

May 19, 2026

Akbar Farokhi
Director of Public Works
City of Hawthorne
4455 W. 126th Street
Hawthorne, CA 90250

Subject: Proposal for Misc. Grant Funded Project Support in the City of Hawthorne

Dear Mr. Farokhi:

It is with great pleasure that AVANT-GARDE submits this proposal to provide Funding Administration Services to the City of Hawthorne.

A 100% woman-owned firm, Advanced Avant-Garde Corporation was incorporated in September 2002 and our corporate office is located at 807 S Lemon Ave, Diamond Bar, CA 91789. **AVANT-GARDE is a certified minority business enterprise, women business enterprise, disadvantaged business enterprise and small business enterprise (MBE, WBE, DBE, SBE).**

AVANT-GARDE has built a strong reputation for providing innovative and successful solutions for several public agencies. We have a successful track record with several municipalities. In total, AVANT-GARDE **has secured over \$566.9 million in competitive grant funds** for local communities throughout Los Angeles, Orange, San Bernardino, and Riverside Counties.

To provide exceptional services, we present a highly qualified and experienced team of program managers and coordinators each with years of experience in providing identical services to Cities throughout Southern California. We have assigned a firm principal Lissette Montoya, to serve as the Project Representative. Ms. Montoya will oversee all assigned staff and will ensure successful administration of all activities. Assigned to the City of Hawthorne as Program Manager is Keith LeNoue, to oversee all daily operations and coordination as requested.

We have prepared this proposal, which will address the following: (A) our proposed scope of work and (B) our compensation schedule.

A. Scope of Work

It is our understanding that the City of Hawthorne is seeking a highly qualified consultant to provide on-call professional services to the Public Works Department on an as-needed basis. AVANT-GARDE is committed and qualified to provide the following limited scope of funding administration services as outlined in our proposal:

1. Existing records review and Coordination: Avant-Garde will assist the city with ensuring all Caltrans funded project information, documents, timelines, and funds are kept up to date. Ensuring project info is accurate and utilized accordingly.

Avant-Garde can assist meetings, and coordination with external entities on existing records such as Caltrans, Metro, etc. as needed.

2. Caltrans Submittals: Avant-Garde will coordinate with the City of Hawthorne to prepare and submit all required authorization requests, clearances, reimbursement claims, and any other misc. submittals with Caltrans. This includes all required submittals per the Local Assistance Procedures Manual at Caltrans for state and federally funded grant programs administered.
 - a) Types of submittals could include, but are not limited to:
 - i. RFA for PE, RW, and/or CON
 - ii. Environmental (PES) and Right of Way (RW) Clearance documents
 - iii. Award Package, Funds Cost Adjustments, Shifts, etc.
 - iv. Reimbursement Requests, Final Invoices (FPER/FROE)
 - v. Scope Change requests, Allocation Requests, Extensions, etc.

B. Compensation Schedule

Avant-Garde proposes the following hourly rates.

Classification	Hourly Rate
Program Director	\$170
Program Manager	\$140
Senior Program Coordinator	\$125
Program Coordinator	\$110
Program Assistant	\$100

It should be noted that our hourly rates are fully loaded. No additional costs will be billed to the City such as travel, duplication of materials, binding, mailing, etc.

If you have any questions or if I can be of further assistance, please feel free to contact me at 909-797-6587.

Sincerely,

Lissette Montoya

Lissette Montoya
 Vice President

APPROVED TO PROCEED:

AVANT
GARDE

Grants
Compliance
Funding Management
Community Outreach

City Representative

Date