



September 12, 2016

Jose Jimenez  
City Planner  
City of Commerce  
2535 Commerce Way  
Commerce, CA 90040

Emailed to: [jjimenez@ci.commerce.ca.us](mailto:jjimenez@ci.commerce.ca.us)

**SUBJECT: PROPOSAL FOR CONTRACT PLANNING SERVICES**

Dear Mr. Jimenez,

RPG is pleased to submit this letter proposal for general planning services to the City of Commerce. Based on your immediate need for an interim Planning Technician to help with daily counter services and project management within your Planning Department, we are ready to move forward with Mr. Erick Saavedra, whom you have selected among the two candidates interviewed. Erick will be available to work full-time hours at a rate of \$55/hour. We are confident you will find him to be helpful and efficient.

I would like to take this time to tell you a little about RPG and what sets us apart from other firms when it comes to city planning services. Romo Planning Group (RPG) works primarily with Southern California cities and counties. Our team of independent contractors works as an extension of City and County staff in any capacity ranging from Assistant Planners to Planning Directors.

Here are some of the key points to consider about RPG:

- **SEASONED STAFF & BEST RATES.** First and foremost, all RPG consultants are independent contractors with extensive years of experience. We have no employees or need for office space. Each contractor works from a home office or from the client's location. As such, the client receives a wholesale discounted rate.
- **EXPEDITED REVIEW.** Since we are all seasoned planners, every project is on a fast-track timeline, including the preparation of all environmental documentation.
- **CEQA EXPERTISE.** We are experts in CEQA (the California Environmental Quality Act). Our Director of Environmental Services, Mr. Ernest Perea, is the author of "The Guide to the Initial Study Checklist," which won a merit award from the Association of Environmental Professionals and is currently being used by the University of Humboldt State.



*romo planning group, inc.*



- NO BAIT & SWITCH. All RPG planners do the work themselves rather than employing the services of an entry-level planner and charging a higher rate regardless of the position or task requested.
- FLEXIBILITY. All RPG planners work flexible hours and are available full-time or part-time. We can also change personnel at the client's request – no questions asked.
- VARIED EXPERIENCE. We have experience in all aspects of city planning (as evidenced by the attached resumes) ranging from advanced planning (General Plan updates, zoning code amendments, etc.) to current planning (master-planned subdivisions, CUP's, variances, etc.)

Above all, we are aware of the roadblocks often encountered by the general public, be it residents, business owners, or the development community and are solution-oriented and open to different ideas to solve a problem. In this tough economy, cities are competing with one another and cannot afford narrow-minded thinking. To use a very old cliché, we have no choice but to continuously think “outside the box” to succeed.

Please note our website is currently under reconstruction and is not available for viewing at this time. Feel free to contact me any time of the day at (909) 255-4017. We look forward to the opportunity to serve you and the City of Commerce.

Respectfully,

Gustavo J. Romo  
Principal

Enclosed: RPG Statement of Qualifications & Resume of Erick Saavedra