



October 15, 2024

Ms. Lina Hernandez
Deputy City Manager/Public Works Director
City of Lomita
24300 Narbonne Avenue
Lomita, CA 90717

Subject: Proposal to Provide Project Management Services

Dear Ms. Hernandez:

Willdan Engineering (Willdan) is pleased to submit this proposal to provide the City of Lomita with project management services. Willdan brings to the City of Lomita more than 60 years of experience and a record of unmatched services to over 500 public agencies. We currently provide project management, city engineering and staff augmentation services to several cities in the Southern California area.

As a multidisciplinary firm, we have a full complement of resources under one roof, enabling us to provide a complete range of services to the City of Lomita. Our firm has over six decades of experience providing a wide range of support services to local government agencies throughout Southern California and the Western United States, including project and program management, public works, city engineering, staff augmentation, civil and traffic engineering, water/wastewater engineering, structural design, landscape architectural, master planning, building and safety services, assessment district engineering, labor compliance, special funding administration, geotechnical services, and construction management and inspection. Because we focus solely on the needs of the public sector, we have a perspective on public agency issues that are unique among private consulting firms.

Willdan is pleased to offer Mr. Al Cablay (see attached resume), with more than 45 years of municipal experience, to serve as the Project Manager for the City of Lomita. Mr. Cablay has extensive experience in project planning and management where he has managed CIP projects ranging from \$100k to \$47 million. His administrative and organizational experience includes arranging and participating on project selection committees; writing and managing requests for proposals (RFPs) and qualifications (RFQs); project scopes; scheduling; budgeting; contract negotiations; pre-construction meetings; PS&E review and approval. Mr. Cablay is adept at conducting field inspections as he is overseeing Town Hall meeting formats and all other forums that encourage and welcome public engagement to appropriately communicate public information. He has excellent collaboration skills and

is adept at interfacing with local and state agencies, as well as experience with presenting to city council, commissions, and community groups. Mr. Cablay has outstanding writing and communication skills.

SCOPE OF WORK

1. Manage Capital Improvement Program projects from design to construction completion.
2. Monitor project's budgets and schedules.
3. Prepare requests for proposals for professional services and negotiate contracts for design and construction management.
4. Monitor contract expenditures and consultant performance. Process invoices.
5. Coordinate with utility companies/agencies and act as City's representative to facilitate timely relocation of facilities.
6. Prepare reimbursement requests and invoices to Caltrans and other funding agencies.
7. Attend meetings with City staff to provide project updates.
8. Represent the City of Lomita at meetings as necessary.
9. Prepare the necessary staff reports and budget document.
10. Maintain project files in accordance with the City's format.
11. Provide timely reviews of plans, specifications, and estimates (PS&E).
12. Check contract documents for compliance with State and Caltrans funding requirements, as required.
13. Coordinate with City staff and consultants to have bid notices advertised and posted in various trade publications and on the City's website.
14. Coordinate responses to bidders' questions and prepare addenda.
15. Coordinate evaluation of bids and review award recommendation of lowest responsive, responsible, qualified bidder from consultant project manager.
16. Review insurance, bonds, and other required documents.
17. Draft City Council staff report for award of construction contract and coordinate processing of the contract agreement with the lowest responsible bidder.
18. Attend pre-construction meetings, as requested by the City.
19. Provide general oversight of contract administration during project construction, including recommending solutions when issues arise.
20. Review and recommend approval/disapproval of monthly progress pay estimates.
21. Assist with review of contract change orders.



22. Coordinate job walk for preparation of punch list items.
23. Coordinate project closeout activities, including as-builts, staff report, Notice of Completion, release of retention, and warranty walk.

FEE

Willdan proposes to provide the project management services of Mr. Al Cablay to the City of Lomita at a discounted hourly billing rate of \$165.00.

Please indicate the City's approval and authorization to proceed by either printing out and signing two originals and returning one hard copy original to our office, or by scanning one signed original and returning it by e-mail.

Thank you for giving us the opportunity to be of service to the City of Lomita. If you have any questions, please contact Mr. Adel Freij at (562) 760-7752 or afreij@willdan.com.

Respectfully submitted,

Approval and Authorization to Proceed By:

WILLDAN ENGINEERING

CITY OF LOMITA



Adel M. Freij, PE
Director - Engineering

Signature

Date

910005/WW.00.30/P24-418_26793



Al Cablay

Project Manager

Education

*MBA, Engineering
Management, Northcentral
University*

*Ph.D. (ABD), Business
Administration, Northcentral
University*

*MS, Civil Engineering/
Transportation, Columbia
Pacific University*

*BS, Civil Engineering,
Columbia Pacific University*

Certifications

*Certified Stormwater
Inspector – #8080, American
Stormwater Center*

*Public Works Leadership
Fellow – American Public
Works Association*

*Transportation Planning - Air
Quality, UC Riverside*

*Registered Construction
Inspector – Div. I #5004,
ACIA*

*Sewer Collection Operator –
Grade III #600, CWEA*

*Water Distribution Operator -
Grade I #5145, AWWA*

*Mini-Law School Program -
University of West Los
Angeles*

*Project Management – San
Diego State University*

*Certified Engineering
Technician - Traffic
Operations #071251, NICET*

45 Years' Experience

Mr. Al Cablay is a Willdan Engineering Principal Project Manager with 45 years of experience in engineering and public works fields. Mr. Cablay started his career as an Engineering Aide and eventually rose to become a City Department Director. Mr. Cablay has managed CIP projects ranging from \$100k to \$47 million. His administrative and organizational experience include arranging and participating on project selection committees; writing and managing requests for proposals (RFPs) and qualifications (RFQs); project scopes; scheduling; budgeting; contract negotiations; pre-construction meetings; PS&E review and approval. Mr. Cablay is adept at conducting field inspections as he is overseeing Town Hall meeting formats and all other forums that encourage and welcome public engagement to appropriately communicate public information. He has excellent collaboration skills and is adept at interfacing with local and state agencies, as well as experience with presenting to city council, commissions, and community groups. Mr. Cablay has outstanding writing and communication skills.

Relevant Project Experience

Contributing to numerous public infrastructure Capital Improvement Program (CIP) projects that benefit a broad spectrum of the Community.

Examples of these Municipal projects are:

- Hampton, GA-2023 Water Audit and 2023 CCR
- New Bern, NC-Initiating 2022 ARPA Projects
- Ontario, OR-Downtown Moore Park Gazebo
- Burlington, NC –Downtown Centralized Dumpsters
- Santa Ana, CA–Public Works Agency Realignment
- Bell, CA – Financial Recovery
- Loma Linda, CA – Barton Road Xeriscape Median

SUMMARY OF WORK HISTORY

Past positions as Director of Public Works:

- City of Hampton, GA
- City of New Bern, NC
- City of Ontario, OR
- City of Burlington, NC
- City of Maywood, CA

Past positions as City Engineer:

- City of Santa Ana, CA
- City of Bell, CA

Past positions as Public Works Superintendent/Manager:

- City of Rancho Palos Verdes, CA
- City of El Cajon, CA
- City of Encinitas, CA
- City of Maywood, CA

Past positions providing Municipal Engineering and Operations support:

- City of Yorba Linda, CA
- City of San Juan Capistrano, CA
- City of West El Monte, CA
- City of Newport Beach, CA

Al Cablay*Continued*

- City of La Mesa, CA
- City of Palm Desert, CA
- City of Vista, CA
- City of Carlsbad, CA

Mr. Cablay's unique perspective is a blend of knowledge and experience that provide staff an ideal and workable balance of theory and practice. His depth of public works practices fold-in both past and present practices with today's ever-changing technology trends. A natural consensus builder and team player who brings a hard work ethic, energy and enthusiasm to an organization. Adept in trouble-shooting, he is a team player who also possesses a strong 'customer service' as a core value. This perspective is ever present in all actions that attempt to exemplify servant leadership as a tenet he brings to public service. These are the primary assets Mr. Cablay will bring into every organization he becomes a part of.