



February 23, 2018

Matt Marquez
Deputy Director of Development Services
City of Commerce
2535 Commerce Way
Commerce CA 90040

Subject: Request for Contract Staffing

Dear Mr. Marquez:

Thank you for contacting MIG concerning the City of Commerce's need to augment your staff while your planner is absent during her maternity leave.

I am pleased to recommend to you Mr. Refugio Torres-Campos whom we believe meets the qualifications you seek and can provide the assistance you need. Mr. Torres Campos has several years of experience working the cities of Santa Fe Springs, Diamond Bar and Whittier. With all three cities, he has handled the public counter and has had extensive interaction with the public. He has also processed numerous simple entitlement applications, including preparation of staff reports and presentations to various Boards and Commissions, as well as providing special staff support services.

Mr. Torres-Campos is fully fluent in both English and Spanish.

Mr. Torres-Campos will be available to provide services within your office for up to 40 hours per week for six months, as you have requested.

We will arrange for Mr. Torres-Campos to begin working at the City based on your scheduling needs and mutually convenient timing.

As you know, MIG has numerous clients for whom we have had planners in their offices for both short periods of just a few months to indefinite periods that have continued for several years. However, unlike other firms who provide contract planning, MIG does not place a planner in a City alone. The planner has the resources of the entire firm behind him/her in case there are issues that arise for which the planner needs advice/help. Thus, while we believe Mr. Lange fully meets your needs, he will be able to call on others in the firm if there is expertise needed which he does not have.

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Mr. Matt Marquez
February 23, 2018
Page 2

To this end, you should note that MIG has expertise in the full range of planning services including both current and advanced planning, design, environmental including greenhouse gas analysis, community engagement, general plans and specific plans, GIS, special studies on a variety of areas, online technology and social networking and other planning fields. All of these will be available to the planner we provide you as well as to the City itself, if the City wishes to take advantage of them.

In terms of fees, MIG is competitive in the field. While most of our clients prefer hourly rates, we are open to discussing whatever arrangement you feel best benefits the City. Assuming an hourly rate is what you prefer, our fee for Mr. Torres-Campos's services is \$70 per hour.

Please let me know what day and time is most convenient for you to meet with Mr. Torres-Campos to evaluate his abilities and expertise and our firm's capabilities.

If you have any questions or wish to discuss this further, email me or call me. If you call, it is best to use my cell phone in case I am out of the office. The number is 714-779-1158.

Matt, thank you very much for this opportunity. We truly appreciate it. I believe you will find MIG is more than capable of providing you the services you need.

Sincerely,

A handwritten signature in black ink, reading "Richard Zimmer". The signature is fluid and cursive, with the first name "Richard" and last name "Zimmer" clearly distinguishable.

Richard Zimmer
Director – Planning Services