

May 19, 2026

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

Subject: Scope and Fee Proposal for Funding Administration Services in the City of Hawthorne for Surface Transportation Program Local Federal Project on Imperial Hwy

Dear Mr. Farokhi:

It is with great pleasure that I provide you with this proposal to perform Funding Administration services for your federally funded project in Hawthorne. We have prepared this fee proposal, which will address the following: (A) our proposed scope of work and (B) our consulting fees.

Avant Garde will assist the City in securing the proper allocations from Caltrans listed under this proposal for the projects referenced above.

**A. Scope of Work**

Our scope of work will include the following:

- Review and Coordination of Existing Documents, Attend Meetings and Misc. Coordination with Caltrans and Project Staff: Avant-Garde will review existing documentation and coordinate with the City, Design Team, and funding Agency as needed. Avant-Garde will attend all required project meetings as well as coordinate funding information, programming, and misc. concerns with Caltrans and project staff as needed
- Preparation and Submittal of Preliminary Environmental Study (PES): Avant-Garde will prepare and submit the required environmental package per the Local Assistance Procedures Manual Chapter 6 to receive the approved NEPA clearance. Preparation includes gathering all required maps, studies, and attachments applicable as well as coordinating with Caltrans Environmental office to address any comments, concerns, or revisions required.
- Preparation and Submittal of Caltrans' Right of Way (ROW) Clearance: Avant-Garde will prepare and submit the required documents per the Local Assistance Procedures Manual Chapter 13 to receive the approved certification for Right of Way (RW). Activities will include reviewing plans in compliance with Caltrans federal RW procedures, preparing the Chapter 13 Exhibit, reviewing any agreements, permits, notices, etc., and coordinating with Caltrans RW office to receive the signed RW clearance.
- Preparation and Submittal of Request for Authorization (RFA) for Construction: Avant-Garde will prepare and submit the required documents per the Local Assistance Procedures Manual Chapter 3 to receive the E-76 for CON and coordinate with staff on construction next steps. Avant-Garde will review the final PS&E to ensure

compliance and prepare the Authorization package which includes program funding review, obligation deadlines, NEPA and RW approvals, Specification review, Plan execution, and any other misc. Caltrans requirements. Avant Garde will directly coordinate with Local Assistance and the City to have all documents reviewed and executed accordingly, and provide comments and revisions as requested.

**B. Compensation**

Our services will be billed on a percentage of completion basis per task and shall not exceed **\$18,040**.

Tasks breakdown:

- 1. Review and Coordination of Existing Documents, Attend Meetings and Misc. Coordination with Caltrans and Project Staff \$3,560
- 2. Preparation and Submittal of Preliminary Environmental Study (PES) \$3,520
- 3. Preparation and Submittal of Caltrans' Right of Way (ROW) Clearance \$3,040
- 4. Preparation and Submittal of Request for Authorization (RFA) for Construction \$7,920

Total **\$18,040**

If you have any questions or if we can be of further assistance, please feel free to contact the project manager Keith LeNoue at (323) 793-6696 or myself at (323) 371-5530.

Sincerely,

*Lissette Montoya*

Lissette Montoya  
Vice President

**APPROVED TO PROCEED:**

\_\_\_\_\_  
City Representative

\_\_\_\_\_  
Date