glenn Lajoie, AICP | Principal, Director of Environmental Planning**

Mr. Lajoie has over 35 years of experience in the environmental planning profession. Mr. Lajoie's diverse background includes a wide range of CEQA/ NEPA compliance studies, including policy, development, and infrastructure projects. He has served in various roles on projects, including Project Director, Project Manager, Quality Control, and lead for navigating complex regulatory processes. Mr. Lajoie has an extensive background with agencies throughout California. The geographic context is wide ranging including: resort and destination projects in the Town of Mammoth Lakes; numerous infrastructure and desalination project reviews in the Community of Cambria; downtown high rise and mixed-use proposals in Long Beach; city center and neighborhood revitalization opportunities in Lancaster; buildout of the City's Business Park Master Plan in Cypress; over two million square feet of expansion for the Raytheon Corporate facility in El Segundo; campus modernization and enhancement projects in the University of California, Riverside; the master plan update for the Hotel del Coronado; and the 2035 General Plan Update for Buena Park. **Mr. Lajoie will review environmental analysis documents, peer review applicant-provided documents, and provide senior management for the provision of environmental planning services.**

**Liza Debies | Senior Environmental Planner**

Liza Debies has more than 12 years of professional experience and more than 8 years of experience in managing the preparation of CEQA and NEPA documents, including EIRs, IS/MNDs, Addenda, Environmental Assessments (EAs), and Categorical Exemptions and Categorical Exclusions. She has completed CEQA and/or NEPA documentation for public infrastructure, materials recovery facilities (MRFs), mixed-use developments, residential, commercial, retail, transportation, industrial, recreational, and institutional projects. She has expertise in aesthetics, land use and planning and land use compatibility, transportation and circulation, utilities and services systems, and alternatives analysis, as well as in evaluating large public infrastructure projects. **Ms. Debies will review and prepare environmental analysis documents, peer review applicant-provided documents, and provide senior management.**

**Kelli Allen | Associate Environmental Planner**

Ms. Allen serves as an Associate Environmental Planner for CSG Consultants with 2 years' experience in the environmental planning field. Ms. Allen has experience preparing environmental impact reports, initial studies/mitigated negative declarations, and safety elements. Ms. Allen has experience drafting presentations and communicating with public agencies and clients, and writing administrative CEQA documents, including Project Descriptions, Notices of Availability, Preparation, and Determination, and OPR summary documents. **Ms. Allen will prepare environmental review documents and provide project management support.**

**Colby Gonzalez | Assistant Environmental Planner**

Colby Gonzalez has 2 years of professional experience in working with environmental documents, including EIRs, IS/MNDs, Addenda, and Categorical Exemptions. He has worked as a paralegal on CEQA and NEPA lawsuits for mixed-use projects, housing projects, industrial manufacturing projects, and warehouse projects. He also has experience with Clean Water Act and the Montana Environmental Policy Act. **Mr. Gonzalez will prepare environmental review documents and provide project management support.**

**SUBCONSULTANT INFORMATION****Perkins&Will**

**Perkins & Will** is a team of designers and innovators who understand the transformative potential of design in our cities. Every member of the team will bring the very best to create a forward-looking master plan that fits Westminster—streets, squares, paseos, and buildings. The Perkins & Will studio is as diverse and distinctive as the bold colors and shapes use in their designs. A mission-driven team, they thrive on projects that will contribute to the greater good, and that help make a lasting, positive change in the lives of the people who use them. As urban designers and planners, the firm is constantly working to create rich, compelling, and lasting environments that deliver on the promise of urban life.

Whether they are post-industrial sites, under-performing districts, or new public spaces, the goal is to guide the design and transformation into vibrant, sustainable places.

**Michael Baker****I N T E R N A T I O N A L**

**Michael Baker International (Michael Baker)** is a provider of planning, environmental, and program management services. Environmental documents prepared at Michael Baker address the full range of environmental and technical issues, with in-house specialists providing technical evaluations for transportation, flood control, drainage, air quality, greenhouse gas emissions, noise, cultural resources, biological resources, energy, hazardous materials, and visual effects and many other environmental issue areas. The Michael Baker team is well-versed in all aspects of both CEQA and NEPA compliance.

## D. FEE SCHEDULE

### CSG FEE SCHEDULE

CSG’s billing rates can be found in Table 1, Fee Schedule, below.

**Table 1.,  
Fee Schedule**

PERSONNEL/ROLE	HOURLY RATE
<b>CSG Consultants Environmental Planning Rates</b>	
<b>Environmental Planning</b>	
Principal-in-Charge	\$270
Environmental Director	\$240
Senior Environmental Planner	\$200
Associate Environmental Planner	\$180
Assistant Environmental Planner	\$165
Publications Specialist	\$135
<b>Planning</b>	
Planning Director	\$240
Planning Manager	\$230
Principal Planner	\$225
Senior Planner	\$200
Associate Planner	\$175
Assistant Planner	\$160
Planning Technician	\$145
<b>Sustainability</b>	
Sustainability Programs Manager	\$210
Sustainability Programs Analyst	\$180
<b>GIS Mapping &amp; Analysis</b>	
GIS Manager	\$190
GIS Analyst	\$145
GIS Technician	\$110

**Notes:**

All hourly rates include overhead costs including, but not limited to, salaries, benefits, Workers Compensation Insurance, travel, and office expenses. Overtime work will be billed at 1.5x the hourly rates indicated in the table above. CSG will deliver an invoice every month for services rendered during the prior month. Hourly rates shown are valid for a term of 3 years. After 3 years, hourly rates shall be renegotiated.

**PERKINS & WILL FEE SCHEDULE**

Perkins & Will’s billing rates can be found in Table 2, Fee Schedule, below.

**Table 2.,  
Fee Schedule**

PERSONNEL/ROLE	HOURLY RATE
Principal	\$350
Associate Principal	\$295
Project Director	\$295
Project Manager	\$260
Urban Designer	\$210
Urban Designer III	\$170
Urban Designer II	\$150
Urban Designer I	\$130
Intern	\$110
Administrative	\$110

**MICHAEL BAKER FEE SCHEDULE**

Michael Baker’s fee schedule can be found in Table 3, Fee Schedule, below.

**Table 3.,  
Fee Schedule**

PERSONNEL/ROLE	HOURLY RATE
Senior Principal	\$290 - 355
Principal	\$280 - 330
Program Manager	\$270 - 330
Project Director	\$235 - 325
Senior Project Manager/Principal Planner	\$180 - 270
Project Manager	\$150 - 255
Technical Manager	\$150 - 255
Senior Engineer	\$190 - 220
Senior Planner	\$130 - 190
Landscape Architect	\$160 - 205
Project Engineer	\$160 - 180
Senior GIS Analyst	\$150 - 205
Environmental Specialist	\$110 - 155
GIS Analyst	\$135 - 160
Designer/Associate Planner	\$105 - 155
Project Coordinator	\$115 - 155
Environmental Analyst	\$110 - 135
Design Technician	\$115 - 130
Graphic Artist	\$105 - 170
Assistant Planner/Engineer	\$95 - 105

**Table 3.,  
Fee Schedule**

PERSONNEL/ROLE		HOURLY RATE	
Planning Technician/Engineering Aid		\$85 - 105	
Office Support/Clerical		\$85 - 105	
OTHER DIRECT CHARGES			
Charge	Price/Unit	Charge	Price/Unit
CADD	At Cost	Reproduction - B&W Regular	0.08
Communications	At Cost	Reproduction - B&W Oversized	0.14
Computer Usage	At Cost	Reproduction - Color Regular	0.45
Equipment and Supplies	At Cost	Reproduction - Color/Oversized	0.70
Mileage	<i>Current IRS Rate</i>		

**Notes:**

These rates are in effect for a three-year duration of the on-call environmental consultant list. Any renewal/extension options of the on-call list following the three-year period would require a review of rates by the Michael Baker team. Michael Baker will provide a project-specific Scope of Work and associated fee schedule for each task issued. The fee schedule will be provided in a detailed spreadsheet and will identify the cost for each task and subtask as described in the Scope of Work. The fee schedule will include all labor and reimbursable expenses for Michael Baker and subconsultants (if required). The cost for Michael Baker’s project management will be included in the fee schedule and is typically identified as a separate task item (e.g., Project Management and Coordination).

## E. APPROACH

### OVERVIEW AND PHILOSOPHY

The hourly rate sheet is provided in Section D, Fee Schedule, above.

CSG views every assignment and project as a way to build long-lasting, meaningful working relationships with our clients. We always seek to excel in maintaining a clear line of communication with every client, stakeholder, agency, decisionmaker and project team member to ensure assignments and projects are achieving and exceeding expectations. We work with positive attitudes, focus on teamwork and have a shared determination in exhibiting professionalism in everything we do. Our mission is to consistently meet or exceed our client's expectations in a responsible and efficient manner.

At CSG, we act as project managers in most of our efforts, but we are first and foremost planners. Our goal is to always perform as a "partner planner" for our clients, providing additional support and services to existing agency staff members. CSG's project managers bring decades of project management experience, implementing best practices, while delivering work products on time and within budget.

We believe that a comprehensive approach to project management includes attention to land planning, economic feasibility, urban design, and the environment. Our project management philosophy is built upon the anticipation of, and preparation for, all issues that may arise throughout the project process. By constantly considering and developing the appropriate process and plan to address political, environmental, social, and design challenges/opportunities, we can better serve the City while delivering the highest quality product. Our management team of senior professionals will work in close partnership with City staff to ensure continuous coordination of our proposed services. They will assist the City in determining planning and environmental review requirements with support from additional CSG planners and technical staff that allow our team to provide a wide range of services in a cost-effective manner.

CSG's approach to current and long-range planning is to "dig in" and become familiar with the City's General Plan, Zoning Code, ongoing projects, and development trends so that we may best assist the City. Our approach includes:

- Analyzing a project's compliance with the City's plans, policies and regulations. Our staff is familiar with conducting plan checks and design review; evaluating Tentative Maps, development permits, conditional use permits, and other permits; and conducting General Plan and zoning amendments.
- Reviewing and processing both ministerial and discretionary applications
- Researching, compiling and analyzing social, economic, environmental and associated data
- Preparing the necessary long-range planning documents and amendments
- Meeting with developers, their consultants and other project proponents, such as property owners and other interested groups, for any project. We recognize that these are important groups and individuals to any project; and
- Providing public counter services, including but not limited to, answering general questions and processing Zoning Clearances, Accessory Dwelling Unit permits, Temporary Use Permits, Home Occupation Permits, and/or business licenses. Members of our staff are currently actively working in agency offices, holding regular office hours, and answering public inquiries by email, mail, or telephone. However, we also provide services remotely for several jurisdictions. Our staff are available to attend community meetings and present at public hearings; prepare staff reports, resolutions, ordinances; and prepare oral and/or electronic presentations.

CSG staff also has knowledge and experience in providing affordable housing support, preparing and administering grants, preparing parking studies, performing fiscal and economic analyses, as well as providing Geographic Information System (GIS) assistance.

Our staff has the expertise to work on a variety of Current and Advance Planning projects.

## SUB AREA A: ADVANCED PLANNING AND SPECIAL PROJECTS SERVICES

CSG's planners are well versed in the creation and management of long-range policy documents, and assist communities with visioning, goal setting and implementation, as well as project coordination for applicants and their consultant teams.

CSG offers comprehensive and professional consulting services in Sub Area A: Advanced Planning and Special Projects Services. With our extensive experience, we are well-equipped to handle city-initiated advanced planning projects and special projects on behalf of the City. Our capabilities include managing a wide range of tasks and delivering successful outcomes.

Some of the specific services we excel in are:

1. **General Plan Amendments:** We have the expertise to assist the City in making amendments to the general plan, ensuring alignment with the City's long-term vision and goals.
2. **Specific Plans and Amendments:** CSG is proficient in developing and modifying specific plans, tailored to specific areas or projects, to guide future development and land use.
3. **Zoning Map and Text Amendments:** We have the knowledge and experience to facilitate changes in the zoning map and zoning text, incorporating necessary updates or modifications to accommodate evolving requirements.
4. **Focused Land Use Studies:** CSG conducts in-depth land use studies to analyze specific sites or focused issues, providing valuable insights and recommendations for informed decision-making.
5. **Objective Design Standards:** Our team can develop objective design standards, ensuring consistency and quality in architectural and urban design for the City's projects.
6. **Assessment of Legislative Requirements:** We offer expert analysis of legislative requirements, ensuring compliance with applicable laws, regulations, and policies.
7. **Policy/Procedure Memorandum:** CSG is proficient in preparing policy and procedure memoranda, providing clear guidelines and frameworks for effective implementation.
8. **Presentations and Public Engagement:** We are skilled in presenting project proposals and findings before boards, committees, commissions, and the city council, effectively conveying information and garnering support.
9. **Creation of Forms and Documents:** CSG can develop customized forms and documents that streamline administrative processes and facilitate efficient project management.

CSG brings a wealth of experience and expertise to Sub Area A, enabling us to handle various advanced planning and special projects for the City. We are committed to delivering high-quality results and ensuring the City's vision and goals are realized.

## SUB AREA B: PLANNING STAFF AUGMENTATION (CURRENT PLANNING)

CSG's Planning team provides contract staff support, entitlement services and project management for a variety of types of projects. We excel at interfacing with public agencies and elected officials, tackling a wide range of current planning issues, and serving as case planners, applicant liaisons, or even assisting the public at the counter. Our staff planners perform daily planning activities, such as (but not limited to): zoning review and compliance, project entitlement services, Subdivision Map Act compliance, site plan review and design review, plan check, construction inspection services based on approved plans and conditions of approval, and other services as needed. Our planning staff also serve as extension of city or City staff in several jurisdictions, preparing staff reports, and making presentations to Planning Commissions, City Councils, Boards of Supervisors or other bodies.

CSG offers comprehensive and professional consulting services in Sub Area B: Planning Staff Augmentation (Current Planning). We understand the City's need to ensure continuity of services and the efficient processing of applications and projects. With our expertise and dedicated staff, we can seamlessly integrate with the existing planning staff and provide valuable support to meet the City's objectives.

Our capabilities in planning staff augmentation include, but are not limited to, the following services:

1. **Customer Service and Communication:** CSG can provide coverage for the public counter, general planning phone, and general planning email. We excel in effectively communicating with customers, addressing inquiries, and providing assistance related to planning, zoning, projects, and general development questions.

2. **Compliance and Plan Review:** Our experienced consultants can review application submittals for compliance with the City's General Plan policies, Zoning Code, specific plans, Subdivision Map Act, California Environmental Quality Act (CEQA), and other relevant regulatory statutes. We ensure that proposed developments align with the applicable requirements and regulations.
3. **Plan Analysis and Corrections:** CSG's experts can carefully analyze development plans and identify any necessary corrections or adjustments. We work closely with project applicants to communicate and address any required changes, ensuring adherence to planning standards and guidelines.
4. **Land Use Entitlements Processing:** We are proficient in processing various land use entitlements, including conditional use permits, general plan amendments, and zoning code amendments. Our consultants are project managers and have the necessary expertise to navigate the regulatory processes, manage timelines and budgets and ensure efficient processing of applications.
5. **Project presentations:** CSG can represent the City with high quality presentations before the planning commission and city council. We possess strong communication and presentation skills, effectively conveying project details, recommendations, and addressing any inquiries or concerns.
6. **Project Management:** Our team is experienced in project management for current planning projects. We have the ability to handle multiple projects simultaneously, effectively managing priorities, timelines, budgets and duties to ensure timely and successful project completion.

With CSG's planning staff augmentation services, the City can rely on our expertise to provide seamless support, maintain service continuity, and ensure the efficient processing of applications and projects. We are committed to assisting the City achieve its planning objectives while delivering high-quality results and excellent customer service.

## **SUB AREA C: ENTITLEMENT PROCESSING FOR MIXED USE AND SB 330 DEVELOPMENT APPLICATIONS**

CSG offers specialized consulting services in Sub Area C: Entitlement Processing for Mixed-Use and SB 330 Development Applications. We understand the City's need for experienced consultants to handle complex mixed-use and SB 330 development projects. Our expertise and track record make us the ideal partner for managing such projects within the Westminster Mall Specific Plan, as well as in the City's mixed-use areas and specific plan areas.

Our capabilities in entitlement processing for mixed-use and SB 330 development applications encompass the following:

1. **Project Expertise:** CSG brings a wealth of experience in handling complex development projects, particularly in the realm of mixed-use and SB 330. We have a proven track record of successfully managing similar projects, ensuring compliance with relevant regulations and achieving desired outcomes.
2. **Comprehensive Project Management:** Our team of consultants possesses the necessary skills to oversee projects from their initial submittal to the completion of the plan check process. We provide end-to-end project management, ensuring seamless coordination, timely execution, and successful completion of the entitlement process.
3. **Westminster Mall Specific Plan:** CSG is well-versed in the intricacies of the Westminster Mall Specific Plan. We understand the plan's requirements and objectives, enabling us to effectively navigate the entitlement process for development proposals within this specific plan area.
4. **Mixed-Use and Specific Plan Areas:** Our consultants have extensive knowledge and expertise in managing development projects within mixed-use development, and specific plan areas. We are familiar with the unique challenges and opportunities presented by these environments, allowing us to tailor our services accordingly.
5. **Regulatory Compliance:** CSG is well acquainted with the requirements and regulations stipulated by SB 330. We ensure that development projects adhere to the provisions of this legislation, facilitating a smooth entitlement process and avoiding unnecessary delays.
6. **Experienced Consultants:** We engage highly skilled consultants with a minimum of five years of relevant experience in processing complex development projects. Our team members bring in-depth knowledge and expertise to the table, enabling us to handle projects with proficiency and precision.

By partnering with CSG for entitlement processing of mixed-use and SB 330 development applications, the City can benefit from our specialized expertise, comprehensive project management, and regulatory compliance. We are committed to delivering successful outcomes, streamlining processes, and ensuring the efficient completion of complex development projects.

## **SUB AREA D: ENVIRONMENTAL PLANNING SERVICES**

CSG has the environmental staff resources to manage and prepare clear, concise, and legally defensible environmental documents under the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA) for projects of all types, including development, infrastructure improvements, ecological enhancements, and policy documents, such as General Plans and Specific Plans. CSG will serve as an extension of City staff to ensure that the entire environmental review process is conducted in a comprehensive manner. CSG will consider recent legislation and court decisions pertaining to CEQA and NEPA and agency requirements. Our objective is to provide premium services to our clients, along with highly accurate technical documentation and impact determinations. Our approach entails an efficient process to ensure that studies are comprehensive, objective, technically accurate, and complete, while maintaining a focus on the schedule established for the review. Our approach includes consistent and regular interaction and communications between staff, our team and other interested/responsible governmental agencies and parties, as appropriate, allowing for frequent exchange of information without loss of time or resources.

Our range of types of CEQA studies includes: Categorical Exemptions, Initial Studies, Negative Declarations, Mitigated Negative Declarations, Project/Program/Focused/Supplemental/Subsequent and Addendum Environmental Impact reports (EIRs), consistency checklists, as well as mitigation monitoring programs. We can assist the City with recommendations and scoping for the appropriate CEQA and NEPA documentation and, should an EIR be the determined clearance, CSG can lead the EIR preparation, including the response to comments and any required findings of facts/statement of overriding considerations.

We are also ready to assist the City with project stakeholder coordination, filing of public notices, participation in public hearings and complete project management services throughout the environmental review process.

CSG planners are environmental stewards for our natural and built environments. CSG's approach to any environmental documentation (whether for CEQA or NEPA) is to understand and analyze each project based on the environmental issues that are pertinent to a project. CSG's approach to environmental documentation emphasizes technically solid, impartial analysis, and active management to keep projects on schedule and within budget. We pride ourselves on our ability to turn products around quickly and effectively without sacrificing quality and accuracy.

CSG recognizes that future City projects, depending on their type, size and issues of concern, may require several different types of CEQA and NEPA processes. For NEPA, the evaluation and associated environmental assessment will be prepared in accordance with the format and content specified by the NEPA lead agency. For CEQA, the work program will be initiated following the completion and confirmation of the Project Description. As directed by the City, CSG can then proceed with the preparation of an Initial Study pursuant to Appendix G of the CEQA Guidelines. The Initial Study will provide a screening and threshold review for each topical area in order to confirm and proceed with the appropriate CEQA clearance review.

Additionally, and more specifically, we embrace the following steps in the review process:

- ▮ Establish a communications protocol and technical leads, including subconsultants and other key team members to ensure project critical information is efficiently and accurately conveyed across the team.
- ▮ Ensure roles/responsibilities are clear for efficient management of assignments and quality control of services and deliverables.
- ▮ Utilize experienced staff with extensive relevant experience who will do the job right the first time.
- ▮ Agree on initial project schedule and budget and a protocol for updating status on both during all project phases.
- ▮ Determine key project description details with the City early to facilitate accurate and consistent reviews and analysis.
- ▮ Verify that the technical approach/scope of services, as conveyed in the proposal, meet City expectations following completion of the Project Description.
- ▮ Collaborate up front with the City on standard templates for project deliverables, including peer review technical memoranda and CEQA document components.

CSG is a leading provider of professional consulting services in Sub Area D: Environmental Planning Services. We understand the City's need for consultants with expertise in comprehensive environmental review services, working in close collaboration with City staff. Our capabilities in this field are diverse and geared towards meeting the City's environmental planning objectives.

Our comprehensive environmental planning services include, but are not limited to, the following:

1. **CEQA Implementation and Compliance:** CSG's consultants are well-versed in the provisions of the California Environmental Quality Act (CEQA) and the City's adopted CEQA handbook. We can assist the City in implementing and complying with CEQA requirements, ensuring that all environmental review processes align with applicable regulations and guidelines.
2. **Plan Analysis and Comment:** Our experienced team carefully analyzes and critiques preliminary plan proposals, development applications, land use policies, ordinances, general plan amendments, programs, studies, technical drawings, and schematics. We provide insightful comments and recommendations, ensuring that environmental considerations are thoroughly addressed.
3. **Preparation of Environmental Documents:** CSG has a strong track record in preparing accurate, clear, concise, and legally defensible environmental documents in accordance with CEQA. These documents include initial studies, mitigated/negative declarations, environmental impact reports (EIRs), addenda to prior environmental documents, subsequent/supplemental EIRs, responses to comments/Final EIRs, mitigation measures, mitigation monitoring and reporting programs, notices, and exemptions.
4. **Document Preparation and Filing:** We complete all tasks associated with the preparation of environmental documents, including their circulation and filing/recordation, ensuring compliance with CEQA guidelines and specified timelines. Our consultants are well-versed in the necessary procedures and documentation requirements.
5. **Specific Environmental Studies:** CSG is partnering with Michael Baker to conduct specialized environmental studies such as those related to biological resources, air quality, greenhouse gas emissions, transportation/traffic analysis, and cultural and historic resources. We employ rigorous methodologies and work in collaboration with relevant stakeholders to ensure comprehensive and accurate findings.
6. **Stakeholder Engagement and Communication:** Our consultants meet and communicate regularly with City staff and applicants to facilitate efficient environmental review procedures and address project-related environmental issues. We foster effective collaboration and provide guidance throughout the process.
7. **Site Inspections and Peer Reviews:** CSG conducts site inspections to ensure compliance with CEQA requirements and guidelines. Additionally, we offer peer reviews of studies or CEQA documents prepared by others, providing expert analysis and recommendations to ensure their quality and compliance.
8. **Advice and Technical Assistance:** Our team provides valuable advice and technical assistance pertaining to compliance with state and federal regulations. We stay up to date with the latest regulatory developments and offer guidance to navigate complex environmental requirements.

By engaging CSG for environmental planning services, the City can benefit from our expertise in CEQA compliance, thorough analysis, accurate documentation, and effective stakeholder engagement. We are committed to delivering high-quality results, meeting regulatory obligations, and ensuring sustainable and environmentally responsible planning practices.

## SUB AREA E: URBAN DESIGN SERVICES

CSG specializes in offering professional consulting services in Sub Area E: Urban Design Services. We understand the City's need for consultants experienced in providing comprehensive urban design services. Our capabilities in this field are designed to meet the City's goals and aspirations for well-designed and vibrant urban environments.

Our urban design services include, but are not limited to, the following:

1. **Development Proposal Review:** CSG's team of urban design experts can review development proposals with a critical eye towards design excellence. We assess proposals based on urban design principles, evaluating their compatibility with the surrounding context, adherence to design standards, and overall contribution to the quality of the urban fabric.

2. **Specific Plan Development:** We have the expertise to assist the City in developing specific plans that guide future development within specific areas. Our consultants work closely with stakeholders to identify design objectives, establish design guidelines, and create frameworks that promote cohesive and sustainable development.
3. **Design Standards:** CSG can assist the City in formulating design standards that enhance the aesthetic quality and functionality of urban spaces. We work collaboratively with the City to establish comprehensive design guidelines that cover a range of aspects such as building design, landscape architecture, streetscape design, signage, and public art.
4. **Urban Design Studies:** Our team conducts in-depth urban design studies to inform decision-making processes. These studies may include assessments of the existing urban fabric, analysis of public spaces, evaluation of streetscapes, and identification of opportunities for revitalization or enhancement. We provide valuable insights and recommendations based on our findings.
5. **Placemaking and Public Realm Design:** CSG understands the importance of creating vibrant and engaging public spaces. We offer expertise in placemaking and public realm design, focusing on creating attractive, safe, and inclusive environments that promote social interaction, walkability, and community identity.
6. **Design Charrettes and Workshops:** We facilitate design charrettes and workshops to engage stakeholders, community members, and design professionals in the urban design process. These collaborative sessions encourage participation, creativity, and the exchange of ideas to foster a sense of ownership and shared vision for the City's urban spaces.
7. **Visualization and Graphics:** CSG employs advanced visualization techniques and graphic design to effectively communicate urban design concepts and proposals. We create compelling visual materials such as renderings, diagrams, and 3D models that help stakeholders and decision-makers visualize the potential outcomes of design interventions.

By engaging CSG for urban design services, the City can benefit from our expertise in reviewing development proposals, crafting design standards, preparing urban design studies, and fostering community engagement. We are dedicated to creating attractive, sustainable, and people-centered urban environments that enhance the quality of life for residents and visitors.

## F. CLIENT REFERENCES

Our successful track record working with clients has been consistent over the years. Section B provides a small sampling of the range and diversity of CSG's projects and summarizes the specific projects associated with each reference, performance, accomplishments, date work was performed, budget/cost, and key personnel involved. Additional examples and references are available upon request.

### City of Orange

#### Anna Pehosuhek

Assistant Community Development Director  
300 E. Orange  
Orange, CA 92788  
714.744.7228  
apehoushek@cityoforange.org  
*CEQA Peer Review Services*  
2023—Ongoing

### City of Tustin

#### Raymond Barragan

Principal Planner  
300 Centennial Way  
Tustin, CA 92780  
714.573.3016  
rbarragan@tustinca.org  
*Planning and Environmental Services*  
2022—Ongoing

### City of El Segundo

#### Eduardo Schonborn

Planning Manager  
350 Main Street  
El Segundo, CA 90245  
310.524.2312  
eschonborn@elsegundo.org  
*Planning and Environmental Peer Review Services*  
2016—Ongoing

### City of Thousand Oaks

#### Kelvin Parker

Community Development Director  
2100 Thousand Oaks Blvd.  
Thousand Oaks, CA 91362  
805.449.2500  
kparker@toaks.org  
*Planning Services and CEQA/NEPA*  
2021—Ongoing

### City of Thousand Oaks

#### Scott Kolwitz

Senior Planner  
2100 Thousand Oaks Blvd.  
Thousand Oaks, CA 91362  
805.449.2319  
skolwitz@toaks.org  
*Planning and Environmental Services*  
2021—Ongoing

### City of Laguna Beach

#### Anthony Viera

Acting Planning Manager  
505 Forest Avenue  
Laguna Beach, California 92651  
949.497.0398  
aviera@lagunabeachcity.net  
*Planning and Environmental Review Services*  
2023—Ongoing

### City of Laguna Beach

#### David Contreras

Community Development Director  
505 Forest Avenue  
Laguna Beach, California 92651  
949.497.0179  
dcontreras@lagunabeachcity.net  
*Planning and Environmental Review Services*  
2023—Ongoing

### City of Norwalk

#### Ozzie Ramos

Deputy City Manager  
12700 Norwalk Boulevard  
Norwalk, CA 90650  
562.929.5700  
oramos@norwalkca.gov  
*Planning and CEQA Services*  
2020—Ongoing

**City of Carson**

**Saied Naaseh**

Community Development Director

701 E. Carson Street

Carson, CA 90745

310.952.1761 x13654

snaaseh@carson.ca.us

*Planning and EIR Peer Review Services*

2021—Ongoing

## G. RECOMMENDED REVISIONS TO SAMPLE AGREEMENT

Our insurance broker has reviewed the insurance requirements in the Sample Professional Services Agreement (PSA) and has notified us that our insurance policies comply with the requirements. CSG's staff has reviewed the remainder of the PSA and finds that it is acceptable without alteration and that we can sign it as is. However, we request that the City consider making the following revisions to improve the Agreement. The requested changes are shown in strikethrough and underline, below:

### - SECTION VIII. TERMINATION

This Agreement may be terminated with or without cause by CITY at any time by providing CONSULTANT with written notice of termination no less than thirty (30) calendar days in advance of such termination. This Agreement may be terminated by CONSULTANT by providing CITY with written notice no less than thirty (30) days in advance of such termination. In the event of ~~either such termination~~, CONSULTANT shall be compensated for services rendered as of the date of termination, plus costs incurred in connection with uncancellable obligations relating to this Agreement. Compensation for work in progress shall be prorated as to the percentage of work completed as of the date of termination. In the event of such termination, CONSULTANT shall immediately stop rendering services under this Agreement unless directed otherwise by CITY, and shall deliver to CITY all plans, data, reports, summaries, electronic media storage, and all such other information and materials as CONSULTANT may have accumulated in performing this Agreement. CITY shall not be liable for any claim of lost profits. Additionally, any party may cancel the agreement as a result of negligent service given, at any time, provided that there has been a thirty (30) day warning given in advance to the other party that would allow the other party to correct the problem.

~~This Agreement may be terminated by CONSULTANT by providing CITY with written notice no less than thirty (30) days in advance of such termination.~~

### - SECTION XI. INDEMNITY, DEFENSE, AND HOLD HARMLESS

~~CONSULTANT agrees to defend, indemnify, and hold free and harmless the CITY, its elected and appointed officials, officers, agents, employees, and volunteers at CONSULTANT'S sole expense, from and against any and all claims, demands, actions, suits or other legal proceedings brought against the CITY, its elected and appointed officials, officers, agents, employees, and volunteers arising out of the performance of CONSULTANT of the work undertaken pursuant to this Agreement, and shall indemnify, defend, hold free and harmless the CITY, its elected and appointed officials, officers, agents, employees, and volunteers harmless from and against any and all damages to property or injuries to or death of any person or persons, including attorneys' fees. The defense obligation provided for hereunder shall apply without any advance showing of negligence or wrongdoing by CONSULTANT, but shall be required whenever any claim, demand, action, complaint, or suit asserts as its basis the negligence, errors, omissions or misconduct of CONSULTANT and/or whenever any claim, action, complaint or suit asserts liability against the CITY, its elected and appointed officials, officers, agents, employees, and volunteers based upon the work performed by CONSULTANT under this Agreement, whether or not the CONSULTANT is specifically named or otherwise asserted to be liable. Notwithstanding the foregoing, CONSULTANT shall not be liable for the defense or indemnification of the CITY for claims, actions, complaints, or suits arising out of the negligence or willful misconduct of the CITY. This provision shall supersede and replace all other indemnity provisions contained either in the CITY'S request for proposal or CONSULTANT'S proposal, which shall be of no force and effect.~~

CONSULTANT agrees to defend, hold harmless and indemnify the CITY, its elected and appointed officials, officers, agents, employees and volunteers from and against any liability, loss, cost and/or expense or damage, including the reasonable costs and attorney's fees in providing a defense to any such claim or other action, to the extent caused by the negligence, recklessness, or willful misconduct of the CONSULTANT, its employees, or subconsultants in the performance of Services under this Agreement. In

no event shall the cost to defend charged to the CONSULTANT exceed the CONSULTANT's proportionate percentage of fault.

- **SECTION XIV. A OWERSHIP OF DOCUMENTS**

All reports, as well as all original reproducible drawings, plans, studies, memoranda, computation sheets, electronic media storage, and other documents assembled or prepared by CONSULTANT or CONSULTANT'S agents, officers, or employees in connection with this Agreement, including any and all copyright interest therein, shall be the property of the CITY and shall be delivered to the CITY upon either the completion or termination of the Project. Copies of said documents may not be retained by CONSULTANT, and shall not be made available by CONSULTANT to any individual or organization without the prior written approval of CITY, except as required by law. CONSULTANT or CONSULTANT'S agents shall execute such documents as may be necessary from time to time to confirm City's ownership of the copyright in such documents. Use of the documents for other than the intended project shall be at the CITY's sole risk.

# Appendix A

## Resumes



# Ethan Edwards, AICP

VICE PRESIDENT OF PLANNING SERVICES

Mr. Edwards currently serves as the Vice President of Planning Services at CSG Consultants. In this role, he leverages over 25 years of progressively responsible experience in land use planning and management across Orange and Los Angeles Counties, Northern California, and Oregon. His expertise encompasses current and advanced planning, design review, coastal development review, CEQA compliance, project and staff management, and professional practice development. Before joining CSG, Mr. Edwards held planning positions in both the public and private sectors, including leadership roles as Community Development Director, Planning Manager, and Principal Planner.

## CSG Relevant Experience

**Acting Community Development Director/Planning Manager I City of Carson, CA.** As Acting Planning Manager and Community Development Director for the City of Carson, Mr. Edwards oversaw the Planning Department, including CSG staff, and managed project scheduling, budgeting, and agenda preparation. He also participated in public hearings, managed the City's on-call environmental and design consultants, and provided strategic direction for the comprehensive General Plan Update.

**Principal Planner I City of El Segundo, CA.** In his role as a contract Principal Planner, Mr. Edwards managed complex discretionary and administrative permits, including Development Agreement negotiations and environmental impact report management. He also prepared agendas, reviewed and authored reports, and delivered presentations to elected officials, commissions, and community groups.

## Relevant Previous Experience

**Planner I City of Huntington Beach, CA.** At the City of Huntington Beach, Mr. Edwards managed discretionary and administrative permits, mentored staff, prepared and reviewed agendas and reports, and interpreted zoning regulations as the Zoning Administrator Liaison. He also supervised environmental consultants and developed strategies for streamlining permit processing and enhancing customer service.

**Planning Manager I Baysinger Partners Architecture, Portland, OR.** As Planning Manager at Baysinger Partners Architecture, Mr. Edwards supervised the planning and entitlement division, managed staff priorities and the department budget, and handled public and private development project applications. He also provided contract Planning Director services, coordinated with consultants and provided project management and professional practice development.

**Planner I City of Beaverton, OR.** Mr. Edwards managed current planning projects, assisted with design review code revisions, and delivered presentations to elected officials, commissions, and community groups. He also served as the City staff liaison for an inter-jurisdictional commuter rail project and committee.

**Associate Planner I City of Santa Monica, CA.** While at the City of Santa Monica, Mr. Edwards presented to the zoning administrator, planning commission, and architectural review board. He also prepared reports for various entitlement projects and provided customer service assistance to the public.

## Education

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

*Masters Coursework, Public Policy & Administration, California State University, Long Beach, California*

## Professional Affiliations

*American Planning Association (APA)*

- *Orange County Chapter*
- *Los Angeles Chapter*
- *Northern Chapter*
- *Central Chapter*

*American Institute of Certified Planners (AICP)*

*International City/County Management Association*

*Association of Environmental Professionals (AEP)*



# Gena Guisar, AICP

DIRECTOR OF PLANNING SERVICES

Ms. Guisar, AICP, is a highly experienced urban planner in both the private and public sectors. Ms. Guisar has designed and managed a wide variety of development applications and led teams through the entitlement and environmental review process. Her approach to General Plan Updates, Specific Plans, master planning, CEQA compliance, yield studies, code analysis, historic research, demographic studies, conceptual grading and conceptual landscape design involves placemaking, sustainability, and economic feasibility. Ms. Guisar's thorough knowledge of the principles and practices of urban and regional planning, zoning, and subdivision concepts makes her an asset to any development team. The scale and scope of Ms. Guisar's projects not only require her to be creative and detail oriented, but flexible, adaptable and multidisciplinary.

## Relevant Project Experience

**Contract Principal Planner | City of Carson, CA.** Ms. Guisar recently served as the Interim Planning Manager for the City of Carson. She currently serves as a Contract Principal Planner where she manages several high-profile, complex entitlement projects. Ms. Guisar oversees every aspect of each project, including coordination with the applicant team and city staff, project review, public outreach, schedule and budget management, preparation of staff reports and notices, and presentations to elected officials and stakeholders. Ms. Guisar is also responsible for the CEQA compliance documentation, which is an EIR for all projects.

**Contract Principal Planner | City of Norwalk, CA.** Ms. Guisar is currently assisting the City of Norwalk in the project management of a large mixed-use TOD redevelopment project. Ms. Guisar oversees all aspects of the project including due diligence, CEQA compliance, urban design, public outreach, the Specific Plan and the Development Agreement. Ms. Guisar coordinates closely with City Staff, subconsultants and the applicant team while maintaining schedules and budgets.

**Contract Principal Planner | City of Palos Verdes Estates, CA.** Ms. Guisar is preparing the sixth cycle Housing Element Update for the City of Palos Verdes Estates. Ms. Guisar's involvement includes extensive meetings and coordination with the California State Department of Housing and Community Development, community outreach and public hearings.

**Contract Principal Planner | City of El Segundo, CA.** As a contract principal planner, Ms. Guisar led the effort to administer an SB 2 grant for the City of El Segundo. The SB 2 grant will fund several activities related to the City's Housing Element Update, such as public outreach, the housing sites inventory, zoning analysis, and housing-related ordinances. In addition, Ms. Guisar also managed other complex entitlement projects, prepares agendas, reviews and prepares reports; and conducts presentations to elected officials, commissions, and citizen groups.

**Contract Principal Planner | City of Fullerton, CA.** Ms. Guisar provided oversight for design and development review for various projects within the City of Fullerton. Ms. Guisar's services included zoning text amendments, ordinance preparation, and coordination with various City staff.

**Contract Planner | City of Garden Grove, CA.** In her role as a contract Planner for the City of Garden Grove, Ms. Guisar managed a variety of development applications, reviewed and processed administrative permits, and participated in long range planning efforts. Ms. Guisar services also included the preparation of reports and presentations to the Zoning Administrator, Planning Commission and City Council.

## Education

*Masters, Urban and Regional Planning*

*University of California, Irvine*

*Bachelor of Arts, Social Science*

*Research & Analytical Methods*

*University of California, Irvine*

## Professional Affiliations

*ULI Women's Leadership Initiative Council Member*

*American Planning Association*

*American Institute of Certified Planners*

*Urban Land Institute*

*ULI NEXT Council Member*

*UCI MURP Graduate Student*

*Mentor*



# Bradley Misner

DIRECTOR OF DEVELOPMENT SERVICES

To his role as Principal Planner for CSG Consultants, Mr. Misner brings expertise gained from over 25 years in the field, including extensive public agency employment experience. His wide range of municipal planning skills and experience includes current and policy planning, zoning law creation and administration, and public administration.

## CSG Project Experience

**Community Development Director | City of Benicia, CA.** Mr. Misner directed the Planning and Building Division functions and managed consultants; prepared and managed department budget (\$3 million); served as the Zoning Administrator; was a member of the Executive Management Team; responsible for implementation of electronic plan review and application submission, permit tracking automation, and development process improvements; and directed and coordinated housing policy discussions and preparation of Housing Element.

**Community Development Director | City of Millbrae, CA.** Mr. Misner served as Interim Director in September 2018, hired permanently in January 2019; directed functions and services of the Planning, Housing, Economic Development, Building, and Code Enforcement divisions; directed and supported the Planning Commission; provided project management for significant TOD developments; prepared policy support and prepared reports, recommendations to City Council; and managed department budget (\$2.9 million).

**Director of Planning and Neighborhood Services | City of Milpitas, CA.** Mr. Misner directed the City Planning, Housing, and Neighborhood Services Divisions, managing 14 full-time employees and various consultants, and a \$3.6 million department budget. He was responsible for hiring, training and mentoring planning, housing, and code enforcement staff. Additional responsibilities included the City's General Plan Update and associated consultant and budget management and serving as liaison to the Planning Commission and as a member of the Executive Management Team.

## Relevant Previous Experience

**Principal and Owner | Davis and Misner, LLC, Danville, CA.** Mr. Misner provided project management and consulting services to private clients and municipalities in California. His work included project review, report preparation and analysis, compliance review with General Plan policies and Zoning Ordinance regulations.

**Principal Planner | City of Santa Monica, CA.** Mr. Misner worked in several roles of increasing responsibility during his 18-year tenure with the City's Planning Division. As Principal Planner, he supervised a team of five planners, one staff assistant and various consultants; was a member of four-person team which drafted a comprehensive update to the City's Zoning Ordinance established in 1988. Other accomplishments and duties in his planning roles included:

- Preparing and presenting staff reports involving major projects and policy analysis to the Planning Commission and City Council
- Assisting the Director as Ombudsman to the Business Community
- Serving as a member of a public/private alliance established for business retention and attraction Analyzing, processing, and negotiating complex land-use applications and development agreements
- Preparing reports and presenting recommendations to Planning Commission/City Council

## Education

*Bachelor of Science, Geography and Group Social Science  
Western Michigan University  
Kalamazoo, Michigan*

*Continuing Education Course Work:*

- ▀ *Land Use Law*
- ▀ *California Environmental Quality Act (CEQA)*
- ▀ *Subdivision Law*

*University of California,  
Los Angeles – Extension,  
Los Angeles, California*

## Professional Affiliations

*American Planning Association  
(APA)*

*American Institute of Certified  
Planners (AICP)*



# Lorraine Weiss

PRINCIPAL PLANNER II

Lorraine Weiss serves as a Principal Planner for CSG Consultants and provides planning assistance to our public agency clients using her knowledge of land use entitlements, development processes, CEQA, public engagement, and policy analysis for municipalities. Ms. Weiss is a land use planner with over 30 years of experience, has well-developed communication, organizational, and project management skills, and is passionate about contributing to creating a sense of place through community input and quality design.

## Relevant Project Experience

**Consulting Principal Planner | San Francisco Bay Area, CA.** Ms. Weiss provided project management services for a variety of development and redevelopment projects (residential, multi-family residential, commercial office and retail, mixed-use, industrial, educational, and institutional) for local jurisdictions in the San Francisco Bay Area. She was also responsible for entitlement processing, project management of entire project life cycles, management and preparation of environmental documents in accordance with CEQA, as well as a variety of municipal code amendments. She also:

- Conducted site analyses, design reviews, environmental reviews, regulatory reviews and analyses, and prepared recommendations on complex land use development projects, adhering to fiscal and timeline constraints.
- Performed ordinance and resolution preparation for a variety of zoning text modifications and special projects.

Ms. Weiss has provided planning consulting services to various Bay Area jurisdictions including Town of Belvedere, Town of Corte Madera, City of Daly City, City of Larkspur, City of Menlo Park, Town of Moraga, City of Mountain View, City of Palo Alto, City of Redwood City, Town of San Anselmo, City of San Mateo, City of San Rafael, City of Sausalito, and City of Walnut Creek.

**Environmental Services Manager | Town of Corte Madera, CA.** Ms. Weiss managed and supervised the activities, operations, and budget (\$1 million) of the Planning and Building Divisions of the Environmental Services Department, a six-person team. She was responsible for developing strong cross-functional partnerships to support problem solving and collaboration among department managers to foster the goals and objectives of the Town. Ms. Weiss established strong working relationships with civic committees, residents, merchants, and shopping center management. She also:

- Organized, facilitated, and coordinated all activities of the 2008 General Plan Update
- Managed the Town's ADA Transition Plan and Self-Evaluation
- Served as liaison to the Town Center Shopping Center

**Planner & Staff Liaison to the Architectural Review Board & Stanford Shopping Center | City of Palo Alto, CA.** Ms. Weiss managed major development projects along University Avenue, Stanford Shopping Center, Stanford Medical Center, Stanford Research Park, and Stanford University; prepared environmental documents; and presented cases to the Architectural Review Board, Historic Resources Board, Planning Commission, and City Council. Ms. Weiss also:

- Created project zoning tracking checklists
- Managed and created "Development Permit Guide for Multiple-Family Residential and Commercial Development"
- Improved processing time of planning applications through process improvement and created City department standard conditions of approval.

**Assistant Planner | City of Daly City, CA.** Ms. Weiss processed land use permits, planning development project reviews, zoning, subdivisions, and site and architectural reviews. She provided staff support to the Planning Commission, City Council, and Redevelopment Agency. She also prepared various elements of the City's General Plan Update.

## Education

*Bachelor of Science, Urban and Regional Planning  
California State Polytechnic University  
Pomona, California  
UC Extension (Landscape Architecture Courses)  
CEQA Update & Land Use Law Courses*

*Certificate in Urban Design  
San Francisco Center for Architecture & Urban Studies*

## Professional Affiliations

*American Planning Association (APA)  
Association of Environmental Professionals (AEP)*



# Leila Carver, PTP

## SENIOR PLANNER

Ms. Carver serves as a Senior Planner for CSG Consultants. Ms. Carver has expertise in project management, CEQA, GIS and demographic research, and excels in leadership and customer service. She gained skills and knowledge in many areas of transportation planning from her nine years of experience with Caltrans. Ms. Carver is an independent worker, has outstanding verbal and written communication skills, and is an integral part of the CSG team. She is currently serving as a Consulting Planner for the cities of Tustin, Oxnard, and Town of Colma and serves as a Board Member for the APA California Chapter, Orange Section.

### Relevant Experience

**Planner | City of Tustin, CA.** Ms. Carver serves as a planner for the City of Tustin where she manages complex discretionary permit cases. She also provides mapping services to the staff.

**Planner | City of Oxnard, CA.** Ms. Carver serves as a planner for the City of Oxnard where she assists with complex discretionary permit cases.

**Planner | City of El Segundo, CA.** Ms. Carver serves as a planner for the City of El Segundo where she assists with complex discretionary permit cases. Ms. Carver conducts project review, prepares staff reports and notices, presents to community and stakeholders and coordinates with applicants and their consultants as part of these efforts.

**Planner | Town of Colma, CA.** Ms. Carver provides planning and transportation planning services to the Town of Colma by assisting with the Town's Bike and Pedestrian Master Plan, General Plan Update and Environmental Impact Report, and Climate Action Plan Update.

**Planner | City of Burbank, CA.** Ms. Carver served the Planning Division with the review and processing of several proposed single-family development special development permits in compliance with the City's requirements for Neighborhood Compatibility Review.

**Planner | City of Carson, CA.** Ms. Carver served as a planner for the City of Carson where she managed several complex discretionary permit cases. Ms. Carver conducted project review, managed schedules, prepared staff reports and notices, presented to Planning Commission and stakeholders, and coordinates with applicants and their consultants as part of these efforts. She also provided transportation planning expertise to the City for development and capital improvement projects and fee programs. Ms. Carver participated in the Community Outreach and Public Participation team including attending multiple community events to solicit input from public/community for General Plan Update.

**Planner | City of Compton, CA.** Ms. Carver served as a planner for the City of Compton where she reviewed various development plans, prepared comment letters, and assisted City Staff with priority projects. She managed the development review for a transitional housing project for a discretionary permit application for a conversion from an existing hotel to transitional housing project with supportive services. She also participated in the community outreach efforts/charrettes for a new Downtown Specific Plan.

### Education

*Master, Urban and Regional Planning, California State Polytechnic University, Pomona, California*

*Bachelor of Arts, Political Science & Geography - California State University, Fullerton*

### Professional Affiliations

*American Planning Association (APA) |*

*Vice Director Finance, Board Member for California Chapter Orange Section*

*Professional Transportation Planner Transportation Professional Certification Board*

### Awards

*Superior Accomplishment Award, 2015*

*Participation and leadership on the Caltrans Development Review Geobased Tracking System software application*

### Presentations

*Panelist for UCI Diversity Panel for University of Irvine, CA*

*Moderator for APA Orange Section Program July 2020, Zoom*

## Other Relevant Experience

**Transportation Planner | California Department of Transportation (Caltrans), Local Development-Intergovernmental Review (LD-IGR)/CEQA review Coordinator and Specialist.** Ms. Carver was responsible for internal and external coordination for review of Regionally Significant Local Development projects during the local entitlement process, and prior to/during the Caltrans Encroachment Permit process. She provided technical support and training to Planning staff.

**Transit/GIS Intern | Metrolink Trains/Southern California Regional Rail Authority (SCRRA), Los Angeles, CA.** Ms. Carver participated in socioeconomic and demographic research and analysis, and Title VI compliance including assisting with the Wye and Loop Safety project for the 2005 Glendale train crash, and production of maps and chart for Title VI Report. She assisted with market-based research and analysis using GIS and other tools including ridership projections to support long term strategic planning needs, and customer-based survey research related to service quality and customer satisfaction. She also helped with activities related to SCRRA board meetings and coordinated with joint power member agencies (SCAG, RCTC, SANBAG, OCTA, and LA Metro).



# Jonathan Kwan

## SENIOR PLANNER

Mr. Kwan is an experienced urban planner with over eight years of experience in current and advance planning in the public and private sector with a strong background in sustainability and GIS. He excels at project management, analyzing data, and preparing exhibits to convey geospatial data.

### Relevant Project Experience

**Planner | City of Norwalk, CA.** Mr. Kwan is assisting the City of Norwalk in the project management of a large mixed-use TOD redevelopment project. Mr. Kwan supports the project team with all aspects of the project including due diligence, CEQA compliance, urban design, public outreach, the Specific Plan and the Development Agreement. Mr. Kwan coordinates closely with City Staff, subconsultants and the applicant team while maintaining schedules and budgets.

**Planner | Town of Colma, CA.** As a contract planner, Mr. Kwan provided current and advance planning services to the Town. He was responsible for processing all types of permit applications for new developments with presentations to the City Council. Additionally, he has prepared environmental documentation pursuant to the requirements of CEQA, including Initial Studies and Mitigated Negative Declarations. Mr. Kwan has processed advance planning projects including developing new ordinances, reach codes, and the Town's General Plan and Climate Action Plan updates. Mr. Kwan is supported the preparation of the Town's Housing Element Update.

**Planner | City of Scotts Valley, CA.** Mr. Kwan serves as a contract planner for the City of Scotts Valley, where he manages several complex entitlement projects and assists with affordable housing program management. He oversees all aspects of the project including coordination with the applicant teams and city staff, project review, CEQA review and compliance, public outreach, preparation of staff reports and notices, and presentations to the elected officials. In addition, he provides GIS services to the City and develops exhibits for projects such as the City's General Plan Update. He also works on projects within the City's Affordable Housing Program including preparation of the City's Annual Progress Report for the Housing Element.

**Planner | City of Sonora, CA.** Mr. Kwan has prepared a Critical Infrastructure Map for the City of Sonora. In addition, he is currently developing an interactive web-based tool that can be used in the field to identify critical infrastructure.

### Planner | Various CSG Client Agencies

Mr. Kwan has provided GIS services to various other jurisdictions on a project level, including:

- City of Fullerton, CA – Planning Entitlements including lot splits and zone change
- City of Palos Verdes Estates, CA – Housing Element Update
- City of Plymouth, CA – Arco Gas Station & Carwash IS/MND
- City of Rolling Hills, CA – Rancho Del Mar Affordable Housing Overlay Zone

### Education

*Bachelor of Arts, Environmental Studies (Concentration in Urban Planning)*

*University of California, Santa Barbara*

*Santa Barbara, California*

*Bachelor of Arts, Geography*  
*San Francisco State University*  
*San Francisco, California*

### Training

*2020 ICLEI Greenhouse Gas Forecasting, Target Setting, & Planning Cohort*

*2019 SEEC Greenhouse Gas Inventory Cohort*  
*San Francisco State University*  
*San Francisco, California*



# Brenna Wengert, AICP

## ASSOCIATE PLANNER II

Ms. Wengert is an Associate Planner II with CSG Consultants. With nearly a decade of experience in the planning industry in both public and private sectors, she is detail oriented and well organized, providing a high level of customer service to staff, residents, and applicants. Recent project approvals include the Campus Park Activation and Lockwood III Apartment projects located within in the City of Oxnard, author of the City of Thousand Oaks Self-Storage Ordinance and securing approvals for development projects with a 98% success rate.

### Relevant Project Experience

**Contract Planner | City of Tustin, CA.** Ms. Wengert provides project management for large-scale industrial and commercial projects, including warehousing and retail sites, by evaluating development proposals, ensuring compliance with zoning codes, state regulations, and environmental standards. She prepares and presents comprehensive reports and policy recommendations, reviews planning applications, and coordinates with city planning staff and external stakeholders to meet fiscal and timeline constraints.

**Senior Planner | City of Malibu, CA.** Ms. Wengert is the Client Manager and provides staff augmentation to city planning staff. Her contributions include reviewing entitlement and development applications for residential developments, including coastal and cliffside homes, CEQA compliance use permits and site development permits for residential projects.

**Planner | City of Oxnard, CA.** Ms. Wengert provides project management on large-scale entitlement projects, including a public park, affordable housing developments, commercial and retail developments. She manages and reviews environmental documentation and consultants for various projects, including Initial Studies, Mitigated Negative Declarations, Addendum to approved MNDs, and Phase I and II remediations.

**Planner | City of Thousand Oaks, CA.** Ms. Wengert assisted the City of Thousand Oaks as additional staff and project manager, with notable projects including the research and drafting of Municipal Code Amendments and entitlements, along with Use Permits, Site Development Permits, Protected Tree Permits, and Variances for both residential and commercial projects.

**Planner | City of Pasadena, CA.** Ms. Wengert provided staff augmentation and functions as an extension to City Staff, managing and processing mid-size development projects and entitlements for residential and commercial remodels and additions, wireless facility applications, and Design and Historic Preservation review projects. She also reviewed environmental documentation including Categorical Exemptions, Initial Studies, and Mitigated Negative Declarations.

### **Education**

*Master of Business Administration,  
(In progress) University of  
California, Irvine*

*Master of Urban & Regional  
Planning, University of California,  
Irvine*

*Bachelor of Arts, Urban Studies  
University of California, Irvine*

### **Professional Affiliations**

*American Planning Association  
(APA)*

*American Institute of Certified  
Planners (AICP)*



# Shehriyar Khan

## ASSISTANT PLANNER II

Shehriyar Khan serves as an Assistant Planner for CSG Consultants and provides planning assistance to our public agency clients using his knowledge of land use entitlements, development processes, CEQA, tactical urbanism, public engagement, local and regional transportation, infrastructure finance, policy analysis, and social context for municipalities. Mr. Khan is proficient with MS Office applications, Google Suite, and Adobe Illustrator.

In addition to his work with CSG clients, Mr. Khan assists senior CSG staff with administrative work including document editing and coordination with project-specific staff.

### CSG Relevant Experience

**Contract Planner | City of Laguna Beach, CA.** As a Contract Planner, Mr. Khan supports the Planning Division with managing multiple concurrent discretionary projects which involves the review and processing of single-family development (including ADUs) and commercial development permits in compliance with the City's complex design guidelines, hillside development guidelines, specific plan requirements, local coastal program and development standards. Mr. Khan coordinates with City departments and third-party technical consultants to ensure project compliance, obtain conditions of approval and provide findings to prepare extensive reports for applicable hearing bodies. Mr. Khan also assists the Planning Division in optimization efforts, particularly related to the City's Coastal Development Permit process for ADUs and provides training to entry-level staff.

**Assistant Planner | City of Garden Grove, CA.** As a contract Assistant Planner, Mr. Khan supports the Planning Division with the review and processing of several proposed single-family and commercial development permits in compliance with the City's design and development standards. Mr. Khan has processed over 600 plan checks and numerous discretionary permits, including conditional use permits for alcohol use, billiard halls, and wireless telecommunication facilities. Mr. Khan has strong experience reviewing ADUs and SB 9 projects. He coordinates with City departments to obtain conditions of approval and provides findings to prepare approval letters in coordination with City staff.

**Assistant Planner | City of San Clemente, CA.** As a contract Assistant Planner, Mr. Khan supported the Planning Division with the review and processing of several proposed single-family development permits in compliance with the City's design and development standards. Mr. Khan processed over 180 plan checks and has experience with reviewing projects in accordance with requirements specific to coastal cities. Mr. Khan supported the division with numerous discretionary permits. He coordinates with City departments to obtain conditions of approval and provide findings to prepare approval letters in coordination with City staff.

### Relevant Previous Experience

**Planning Technician | City of El Segundo, CA.** Mr. Khan assisted in drafting a sites inventory list for the City of El Segundo for the 6th cycle of the RHNA allocation. Duties included verifying existing uses and zones, proposed uses and overlays, and inclusion in previous cycles.

**Planning Technician | City of Burbank & City of Fullerton, CA.** Mr. Khan reviews single-family residential development plans for compliance with the city's municipal code and neighborhood compatibility guidelines, and coordinates with applicants/architects accordingly.

**Planning Technician | Town of Colma, CA.** Mr. Khan reviewed Colma's General Plan Update for Land Use Element, Historic Resources Element, Mobility Element, Community Safety and Services Element, Open Space and Conservation Element, and Housing Element. Mr. Khan also assisted in preparing the Town's General Plan – Draft Environmental Impact Report and supporting documents.

### Education

*Master of Urban & Regional Planning  
California Polytechnic University,  
Pomona, CA*

*Bachelor of Science, Urban & Regional Planning – Infrastructure and Transportation  
California Polytechnic University,  
Pomona, CA*

### Professional Affiliations

*American Planning Association  
(APA) Member.*

### Skills

*Trilingual—English, Urdu, Hindi*



# Glenn Lajoie, AICP

PRINCIPAL, DIRECTOR OF ENVIRONMENTAL PLANNING

Mr. Lajoie has over 35 years of experience in the practice of CEQA/NEPA environmental review and Community Planning for clients and agencies throughout California. His range of environmental review studies has included policy, land development and infrastructure projects. Along with an extensive background in CEQA/NEPA, his practices have also encompassed policy planning programs, such as General Plans, Specific Plans, neighborhood studies and due diligence analysis. Mr. Lajoie's skill set includes project and budget management, quality assurance, meeting facilitation, agency staff service assistance, and third party/peer review verification of analysis and findings. His primary objective as a professional planner has always focused on assuring integrity, quality and legal defensibility of analysis and processes, culminating in win-win solutions for clients and communities.

Mr. Lajoie has an extensive background with local and regional agencies throughout California. The geographic context is wide ranging including: resort and destination projects in the Town of Mammoth Lakes; numerous infrastructure and water availability/desalination project reviews in the Community of Cambria; city center and neighborhood revitalization opportunities in Lancaster: over two million square feet of expansion for the Raytheon Corporate facility in El Segundo; Long Point (Terranea Resort) in Rancho Palos Verdes; downtown high rise and mixed-use proposals in Long Beach; The 2035 General Plan Update for Buena Park; buildout of the Cypress Business Park Master Plan in Cypress; campus modernization and enhancement projects at the University of California, Riverside and the master plan for beautification and growth at the Hotel Del Coronado.

## **Education**

*Master's Degree in Public Policy and Administration*

*California State University  
Long Beach, California*

*Bachelor of Arts, Geography/  
Urban Studies*

*California State University  
Long Beach, California*

## **Professional Affiliations**

*American Planning Association (APA)*

*Association of Environmental  
Professionals (AEP)*

## Relevant Project Experience

- Amazon Delivery Station IS/MND, West Covina
- Beverly Hills Gardens and Montage Hotel Mixed Use Project EIR
- Brookhurst/Adams Intersection Improvements EIR, Huntington Beach
- Dana Point Town Center IS/MND, Dana Point
- Department of Water and Power Specific Plan Amendment EIR, Seal Beach
- Downtown Fairfield Justice Center Campus IS/MND, Solano County
- Historic Downtown Upland Specific Plan/EIR, Upland
- Hyundai North American Corporate Campus EIR, Fountain Valley
- In-house CEQA Training, Laguna Beach
- Janss Marketplace Hotel EIR, Thousand Oaks
- Lincoln (Nelles) Specific Plan EIR, Whittier
- Mammoth Yosemite Airport Regional Air Service IS/MND, Mammoth Lakes
- Manteca Marketplace Section 15183 CEQA Consistency Checklist, Manteca
- Mission Viejo Medical Center Office Building EIR
- North Third Street Mixed Use IS/MND, Burbank
- Oasis Road Specific Plan Master EIR, Redding
- On-call Environmental Planning Service, Calaveras County
- On-call CEQA Review, Colma
- Palmdale Transit Village Specific Plan/EIR, Palmdale
- Piercy Road Industrial Warehouse IS/MND, San Jose
- Robinson Ranch North EIR, Yucaipa
- South Pasadena Downtown Revitalization Project EIR, South Pasadena
- South San Francisco 2040 General Plan Update EIR
- Southeast Development Area Specific Plan Program EIR, Fresno
- The Colonies at San Antonio Specific Plan EIR, Upland



# Liza Debies

SENIOR ENVIRONMENTAL PLANNER

Liza Debies has more than 12 years of professional experience and more than 8 years of experience in managing the preparation and peer review of CEQA and NEPA documents, including EIRs, IS/MNDs, Addenda, Environmental Assessments (EAs), and Categorical Exemptions and Categorical Exclusions. She has completed CEQA and/or NEPA documentation for public infrastructure, materials recovery facilities (MRFs), mixed-use developments, residential, commercial, retail, transportation, industrial, recreational, and institutional projects. She has expertise in aesthetics, land use and planning and land use compatibility, transportation and circulation, utilities and services systems, and alternatives analysis, as well as in evaluating large public infrastructure projects.

## **Education**

*Bachelor of Arts,  
Environmental Studies  
Minor in Anthropology, with  
Honors, Pitzer College, Claremont,  
California  
Study Abroad, visiting student in  
Biotechnology, Athlone Institute of  
Technology, Ireland, 2011*

## CSG Relevant Experience

**Janss Marketplace Specific Plan Project Environmental Documentation | City of Thousand Oaks, CA.** Ms. Debies is providing senior review of the Janss Marketplace Specific Plan environmental documentation for the City of Thousand Oaks to assist the City in determining further environmental and technical analysis necessary pursuant to CEQA. The Specific Plan describes allowable future land uses, infrastructure, and implementation requirements for projects within the bounds of the Specific Plan area.

**In-N-Out Burger Project Environmental Documentation | City of Bell, CA.** Ms. Debies prepared a 15183 general plan consistency checklist for the development of an In-N-Out Burger fast food restaurant in the City of Bell.

**Iron Planet Auction IS/MND Peer Review | County of San Bernardino, CA.** Ms. Debies performed senior review of a peer review for the IS/MND prepared for a surplus military grade equipment auction project in Yermo and provided quality assurance/quality control on a memorandum detailing suggestions and revisions to be incorporated into the public review CEQA document.

## Relevant Previous Experience

**Solid Waste and Recycling Transfer Station Replacement Project EIR | City of Berkeley, CA.** As Senior Project Manager, Ms. Debies managed the preparation of the Solid Waste and Recycling Transfer Station Replacement Project EIR for the City of Berkeley Public Works Department, Zero Waste Division. Preparation of this document included peer review of technical studies for CEQA sufficiency.

**Walnut Creek – Mixed Use Special District Project Supplemental EIR | City of Walnut Creek, CA.** As Senior Project Manager, Ms. Debies managed the preparation of a Supplemental EIR for the Mixed Use Special District Project in the City of Walnut Creek. The project would create an Auto Sales–Custom Manufacturing Mixed Use Special District overlay on approximately 6.2 acres owned or controlled by Toyota Walnut Creek. Preparation of this document included peer review of technical studies for CEQA sufficiency.

**Oak Park Properties Specific Plan EIR | City of Pleasant Hill, CA.** As Project Manager, Ms. Debies managed the preparation of an EIR for a 15-acre Program Area, which included a new public library, housing, and athletic fields.



# Kelli Allen

ASSOCIATE ENVIRONMENTAL PLANNER

Ms. Allen serves as an Associate Environmental Planner for CSG Consultants and is currently providing staff support to CSG clients. Ms. Allen is a recent graduate of UCLA, earning a Bachelor of Arts Degree in Geography, with a focus on Environmental Studies, and in Political Science. Ms. Allen's background aligns well with her roles and growth as a contributor to the environmental practice and CEQA compliance. Ms. Allen has experience drafting presentations and communicating with public agencies and clients, and writing administrative CEQA documents, including Project Descriptions, Notices of Availability, Preparation, and Determination, and OPR summary documents.

## Relevant Project Experience

**Janss Marketplace Hotel Project EIR | City of Thousand Oaks, CA.** Ms. Allen assisted in the preparation of an EIR to evaluate the potential environmental impacts of the development of a hotel at 225 North Moorpark Road in Thousand Oaks. The proposed project includes demolition of the current two-story retail building, to be replaced by a five-story dual hotel and retail pad, the creation of a map to designate airspace rights, and a zoning change to the footprint of the hotel to increase the building's height limitation.

**ARCO Commercial Center and Car Wash Project IS/MND | City of Plymouth, CA.** Ms. Allen assisted in the preparation of an IS/MND to evaluate the potential environmental impacts of the development of a commercial store, gas station, and car wash at 18725 CA 49 in Plymouth. The proposed project includes development of the currently vegetated site to construct a fuel canopy, car wash, convenience store, and parking lot, a general plan amendment, and a zoning change to accommodate the high-traffic commercial use in the downtown area.

**1890 South Coast Highway IS/MND | City of Laguna Beach, CA.** Ms. Allen is assisting in the preparation of an IS/MND to evaluate the potential environmental impacts of the development of a mixed-use retail and residential project at 1890 South Coast Highway in Laguna Beach. The proposed project involves the demolition of an existing car wash facility to be replaced by a mixed-use retail and residential complex with a subterranean garage and approximately 5,200 square feet of deck area.

**Safety Element Update | City of Gustine, CA.** Ms. Allen is assisting in the preparation of a safety element update for the City of Gustine. The element evaluates the future hazard risks associated with fire, flood, dam inundation, seismic and geologic conditions, cybercrime, outdated emergency services infrastructure and staffing, and climate change in Gustine.

**M&J Pallet Building IS/MND | County of San Bernardino, CA.** Ms. Allen assisted in the preparation of an IS/MND to evaluate the potential environmental impacts of the development of a pallet building warehouse in the County of San Bernardino. The proposed project involves the demolition of all existing on-site improvements, to be replaced by an approximately 22,267 square foot commercial warehouse and parking and circulation system improvements.

## Education

*Bachelor of Arts Degree,  
Geography/Environmental Studies  
and Political Science with  
International Relations  
Concentration.*

*University of California  
Los Angeles*

*Minor in Global Studies  
University of California  
Los Angeles*

*Wildlands Studies Belize Program  
Concentration in Environmental  
Conservation*

*Environmental Wildlands Studies  
Environmental Field Survey  
Wildlands Environment and  
Culture*

*Western Washington University*

## Professional Affiliations

*Association of Environmental  
Professionals Member*



# Colby Gonzalez

ASSISTANT ENVIRONMENTAL PLANNER

Mr. Gonzalez has 2 years of professional experience in working with environmental documents, including EIRs, IS/MNDs, Addenda, and Categorical Exemptions. He has worked as a paralegal on CEQA and NEPA lawsuits for mixed-use projects, housing projects, industrial manufacturing projects, and warehouse projects. He also has experience with Clean Water Act and the Montana Environmental Policy Act.

## **Education**

*Bachelor of Arts in  
Environmental Studies,  
Graduated Magna Cum Laude  
Montana State University,  
Bozeman, Montana*

## CSG Relevant Experience

**Pritchard Field Improvement Project Environmental Assessment | City of Bell, CA.** Mr. Gonzalez is currently preparing the environmental assessment required by the National Environmental Policy Act for a community park project in the City of Bell which would include two new playgrounds, a dog park, and picnic area in a severely underserved community.

**Janss Marketplace Specific Plan Project Environmental Documentation | City of Thousand Oaks, CA.** Mr. Gonzalez is currently assisting with the preparation of the environmental documentation for the Janss Marketplace Specific Plan in the City of Thousand Oaks. This Specific Plan document would create a detailed plan describing allowable future land uses, infrastructure, and implementation requirements for projects within the bounds of the Specific Plan area.

**In-N-Out Burger Project Environmental Documentation | City of Bell, CA.** Mr. Gonzalez assisted with the preparation of a 15183 Consistency Checklist for the development of an In-N-Out Burger fast food restaurant in the City of Bell.

**Iron Planet Auction IS/MND Peer Review | County of San Bernardino, CA.** Mr. Gonzalez completed a peer review of the IS/MND prepared for a surplus military grade equipment auction project in Yermo and created a memorandum detailing suggestions and revisions which should be incorporated in the public review CEQA document. Mr. Gonzalez's peer review concluded that the project was located on a former leaking underground storage tank site which was not disclosed in the IS/MND.

## Relevant Previous Experience

**Pentair Warehouse Expansion Project | City of Moorpark, CA.** Mr. Gonzalez prepared proof of service and filed a Notice of Intent to File Suit Under CEQA. Supporters Alliance for Environmental Responsibility alleged that an EIR was required due to a fair argument that the project may contain unmitigated environmental impacts.

**1489 West Sunset Boulevard Mixed Use Residential Project | City of Los Angeles, CA.** Mr. Gonzalez prepared an appeal of the Zoning Administrators approval of a categorical exemption from CEQA for the project due to Air Quality impacts and Noise impacts which precluded the project from a Class 32 urban infill exemption.

**1111 West Sunset Boulevard Mixed Use Project | City of Los Angeles, CA.** Mr. Gonzalez prepared an appeal due to a significant health risk associated with unmitigated indoor air quality impacts. Experts found that wood products used in building materials and furnishings for the project would contain formaldehyde, a cancer-causing chemical which was not disclosed in the EIR prepared for the project.

## Our Team

**Martin Leitner**, AIA, LEED AP® ND  
Senior Urban Designer, Senior Associate



Martin has been a city enthusiast his entire life. He grew up in Berlin and Sydney, but it wasn't until the 1990s when he was studying economics in London that he became aware of how urban design shapes our lives. Martin taps into that international experience in leading our Los Angeles studio's urban design practice. His core belief is that successful cities focus on their inhabitants' quality of life. "I see architecture through the lens of making places for people."

### **City of Norwalk**

Transit Village Specific Plan P3

Mixed-use Transit-Oriented Development (TOD) with up to 770 units, retail, hotel; Street and open space design.

Norwalk, California

### **City of Cedar Park**

Bell District Phase II Vision Concept

Development concept for civic and mixed use infill; Park and open space concept.

Cedar Park, Texas

### **City of Burbank**

Burbank Media District Specific Plan

Specific Development standards for housing, mixed-use, and office.

Burbank, California

**Leigh Christy**, FAIA, LEED AP® BD+C  
Managing Principal, Principal



Leigh has leads public- and private-sector projects since joining Perkins&Will in 2004. By working at the interface of architecture and urban design, she helps ensure that her projects benefit users, communities, and ecosystems.

Leigh's curiosity and passion has led her to become a thought leader among her peers and a trusted partner in her local community. She sits on our firmwide Research Board and Technology Council, co-created and leads the firm's Innovation Incubator micro-grant research program, and led the Los Angeles Studio's Social Purpose Program from 2009-2019. Leigh works with her clients and colleagues to reach beyond what seems achievable.

### **City of Los Angeles Bureau of Engineering**

Los Angeles Civic Center District Urban Design Vision

Agency Coordination, City Department Coordination, Public Realm Design, Urban Design Visioning, Community Engagement.

Los Angeles, California

### **City of Culver City**

General Plan Update

City-wide strategies to increase by-right infill housing and mixed-use development.

Culver City, California

## Our Team

**Devika Tandon, AIA, LEED® Green Associate™, WELL AP**  
Project Designer, Associate



At Perkins&Will Los Angeles, Devika collaborates with design leadership in the development and implementation of design and strategic planning. She has implemented tools for client and stakeholder engagement to aid in the visualization of prioritized decision making for a more successful project. Devika is a member of the Perkins&Will Resilience Task Force and continues to make sustainability a priority in every project and plan.

**City of Norwalk**

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Norwalk, California

**City of Cedar Park**

Bell District Phase II Vision Concept

Development concept for civic and mixed use infill; Park and open space concept.  
Cedar Park, Texas

**City of Cedar Park**

Cedar Park Arts Collective

Multi-use community arts center with 500-seat theater, arts classrooms, gallery, and connected open spaces.  
Cedar Park, Texas

**Jovanni Carter-Davis, LEED® Green Associate™**  
Urban Designer



Jovanni's years of professional practice and education have spanned various project types including residential, commercial, mixed-use, transit-oriented design, historic preservation, and urban design resulting in a multidisciplinary practice focusing on various aspects of design, sustainable design, and the user experience. She excels at managing teams and interdisciplinary coordination to develop exceptional design and implementable plans.

**City of Los Angeles Bureau of Engineering**

Los Angeles Civic Center District Urban Design Vision

Agency Coordination, City Department Coordination, Public Realm Design, Urban Design Visioning, Community Engagement.  
Los Angeles, California

**City of Culver City**

General Plan Update

City-wide strategies to increase by-right infill housing and mixed-use development.  
Culver City, California

**Destination Crenshaw**

Outdoor Art and Cultural Experience

A one-of-its-kind stretch of pocket parks filled with outdoor art; Community and stakeholder engagement.  
Los Angeles, California



**Foster City • Orange • Sacramento • Pleasanton • San Jose • Newman • Fresno • Paso Robles**



**PROJECT CONTACT**



**Gena Guisar |**  
**Director of Planning Services**

**Tel:** 714.568.1010  
**Fax:** 714.568.1028

**Email:** [genag@csengr.com](mailto:genag@csengr.com)  
**Website:** [www.csengr.com](http://www.csengr.com)

CSG Consultants  
3707 W. Garden Grove Blvd., Suite 100  
Orange, California 92868

**EXHIBIT B**  
**INSURANCE REQUIREMENTS**

**EXHIBIT C**

**CERTIFICATES OF INSURANCE AND ENDORSEMENTS**



**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**BLANKET ADDITIONAL INSURED ENDORSEMENT**

This endorsement modifies insurance provided under the following:

- BUSINESS AUTO COVERAGE FORM
- GARAGE COVERAGE FORM
- TRUCKERS COVERAGE FORM

In consideration of payment of the additional premium listed below, LIABILITY COVERAGE is extended to any person or organization you are required to add to this policy as an additional insured in a written agreement between you and the additional insured that is executed prior to the "accident" provided that:

- 1) such insurance applies only to the ownership, maintenance or use of a covered auto; and
- 2) such insurance applies only to acts or omissions by you, your agents or your "employees" while such covered auto is being used in your business; and
- 3) such insurance does not apply to the acts or omissions of the additional insured or any of the additional insured's agents or "employees" other than you; and
- 4) such insurance does not apply if the additional insured is subject to motor carrier insurance requirements and is not insured for hired "autos" under an "auto" liability insurance form that insures on a primary basis the owners of the "autos" and their agents and "employees" while the "autos" are being used exclusively in the additional insured's business and pursuant to operating rights granted to the additional insured by a public authority; and
- 5) such inclusion of additional insured shall not increase our limit of liability under this policy.

All other terms, conditions and agreements remain unchanged.

Additional Premium: \$\_\_\_\_\_

Company Name	Policy Number
	Endorsement Effective
Named Insured	Countersigned by

(Authorized Representative)

(The Attaching Clause need be completed only when this endorsement is issued subsequent to preparation of the policy.)

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**GENERAL LIABILITY ENHANCEMENT ENDORSEMENT**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

- |  |   |
|--|---|
| 1. Expected Or Intended Injury                               | 14. Newly Acquired Organizations  |
| 2. Amended Defense Coverage For Indemnitees                  | 15. Additional Insureds By Written Contract   |
| 3. Non-Owned Watercraft                                      | 16. Additional Insured – Lessors of Leased Equipment  |
| 4. Non-Owned Aircraft  | 17. Additional Insured – State Or Governmental Agency Or Subdivision Or Political Subdivision – Permits Or Authorizations |
| 5. Property Damage Liability – Borrowed Equipment            | 18. Additional Insured – Vendors  |
| 6. Property Damage Liability – Elevators                     | 19. Broad Knowledge / Notice Of Occurrence  |
| 7. Damage To Premises Rented To You                          | 20. Waiver Of Transfer Of Rights of Recovery Against Others To Us   |
| 8. Contractual Liability For Personal And Advertising Injury | 21. Unintentional Failure To Disclose Hazards   |
| 9. Medical Payments  | 22. Mental Anguish, Mental Injury Or Humiliation  |
| 10. Supplementary Payments                                   | 23. Mobile Equipment  |
| 11. Broad Form Named Insured                                 | 24. Waiver Of Sovereign Immunity  |
| 12. Fellow Employee Coverage                                 | 25. Liberalization Clause   |
| 13. Incidental Medical Malpractice Liability                 | 26. Application Of This Endorsement   |

**1. Expected Or Intended Injury**

Exclusion **a.** Expected Or Intended Injury under Section **I** – Coverage **A** – Bodily Injury And Property Damage Liability is hereby deleted and replaced by the following:

"Bodily injury" or "property damage" expected or intended from the standpoint of the insured. This exclusion does not apply to "bodily injury" or "property damage" resulting from the use of reasonable force to protect persons or property.

**2. Amended Defense Coverage For Indemnitees**

Supplementary Payments – Coverages **A** and **B** is amended as follows:

Paragraph **2.d.** under Section **I** – Supplementary Payments – Coverages **A** and **B** is hereby deleted.

Paragraph **2.e.** under Section **I** – Supplementary Payments – Coverages **A** and **B** is hereby deleted and replaced by the following:

The indemnitee and the insured ask us to conduct and control the defense of that indemnitee against such "suit". In the event we agree a conflict exists between the interests of the insured and the interests of the indemnitee, we will select and assign separate defense counsel for the indemnitee and pay reasonable attorney fees and necessary litigation expenses; and

**3. Non-Owned Watercraft**

Paragraph **(2)(a)** of Exclusion **g.** Aircraft, Auto Or Watercraft under Section **I** – Coverage **A** – Bodily Injury And Property Damage Liability is hereby deleted and replaced by the following:

**(a)** Less than 55 feet in overall length; and

**4. Non-Owned Aircraft**

Exclusion **g.** Aircraft, Auto Or Watercraft under Section **I** – Coverage **A** – Bodily Injury And Property Damage Liability does not apply to an aircraft, in which you have no ownership interest, provided:

**a.** It is:

- (1) Loaned to;
- (2) Rented by; or
- (3) Hired or chartered by

the insured with a paid and licensed crew;

**b.** It is not being used to carry persons or property for a charge; and

- c. The pilot in command holds a currently effective license, issued by the duly constituted authority of the United States of America or Canada, designating him or her as a commercial airline pilot for the particular aircraft being flown.

#### **5. Property Damage Liability – Borrowed Equipment**

Paragraph (4) of Exclusion j. Damage To Property under Section I – Coverage A – Bodily Injury And Property Damage Liability is amended to include the following:

This exclusion does not apply to equipment which you borrow from a person or entity, other than an insured, unless the "property damage" occurs while such equipment is being used by an insured at a job site.

Subject to all terms of Section III – Limits Of Insurance, the maximum limit in any one "occurrence" is \$25,000 subject to an annual aggregate of \$50,000 for all "occurrences".

The insurance provided by this exception to Exclusion j.(4) as set forth in Paragraph 5. of this General Liability Enhancement Endorsement is excess over any other valid and collectible insurance available to the insured whether primary, excess (other than insurance written to apply specifically in excess of this policy), contingent or any other basis, that would also apply to the loss covered under this provision.

#### **6. Property Damage Liability – Elevators**

Exclusion j. Damage To Property under Section I – Coverage A – Bodily Injury And Property Damage Liability is amended to include the following:

Paragraphs (3) and (4) of this exclusion do not apply to liability arising out of the use of elevators.

The insurance provided by this exception to Exclusions j.(3) and j.(4) as set forth in Paragraph 6. of this General Liability Enhancement Endorsement is excess over any other valid and collectible insurance available to the insured whether primary, excess (other than insurance written to apply specifically in excess of this policy), contingent or any other basis, that would also apply to the loss covered under this provision.

#### **7. Damage To Premises Rented To You**

- a. The last paragraph of 2. Exclusions under Section I – Coverage A – Bodily Injury And Property Damage Liability is hereby deleted and replaced by the following:

- (1) With respect to damage by fire to premises while rented to you or temporarily occupied by you with permission of the owner, Exclusions c. through n., do not apply.
- (2) With respect to damage by other than fire to premises while rented to you or temporarily occupied by you with permission of the owner, Exclusions c. through n., except for Exclusion f., do not apply unless the damage arises out of "your work".

A separate limit of insurance applies to the coverage set forth in (1) and (2) above as

described in Section III – Limits Of Insurance.

b. Section III – Limits Of Insurance is amended by deleting Paragraph 6. and replacing it with the following:

6. Subject to Paragraph 5. above, the Damage To Premises Rented To You Limit is the most we will pay under Coverage A for damages because of "property damage" to any one premises while rented to you or temporarily occupied by you with the permission of the owner. The Damage To Premises Rented To You Limit is the amount set forth in the Declarations or \$300,000, whichever is greater.

#### 8. Contractual Liability For Personal And Advertising Injury

Exclusion e. Contractual Liability under Section I – Coverage B – Personal And Advertising Injury Liability is amended to add the following after the last sentence:

This exclusion also does not apply to that part of any contract or agreement pertaining to your business under which you assume the "tort liability" of another party to pay for "personal and advertising injury" to a third party or organization, provided the "personal and advertising injury" offense occurs subsequent to the execution of the contract or agreement.

For the purposes of this provision, "tort liability" means a liability that would be imposed by law in the absence of any contract or agreement.

#### 9. Medical Payments

Section I – Coverage C – Medical Payments is amended to include the following only if Coverage C – Medical Payments is not otherwise excluded from this coverage part:

The Medical Payments Limit is changed to the greater of:

- a. \$15,000; or
- b. The Medical Expense Limit shown in the Declarations of this coverage part.

Paragraph 1.a.(3)(b) under Section I – Coverage C – Medical Payments is hereby deleted and replaced by the following:

The expenses are incurred and reported to us within three years of the date of the accident; and

#### 10. Supplementary Payments

Supplementary Payments – Coverages A and B under Section I – Coverages is amended as follows:

- a. The bail bonds limit shown in Paragraph 1.b. is increased from \$250 to \$2,500.
- b. The actual loss of earnings limit shown in Paragraph 1.d. is increased from \$250 to \$1,000.

**11. Broad Form Named Insured**

Paragraph 1.d. under Section II – Who Is An Insured is amended to include the following:

If you are an organization other than a partnership, limited liability company or joint venture, any of your subsidiary companies or any company over which you exercise control and actively manage will qualify as an insured only if other valid and collectible insurance does not apply.

**12. Fellow Employee Coverage**

Paragraph 2.a. (1)(a) under Section II – Who Is An Insured is hereby deleted.

**13. Incidental Medical Malpractice Liability**

Paragraph 2.a. (1)(d) under Section II – Who Is An Insured does not apply to "employees" who are employed as nurses or other "employees", excluding physicians and medical doctors, who provide incidental health care services within the scope of their employment by you.

**14. Newly Acquired Organizations**

Paragraph 3.a. under Section II – Who Is An Insured is hereby deleted and replaced by the following:

- a. Coverage under this provision is afforded only until the end of the policy period.

**15. Additional Insureds By Written Contract**

Section II – Who Is An Insured is amended to include as an additional insured, any person or organization whom you are required to add as an additional insured to this policy by written contract or written agreement that is:

- a. Currently in effect or becoming effective during the term of this policy; and
- b. Executed prior to the "bodily injury", "property damage" or "personal and advertising injury".

1. The insurance provided to the additional insured applies as follows:

- (a) That person or organization is only an additional insured with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused by your negligent acts or omissions at or from:

- (i) Premises you own, rent, lease or occupy; or

- (ii) Your ongoing operations performed for the additional insured at the jobsite indicated by the written contract or written agreement.

- (b) The limits of insurance applicable to the additional insured are those specified in the

written contract or written agreement or in the Declarations of this policy, whichever are less. These limits of insurance are inclusive of, and not in addition to, the limits of insurance shown in the Declarations of this policy.

2. If the additional insured is an architect, engineer or surveyor, the insurance provided to the additional insured does not apply to "bodily injury", "property damage" or "personal and advertising injury" caused by:

- (a) The rendering of or failure to render any professional services including preparing, approving or failing to prepare or approve maps, drawings, opinions, reports, surveys, change orders, designs or specifications; or
- (b) Any supervisory, inspection or engineering services.

3. With respect to the insurance afforded these additional insured(s), the following additional exclusion applies:

This insurance does not apply to "bodily injury", "property damage" or "personal and advertising injury":

- (a) Occurring after all work (including materials, parts or equipment furnished in connection with such work) on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
- (b) Occurring after that portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as part of the same project.

Paragraph a. Primary Insurance of Condition 4. Other Insurance under Section IV – Commercial General Liability Conditions is amended by the addition of the following:

Regardless of whether other insurance is maintained by an additional insured on a primary basis, the coverage provided by Paragraph 15. of the General Liability Enhancement Endorsement will be primary to and noncontributing with other insurance maintained by the additional insured if the written contract between you and the additional insured specifically requires that this insurance be primary.

#### **16. Additional Insured – Lessors Of Leased Equipment**

Section II – Who Is An Insured is amended to include as an additional insured any person or organization from whom you lease equipment and with whom you have agreed to add as an additional insured to this policy by written contract or written agreement but only with respect to "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your maintenance, operation or use of the equipment leased to you by such person or organization.

With respect to the insurance afforded to these additional insured(s), this insurance does not apply to any "occurrence" which takes place after the equipment lease expires or is

terminated.

**17. Additional Insured – State Or Governmental Agency Or Subdivision Or Political Subdivision – Permits Or Authorizations**

Section II – Who Is An Insured is amended to include as an additional insured any state or governmental agency or subdivision or political subdivision which has issued a permit or authorization to you.

- a. This applies only with respect to operations performed by you or on your behalf for which the state or governmental agency or subdivision or political subdivision has issued a permit or authorization.
- b. This insurance does not apply to:
  - (1) "Bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the state or governmental agency or subdivision or political subdivision; or
  - (2) "Bodily injury" or "property damage" included within the "products-completed operations hazard".

**18. Additional Insured – Vendors**

Section II – Who Is An Insured is amended to include as an additional insured any person or organization (referred to below as vendor) whom you have agreed to add as an additional insured to this policy by written contract or written agreement but only with respect to "bodily injury" or "property damage" arising out of "your products" which are distributed or sold in the regular course of the vendor's business, subject to the following additional exclusions:

The insurance afforded the vendor does not apply to:

- a. "Bodily injury" or "property damage" for which the vendor is obligated to pay damages by reason of the assumption of liability in a contract or agreement. This exclusion does not apply to liability for damages that the vendor would have in the absence of the contract or agreement;
- b. Any express warranty unauthorized by you;
- c. Any physical or chemical change in the product made intentionally by the vendor;
- d. Repackaging, except when unpacked solely for the purpose of inspection, demonstration, testing or the substitution of parts under instructions from the manufacturer, and then repackaged in the original container;
- e. Any failure to make such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products;
- f. Demonstration, installation, servicing or repair operations, except such operations

performed at the vendor's premises in connection with the sale of the product;

- g. Products which, after distribution or sale by you, have been labeled or relabeled or used as a container, part or ingredient of any other thing or substance by or for the vendor; or
- h. "Bodily injury" or "property damage" arising out of the sole negligence of the vendor for its own acts or omissions or those of its "employees" or anyone else acting on its behalf. However, this exclusion does not apply to:
  - (1) The exceptions contained in subparagraphs **d.** or **f.**; or
  - (2) Such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products.

This insurance does not apply to any insured person or organization, from whom or which you have acquired such products, or any ingredient, part or container, entering into, accompanying or containing such products.

The coverage afforded the additional insured under this provision will be excess over any valid and collectible insurance available to the additional insured as an additional insured under a policy issued to a manufacturer or distributor for products manufactured, sold, handled or distributed unless you require that this insurance be primary and non-contributory.

#### **19. Broad Knowledge / Notice Of Occurrence**

Section **IV** – Commercial General Liability Conditions is amended to include the following:

The requirement in Condition **2.a.**, which states that you must see to it that we are notified of any "occurrence" or offense, applies only when the "occurrence" or offense is known to:

- 1. You, if you are an individual;
- 2. A partner, if you are a partnership;
- 3. A member, if you are a joint venture;
- 4. An "executive officer", manager or supervisor if you are a corporation; or
- 5. A member, if you are a limited liability company.

The requirement in Condition **2.b.**, which states that you must see to it that we receive notice of a claim or "suit", will not be considered breached unless the breach occurs after such claim or "suit" is known to:

- 1. You, if you are an individual;
- 2. A partner, if you are a partnership;
- 3. A member, if you are a joint venture;
- 4. An "executive officer", manager or supervisor if you are a corporation; or
- 5. A member, if you are a limited liability company.

If you report an accident to your Workers Compensation insurance carrier which later develops into a claim or "suit" for a liability "occurrence" for coverage which is provided by

this policy, failure to report such "occurrence" to us at the time of the accident shall not be a violation of the notification of loss condition (Condition 2. Duties In The Event Of Occurrence, Offense, Claim Or Suit under Section IV – Commercial General Liability Conditions) contained in this policy. It is agreed, however, that you shall give notification of such claim or "suit" to us as soon as you are made aware of the fact that the particular accident has developed into a claim or "suit".

## **20. Waiver Of Transfer Of Rights Of Recovery Against Others To Us**

Condition 8. Transfer Of Rights Of Recovery Against Others To Us under Section IV – Commercial General Liability Conditions is amended to include the following:

We waive any right of recovery we may have against a person or organization because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a contract with that person or organization and included in the "products-completed operations hazard" when you have waived such right of recovery under a written contract with that person or organization. Such written contract must be:

- a. Currently in effect or becoming effective during the term of this policy; and
- b. Executed prior to the "bodily injury", "property damage" or "personal and advertising injury".

Alternatively, the written contract may be executed after the "bodily injury", "property damage" or "personal and advertising injury" but only if:

- (i) The terms and conditions of the written contract or written agreement had been agreed upon prior to the "bodily injury", "property damage" or "personal and advertising injury"; and
- (ii) The insured can definitively establish that the terms and conditions of the written contract or written agreement ultimately executed are the same as those which had been agreed upon prior to the "bodily injury", "property damage" or "personal and advertising injury".

## **21. Unintentional Failure To Disclose Hazards**

Section IV – Commercial General Liability Conditions is amended to include the following:

### **9. Unintentional Failure To Disclose Hazards**

Your unintentional failure to disclose all hazards or prior "occurrences" existing as of the inception date of this policy shall not prejudice the coverage afforded by this policy.

## **22. Mental Anguish, Mental Injury Or Humiliation**

The definition of "bodily injury" in Paragraph 3. under Section V – Definitions is hereby deleted and replaced by the following:

"Bodily injury" means bodily injury, sickness or disease sustained by a person, including

mental anguish, mental injury, humiliation or death resulting from any of these at any time.

### **23. Mobile Equipment**

Paragraph 12. under Section V – Definitions is amended to include the following:

Paragraph f.(1) does not apply to self-propelled vehicles of less than 1,000 pounds gross vehicle weight.

### **24. Waiver Of Sovereign Immunity**

The following provision applies if you are a "governmental entity" or we have added a "governmental entity" to your policy as an additional insured, and the "governmental entity" requires us to obtain permission prior to asserting a defense involving governmental immunity or the jurisdiction of the tribunal over the "governmental entity":

We shall not raise any defense involving, in any way, the jurisdiction of the tribunal over the "governmental entity", the immunity of the "governmental entity" or its commissioners, officers, agents or employees, the governmental nature of such entity, or the provisions of any statutes respecting suits against the "governmental entity" without first obtaining express advance permission from the designated representative of the "governmental entity".

Application of this provision shall not subject us to liability for any portion of a claim or judgment in excess of the applicable limit of insurance.

For the purposes of this provision, "governmental entity" means a state, county, district, municipality, town, township, borough, parish, village, or other political subdivision or governmental agency or subdivision.

### **25. Liberalization Clause**

If we adopt a change in the coverage form, CG 00 01, which broadens coverage without an additional premium charge, the broader coverage will apply to this policy on the effective date of approval in the state shown in the Named Insured's address in the Declarations of this policy.

### **26. Application Of This Endorsement**

The coverage enhancements provided by this endorsement apply to the Commercial General Liability Coverage Part. If your policy includes other endorsements in addition to this General Liability Enhancement Endorsement, and there is a conflict between any of the terms of such endorsement(s) and this General Liability Enhancement Endorsement, the terms of the other endorsement(s) shall be given priority and control over the terms set forth in this General Liability Enhancement Endorsement, even if the terms of such other endorsement(s) have the effect of limiting, excluding or reducing the coverage provided under this General Liability Enhancement Endorsement.

All other terms and conditions remain unchanged.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**THIRD-PARTY NOTICE OF CANCELLATION  
OR NONRENEWAL**

This endorsement modifies insurance provided under the following

COMMERCIAL GENERAL LIABILITY CURRUL PART

SCHEDULE	
<b>First Named Insured:</b> CS_C_sultants	
<b>Policy Number:</b> 00000000	<b>Policy Period:</b> 000000-000000
<b>Endorsement Effective Date:</b>	
<b>Number of Days' Notice - Nonpayment of Premium:</b>	<b>30</b>
<b>Number of Days' Notice - All Other Reasons:</b>	<b>10</b>
<b>Name And Mailing Address/Email Address of Third Party:</b>	
Per attached schedule	

The cancellation or nonrenewal of this Policy will be made by the insurer or its agent at the address shown on the schedule and the third party shall be notified by the insurer or its agent at the address shown on the schedule and the first named insured.

The number of days prior to the cancellation or nonrenewal that the notice will be mailed or delivered is shown on the schedule and the first named insured.

All other terms and conditions remain unchanged.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY**

**NOTICE OF CANCELLATION FOR CERTIFICATE  
HOLDERS**

This endorsement modifies insurance provided under this policy.

<b>SCHEDULE</b>	
<b>Name of Person(s) / Organization(s)</b>	<b>Email Address</b>
Per attached schedule	

- A.** If we cancel this policy for any reason other than nonpayment of premium, we will endeavor to provide notice of such cancellation by electronic mail to any person or organization shown in the schedule above or set forth in a list provided to us by the First Named Insured, subject to the following conditions:
  - 1. The schedule or list shall only contain the names and e-mail addresses of persons or organizations:
    - (a) that have been sent a certificate of insurance; and
    - (b) that you are required to notify in the event of a cancellation of the policy.
  - 2. You must send us a written request to provide such notice as soon as possible after the First Named Insured shown in the Declarations receives notice from us of the cancellation of this policy;
  - 3. We must receive such written request no later than 15 days after the date the notice of cancellation was sent by us to the First Named Insured; and
  - 4. You must provide us with accurate e-mail addresses for all persons and organizations on the schedule and list.
- B.** We will endeavor to maintain proof of e-mailing the electronic notification described in Paragraph **A.** of this endorsement, but we are not obligated to do so.
- C.** Our delivery of notification of cancellation described in Paragraphs **A.** of this endorsement is intended as a courtesy only. We have no obligation to do so, nor do we have an obligation to provide such notification within the timeframe that you may have agreed upon with the certificate holder. Our failure to provide such notification will not:
  - 1. Extend the Policy cancellation date;
  - 2. Negate the cancellation as to any insured or any certificate holder; or
  - 3. Provide any additional insurance that would not have been provided in the absence of this endorsement.
- D.** We are not responsible for the accuracy, integrity, timeliness or validity of information contained in the schedule above or the list provided to us described in Paragraphs **A.** of this endorsement.

All other terms and conditions of this policy remain unchanged.

**WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT—CALIFORNIA**

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

You must maintain payroll records accurately segregating the remuneration of your employees while engaged in the work described in the Schedule.

The additional premium for this endorsement shall be \_\_\_\_\_% of the California workers' compensation premium otherwise due on such remuneration.

Schedule

**Person or Organization**

Any person or organization with whom or with which you have agreed in a written contract to waive your right of recovery against, provided such written contract:

**Job Description**

See wording under Person or Organization

1. is currently in effect or will be come effective during the term of this policy; and
2. was executed and became effective prior to the occurrence of the injury covered by this policy.

This form only applies in CA.

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

Endorsement Effective Insured

Policy No. 4087479726 Insurance Company

Endorsement No.

Countersigned By \_\_\_\_\_

## Certificate Of Completion

Envelope Id: CB282427-5F7A-4C09-8C8D-1C2AAC3D966F

Subject: Complete with Docusign: Transmittal Cover Sheet Form - CSG 25.pdf, PSA - CSG 25.pdf

Source Envelope:

Document Pages: 75

Signatures: 7

Certificate Pages: 6

Initials: 8

AutoNav: Enabled

Envelopeld Stamping: Enabled

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Status: Completed

Envelope Originator:

Patricia Peraza

PPeraza@Westminster-CA.gov

IP Address: 12.206.145.194

## Record Tracking

Status: Original

January 24, 2025 | 10:03

Holder: Patricia Peraza

PPeraza@Westminster-CA.gov

Location: DocuSign

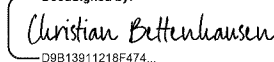
## Signer Events

Christian Bettenhausen

clb@jones-mayer.com

Security Level: Email, Account Authentication  
(None)

## Signature

DocuSigned by:  
  
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Signature Adoption: Pre-selected Style

Using IP Address: 142.129.135.255

Signed using mobile

## Timestamp

Sent: January 24, 2025 | 10:17

Viewed: January 24, 2025 | 10:31

Signed: January 24, 2025 | 10:32

## Electronic Record and Signature Disclosure:

Accepted: January 24, 2025 | 10:31

ID: 143f2f1b-6646-4458-861a-143e14d5d0bc

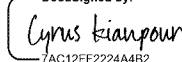
Cyrus Kianpour

cyrus@csgengr.com

President

CSG Consultants Inc.

Security Level: Email, Account Authentication  
(None)

DocuSigned by:  
  
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Signature Adoption: Pre-selected Style

Using IP Address: 67.180.176.12

Sent: January 24, 2025 | 10:17

Viewed: January 24, 2025 | 10:46

Signed: January 26, 2025 | 17:27

## Electronic Record and Signature Disclosure:

Accepted: January 24, 2025 | 10:46

ID: 99263f40-9ded-4f1f-8bb2-75b3ce31b0f6

Erin Backs

EBacks@Westminster-CA.gov

Security Level: Email, Account Authentication  
(None)

DS  


Signature Adoption: Pre-selected Style

Using IP Address: 12.206.145.194

Sent: January 24, 2025 | 10:17

Viewed: January 26, 2025 | 14:29

Signed: January 26, 2025 | 14:29

## Electronic Record and Signature Disclosure:

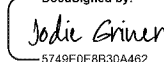
Accepted: April 17, 2024 | 22:33

ID: e3ece55a-23ac-4471-8550-49bf717bcb16

Jodie Griner

JGriner@Westminster-CA.gov

Security Level: Email, Account Authentication  
(None)

DocuSigned by:  
  
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Signature Adoption: Pre-selected Style

Using IP Address: 12.206.145.194

Sent: January 24, 2025 | 10:17

Viewed: January 28, 2025 | 08:26

Signed: January 28, 2025 | 08:27

## Electronic Record and Signature Disclosure:


Accepted: January 21, 2025 | 16:51

ID: deeb76ac-9a01-4452-b1eb-b72378b051db

**Signer Events**

Sheri VanderDussen  
SVanderDussen@Westminster-CA.gov  
Security Level: Email, Account Authentication (None)

**Signature**

Signed by:  
  
C8036634945A418...

Signature Adoption: Pre-selected Style  
Using IP Address: 45.48.157.171

**Timestamp**

Sent: January 24, 2025 | 10:17  
Viewed: January 24, 2025 | 10:48  
Signed: January 24, 2025 | 10:48

**Electronic Record and Signature Disclosure:**

Accepted: October 8, 2024 | 10:28  
ID: 5c429ca8-c5d1-432e-bd0d-b32ac9701a14

Tanya Ramirez  
TRamirez@Westminster-CA.gov  
Security Level: Email, Account Authentication (None)

DS  


Signature Adoption: Pre-selected Style  
Using IP Address: 12.206.145.194

Sent: January 24, 2025 | 10:17  
Viewed: January 28, 2025 | 10:43  
Signed: January 28, 2025 | 10:44

**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

Christine Cordon  
ccordon@westminster-ca.gov  
City Manager  
Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
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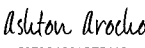
Signature Adoption: Pre-selected Style  
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Signed using mobile

Sent: January 28, 2025 | 10:44  
Resent: February 5, 2025 | 08:46  
Viewed: February 11, 2025 | 04:02  
Signed: February 11, 2025 | 04:03

**Electronic Record and Signature Disclosure:**

Accepted: February 11, 2025 | 04:02  
ID: 4f88efbb-5778-49eb-a78d-401cf7ebacd5

Ashton Arocho  
AArocho@WESTMINSTER-CA.GOV  
Security Level: Email, Account Authentication (None)

Signed by:  
  
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Signature Adoption: Pre-selected Style  
Using IP Address: 12.206.145.194

Sent: February 11, 2025 | 04:03  
Viewed: February 11, 2025 | 09:42  
Signed: February 11, 2025 | 09:42

**Electronic Record and Signature Disclosure:**

Accepted: February 11, 2025 | 09:42  
ID: 6a3e32dc-cc7d-48cb-aa09-b6bbea66650f

**In Person Signer Events**

**Signature**

**Timestamp**

**Editor Delivery Events**

**Status**

**Timestamp**

**Agent Delivery Events**

**Status**

**Timestamp**

**Intermediary Delivery Events**

**Status**

**Timestamp**

**Certified Delivery Events**

**Status**

**Timestamp**

**Carbon Copy Events**

**Status**

**Timestamp**

**Witness Events**

**Signature**

**Timestamp**

**Notary Events**

**Signature**

**Timestamp**

**Envelope Summary Events**

**Status**

**Timestamps**

**Envelope Summary Events**

Envelope Sent  
Certified Delivered  
Signing Complete  
Completed

**Status**

Hashed/Encrypted  
Security Checked  
Security Checked  
Security Checked

**Timestamps**

January 24, 2025 | 10:17  
February 11, 2025 | 09:42  
February 11, 2025 | 09:42  
February 11, 2025 | 09:42

**Payment Events****Status****Timestamps****Electronic Record and Signature Disclosure**

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, City of Westminster (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact City of Westminster:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [AArocho@westminster-ca.gov](mailto:AArocho@westminster-ca.gov)

### **To advise City of Westminster of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [AArocho@westminster-ca.gov](mailto:AArocho@westminster-ca.gov) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

### **To request paper copies from City of Westminster**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [AArocho@westminster-ca.gov](mailto:AArocho@westminster-ca.gov) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

### **To withdraw your consent with City of Westminster**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [AArocho@westminster-ca.gov](mailto:AArocho@westminster-ca.gov) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify City of Westminster as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of Westminster during the course of your relationship with City of Westminster.