

## Julia Sanchez

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**From:** Leah Larrarte on behalf of CityClerk  
**Sent:** Thursday, September 17, 2020 3:19 PM  
**To:** Julia Sanchez  
**Subject:** FW: City of Chula Vista: Citizens' Oversight Committee Application - Web form

Please process when you have a moment.

**From:** webmaster@chulavistaca.gov <webmaster@chulavistaca.gov>  
**Sent:** Wednesday, September 16, 2020 5:38 PM  
**To:** CityClerk <CityClerk@chulavistaca.gov>; Adrianna Hernandez <adhernandez@chulavistaca.gov>; Sandi Delap <SDelap@chulavistaca.gov>  
**Subject:** City of Chula Vista: Citizens' Oversight Committee Application - Web form

**Warning:  
External  
Email**

A new entry to a form/survey has been submitted.

**Form Name:** Measure P Citizens' Oversight Committee Application  
**Date & Time:** 09/16/2020 5:37 PM  
**Response #:** 65  
**Submitter ID:** 84301  
**IP address:** 2600:8801:aa00:2046:d5b0:5e96:c24a:c16  
**Time to complete:** 23 min. , 37 sec.

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### Survey Details

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#### Application for membership on the Measure P Citizens' Oversight Committee

- 1. Prefix**  
(o) Mr.
- 2. First and Last Name**  
Saad Ilyas
- 3. E-mail**  
[REDACTED]
- 4. Home Address**  
[REDACTED]
- 5. City**

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Chula Vista

**6. ZIP code**

91913

**7. Primary Phone**

[REDACTED]

**8. Secondary Phone**

Not answered

**9. Are you registered to vote in Chula Vista?**

Yes

**10. Do you live within the City limits of Chula Vista?**

Yes

**11. How Long?**

8

**12. Present employer**

ASLPM

**13. Occupation**

Project and Budget Management

**14. Are you currently serving on a Chula Vista Board/Commission?**

No

**15. Which one(s)?**

Not answered

**16. Have you previously served on a Chula Vista Board/Commission?**

No

**17. Which ones?**

Not answered

**18. Are you or have you been involved in any local, civic or community groups?**

Yes

**19. Which ones?**

San Diego Chamber of Commerce

**20. Certain seats on the Citizens' Oversight Committee require nomination by specific Nominating Authorities. If you are applying for one of these seats, please select your Nominating Authority below; otherwise, select "none":**

None - I am a citizen applying for an at-large member seat

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21. **\*\* This question is ONLY required for applicants who were nominated by one of the following Nominating Authorities, otherwise please enter "N/A":**

- **Chula Vista Chamber of Commerce - Nominees must have expertise and experience in at least one of the following areas: accounting, finance, engineering, or a related discipline (including construction).**
- **San Diego Taxpayers Association - Nominees must have expertise and experience in at least one of the following areas: accounting, finance, engineering, or a related discipline (including construction).**
- **Chula Vista Director of Public Works - Nominees must have expertise and experience in engineering or a related discipline (including construction).**

**Please describe your applicable experience and expertise in 250 words or less:**

I am in the field of Management Consulting for Public Agencies, and am very aware of cost/ schedule management and governance. In my career, i have assisted Public Agencies in implementing programs, ensuring proper utilization of funding, identification of funding sources and have assisted in accomplishing success, with zero audit findings. I would like to assist my community with this expertise.

In addition, I believe in collaboration and communication with peers to ensure that we all strive for the same goals.

22. **What are your principal areas of interest in our City government, and what experience or special knowledge can you bring to those areas? (250 words or less)**

My principal areas of interest are sustainable development of our City and infrastructure, in a transparent and logical manner. Another area that I am interested in to to ensure opportunities to Small and Minority owned companies. My experience in supporting public agencies in their development programs, and the fact that I am a small business & Minority owner will serve as a great benefit to the oversight committee

23. **What would you hope to accomplish in the role of a Member of the Citizens' Oversight Committee? (250 words or less)**

Ensure that the goals for Measure P are adhered to.

Ensure that proper reporting of the expenditures & accounting is achieved.

Review the spending measures and assist in setting priorities.

24. **I understand that to be considered, I must submit a resume along with this application.**

Saad Ilyas resume for Measure P COC.pdf

25.

(o) I am familiar with the responsibilities of the Citizens' Oversight Committee. I declare under penalty of perjury under the laws of the State of California that the information I have provided is accurate and true.

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Thank you,  
**City of Chula Vista**

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□

**Saad Ilyas**  
Project Manager

**Education**

University of Wales, Cardiff  
MSc. Architecture: Environmental  
Design of Buildings

NewSchool of Architecture  
Masters' of Architecture, San Diego

**Years of Experience**

20

**Affiliations / Certifications**

International Partnering Institute  
San Diego Regional Chamber of Commerce  
District Advisory Council  
Chula Vista Elementary School District  
OSHA 30 Hour Certificate

Saad Ilyas is an accomplished Project Manager with more than 20 years of success across the management of architecture, civil engineering, logistics, transportation, and aviation industries, within various public agencies. Leveraging extensive experience in leading project & program management and implementation of municipal infrastructure and aviation capital improvement projects, he is a valuable asset for clients, working on changing and improving their culture, strategize to break free from stagnation and re-ignite growth, leading to successful implementation.

Saad believes in finding solutions without fault for problems, providing an added value in teams and focusing on what's important- mentor his peers & support his clients.

Saad is also the “go to” person to resolve and/or implement distressed projects and large programs. Saad has been heavily involved with creating the agency procedures & processes and developing project management software tools. Saad has the “cradle to grave” approach in the implementation and is well known for excellent communication skills, excellent stakeholders & sponsors relationships. The management at various agencies have repeatedly utilized him to develop, implement & lead large programs & projects. Saad is well versed with contracting procedures & processes, California Public Contracting Codes, local code requirements and contracting guidelines.

**EXPERIENCE**

**PROGRAM / PROJECT EXPERIENCE**

**Project/Program Manager (1998 – Present)**

Saad has been supporting and successfully implementing a variety of assignments within various agencies including the San Diego Airport Authority, San Diego Port District, City of San Francisco, City of San Jose and the City of Phoenix for their Capital Improvement Programs (CIP) in progressively responsible roles from Project Engineer to Program Manager. Major accomplishments include:

- Preparation of reporting tools in Project Management ‘Expedition’, ‘Prolog’ and ‘PM Web’ software to provide reporting data to Management.
- Maintaining strong stakeholder and sponsor relationships to ensure project synergy.
- Developed project management procedures, numerous forms and checklists to assist project management staff in successful project implementation and meet audit requirements.
- Provided training to client’s staff on construction administration processes and preparation of accurate report templates in the Project Management Software.
- Developed project management tools for project budget build-up, financial forecasting, and staff requirement forecasting that meet project implementation requirements while easy to use with minimal staff training.
- Developed scheduling templates, incorporating client processes.
- Developed controls in bid documents to ensure proper contract management, thereby ensuring change order rates of under 2 % and schedule recovery success.
- Developed a detailed Stakeholder Engagement process, all required scope of work is implemented.
- Development of executive reporting tools & reports for executive management.



- Preparation of risk management logs & mitigation logs, with clear identification of possible impacts.
- Development of a project implementation strategy, with a clear review of a benefit analysis, to determine the most effective procurement method.
- Extensive coordination within and between various agencies, by creating “touchpoint” schedules, cost cohesiveness and quality assurance requirements, enabling inter and intra agency success.

Saad’s design and construction management approach and attention to detail has earned him accolades from Project Sponsors, Stakeholders, consultants, and contractors. Throughout his career, Saad has performed every conceivable project management task from processing submittals to cash flow projections. Major elements of Saad’s approach include:

- Developing scope of work and negotiating level of effort and fee with on-call design consultants and preparation of task authorizations accordingly.
- Conducting weekly design review meetings with the design consultant and stake holders to determine design progress, validate design scope, and ensure that stakeholder goals and objectives are met.
- Coordination with Project Sponsors and Stakeholders and preparation of detailed phasing plans to ensure that no impact to operations occurs during construction.
- Determination of special conditions, milestones, and detailed work plans for systems’ cutover for inclusion in the construction contract documents according to the specific requirements of each project.
- Proactive review of construction progress and comparison to planned construction progress, including offsite work elements such as procurement, manufacturing, and shipping. Take appropriate action with contractor as soon as variance is determined.
- Proactive review of project budget throughout the duration of the project by updating the forecast at completion for each project and updating the cash flow projections, on a period basis.
- Coordinate and communicate with project sponsor and stakeholders on a regular basis to ensure interested parties are kept informed about project progress and potential issues.
- Coordinate proactively with regulatory agencies such as the City of San Diego Development Services Division, various Federal and State agencies to ensure that any potential issues are resolved as early as possible to avoid project delay.
- Ensure bulletin log, RFI log and change order log are updated and categorized according to determination as to the cause of each bulletin and RFI in a timely manner.
- Review Change Order Requests (COR) for merit and lead COR negotiations, as necessary, and ensure that COR’s are processed in a timely manner.
- Review inspectors’ daily reports and ensure that pertinent information is reported. Review contractor’s daily reports and reconcile differences between contractor’s and inspector’s report.
- Review and ensure that weekly regulatory & construction reports are submitted in a timely manner.
- Ensure that contractor as-built drawings are maintained as required by contract and as validated by the Quality Control inspectors.
- Ensure that all quality control items specified are completed and reported by the contractor.
- Conduct pre-activity meetings as necessary prior to the start of major elements of work to identify any potential risk activities and impacts to airport operations.
- Ensure that contractor follows safety procedures, assist safety manager on any notices to contractor, and ensure contractor compliance.
- Oversee and manage the Labor Compliance Program.
- Conduct regular inspections to verify that all required project documentation meets audit requirements and is filed properly.