

Approach

Technical Approach and Statement of Work

Our approach is based on years of experience and incorporates features enhancing the efficiency and quality of the plan review and inspection process. Below is our general approach to ensure quality services to the County.

Time Management



Willdan has a reputation of providing quality and accurate plan review in a timely manner. We understand that time is of critical importance to the County and to the development community. We are dedicated to meeting standard and “fast track” turnaround deadlines.

Willdan is completely committed to providing the staffing and resources required to complete projects under this contract on schedule and with high quality. To ensure we meet this commitment, we prepare labor projections for all projects. Projections are made for each individual project and then aggregated by the project manager to produce division/office-wide labor needs and to identify shortages or surplus.

Willdan plan review project completion times are often the quickest in the industry. We are able to achieve this through retaining one of the largest teams in the region and by employing a team of part-time personnel in the event of increased plan review activity. Willdan hires competent staff, provides them with the necessary tools for success and regular training on industry requirements/standards. Plan reviews are always handled by licensed architects, plan examiners and engineers or under the supervision of licensed design professionals. It is the aforementioned policies and procedures in regard to structural plan check that provide Willdan with an advantage over our competition.

Scheduling



A critical path method master schedule will be prepared following the notice to proceed. The schedule will identify major items of work and will be the vehicle for monitoring, controlling, and tracking progress of both plan check and inspection activities. The schedule will be updated monthly to reflect actual and forecasted completions. This allows our project managers to anticipate and forecast potential issues and develop an advanced strategy to proactively mitigate problems before they impact the project schedule. If it is determined that a project is falling behind schedule, project managers meet with the respective team members, identify the problem, and ensure that extra support and effort are expended to bring the project back on schedule. Willdan will keep City staff informed of the overall schedule, including advanced notification of any necessary adjustments or actions to remain on track. Project managers monitor all progress on a weekly basis for plan check and inspection.

Staff/Client Relationships



Willdan’s commitment to customer service is why we can respond promptly to our clients’ requests. Frequent communication is a key element. We understand today’s sensitivity to meeting our schedule despite changing conditions; therefore, we strive to keep the client informed and work to resolve issues early. Since most of our management staff are former public employees, they have the ability to understand the needs of the County and can bring to bear the resources required to successfully deliver projects on time and within budget.



Ability to Meet Deadlines



Willdan utilizes a unified management approach whereby each project is undertaken by a project team. Each project is assigned to a senior member of our staff and supported by a team of individuals with the background, experience and availability best suited for each assignment. If needed, Willdan can add additional support staff to the identified team to ensure completion of this assignment by the requested dates.

Lastly, Willdan maintains a strict quality control program that includes peer review and constructability review of all projects. This process has served us well and is demonstrated by the amount of successfully completed projects over the many years that Willdan has been in the business. Willdan’s team management approach has been proven on past assignments to be effective in delivering services on time, within budget and to the client’s satisfaction.

Plan Review Turnaround

Willdan’s schedule is applicable for all types of construction and can be adjusted to satisfy the County’s plan review requirements. The review times stated represent the maximum turnaround times.

Type of Project	Turnaround (from receipt of plans)	
	Initial Check (working days)	Subsequent Check (working days)
Residential, including additions and/or accessory buildings	3	2
Single-Family Dwelling	3	2
Duplex Dwelling	3	2
Multi-Family (three units or more)	3	2
Commercial/Industrial Buildings	5	3

Inspection Turnaround

Inspections will be completed on the day assigned.

Estimate of the Volume of Permits that Could Be Reviewed

Willdan is capable of meeting the demands and needs of Pinellas County, whether that means an occasional plan review or whether a team of plan check examiners are needed to address regular overflow plan review. Our project manager will adjust staffing as directed by County staff.

In closing, Willdan takes an innovative approach to address surges and reductions in staffing. We often cross-train staff assigned to our municipal clients so, as the workload fluctuates, the team members can assume multiple roles while maintaining high-quality performance. For example, we assigned a plan checker to the County who has capabilities and qualifications as an inspector. Regardless of the demand or schedule, Willdan understands that efficient communication of project goals and challenges is essential to capitalizing on our full resources and delivering the highest quality and most cost-effective building and safety services to Pinellas County.



Electronic Plan Review

Willdan has long had the ability to provide plan review services electronically, at no additional cost to the County or applicants. The many advantages of our eco-friendly electronic plan review process include the elimination of the need for additional computer software or hardware—only an Internet connection is necessary. Electronic plan review services are provided at the request of the applicant or the agency we serve. Submittals are accepted in PDF format and reviewed in Bluebeam. Willdan will review plans and has the ability to transmit the redlined plans back to the applicant or designer via the website, along with the plan review comment sheet.



This service allows for on-line collaboration between the County, designer and plans examiner to facilitate a complete understanding of plan review comments and can reduce shipping, printing and timelines for plan review processing for the applicant.

Our EPR portal also serves as an accurate log of all plans coming in and going out. County staff will have full access to the site and will have the ability to check status, review redlines, comments, etc.

Our plan checkers are available to work in office and conduct plan reviews on-site as requested by the County. We are also available to meet during work hours to discuss and clarify plan check issues with designers, owners and contractors. Resolutions of code issues may also be accomplished by telephone and/or email as well as scheduled meetings prior to resubmitting corrected plans and documents. We will respond to inquiries from applicants usually the same day but at a maximum within one day.

Project Opportunities/Challenges and Solutions



Willdan strives to resolve problems long before the problem becomes an issue or dispute through the process of partnering with jurisdictions or clients. This same partnering approach will be applied to plan review and inspection services. The goal of the plan check environment is for the County, the applicant, and the plan checker to work as a team to assist the applicant through the development application process. To support this level of professionalism in the plan check process, Willdan's experience has shown that it is paramount that plan check comments are clear and are supported by reference to the applicable standard or reference document. This provides all parties with the knowledge of the reason for the comment and allows a basis for how to address the comment.

Our plan checkers will schedule meetings during work hours to discuss and clarify plan check issues with designers, owners and contractors. Resolutions of code issues may also be accomplished by telephone and/or email as well as scheduled meetings (virtual via Zoom/WebEx) prior to resubmitting corrected plans and documents. We will respond to inquiries from applicants within one day. This will assist in ensuring that plans are approved in no more than three reviews whenever possible.

Occasionally, there may be issues that require additional discussion between the plan checker and the applicant. We realize that resolution is the goal and will discuss by telephone or in-person with the applicant the course of action required to resolve such items. Typically, the resolution will require the applicant to submit documentation to support their position. This information will be shared with the County for its review and approval or denial. The County's decision will be determined to be the resolution of the issue.



Adequacy of Resources

As Willdan explored the scope of this project and identified and investigated the key challenges, we assembled our project team – matching expertise to project need. The selected individuals will lend their expertise and knowledge to respond to the needs of the County’s assignment and deliver exceptional service. This group of specialized experts is dedicated to serving the County through innovative solutions and quality results.

Willdan's corporate-wide staffing resources have grown from 637 in 2014 to over 1,500 employees in 58 offices nationwide. Our organization enables staff to efficiently communicate project challenges and goals companywide – capitalizing on Willdan's full resources to deliver the highest quality and most cost-effective services.

Specific Services and Tasks to be Performed

Willdan shall perform residential and/or commercial building code inspections and plan reviews services and provide permit technicians services for the County on an as-needed basis. Services shall be provided in accordance with, and pursuant to, the Florida Building Codes and other applicable federal, state and local law, rules, regulations and requirements.

Proposed Innovative Concepts to Enhance the Value and Quality of Services

When it comes to serving the County, Willdan sees our role as that of facilitator and guide—helping the City’s customers in getting through the review, permitting, and inspection process—rather than leaving the applicant in a bind in obtaining or signing off permits. We understand that the process of complying with the various codes, standards, regulations and laws can be a formidable and daunting undertaking—for even the most seasoned design or construction professional. Furthermore, an understanding of the complexity associated with processing private development applications and the sometimes-competing interests is essential to exceptional customer service. Competing interests include, but are not limited to, creating a sense of place, achieving economic development objectives, ease of maintenance, and assuring the County will be as satisfied with the infrastructure on day one as 20 years from “day one.” Common sense decision making and technical analysis in interpreting the intent of regulatory guidelines are significant strengths Willdan staff brings to the County.

Land Development Review



Willdan provides plan, mapping, and study reviews for a full complement of development improvements for private development and public infrastructure. Our team offers highly-qualified discipline specialists capable of reviewing civil and traffic engineering, environmental, geotechnical, landscape, and structural designs and reports for residential, industrial, and commercial developments; public buildings; recreational facilities; site grading; landscaping; transportation improvements; and utility, storm drain, and flood control facilities.

Willdan's capabilities in improvement plan reviews encompass street, drainage, sewer, and water plans; hydrology/hydraulic and preliminary drainage studies; FEMA requirements; and landscape and irrigation, bridges and structures, and park facility design – to name a few. Willdan provides traffic design plans reviews for land development projects such as traffic signals, signing and striping, street lighting, temporary traffic control and construction detours, electric vehicle charging stations, pedestrian and bicycle facilities, and circulation plans.




Hydrology and hydraulic calculations are checked for accuracy to verify drainage plans are adequate for design runoff. Structural calculations, when submitted, are checked by our in-house engineers specializing in bridges, retaining walls, and other structural improvements. Grading plans are checked against geotechnical recommendations. Utility offsite improvement plans prepared for other agencies are reviewed for conflict/consistency with established design guidelines. Street improvement plans are reviewed for ADA compliance.

Willdan provides local area reviews for parcel and tract maps, lot line adjustments, certificates of compliance, vacations and dedications, and other survey documents. Our team routinely assists clients with parcel and tract maps; boundary, topographic, ALTA, and right-of-way surveys; boundary line adjustments; legal descriptions; and other survey services. Our team utilizes GIS, AutoCAD 3D, MicroStation, and other software to identify, analyze, and determine ownership line discrepancies, overlaps, or gaps.




The following is a **sample of the scope** of work that may be required with each specific project assignment. This is intended only as a guide.

Land Development Plan Review Services




- Grading (mass/rough/precise)
- SWPPP, WQMD, and LID
- On-and off-site water
- Street improvements
- Lot mergers
- Site plans/tentative maps
- Landscape and irrigation
- On-and off-site sewer
- Erosion and sediment control
- Parcel/tract maps
- Hydrology/hydraulic reports
- Lot line adjustments
- Feasibility studies
- Reference maps
- Soils and geotechnical reports
- Traffic signal
- Signing and striping
- Street lighting
- On-and off-site storm drain
- Easements
- Pavement management
- Fugitive dust control (PM10)

Type	Scope of Work
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Grading</p>	 <p>Willdan will perform grading and site accessibility plan review for projects constructed in the City for conformance with City codes and ordinances, including the City grading code and manual, California Building Codes related to site accessibility, or consistent with the City’s Drainage design policies.</p> <p>Willdan's staff assigned to City projects has a thorough knowledge of civil engineering principles and practices and site improvement design requirements. All plan reviews are completed using City-established policies and procedures. Our grading plan review will be consistent with Willdan plan review quality guidelines. We will utilize the City’s grading plan checklist and mark-up plans. Willdan will ensure plans meet applicable codes and ordinances upon completion of plan reviews, evaluation of the engineers cost estimate, and final recommendation on the bond amount and permit fees.</p>




Type	Scope of Work
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Erosion and Sediment Control</p>	 <p>Willdan will review associated erosion and sediment control plans in accordance with City, County and State Regional Water Quality Control Board requirements. The best management practices during construction will be reviewed for compliance and appropriateness for the proposed project improvements. Willdan staff has experience with the preparation of erosion and sediment control plans for the associated grading and drainage improvement plans and, therefore, a working knowledge of the design requirements and implementation of appropriate BMPs selection and design.</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Geotechnical and Soils Reports</p>	 <p>Willdan will review geotechnical reports submitted as supporting documents for development projects. Our review will include the review of recommendations related to roadway structural section designs, trench backfill designs, and structural footing designs. As applicable, we will perform our work in general accordance with the following:</p> <ul style="list-style-type: none"> ■ Adequacy with respect to geotechnical and geologic conditions ■ Conform with applicable City, State and Federal laws ■ Comply with the governing codes ■ Conform with City Design Manuals and City Standard Plans ■ Most recently adopted Uniform Building Code and California Building Code ■ 1991 Seismic Hazards Mapping Act/1972 Alquist-Priolo Earthquake Fault Zoning Act ■ California Division of Mines and Geology Notes
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Sewer Improvements and Studies</p>	 <p>Sewer Improvement Plans will be checked under the direct supervision of a registered civil engineer. As applicable, we will perform our work in general accordance with the following:</p> <ul style="list-style-type: none"> ■ Review general notes, title block, signature block, benchmark data, quantities, unit costs, vicinity map, index map, and other general requirements. ■ Check plans for compliance with general design criteria established by the City standards for underground wet utilities. ■ Check to ensure that plans reflect all required improvements, as shown on the approved tentative map and in the subdivision resolution. ■ Check data shown on plans for consistency ■ Review available sewer study against the sewer improvement plans, including capacities, minimum slopes, geometry, manhole spacing, pipe size and types. ■ Review proposed sewer plans for conformance with the City's approved master plan of sewers. ■ Review the proposed improvements for constructability





Type	Scope of Work
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Water Improvements</p>	 <p>Water Improvement Plans will be checked under the direct supervision of a registered civil engineer. As applicable, we will perform our work in general accordance with the following:</p> <ul style="list-style-type: none"> ■ Review general notes, title block, signature block, benchmark data, quantities, unit costs, vicinity map, index map, and other general requirements. ■ Check plans for compliance with general design criteria established by the City standards underground wet utilities. ■ Check to ensure that plans reflect all required improvements, as shown on the approved tentative map and in the subdivision resolution. ■ Review available water service study/report against the proposed water plans. ■ Review proposed water plans for conformance with City's approved master plan. ■ Review the proposed improvements for constructability
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Landscaping and Irrigation</p>	 <p>Landscaping and Irrigations Plans will be checked under the direct supervision of a registered landscape architect. As applicable, we will perform our work in general accordance with the following:</p> <ul style="list-style-type: none"> ■ Review for compliance with City's WELO, including all calculations and other technical information and reports ■ Review for compliance with City landscape standards, water purveyor standards, design guidelines, and City conditions of approval ■ Review for compliance with easement documents, record maps, and right-of-way documents ■ Review for impacts of drainage on downstream properties ■ Review for discrepancies among other design disciplines ■ Review for compliance with sound landscaping practices such as planting palette suitability and placement, irrigation design, and constructability. ■ Review proposed improvements for conformance with City's approved master plans. ■ Review the proposed improvements for constructability
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Water Quality Management</p>	 <p>All new development and significant redevelopment projects are required to incorporate Low Impact Development (LID) Best Management Practices to the maximum extent possible. The intent of these requirements is to reduce the discharge of pollutants to receiving waters. These are the results of federal and state regulations and provide implementation plans to protect water quality. Willdan will review the WQMP submitted by applicants to ensure compliance with the requirements.</p>




Type	Scope of Work
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Storm Water Pollution Prevention</p>	 <p>Dischargers whose projects disturb one (1) or more acres of soil or whose projects disturb less than one acre but are part of a larger common plan of development that in total disturbs one or more acres are required to obtain coverage under the General Permit for Discharges of Storm Water Associated with Construction Activity Construction General Permit Order 2009-0009-DWQ. Construction activity subject to this permit includes clearing, grading and disturbances to the ground such as stockpiling or excavation, but does not include regular maintenance activities performed to restore the original line, grade, or capacity of the facility. Willdan has several QSD/QSP staff members who are qualified to review SWPPP's if desired by the City.</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Hydrology/Hydraulics Reports & Storm Drain</p>	 <p>Hydrology/Hydraulics Reports and Storm Drain Plans will be checked under the direct supervision of a registered civil engineer. As applicable, we will perform our work in general accordance with the following:</p> <ul style="list-style-type: none"> ■ Check the H/H report for compliance with City and County standards and design guidelines. ■ Check grading, street, and storm drain plans for conformance with the H/H report. ■ Check the H/H report for compliance with City conditions of approval and the approved tentative map. ■ Check for any diversion of flows from their historic patterns. ■ Check for any adverse effect of drainage on down-stream properties. ■ Check various plan sets to assure no discrepancies from set to set. ■ Review general notes, title block, signature block, benchmark data, quantities, unit costs, vicinity map, index map, and other general requirements. ■ Check plans for compliance with general design criteria established by the City standards for streets, curbs, gutters, storm drain and flood control systems, and underground wet utilities. ■ Review hydrology/hydraulic study against the storm drain plans, including street capacities, HGLs, velocities, inlet or outlet control, and other hydraulic factors. ■ Review proposed storm drain plans for conformance with the City's approved master plan of drainage. ■ Review the proposed improvements for constructability



Type	Scope of Work
<p>Street Improvements</p>	 <p>Street improvement plans will be checked under the direct supervision of a registered civil engineer. Improvement plan reviewing will include, but not necessarily be limited to, street and drainage plans, sewer and water plans, hydrology and hydraulic studies, preliminary drainage studies, FEMA requirements and design connections to existing systems, landscape and irrigation, bridges and structures, traffic signal, signing and striping plans, and park facilities. Specifically. As applicable, we will perform our work in general accordance with the following:</p> <ul style="list-style-type: none"> ■ Check plans for compliance with general design criteria established by the City standards for streets, curbs, gutters, sidewalks, streetlights, drive approaches, storm drain and flood control systems, underground wet utilities, traffic signals, and signing and striping, City and County standards, design guidelines and check grading, street and storm drain plans for conformance with the street improvement plans. ■ Check street improvement plans for compliance with City conditions of approval and the approved tentative map. ■ Check street improvement plans and plans against easement documents, record maps, and right-of-way documents; and determine the need for permanent easements, additional right-of-way, or temporary easements. ■ Review pavement design for consistency with the recommendations of the soils engineer. ■ Review hydrology/hydraulic study against the storm drain plans, including street capacities, HGLs, velocities, inlet or outlet control, and other hydraulic factors.
<p>Parcel/Tract Maps, Lot Mergers, Easements, Lot Line Adjustments, Survey, R/W, Legal Descriptions and Plats</p>	 <p>Willdan’s review of easement documents, lot line adjustments, dedications, vacations, quitclaims, Parcel and Tract Maps shall be by or under the direction of a Licensed Land Surveyor to assure compliance with applicable provisions of the Subdivision Map Act, County ordinances, and other conditions of approval and requirements. There will be detailed checks made, including, but not limited to, review of survey documentation and title reports, lot and boundary closures, dedication and easement provisions, legal descriptions, completeness, and accuracy of data notation, and necessary certifications of City and County staff. If required, Willdan can sign maps in the capacity of the City Surveyor.</p>



Type	Scope of Work
Utility/ Traffic Signal Pole, Bridge or Retaining Wall Structures/Structural Calculations	 Willdan provides complete structural engineering support for design, analysis, inspection, and evaluation of structural systems. Our staff performs bridge advance planning studies and analyzes and designs bridges, sound walls, retaining walls, signal pole foundations and buildings. Willdan’s team has experience working on new, replacement, or rehabilitated bridges; cofferdams; tie-back walls; demolition; falsework and form design; bridge scour plans of action; and design of work trestles and temporary bridges for construction. Our staff members have designed weirs, spillways, box culverts, lined channels, custom-designed manhole inlets, and pipe protection. In addition, our staff has in-depth knowledge of all federal, state, and local criteria and methodologies including but not limited to Caltrans, AASHTO, ACI, and AISC criteria and methods for reviewing plans, preparing project development documents, design, construction documents, and processing design of new bridges and bridge widenings, including the latest seismic analysis and design procedures.

Environmental Services



Willdan will provide site plan review support and building permit review support related to Tree Removal / Habitat / Environmental Compliance. Willdan will use policies and regulations found in the Pinellas County Municipal Code.

Willdan will provide Site Plan review and enter written comments into the County’s permit review system (Accela). Comments will identify environmental, habitat, and tree removal related items that require revision, clarification, or correction to satisfy the County’s development review requirements.

Willdan will prepare all necessary environmental documentation, as required for the types of projects described in the Request for Proposals including public and private projects.

Due to the broad spectrum of environmental services that may be required, the scope of work will vary on a project-by-project basis.

Willdan sees our role as a facilitator providing guidance and assistance through the land use and environment planning process and complying with ever-changing standards, regulations, and laws. An in-depth understanding and intricate knowledge of the challenges and complexities associated with planning and development and the impacts to the built environment – along with extensive municipal services experiences – is essential to providing exceptional customer service, common sense decision-making and technical analysis in interpreting and implementing the goals and policies of the County’s General Plan are significant strengths Willdan's staff members bring to the County of Pinellas’ environmental services assignments.

Services Approach Core Principals

- Serve best interests of County of Pinellas and assist with completion of desired projects for betterment of entire Pinellas community – [our No. 1 goal](#)
- Establish staffing plan capitalizing on individual strengths with built-in flexibility and expertise
- Assign staff knowledgeable in regulations, principles, and techniques to solve complex residential, commercial, and industrial construction challenges
- Encourage professional certification and development in detail analysis, examination, and evaluation



- Establish metrics to measure and improve team performance
- Schedule, assign, direct, and review all work and provide training
- Organize work, set priorities, and encourage sound independent judgment within established guidelines
- Establish and maintain cooperative working relationships with those contacted in course of work, including, County staff, public, and other agencies

Building Inspection



In the realm of developing and growing a community, there are few – if any – services provided by the governing body that are more important than the safety of the structures. It is this function that permits local citizens to go about their daily lives without thinking about the safety of the structures they enter or occupy.

Our inspectors are ICC certified and fully experienced to perform residential, commercial and industrial inspections for compliance with the approved plans and related documents. The inspections will be performed in accordance with the County's adopted version of the Building Code, Residential Code, Green Building Standards Code, Mechanical Code, Plumbing Code, Electrical Code, and the State and Federal regulations for Accessibility, Noise and Energy Conservation, and Fire Code.

Inspection staff will be available to meet with County staff, builders, developers, and citizens to provide assistance and resolve any inspection issues that may arise. Inspectors shall attend and participate in required meetings with other County inspection and plan review staff, property owners, contractors and/or design professionals.

Inspectors will review the permit package to verify that the on-site condition is consistent with the appropriate records for square footage, setbacks, heights, and other requirements that may be applicable. Inspectors will comply with the County's procedures for reporting inspection results, use County inspection correction forms, make appropriate entries onto the permit documents, and follow County procedures prior to finalizing a building permit.

Willdan will verify that all inspection records, including daily records of what was inspected which will be recorded on the job card, and permit copy entered into the County's Building and Safety computer system. We will employ such techniques as necessary to minimize delays to builders and provide helpful advice and collaborate to builders, owners, engineers and architects as to enhance the orderly flow of the construction process yet maintaining an effective level of enforcement. Inspectors shall ensure that any construction changes are documented and approved by appropriate County staff.

Our inspection staff are supplied with cell phones and laptops and/or iPads for email communication and document creation and record keeping. Inspections will be provided within 24 hours of notification or sooner.

Permit Technician Services



Under the supervision of our proposed building official, our permit technician(s) will provide customer-friendly public counter service or remotely via electronic submittal. Using the County's permitting software system (Accela) for plan check tracking, permit issuance and report generation, Willdan provides quick, efficient service. Our

knowledgeable staff, who always understand that this may be the first time that a citizen is applying for a permit, have the ability to help all applicants, from the least knowledgeable applicant for a simple home remodel to experienced owners who have many years of development experience.



Our goal is to make sure that every applicant feels that we have answered their questions and met their needs. The designated permit technician(s) will provide counter services during regular business hours.

Our permit technician services include but are not limited to:

- Customer support at the counter, remotely and/or over the phone
- Permit application review to ensure completeness and accuracy
- Fee calculation
- Building permit processing and issuance
- Public assistance in completing permit applications
- Verification that projects have obtained all necessary approvals prior to permit issuance
- Applicant notification when construction documents and/or permits are ready for pick-up or issuance
- Coordination and routing of construction documents to the appropriate City staff for plan review and approval



9. SAMPLE AGREEMENT

AGREEMENT

23-0482-RFP

The sample agreement below reflects the contract terms and conditions specific to this solicitation. For purposes of this sample, the “Contractor” is the successful Respondent. By submitting a submission in response to this solicitation, the Contractor acknowledges and agrees that if they are awarded a contract under this solicitation, they will enter a contract in substantially this form and subject to these terms.

This Agreement (the “agreement” or “contract”) is entered into on the date last executed below (“Effective Date”), by and between Pinellas County, a subdivision of the State of Florida whose primary address is 315 Court Street, Clearwater, Florida 33756 (“COUNTY”) and [CONTRACTOR’S NAME] whose primary address is [Address] (hereinafter “CONTRACTOR” or “Custodian”) (jointly, the “Parties”).

NOW THEREFORE, the Parties agree as follows:

A. Documents Comprising Agreement

1. This Agreement, including the Exhibits listed below, constitutes the entire agreement and understanding of the Parties with respect to the transactions and services contemplated hereby and supersedes all prior agreements, arrangements, and understandings relating to the subject matter of the Agreement. The documents listed below are hereby incorporated into and made a part of this Agreement:
 - a. This Agreement
 - b. Pinellas County Standard Terms & Conditions, located on Pinellas County Purchasing's website, effective 1/1/2023, posted at <https://pinellas.gov/county-standard-terms-conditions/>
 - c. Solicitation Section 4, Titled Special Conditions
 - d. Solicitation Section 5, Titled Insurance Requirements
 - e. Contractor's response to Solicitation Section 6, Scope of Work / Specifications
 - f. Contractor's response to Solicitation Section 9, Pricing Proposal
2. In the case of a conflict, the terms of this document govern, followed by the terms of the attached Exhibits, which control in the order listed above.

B. Term

1. The initial term of this Agreement is for 24 months from the Effective Date. At the end of the initial term of this contract, this Agreement may be extended for one (1), 12 month terms, or such other renewal terms agreed to by the Parties.

C. Pricing & Expenditures Cap

RESPONDENTS MUST COMPLETE THE FOLLOWING

RESPONDENT CONTRACTORS ARE CAUTIONED THAT THE POLICY OF THE PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS IS TO ACCEPT THE LOWEST RESPONSIVE AND RESPONSIBLE SUBMITTAL RECEIVED MEETING SPECIFICATIONS. NO CHANGES REQUESTED BY A CONTRACTOR DUE TO AN ERROR IN PRICING WILL BE CONSIDERED AFTER THE SOLICITATION OPENING DATE AS ADVERTISED. BY SIGNING THIS SUBMITTAL FORM, CONTRACTORS ARE ATTESTING TO THEIR AWARENESS OF THIS POLICY AND ARE AGREEING TO ALL OTHER SOLICITATION TERMS AND CONDITIONS, INCLUDING ANY INSURANCE REQUIREMENTS CONTAINED HEREIN.

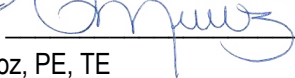
CONTRACTOR NAME: Willdan Engineering (As shown on W-9)
DBA: N/A (If applicable)
MAILING ADDRESS: 200 South Orange Avenue, Suite 1550 (As shown on W-9)
CITY / STATE / ZIP: Orlando, FL 32801 (As shown on W-9)
VENDOR EMAIL: vmunoz@willdan.com (Primary Company
Email Address)
REMIT TO NAME: Vanessa Munoz (As Shown on Vendor
Invoice)
FEIN#: 95-2295858 (As shown on W-9)
PAYMENT TERMS: 0 % 30 DAYS, NET 45 (PER F.S. 218.73)
DEPOSIT, IF REQUIRED, IS ATTACHED IN THE AMOUNT OF \$ N/A

Proper Corporate Identity is needed when you submit your quote, especially how your firm is registered with the Florida Division of Corporations. Please visit dos.myflorida.com/sunbiz/ for this information. It is essential to return a copy of your W-9 with your quote. Thank you.

VENDOR CONTACT INFORMATION

CONTACT NAME: Vanessa Munoz
PHONE NUMBER: (562) 368-4848
FAX NUMBER: (562) 695-2120
EMAIL ADDRESS: vmunoz@willdan.com

THE CONTRACTOR HEREBY SUBMITS AN IRREVOCABLE OFFER IN RESPONSE TO THIS SOLICITATION, SUBJECT TO ALL STANDARD AND SPECIAL TERMS AND CONDITIONS REFERENCED THEREIN WITHOUT EXCEPTION, AND AGREES TO ABIDE BY ALL CONDITIONS OF THIS SOLICITATION, INCLUDING ALL INSURANCE REQUIREMENTS. BY SIGNING, BELOW, I CERTIFY THAT I AM AUTHORIZED TO SIGN THIS SOLICITATION FOR THE CONTRACTOR.

AUTHORIZED SIGNATURE: 
PRINT NAME: Vanessa Munoz, PE, TE
TITLE: President

SEE PRICING PROPOSAL SECTION FOR PRICING SUMMARY

THIS FORM MUST BE RETURNED WITH YOUR RESPONSE



CERTIFICATE OF LIABILITY INSURANCE

11/9/2023

DATE (MM/DD/YYYY)

10/27/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lockton Insurance Brokers, LLC CA License #0F15767 777 S. Figueroa Street, 52nd fl. Los Angeles CA 90017 213-689-0065	CONTACT NAME: PHONE (A/C. No. Ext): E-MAIL ADDRESS:	FAX (A/C. No):	
	INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED 1513457 Willdan Engineering 2401 East Katella Avenue, Suite 300 Anaheim, CA 92806	INSURER A: Travelers Property Casualty Co of America		25674
	INSURER B: Allied World Surplus Lines Insurance Company		24319
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

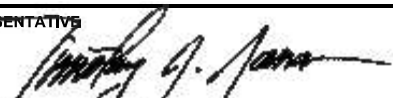
COVERAGES WILLD01 **CERTIFICATE NUMBER:** 18804759 **REVISION NUMBER:** XXXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Emp. Benefits Liab. <input checked="" type="checkbox"/> Contr. Liab. Incl. GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	N	N	P-630-7T016289-TIL-22	11/9/2022	11/9/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	N	N	810-7T01965A-22-43-G	11/9/2022	11/9/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			NOT APPLICABLE			EACH OCCURRENCE \$ XXXXXXXX AGGREGATE \$ XXXXXXXX \$ XXXXXXXX
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	N	UB-7T02108A-22-43-G	11/9/2022	11/9/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Arc/Eng. Prof.	N	N	0313-5950	11/9/2022	11/9/2023	Per Claim: \$3,000,000 Aggregate: \$3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 RE: Proposal only.

CERTIFICATE HOLDER**CANCELLATION**

18804759 Willdan Engineering 2401 East Katella Avenue Suite 300 Anaheim, CA 92806	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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CONTRACTOR REFERENCES

THE FOLLOWING INFORMATION IS REQUIRED IN ORDER THAT YOUR PROPOSAL MAY BE REVIEWED AND PROPERLY EVALUATED.

COMPANY NAME: Willdan Engineering

LENGTH OF TIME COMPANY HAS BEEN IN BUSINESS: 59 Years

BUSINESS ADDRESS: 200 South Orange Avenue, Suite 1550, Orlando, FL 32801

HOW LONG IN PRESENT LOCATION: 16 Years

TELEPHONE NUMBER: (689) 698-4116

FAX NUMBER: (888) 326-6864

TOTAL NUMBER OF CURRENT EMPLOYEES: 270 FULL TIME 275 PART TIME

NUMBER OF EMPLOYEES YOU PLAN TO USE TO SERVICE THIS CONTRACT: 25

All references will be contacted by a County Designee via email, fax or phone call to obtain answers to questions, as applicable before an evaluation decision is made.

Respondents must have experience in work of the same or similar nature, and must provide references that will satisfy the County. Proposer must furnish a reference list of at least four (4) customers for whom they have performed similar services.

EITHER LOCAL COMMERCIAL OR GOVERNMENTAL REFERENCE(S) (PINELLAS COUNTY GOVERNMENT REFERENCES WILL NOT BE ACCEPTED) THAT YOU HAVE PREVIOUSLY PERFORMED SIMILAR CONTRACT SERVICES FOR:

1.	2.
COMPANY: City of Clermont	COMPANY: County of Marion
ADDRESS: 685 W. Montrose St., Clermont, FL 34711	ADDRESS: 601 SE 25th Ave., Ocala, FL 34471
TELEPHONE/FAX: (352) 241-7311	TELEPHONE/FAX: (352) 438-2459
CONTACT: Mark Grenier, Building Official	CONTACT: Michael Savage, Building & Safety Director
CONTACT EMAIL: mgrenier@clermontfl.org	CONTACT EMAIL: michael.savage@marionfl.org
COMPANY EMAIL ADDRESS:	COMPANY EMAIL ADDRESS:
3.	4.
COMPANY: Town of Oakland	COMPANY: Town of Whitestown
ADDRESS: 220 N. Tubb Street, Oakland, FL 34760	ADDRESS: 6210 Veterans Dr., Whitestown, IN 46075
TELEPHONE/FAX: (407) 656-1117	TELEPHONE/FAX: (317) 942-1553
CONTACT: Jack Bulter, Assistant Town Manager	CONTACT: David Taylor, Director of Building Department
CONTACT EMAIL: jbutler@oaklandfl.gov	CONTACT EMAIL: dtaylor@whitestown.in.gov
COMPANY EMAIL ADDRESS:	COMPANY EMAIL ADDRESS:

ELECTRONIC PAYMENT (EPAYABLES)

The Board of County Commissioners (County) is offering faster payments. The County would prefer to make payment using credit card through the ePayables system.

Would your company accept to participate in the ePayables credit card program?

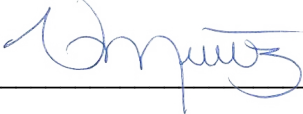
Yes _____ No

For more information about ePayables credit card program please visit Purchasing Department website
<https://pinellas.gov/epayables-2/>

Company Name

Willdan Engineering

Signature



Printed Signature

Vanessa Munoz, PE, TE, President

Phone Number

(562) 368-4848

Email

vmunoz@willdan.com

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Willdan Engineering	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	
5 Address (number, street, and apt. or suite no.) See instructions. 200 South Orange Avenue, Suite 1550	Requester's name and address (optional)
6 City, state, and ZIP code Orlando, FL 32801	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									
9	5	-	2	2	9	5	8	5	8

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶ <i>Marcia Hegashi</i>	Date ▶ <i>April 4, 2023</i>
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

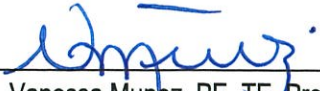
If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

E-VERIFY AFFIDAVIT

I hereby certify that Willdan Engineering [insert contractor company name] does not employ, contract with, or subcontract with an unauthorized alien, and is otherwise in full compliance with Section 448.095, Florida Statutes.

All employees hired on or after January 1, 2021 have had their work authorization status verified through the E-Verify system.

A true and correct copy of Willdan Engineering [insert contractor company name] proof of registration in the E-Verify system is attached to this Affidavit.

Signature: 
Print Name: Vanessa Munoz, PE, TE, President
Date: March 27, 2023

Federal Work Authorization User Identification No.: 400740

California Name of Pinellas County Contract and Contract No.: 23-0482-RFP
Building & Development Review (BDRS) On-Call Services

STATE OF ~~FLORIDA~~ COUNTY OF Los Angeles

The foregoing instrument was acknowledged before me by means of 1) physical presence or 2) online notarization March 27, 2023 (date) by Vanessa Munoz (name of officer or agent, title of officer or agent) of Willdan Engineering (name of contractor company acknowledging), a California (state or place of incorporation) corporation, on behalf of the corporation.

He/she is personally known to me or has produced DMV Drivers License (type of identification) as identification.

[Notary Seal]

Notary Public: _____

Name typed, printed, or stamped: _____

My Commission Expires: _____

see attached

CALIFORNIA JURAT WITH AFFIANT STATEMENT

GOVERNMENT CODE § 8202

- See Attached Document (Notary to cross out lines 1–6 below)
- See Statement Below (Lines 1–6 to be completed only by document signer[s], *not* Notary)

1 _____
 2 _____
 3 _____
 4 _____
 5 _____
 6 _____

Signature of Document Signer No. 1

Signature of Document Signer No. 2 (if any)

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

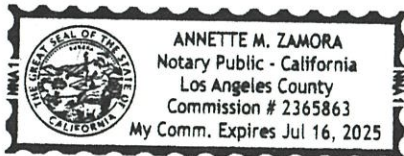
State of California
 County of Los Angeles

Subscribed and sworn to (or affirmed) before me
 on this 27 day of March, 2023
 by _____
Date Month Year

(1) Janessa Munoz

(and (2) _____),
Name(s) of Signer(s)

proved to me on the basis of satisfactory evidence
 to be the person(s) who appeared before me.



Signature Annette M Zamora
Signature of Notary Public

Seal
 Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: _____ Document Date: _____

Number of Pages: _____ Signer(s) Other Than Named Above: _____



Company ID Number: 400740

THE E-VERIFY MEMORANDUM OF UNDERSTANDING FOR EMPLOYERS

ARTICLE I PURPOSE AND AUTHORITY

The parties to this agreement are the Department of Homeland Security (DHS) and Willdan Group, Inc. (Employer). The purpose of this agreement is to set forth terms and conditions which the Employer will follow while participating in E-Verify.

E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of Form I-9, Employment Eligibility Verification (Form I-9). This Memorandum of Understanding (MOU) explains certain features of the E-Verify program and describes specific responsibilities of the Employer, the Social Security Administration (SSA), and DHS.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note). The Federal Acquisition Regulation (FAR) Subpart 22.18, "Employment Eligibility Verification" and Executive Order 12989, as amended, provide authority for Federal contractors and subcontractors (Federal contractor) to use E-Verify to verify the employment eligibility of certain employees working on Federal contracts.

ARTICLE II RESPONSIBILITIES

A. RESPONSIBILITIES OF THE EMPLOYER

1. The Employer agrees to display the following notices supplied by DHS in a prominent place that is clearly visible to prospective employees and all employees who are to be verified through the system:
 - a. Notice of E-Verify Participation
 - b. Notice of Right to Work
2. The Employer agrees to provide to the SSA and DHS the names, titles, addresses, and telephone numbers of the Employer representatives to be contacted about E-Verify. The Employer also agrees to keep such information current by providing updated information to SSA and DHS whenever the representatives' contact information changes.
3. The Employer agrees to grant E-Verify access only to current employees who need E-Verify access. Employers must promptly terminate an employee's E-Verify access if the employer is separated from the company or no longer needs access to E-Verify.



Company ID Number: 400740

4. The Employer agrees to become familiar with and comply with the most recent version of the E-Verify User Manual.
 5. The Employer agrees that any Employer Representative who will create E-Verify cases will complete the E-Verify Tutorial before that individual creates any cases.
 - a. The Employer agrees that all Employer representatives will take the refresher tutorials when prompted by E-Verify in order to continue using E-Verify. Failure to complete a refresher tutorial will prevent the Employer Representative from continued use of E-Verify.
 6. The Employer agrees to comply with current Form I-9 procedures, with two exceptions:
 - a. If an employee presents a "List B" identity document, the Employer agrees to only accept "List B" documents that contain a photo. (List B documents identified in 8 C.F.R. § 274a.2(b)(1)(B)) can be presented during the Form I-9 process to establish identity.) If an employee objects to the photo requirement for religious reasons, the Employer should contact E-Verify at 888-464-4218.
 - b. If an employee presents a DHS Form I-551 (Permanent Resident Card), Form I-766 (Employment Authorization Document), or U.S. Passport or Passport Card to complete Form I-9, the Employer agrees to make a photocopy of the document and to retain the photocopy with the employee's Form I-9. The Employer will use the photocopy to verify the photo and to assist DHS with its review of photo mismatches that employees contest. DHS may in the future designate other documents that activate the photo screening tool.
- Note:** Subject only to the exceptions noted previously in this paragraph, employees still retain the right to present any List A, or List B and List C, document(s) to complete the Form I-9.
7. The Employer agrees to record the case verification number on the employee's Form I-9 or to print the screen containing the case verification number and attach it to the employee's Form I-9.
 8. The Employer agrees that, although it participates in E-Verify, the Employer has a responsibility to complete, retain, and make available for inspection Forms I-9 that relate to its employees, or from other requirements of applicable regulations or laws, including the obligation to comply with the anti-discrimination requirements of section 274B of the INA with respect to Form I-9 procedures.
 - a. The following modified requirements are the only exceptions to an Employer's obligation to not employ unauthorized workers and comply with the anti-discrimination provision of the INA: (1) List B identity documents must have photos, as described in paragraph 6 above; (2) When an Employer confirms the identity and employment eligibility of newly hired employee using E-Verify procedures, the Employer establishes a rebuttable presumption that it has not violated section 274A(a)(1)(A) of the Immigration and Nationality Act (INA) with respect to the hiring of that employee; (3) If the Employer receives a final nonconfirmation for an employee, but continues to employ that person, the Employer must notify DHS and the Employer is subject to a civil money penalty between \$550 and \$1,100 for each failure to notify DHS of continued employment following a final nonconfirmation; (4) If the Employer continues to employ an employee after receiving a final nonconfirmation, then the Employer is subject to a rebuttable presumption that it has knowingly



Company ID Number: 400740

employed an unauthorized alien in violation of section 274A(a)(1)(A); and (5) no E-Verify participant is civilly or criminally liable under any law for any action taken in good faith based on information provided through the E-Verify.

b. DHS reserves the right to conduct Form I-9 compliance inspections, as well as any other enforcement or compliance activity authorized by law, including site visits, to ensure proper use of E-Verify.

9. The Employer is strictly prohibited from creating an E-Verify case before the employee has been hired, meaning that a firm offer of employment was extended and accepted and Form I-9 was completed. The Employer agrees to create an E-Verify case for new employees within three Employer business days after each employee has been hired (after both Sections 1 and 2 of Form I-9 have been completed), and to complete as many steps of the E-Verify process as are necessary according to the E-Verify User Manual. If E-Verify is temporarily unavailable, the three-day time period will be extended until it is again operational in order to accommodate the Employer's attempting, in good faith, to make inquiries during the period of unavailability.

10. The Employer agrees not to use E-Verify for pre-employment screening of job applicants, in support of any unlawful employment practice, or for any other use that this MOU or the E-Verify User Manual does not authorize.

11. The Employer must use E-Verify for all new employees. The Employer will not verify selectively and will not verify employees hired before the effective date of this MOU. Employers who are Federal contractors may qualify for exceptions to this requirement as described in Article II.B of this MOU.

12. The Employer agrees to follow appropriate procedures (see Article III below) regarding tentative nonconfirmations. The Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer agrees to provide written referral instructions to employees and instruct affected employees to bring the English copy of the letter to the SSA. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending. Further, when employees contest a tentative nonconfirmation based upon a photo mismatch, the Employer must take additional steps (see Article III.B. below) to contact DHS with information necessary to resolve the challenge.

13. The Employer agrees not to take any adverse action against an employee based upon the employee's perceived employment eligibility status while SSA or DHS is processing the verification request unless the Employer obtains knowledge (as defined in 8 C.F.R. § 274a.1(l)) that the employee is not work authorized. The Employer understands that an initial inability of the SSA or DHS automated verification system to verify work authorization, a tentative nonconfirmation, a case in continuance (indicating the need for additional time for the government to resolve a case), or the finding of a photo mismatch, does not establish, and should not be interpreted as, evidence that the employee is not work authorized. In any of such cases, the employee must be provided a full and fair opportunity to contest the finding, and if he or she does so, the employee may not be terminated or suffer any adverse employment consequences based upon the employee's perceived employment eligibility status



Company ID Number: 400740

(including denying, reducing, or extending work hours, delaying or preventing training, requiring an employee to work in poorer conditions, withholding pay, refusing to assign the employee to a Federal contract or other assignment, or otherwise assuming that he or she is unauthorized to work) until and unless secondary verification by SSA or DHS has been completed and a final nonconfirmation has been issued. If the employee does not choose to contest a tentative nonconfirmation or a photo mismatch or if a secondary verification is completed and a final nonconfirmation is issued, then the Employer can find the employee is not work authorized and terminate the employee's employment. Employers or employees with questions about a final nonconfirmation may call E-Verify at 1-888-464-4218 (customer service) or 1-888-897-7781 (worker hotline).

14. The Employer agrees to comply with Title VII of the Civil Rights Act of 1964 and section 274B of the INA as applicable by not discriminating unlawfully against any individual in hiring, firing, employment eligibility verification, or recruitment or referral practices because of his or her national origin or citizenship status, or by committing discriminatory documentary practices. The Employer understands that such illegal practices can include selective verification or use of E-Verify except as provided in part D below, or discharging or refusing to hire employees because they appear or sound "foreign" or have received tentative nonconfirmations. The Employer further understands that any violation of the immigration-related unfair employment practices provisions in section 274B of the INA could subject the Employer to civil penalties, back pay awards, and other sanctions, and violations of Title VII could subject the Employer to back pay awards, compensatory and punitive damages. Violations of either section 274B of the INA or Title VII may also lead to the termination of its participation in E-Verify. If the Employer has any questions relating to the anti-discrimination provision, it should contact OSC at 1-800-255-8155 or 1-800-237-2515 (TDD).

15. The Employer agrees that it will use the information it receives from E-Verify only to confirm the employment eligibility of employees as authorized by this MOU. The Employer agrees that it will safeguard this information, and means of access to it (such as PINS and passwords), to ensure that it is not used for any other purpose and as necessary to protect its confidentiality, including ensuring that it is not disseminated to any person other than employees of the Employer who are authorized to perform the Employer's responsibilities under this MOU, except for such dissemination as may be authorized in advance by SSA or DHS for legitimate purposes.

16. The Employer agrees to notify DHS immediately in the event of a breach of personal information. Breaches are defined as loss of control or unauthorized access to E-Verify personal data. All suspected or confirmed breaches should be reported by calling 1-888-464-4218 or via email at E-Verify@uscis.dhs.gov. Please use "Privacy Incident – Password" in the subject line of your email when sending a breach report to E-Verify.

17. The Employer acknowledges that the information it receives from SSA is governed by the Privacy Act (5 U.S.C. § 552a(i)(1) and (3)) and the Social Security Act (42 U.S.C. 1306(a)). Any person who obtains this information under false pretenses or uses it for any purpose other than as provided for in this MOU may be subject to criminal penalties.

18. The Employer agrees to cooperate with DHS and SSA in their compliance monitoring and evaluation of E-Verify, which includes permitting DHS, SSA, their contractors and other agents, upon



Company ID Number: 400740

reasonable notice, to review Forms I-9 and other employment records and to interview it and its employees regarding the Employer's use of E-Verify, and to respond in a prompt and accurate manner to DHS requests for information relating to their participation in E-Verify.

19. The Employer shall not make any false or unauthorized claims or references about its participation in E-Verify on its website, in advertising materials, or other media. The Employer shall not describe its services as federally-approved, federally-certified, or federally-recognized, or use language with a similar intent on its website or other materials provided to the public. Entering into this MOU does not mean that E-Verify endorses or authorizes your E-Verify services and any claim to that effect is false.

20. The Employer shall not state in its website or other public documents that any language used therein has been provided or approved by DHS, USCIS or the Verification Division, without first obtaining the prior written consent of DHS.

21. The Employer agrees that [E-Verify trademarks](#) and logos may be used only under license by DHS/USCIS (see [M-795 \(Web\)](#)) and, other than pursuant to the specific terms of such license, may not be used in any manner that might imply that the Employer's services, products, websites, or publications are sponsored by, endorsed by, licensed by, or affiliated with DHS, USCIS, or E-Verify.

22. The Employer understands that if it uses E-Verify procedures for any purpose other than as authorized by this MOU, the Employer may be subject to appropriate legal action and termination of its participation in E-Verify according to this MOU.

B. RESPONSIBILITIES OF FEDERAL CONTRACTORS

1. If the Employer is a Federal contractor with the FAR E-Verify clause subject to the employment verification terms in Subpart 22.18 of the FAR, it will become familiar with and comply with the most current version of the E-Verify User Manual for Federal Contractors as well as the E-Verify Supplemental Guide for Federal Contractors.

2. In addition to the responsibilities of every employer outlined in this MOU, the Employer understands that if it is a Federal contractor subject to the employment verification terms in Subpart 22.18 of the FAR it must verify the employment eligibility of any "employee assigned to the contract" (as defined in FAR 22.1801). Once an employee has been verified through E-Verify by the Employer, the Employer may not create a second case for the employee through E-Verify.

a. An Employer that is not enrolled in E-Verify as a Federal contractor at the time of a contract award must enroll as a Federal contractor in the E-Verify program within 30 calendar days of contract award and, within 90 days of enrollment, begin to verify employment eligibility of new hires using E-Verify. The Employer must verify those employees who are working in the United States, whether or not they are assigned to the contract. Once the Employer begins verifying new hires, such verification of new hires must be initiated within three business days after the hire date. Once enrolled in E-Verify as a Federal contractor, the Employer must begin verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.



Company ID Number: 400740

- b. Employers enrolled in E-Verify as a Federal contractor for 90 days or more at the time of a contract award must use E-Verify to begin verification of employment eligibility for new hires of the Employer who are working in the United States, whether or not assigned to the contract, within three business days after the date of hire. If the Employer is enrolled in E-Verify as a Federal contractor for 90 calendar days or less at the time of contract award, the Employer must, within 90 days of enrollment, begin to use E-Verify to initiate verification of new hires of the contractor who are working in the United States, whether or not assigned to the contract. Such verification of new hires must be initiated within three business days after the date of hire. An Employer enrolled as a Federal contractor in E-Verify must begin verification of each employee assigned to the contract within 90 calendar days after date of contract award or within 30 days after assignment to the contract, whichever is later.
- c. Federal contractors that are institutions of higher education (as defined at 20 U.S.C. 1001(a)), state or local governments, governments of Federally recognized Indian tribes, or sureties performing under a takeover agreement entered into with a Federal agency under a performance bond may choose to only verify new and existing employees assigned to the Federal contract. Such Federal contractors may, however, elect to verify all new hires, and/or all existing employees hired after November 6, 1986. Employers in this category must begin verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.
- d. Upon enrollment, Employers who are Federal contractors may elect to verify employment eligibility of all existing employees working in the United States who were hired after November 6, 1986, instead of verifying only those employees assigned to a covered Federal contract. After enrollment, Employers must elect to verify existing staff following DHS procedures and begin E-Verify verification of all existing employees within 180 days after the election.
- e. The Employer may use a previously completed Form I-9 as the basis for creating an E-Verify case for an employee assigned to a contract as long as:
 - i. That Form I-9 is complete (including the SSN) and complies with Article II.A.6,
 - ii. The employee's work authorization has not expired, and
 - iii. The Employer has reviewed the Form I-9 information either in person or in communications with the employee to ensure that the employee's Section 1, Form I-9 attestation has not changed (including, but not limited to, a lawful permanent resident alien having become a naturalized U.S. citizen).
- f. The Employer shall complete a new Form I-9 consistent with Article II.A.6 or update the previous Form I-9 to provide the necessary information if:
 - i. The Employer cannot determine that Form I-9 complies with Article II.A.6,
 - ii. The employee's basis for work authorization as attested in Section 1 has expired or changed, or
 - iii. The Form I-9 contains no SSN or is otherwise incomplete.

Note: If Section 1 of Form I-9 is otherwise valid and up-to-date and the form otherwise complies with



Company ID Number: 400740

Article II.C.5, but reflects documentation (such as a U.S. passport or Form I-551) that expired after completing Form I-9, the Employer shall not require the production of additional documentation, or use the photo screening tool described in Article II.A.5, subject to any additional or superseding instructions that may be provided on this subject in the E-Verify User Manual.

g. The Employer agrees not to require a second verification using E-Verify of any assigned employee who has previously been verified as a newly hired employee under this MOU or to authorize verification of any existing employee by any Employer that is not a Federal contractor based on this Article.

3. The Employer understands that if it is a Federal contractor, its compliance with this MOU is a performance requirement under the terms of the Federal contract or subcontract, and the Employer consents to the release of information relating to compliance with its verification responsibilities under this MOU to contracting officers or other officials authorized to review the Employer's compliance with Federal contracting requirements.

C. RESPONSIBILITIES OF SSA

1. SSA agrees to allow DHS to compare data provided by the Employer against SSA's database. SSA sends DHS confirmation that the data sent either matches or does not match the information in SSA's database.
2. SSA agrees to safeguard the information the Employer provides through E-Verify procedures. SSA also agrees to limit access to such information, as is appropriate by law, to individuals responsible for the verification of Social Security numbers or responsible for evaluation of E-Verify or such other persons or entities who may be authorized by SSA as governed by the Privacy Act (5 U.S.C. § 552a), the Social Security Act (42 U.S.C. 1306(a)), and SSA regulations (20 CFR Part 401).
3. SSA agrees to provide case results from its database within three Federal Government work days of the initial inquiry. E-Verify provides the information to the Employer.
4. SSA agrees to update SSA records as necessary if the employee who contests the SSA tentative nonconfirmation visits an SSA field office and provides the required evidence. If the employee visits an SSA field office within the eight Federal Government work days from the date of referral to SSA, SSA agrees to update SSA records, if appropriate, within the eight-day period unless SSA determines that more than eight days may be necessary. In such cases, SSA will provide additional instructions to the employee. If the employee does not visit SSA in the time allowed, E-Verify may provide a final nonconfirmation to the employer.

Note: If an Employer experiences technical problems, or has a policy question, the employer should contact E-Verify at 1-888-464-4218.

D. RESPONSIBILITIES OF DHS

1. DHS agrees to provide the Employer with selected data from DHS databases to enable the Employer to conduct, to the extent authorized by this MOU:
 - a. Automated verification checks on alien employees by electronic means, and



Company ID Number: 400740

- b. Photo verification checks (when available) on employees.
2. DHS agrees to assist the Employer with operational problems associated with the Employer's participation in E-Verify. DHS agrees to provide the Employer names, titles, addresses, and telephone numbers of DHS representatives to be contacted during the E-Verify process.
3. DHS agrees to provide to the Employer with access to E-Verify training materials as well as an E-Verify User Manual that contain instructions on E-Verify policies, procedures, and requirements for both SSA and DHS, including restrictions on the use of E-Verify.
4. DHS agrees to train Employers on all important changes made to E-Verify through the use of mandatory refresher tutorials and updates to the E-Verify User Manual. Even without changes to E-Verify, DHS reserves the right to require employers to take mandatory refresher tutorials.
5. DHS agrees to provide to the Employer a notice, which indicates the Employer's participation in E-Verify. DHS also agrees to provide to the Employer anti-discrimination notices issued by the Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC), Civil Rights Division, U.S. Department of Justice.
6. DHS agrees to issue each of the Employer's E-Verify users a unique user identification number and password that permits them to log in to E-Verify.
7. DHS agrees to safeguard the information the Employer provides, and to limit access to such information to individuals responsible for the verification process, for evaluation of E-Verify, or to such other persons or entities as may be authorized by applicable law. Information will be used only to verify the accuracy of Social Security numbers and employment eligibility, to enforce the INA and Federal criminal laws, and to administer Federal contracting requirements.
8. DHS agrees to provide a means of automated verification that provides (in conjunction with SSA verification procedures) confirmation or tentative nonconfirmation of employees' employment eligibility within three Federal Government work days of the initial inquiry.
9. DHS agrees to provide a means of secondary verification (including updating DHS records) for employees who contest DHS tentative nonconfirmations and photo mismatch tentative nonconfirmations. This provides final confirmation or nonconfirmation of the employees' employment eligibility within 10 Federal Government work days of the date of referral to DHS, unless DHS determines that more than 10 days may be necessary. In such cases, DHS will provide additional verification instructions.

ARTICLE III REFERRAL OF INDIVIDUALS TO SSA AND DHS

A. REFERRAL TO SSA

1. If the Employer receives a tentative nonconfirmation issued by SSA, the Employer must print the notice as directed by E-Verify. The Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case.

Company ID Number: 400740

The Employer also agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer agrees to provide written referral instructions to employees and instruct affected employees to bring the English copy of the letter to the SSA. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending.

2. The Employer agrees to obtain the employee's response about whether he or she will contest the tentative nonconfirmation as soon as possible after the Employer receives the tentative nonconfirmation. Only the employee may determine whether he or she will contest the tentative nonconfirmation.
3. After a tentative nonconfirmation, the Employer will refer employees to SSA field offices only as directed by E-Verify. The Employer must record the case verification number, review the employee information submitted to E-Verify to identify any errors, and find out whether the employee contests the tentative nonconfirmation. The Employer will transmit the Social Security number, or any other corrected employee information that SSA requests, to SSA for verification again if this review indicates a need to do so.
4. The Employer will instruct the employee to visit an SSA office within eight Federal Government work days. SSA will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.
5. While waiting for case results, the Employer agrees to check the E-Verify system regularly for case updates.
6. The Employer agrees not to ask the employee to obtain a printout from the Social Security Administration number database (the Numident) or other written verification of the SSN from the SSA.

B. REFERRAL TO DHS

1. If the Employer receives a tentative nonconfirmation issued by DHS, the Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer also agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending.
2. The Employer agrees to obtain the employee's response about whether he or she will contest the tentative nonconfirmation as soon as possible after the Employer receives the tentative nonconfirmation. Only the employee may determine whether he or she will contest the tentative nonconfirmation.
3. The Employer agrees to refer individuals to DHS only when the employee chooses to contest a tentative nonconfirmation.
4. If the employee contests a tentative nonconfirmation issued by DHS, the Employer will instruct the



Company ID Number: 400740

employee to contact DHS through its toll-free hotline (as found on the referral letter) within eight Federal Government work days.

5. If the Employer finds a photo mismatch, the Employer must provide the photo mismatch tentative nonconfirmation notice and follow the instructions outlined in paragraph 1 of this section for tentative nonconfirmations, generally.
6. The Employer agrees that if an employee contests a tentative nonconfirmation based upon a photo mismatch, the Employer will send a copy of the employee’s Form I-551, Form I-766, U.S. Passport, or passport card to DHS for review by:
 - a. Scanning and uploading the document, or
 - b. Sending a photocopy of the document by express mail (furnished and paid for by the employer).
7. The Employer understands that if it cannot determine whether there is a photo match/mismatch, the Employer must forward the employee’s documentation to DHS as described in the preceding paragraph. The Employer agrees to resolve the case as specified by the DHS representative who will determine the photo match or mismatch.
8. DHS will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.
9. While waiting for case results, the Employer agrees to check the E-Verify system regularly for case updates.

ARTICLE IV SERVICE PROVISIONS

A. NO SERVICE FEES

1. SSA and DHS will not charge the Employer for verification services performed under this MOU. The Employer is responsible for providing equipment needed to make inquiries. To access E-Verify, an Employer will need a personal computer with Internet access.

ARTICLE V MODIFICATION AND TERMINATION

A. MODIFICATION

1. This MOU is effective upon the signature of all parties and shall continue in effect for as long as the SSA and DHS operates the E-Verify program unless modified in writing by the mutual consent of all parties.
2. Any and all E-Verify system enhancements by DHS or SSA, including but not limited to E-Verify checking against additional data sources and instituting new verification policies or procedures, will be covered under this MOU and will not cause the need for a supplemental MOU that outlines these changes.



Company ID Number: 400740

B. TERMINATION

1. The Employer may terminate this MOU and its participation in E-Verify at any time upon 30 days prior written notice to the other parties.
2. Notwithstanding Article V, part A of this MOU, DHS may terminate this MOU, and thereby the Employer's participation in E-Verify, with or without notice at any time if deemed necessary because of the requirements of law or policy, or upon a determination by SSA or DHS that there has been a breach of system integrity or security by the Employer, or a failure on the part of the Employer to comply with established E-Verify procedures and/or legal requirements. The Employer understands that if it is a Federal contractor, termination of this MOU by any party for any reason may negatively affect the performance of its contractual responsibilities. Similarly, the Employer understands that if it is in a state where E-Verify is mandatory, termination of this by any party MOU may negatively affect the Employer's business.
3. An Employer that is a Federal contractor may terminate this MOU when the Federal contract that requires its participation in E-Verify is terminated or completed. In such cases, the Federal contractor must provide written notice to DHS. If an Employer that is a Federal contractor fails to provide such notice, then that Employer will remain an E-Verify participant, will remain bound by the terms of this MOU that apply to non-Federal contractor participants, and will be required to use the E-Verify procedures to verify the employment eligibility of all newly hired employees.
4. The Employer agrees that E-Verify is not liable for any losses, financial or otherwise, if the Employer is terminated from E-Verify.

ARTICLE VI PARTIES

- A. Some or all SSA and DHS responsibilities under this MOU may be performed by contractor(s), and SSA and DHS may adjust verification responsibilities between each other as necessary. By separate agreement with DHS, SSA has agreed to perform its responsibilities as described in this MOU.
- B. Nothing in this MOU is intended, or should be construed, to create any right or benefit, substantive or procedural, enforceable at law by any third party against the United States, its agencies, officers, or employees, or against the Employer, its agents, officers, or employees.
- C. The Employer may not assign, directly or indirectly, whether by operation of law, change of control or merger, all or any part of its rights or obligations under this MOU without the prior written consent of DHS, which consent shall not be unreasonably withheld or delayed. Any attempt to sublicense, assign, or transfer any of the rights, duties, or obligations herein is void.
- D. Each party shall be solely responsible for defending any claim or action against it arising out of or related to E-Verify or this MOU, whether civil or criminal, and for any liability wherefrom, including (but not limited to) any dispute between the Employer and any other person or entity regarding the applicability of Section 403(d) of IIRIRA to any action taken or allegedly taken by the Employer.



Company ID Number: 400740

E. The Employer understands that its participation in E-Verify is not confidential information and may be disclosed as authorized or required by law and DHS or SSA policy, including but not limited to, Congressional oversight, E-Verify publicity and media inquiries, determinations of compliance with Federal contractual requirements, and responses to inquiries under the Freedom of Information Act (FOIA).

F. The individuals whose signatures appear below represent that they are authorized to enter into this MOU on behalf of the Employer and DHS respectively. The Employer understands that any inaccurate statement, representation, data or other information provided to DHS may subject the Employer, its subcontractors, its employees, or its representatives to: (1) prosecution for false statements pursuant to 18 U.S.C. 1001 and/or; (2) immediate termination of its MOU and/or; (3) possible debarment or suspension.

G. The foregoing constitutes the full agreement on this subject between DHS and the Employer.

To be accepted as an E-Verify participant, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 1-888-464-4218.



Company ID Number: 400740

Approved by:

Employer Willdan Group, Inc.	
Name (Please Type or Print) Lori A Marrujo	Title
Signature Electronically Signed	Date 03/15/2011
Department of Homeland Security – Verification Division	
Name (Please Type or Print) USCIS Verification Division	Title
Signature Electronically Signed	Date 03/15/2011



Company ID Number: 400740

Information Required for the E-Verify Program

Information relating to your Company:

Company Name	Willdan Group, Inc.
Company Facility Address	2401 East Katella Avenue, Suite 300 Anaheim, CA 92806
Company Alternate Address	
County or Parish	ORANGE
Employer Identification Number	330302345
North American Industry Classification Systems Code	541
Parent Company	Willdan Group, Inc.
Number of Employees	1,000 to 2,499
Number of Sites Verified for	20 site(s)



Company ID Number: 400740

Are you verifying for more than 1 site? If yes, please provide the number of sites verified for in each State:

AZ	3
CA	14
FL	1
NY	1
WA	1



Company ID Number: 400740

Information relating to the Program Administrator(s) for your Company on policy questions or operational problems:

Name	Lori A Marruio
Phone Number	6572238535
Fax	7149406385
Email	lmarruio@willdan.com



Company ID Number: 400740



This list represents the first 20 Program Administrators listed for this company.



County of Pinellas

Proposal

Building & Development Review (BDRS) On-Call Services

RFP No. 23-0482-RFP

April 4, 2023





Letter of Transmittal

April 4, 2023

Pinellas County
400 South Fort Harrison Avenue
Clearwater, FL 33765
Attention: Lucy Nowacki, Lead Procurement Analyst

Subject: Solicitation: 23-0482-RFP Building & Development Review (BDRS) On-Call Services

Dear Ms. Nowacki:

Willdan Engineering is pleased to present this proposal to provide building and development plan review and inspection services to the County. Willdan has been a consistent industry leader for 59 years providing all aspects of municipal and infrastructure engineering, including building and safety, public works, public financing, planning, and construction management services. Our staff has exceptional customer service skills and extensive construction knowledge.

With a successful history in delivering municipal engineering services, and a staff of 144 building inspectors and 60 plans examiners, Willdan has the depth of resources and level of expertise that make us the optimum partner for Pinellas County to address building demand.

The Willdan Advantage

Willdan is a Development Services leader throughout the United States. Willdan has successfully provided building inspection, planning, plan check, and other related services to over 450 cities and counties nationwide. As such, Willdan has provided plan check and inspection services for a myriad of residential, commercial and industrial buildings throughout the United States.

Willdan has 16 years of successful performance and long-term working relationships in Florida. Willdan is local – since 2007, our Willdan personnel has successfully completed 161 contracts in 103 Florida cities. This strong base of operations, combined with local Florida-registered engineers, planners, inspectors, plans examiners and permit technicians provides us with the ability to deliver high-quality development review services to Pinellas County.

Willdan's local/national approach will deliver best-in-class industry knowledge and local expertise to Pinellas County. Since 2000, Willdan has expanded its successful business model to Florida, Arizona, Illinois, Tennessee, Nevada, Idaho, Texas and Indiana. The depth of resources and capabilities of our national team, combined with strong project management and Willdan's ability to attract and develop high-quality staff, has proven to be highly effective for our clients.

Willdan's key areas of expertise align directly with Pinellas County challenges. A major challenge for the County is to locate competent staffing to perform plan review and inspections in a timely manner to meet required deadlines. Willdan provides an experienced partner, with capabilities and competent staffing to assist you in meeting development demands.

Our team has outstanding leadership. Al Brady, proposed Project Manager and Deputy Director of Building and Safety, is a Certified Building Official who has managed 80 projects which are similar to the Pinellas County project. Based in our Orlando office, Mr. Brady is a local resident and will ensure seamless delivery. Patrick Johnson, PE, CBO, is Willdan's Director of Building and proposed Principal-in-Charge that has managed 135 projects valued at more than \$43 million. His experience as an engineer, principal and project manager gives him the capability to ensure Pinellas County needs are exceeded.

April 4, 2023

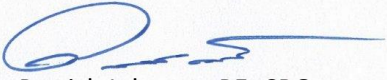
Page 2

As Willdan's Director of Building & Safety and proposed Principal-in-Charge, I am authorized to bind Willdan to any contract with the County. I can be reached via telephone at 909.963.0565 or email at pjohnson@willdan.com.

Al Brady, will serve as the proposed Project Manager, and will be the main point of contact for all issues related to the services performed under the scope of this RFP. Al can be reached at 951.454.3539 or via email at abrady@willdan.com.

You have my personal commitment and that of my team to the successful completion of your contract. Should you have any questions, please feel free to contact either Al or me at the numbers/emails above.

WILLDAN ENGINEERING



Patrick Johnson, PE, CBO
Director of Building and Safety
(909) 963-0565
pjohnson@willdan.com

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Table of Contents

Letter of Transmittal 1

Company History..... 1

 Firm Overview 1

 Corporate Mission and Philosophy 1

Professional Qualifications of Individuals to be Assigned to This Project 2

 Program Management 2

 Management Contact and Program Manager 2

 Project Organization Chart..... 4

 List of Personnel Performing the Work..... 5

Relevant Experience and References..... 14

Approach..... 15

 Technical Approach and Statement of Work..... 15

 Time Management 15

 Scheduling 15

 Staff/Client Relationships..... 15

 Ability to Meet Deadlines..... 16

 Plan Review Turnaround 16

 Inspection Turnaround..... 16

 Estimate of the Volume of Permits that Could Be Reviewed 16

 Electronic Plan Review 17

Project Opportunities/Challenges and Solutions..... 17

Adequacy of Resources 18

Specific Services and Tasks to be Performed..... 18

Proposed Innovative Concepts to Enhance the Value and Quality of Services 18

APPENDIX - RESUMES 1

 Team Resumes 1



Company History

Firm Overview

Willdan Engineering, established in 1964, is a subsidiary of Willdan Group, Inc., a publicly traded corporation. Our Florida Headquarters are in Orlando, Florida (with 52 offices throughout the US), services are provided to nationwide clientele through three subsidiary firms – Willdan Engineering, Willdan Energy Solutions, and Willdan Financial Services – that offer a portfolio of diversified strengths. Throughout our 59-year history, Willdan Engineering (Willdan) has served as a full-service, multi-disciplinary firm specializing in building safety, municipal engineering, planning, and construction management and inspection services along with a full complement of support disciplines.

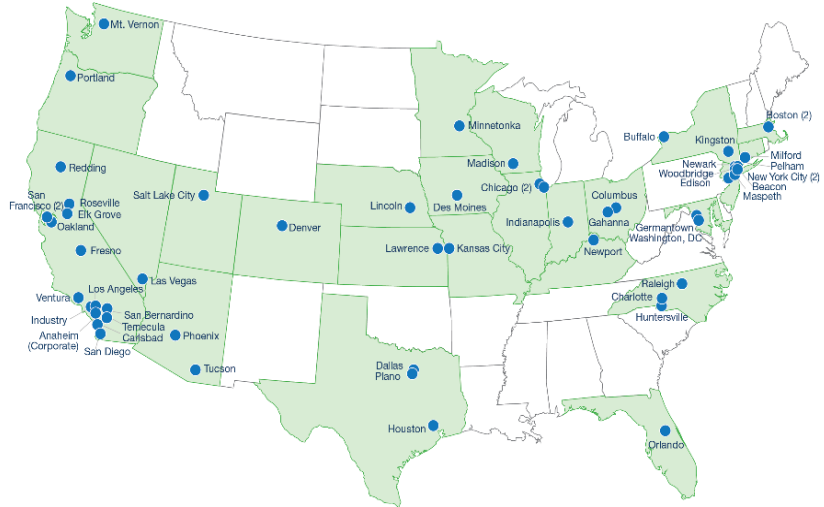


Exhibit 1. Willdan’s Offices Nationwide

Corporate Mission and Philosophy

Willdan maintains a business strategy focused on providing services to only public agencies. Today, 98 percent of our business is with public entities. This strategy prevents potential conflicts with private enterprises conducting business with our public agency clients or within their jurisdictions.

Willdan infuses our corporate culture of *Customer-First* throughout our entire staffing resources and all services provided. Our corporate organization is shown below, with profiles of our key leaders guiding the services the County is requesting.



Current State of Florida Business License



Individuals and Qualifications

Professional Qualifications of Individuals to be Assigned to This Project

Program Management

Willdan has carefully selected our team to offer Pinellas County a complete package of services to provide development services, plan review, building inspection and other services as outlined in Pinellas County's Request for Proposals. Our team has a broad variety of talent and experience in municipal permitting and inspection, and can assist Pinellas County with the successful completion of all development projects.

Project Team Goal

The fundamental goal of Willdan's team is to provide the County with the highest level of support in completing the on-call and extension of staff task orders.

Our corporate philosophy puts the client first and we work tirelessly to achieve our clients' community visions.

Management Contact and Program Manager



Mr. Patrick Johnson, PE, CBO, will serve as **Principal-in-Charge** and is authorized to contractually bind Willdan.

Mr. Albert Brady, CBO, will serve as the **Project Manager** and will oversee all day-to-day services provided to Pinellas County. Mr. Brady's approach to quality includes hiring quality staff, providing continuous training and educational opportunities, clearly defining job-specific procedures and providing project oversight and management. Willdan operates daily under a company-wide Quality Assurance/Control Program, which consists of several components that serve as a basis for our services – ensuring completion of quality projects within agreed-upon established schedules and budgets.

The qualifications of Patrick Johnson and Mr. Brady, are presented below. The resumes of the remainder our proposed staff are included in the Appendix.

Staffing Flexibility

We recognize County department workloads fluctuate. Willdan hires professionals in three categories –full-time, modified full-time, and part-time. Part-time staff may work up to 40 hours per week. This staffing model provides our clients flexibility in obtaining services for a single project or a defined timeframe, along with providing our employees flexibility in managing their work schedules and workloads.

Most significantly, it allows our clients to select a staffing plan to fit their specific needs and budget constraints.

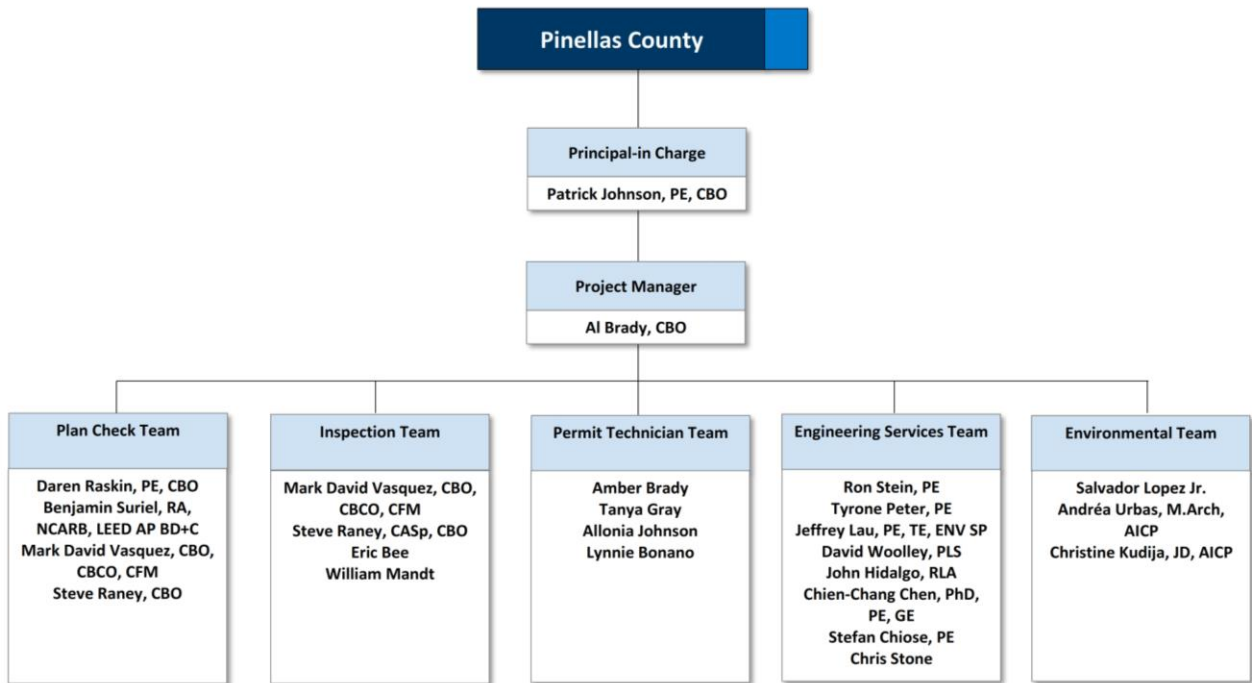


Patrick Johnson, PE, CBO		Role: Principal-in-Charge
<i>Credentials:</i>		
<ul style="list-style-type: none"> ▪ California Professional Engineer, CE#67960 ▪ Arizona Professional Engineer, CE#50435 ▪ Colorado Professional Engineer, CE#43704 ▪ Nevada Professional Engineer, CE#20699 ▪ ICC Building Official ▪ ICC Plans Examiner 	<ul style="list-style-type: none"> ▪ ICC Building Inspector ▪ Certified Disaster Response Team Member ▪ ICC Certified Building Code Official and Code Specialist 	
<i>Qualifications/Experience:</i>		
<ul style="list-style-type: none"> ▪ Building Official: Oversees city building department, plan review, building inspection, and customer services. ▪ Building Plan Review: Structural, architectural, plumbing, mechanical, electrical, energy, green building, accessibility, residential, and commercial ▪ 25 Years of Experience 		
<i>Contact Information:</i>		
Mr. Patrick Johnson, PE, CBO 200 South Orange Avenue, Suite 1550 Orlando, FL 32801	(909) 386-0200 (909) 915-4361 (mobile) pjohnson@willdan.com	
Albert Brady, CBO		Role: Project Manager
<i>Credentials:</i>		
<ul style="list-style-type: none"> ▪ ICC Certified Building Official ▪ PC 832 Certificate, Orange County Sheriff's Academy, ▪ Basic, Intermediate, Advanced and Supervisory Certification, SCACEO - Southern California Association of Code Officials 	<ul style="list-style-type: none"> ▪ Watershed Management Certificate, EPA - Environmental Protection Agency 	
<i>Qualifications/Experience:</i>		
<ul style="list-style-type: none"> ▪ Building Official: Oversees city building departments, plan review, building inspection, and customer services. ▪ Code Enforcement Manager: Oversees city's code enforcement divisions, develops ordinances and special programs, establishes department policies and provides general direction to city staff ▪ 31 Years of Experience 		
<i>Contact Information:</i>		
Mr. Albert Brady, CBO 200 South Orange Avenue, Suite 1550 Orlando, FL 32801	(951) 454-3539 (mobile) abrady@willdan.com	



Project Organization Chart

The organization chart contained herein identifies the key personnel and further illustrates the communication and reporting relationships and project roles for Willdan's team. It is important to note the personnel shown are all Willdan employees and the technical staff depicted represent the caliber of person who may be called upon to support Pinellas County. This is far from an exhaustive list of our staffing resources and is shown to assist Pinellas County in evaluating the caliber and depth of our staff.



List of Personnel Performing the Work

The following matrix identifies our proposed staff, their role, licenses/certifications, and qualifications/experience.

Name	Role	License/Certification	Qualifications/Experience
Patrick Johnson, PE, CBO	Principal in Charge	<ul style="list-style-type: none"> ▪ Professional Engineer, CA, CE#67960 ▪ Professional Engineer, AZ, CE#50435 ▪ Professional Engineer, CO, CE#43704 ▪ Professional Engineer, NV, CE#20699 ▪ ICC Building Official ▪ ICC Plans Examiner 	<ul style="list-style-type: none"> ▪ Building Official: Oversees city's building department, plan review, building inspection, and customer services. ▪ Plan Review Services: Structural, architectural, plumbing, mechanical, electrical, energy, green building, accessibility, residential, and commercial ▪ 25 Years of Experience
Albert Brady, CBO	Project Manager	<ul style="list-style-type: none"> ▪ ICC Certified Building Official, CBO 8724410 ▪ PC 832 Certificate, Orange County Sheriff's Academy ▪ Basic, Intermediate, Advanced and Supervisor Certification, SCACEO - Southern California Association of Code Officials 	<ul style="list-style-type: none"> ▪ Building Official: Oversees city's building department, plan review, building inspection, and customer services. ▪ Code Enforcement Manager: Oversees city's code enforcement divisions, develops ordinances and special programs, establishes department policies and provides general direction to city staff. ▪ 31 Years of Experience
Daren Raskin, PE	Plan Check Engineer	<ul style="list-style-type: none"> ▪ Professional Engineer, FL, PE57730 ▪ Professional Engineer, CA, CE#57577 ▪ ICC Plans Examiner 	<ul style="list-style-type: none"> ▪ Plan Review Services: Provide structural plan review for multi-story office buildings, commercial buildings, retail outlets, single-family, medical facilities. ▪ 25 Years of Experience
Benjamin Suriel, RA, NCARB, LEED AP BD+C	Plan Reviewer	<ul style="list-style-type: none"> ▪ Licensed Architect, State of Florida, AR92725, Massachusetts, AR20214, and New York, 032631 ▪ ICC Plans Examiner ▪ Florida Building Plans Examiner License No. PX 3694 ▪ Bachelors in Architecture 	<ul style="list-style-type: none"> ▪ Plan Review Services: Provide structural and nonstructural plan review for multi-story office buildings, commercial buildings, retail outlets, single-family, medical facilities, educational facilities and multi-family residential developments. ▪ 17 Years of Experience



Name	Role	License/Certification	Qualifications/Experience
<p>Mark David Vasquez, CBO, CBCO, CFM</p>	<p>Building Inspection/Plan Reviewer</p>	<ul style="list-style-type: none"> ▪ ICC Certified Building Official, Certified Building Code Official, Certified CFM, No. 873981 ▪ Florida Certified Building Code Administrator, Building Inspector, Plans Examiner, No. BU2069 ▪ BA, Operations Management and Analysis ▪ AA, Building Inspection Technology 	<ul style="list-style-type: none"> ▪ Plan Review Services: Provide structural and nonstructural plan review for multi-story office buildings, commercial buildings, retail outlets, single-family, medical facilities, educational facilities and multi-family residential developments. ▪ 33 Years of Experience
<p>Steven D. Raney, CASp, CBO</p>	<p>Building Inspection/Plan Reviewer</p>	<ul style="list-style-type: none"> ▪ BS, Management, Northern Arizona University ▪ BS, Building Code/Public Administration, Central Michigan University ▪ Florida Certified Building Code Administrator, BU2210 ▪ Certified Building Official ▪ Combination Building Inspector ▪ Building Plans Examiner ▪ Building Code Specialist ▪ Commercial/Residential Electrical Inspector ▪ Commercial/Residential/Plumbing Inspector ▪ Commercial/Residential/Mechanical Inspector ▪ Structural Masonry Special Inspector ▪ Accessibility Inspector/Plan Reviewer ▪ FEMA ICS 100/700 ▪ PC 832 	<ul style="list-style-type: none"> ▪ Building Inspection Services: Provide inspection of multi-family, commercial, single family, and city capital improvement projects. ▪ 15 Years of Experience



Name	Role	License/Certification	Qualifications/Experience
Eric Bee	Building Inspector	<ul style="list-style-type: none"> ▪ ICC Building Code Official Certification ▪ ICC Mechanical Code Specialist Certification ▪ ICC Plumbing Code Specialist Certification ▪ ICC Building Inspector Certification ▪ ICC Mechanical Inspector Certification ▪ ICC Plumbing Inspector Certification ▪ ICC Mechanical Plans Examiner Certification ▪ ICC Plumbing Plans Examiner Certification ▪ ICC Commercial Building Inspector Certification ▪ ICC Commercial Mechanical Inspector Certification ▪ ICC Commercial Plumbing Inspector Certification ▪ ICC Residential Building Inspector Certification ▪ ICC Residential Electrical Inspector Certification ▪ ICC Residential Mechanical Inspector Certification ▪ ICC Residential Plumbing Inspector Certification ▪ ICC Residential Combination Inspector Certification ▪ ICC Plans Examiner Institute 	<ul style="list-style-type: none"> ▪ Building Inspection Services: Provide inspection of multi-family, commercial, single family, and city capital improvement projects. ▪ 12 Years of Experience



Name	Role	License/Certification	Qualifications/Experience
William Mandt	Building Inspector	<ul style="list-style-type: none"> ▪ Commercial Building Inspector, WI, 1452122 ▪ UDC Construction Inspector, UDC-071800008 ▪ UDC Electrical Inspector, UDC-111802032 ▪ UDC Plumbing Inspector, UDC-081800006 ▪ UDC HVAC Inspector, UDC-071800007 	<ul style="list-style-type: none"> ▪ Building Inspection Services: Provide inspection of residential construction, residential plumbing, residential electrical, residential HVAC, and commercial construction. ▪ 5 Years of Experience
Amber Brady	Permit Technician	<ul style="list-style-type: none"> ▪ Liberal Arts, Riverside Community College ▪ SCACEO Basic, Intermediate, & Advanced Certification ▪ PC 832 Certificate 	<ul style="list-style-type: none"> ▪ Permit Technician Services: Review and process building permits and plans for new construction and developments and advise applicants on submittal requirements. ▪ Assist the public with planning, zoning, land use, and development questions and interact with staff and public officials in person, by telephone, and email communication. ▪ 11 Years of Experience
Tanya Gray	Permit Technician	<ul style="list-style-type: none"> ▪ BA, Communications – Public Relations, California State University, Fullerton, CA ▪ ICC Certified Building Permit Technician 	<ul style="list-style-type: none"> ▪ Permit Technician Services: Review and process building permits and plans for new construction and developments and advise applicants on submittal requirements. ▪ Assist the public with planning, zoning, land use, and development questions and interact with staff and public officials in person, by telephone, and email communication. ▪ 11 Years of Experience
Allonia Johnson	Permit Technician	<ul style="list-style-type: none"> ▪ BS, Hospitality Management, UCF Rosen College ▪ AS, Hospitality and Tourism, Valencia College 	<ul style="list-style-type: none"> ▪ Permit Technician Services: Review and process building permits and plans for new construction and developments and advise applicants on submittal requirements.



Name	Role	License/Certification	Qualifications/Experience
		<ul style="list-style-type: none"> ▪ AA, General Studies, Valencia College ▪ National Incident Management System (NIMS) Certification, FEMA Emergency Management Institute ▪ Public Notary, State of Florida ▪ Certification in Diversity and Inclusion, UCF Rosen College ▪ Certification in Hospitality and Tourism, Florida Atlantic University 	<ul style="list-style-type: none"> ▪ Assist the public with planning, zoning, land use, and development questions and interact with staff and public officials in person, by telephone, and email communication. ▪ 2 Years of Experience
Lynn Bonano	Permit Technician	<ul style="list-style-type: none"> ▪ Licensed Notary 	<ul style="list-style-type: none"> ▪ Permit Technician Services: Review and process building permits and plans for new construction and developments and advise applicants on submittal requirements. ▪ Assist the public with planning, zoning, land use, and development questions and interact with staff and public officials in person, by telephone, and email communication. ▪ 2 Years of Experience
Ron Stein, PE	Engineering Services	<ul style="list-style-type: none"> ▪ BS, Civil Engineering, Florida State University Tallahassee, FL ▪ Civil Engineer, California No. 86877 	<ul style="list-style-type: none"> ▪ Engineering Services: Reviews grading plans, erosion and sediment control, street improvement plans, water plans, landscape plans, hydrology reports, soil reports WQMPs, map checking and structural plans. ▪ 11 Years of Experience
Tyrone Peter, PE	Engineering Services	<ul style="list-style-type: none"> ▪ BS, Engineering and Civil Engineering, Tamil Nadu College of Engineering ▪ Civil Engineering, Murugappa Polytechnic ▪ Civil Engineer, California No. 81888 	<ul style="list-style-type: none"> ▪ Engineering Services: Reviews grading plans, erosion and sediment control, street improvement plans, water plans, landscape plans, hydrology reports, soil reports WQMPs, map checking and structural plans. ▪ 17 Years of Experience
Jeffrey Lau, PE, TE, ENV SP	Engineering Services	<ul style="list-style-type: none"> ▪ BS, California Polytechnic State University, Pomona ▪ Civil Engineer, California No. 83887 ▪ Traffic Engineer, California No. 2835 	<ul style="list-style-type: none"> ▪ Engineering Services: Providing professional engineering plan check services for civil-related disciplines. ▪ 19 Years of Experience



Name	Role	License/Certification	Qualifications/Experience
		<ul style="list-style-type: none"> Envision Sustainability Professional No. 45376 	
David Woolley, PLS	<ul style="list-style-type: none"> Engineering Services 	<ul style="list-style-type: none"> Completed Survey & Mapping Coursework at Santiago Canyon College Courses: Ethics, Business & Professions Code, ALTA/NSPS Courses, Copyright Law and Land Surveying Professional Land Surveyor, California No. 7304 Professional Land Surveyor, Nevada No. 13299 Certified Fraud Examiner 	<ul style="list-style-type: none"> Engineering Services: Experience in land surveying; standard of care; construction surveying; boundary line determination and analysis; boundary disputes; deed interpretation; boundary reconstruction; easement analysis and construction; map preparation; construction and constructability, The Professional Land Surveyor’s Act and the Subdivision Map Act; ALTA surveys; documentation of construction defects; settlement/displacement surveys. 31 Years of Experience
John Hidalgo, RLA	<ul style="list-style-type: none"> Engineering Services 	<ul style="list-style-type: none"> BS, Landscape Architecture, California State Polytechnic University, Pomona European Study Tour, California Polytechnic State University, School of Architecture, Pomona 	<ul style="list-style-type: none"> Engineering Services: Reviews grading plans, erosion and sediment control, street improvement plans, water plans, landscape plans, hydrology reports, soil reports WQMPs, map checking and structural plans. 32 Years of Experience
Chien-Chang Chen, Ph.D., PE, GE	<ul style="list-style-type: none"> Engineering Services 	<ul style="list-style-type: none"> PhD, Geotechnical Engineering, Georgia Institute of Technology MS, Geotechnical Engineering, Georgia Institute of Technology BS, Civil Engineering, National Chiao Tung University, Taiwan 	<ul style="list-style-type: none"> Engineering Services: Specializes in developing foundation recommendations for the design and construction of pipelines, transportation, power supplies, residential development, schools, and commercial structures including the mitigation of soft ground and liquefaction by ground improvement. 24 Years of Experience
Stefan Chiose, PE	<ul style="list-style-type: none"> Engineering Services 	<ul style="list-style-type: none"> BS, Architectural Engineering, California Polytechnic State University, San Luis Obispo Civil Engineer, California No. 82816 ICC Certified Plans Examiner 	<ul style="list-style-type: none"> Engineering Services: Reviewed construction drawings plans, commercial and residential architectural and structural plans, and disabled accessibility plans for compliance with the California Standard Building Codes. 12 Years of Experience



Name	Role	License/Certification	Qualifications/Experience
		<ul style="list-style-type: none"> ICC Certified Fire Sprinkler Plans Examiner 	
Chris Stone	<ul style="list-style-type: none"> Engineering Services 	<ul style="list-style-type: none"> Graduate Course, Mathematics, Oregon State University Graduate Course, Engineering Mechanics, Montana State University BS, Civil Engineering, Montana State University Civil Engineer, Arizona No. 55200 Civil Engineer, Nevada No. 12379 	<ul style="list-style-type: none"> Engineering Services: Reviews grading plans, erosion and sediment control, street improvement plans, water plans, landscape plans, hydrology reports, soil reports WQMPs, map checking and structural plans. 30 Years of Experience
Salvador Lopez Jr.	<ul style="list-style-type: none"> Environmental Services 	<ul style="list-style-type: none"> BS, Urban and Regional Planning, California State Polytechnic University, Pomona 	<ul style="list-style-type: none"> Environmental Services: Site development review, design review, entitlement processing, environmental documentation, general plan and zone text amendments, development plan check services, housing services and economic development services. 24 Years of Experience
Andréa Urbas, M.Arch, AICP	<ul style="list-style-type: none"> Environmental Services 	<ul style="list-style-type: none"> MBA, University of Phoenix, Phoenix M. Architecture, Kansas State University, Manhattan, Helm Memorial Fellow (Outstanding Graduate Student) BS, Architecture, University of Illinois, Urbana-Champaign; Illinois Power Company Fellowship (Research Energy Efficient Designing Architecture, Energy Audits) Faculty of Architecture, University of Zagreb Teacher-Scholar, Cranbrook Academy AICP #092885 AICP Advanced Specialization: Certified Urban Designer (AICP CUD) 	<ul style="list-style-type: none"> Environmental Services: Design, planning, sustainability, environmental and historic resources experience. 37 Years of Experience



Name	Role	License/Certification	Qualifications/Experience
Christine Kudija, JD, AICP	<ul style="list-style-type: none"> ▪ Environmental Services 	<ul style="list-style-type: none"> ▪ AICP Advanced Specialization Certified Environmental Planner (AICP CEP) ▪ Juris Doctor, Northwestern School of Law, Lewis and Clark College, Portland, OR ▪ MLA, Landscape Architecture, California Polytechnic University, Pomona ▪ BA, Botany, University of California, Santa Barbara ▪ Certified Planner, American Institute of Certified Planners No. 085436 ▪ Attorney, California State Bar No. 22233 	<ul style="list-style-type: none"> ▪ Environmental Services: Experience in land use planning; complex land use development projects; general administration of City-initiated planning work and studies; conceptual plans; land use entitlement applications; general plan, specific plan, and zoning code updates and map amendments; initial studies, related environmental documents. ▪ 35 Years of Experience



Sub-contractors

Willdan Engineering will provide all requested services. No sub-contractors will be needed to accomplish the County's scope of services.



Relevant Experience and References

City of Clermont - Building Inspection and Plan Review Services	
Contact:	Mark Grenier, Building Official 685 West Montrose Street, Clermont, FL 34711 352.241.7311, mgrenier@clermontfl.org
Description:	Willdan was selected to provide building inspection and plan review services for the City of Clermont to assist them in meeting accelerated growth demand due to the addition of a significant residential, retail and commercial development planned in the City.
Date of Services:	2021 – ongoing
County of Marion - Building Inspection and Plan Review Services	
Contact:	Michael Savage, Building & Safety Director 601 SE 25 th Avenue, Ocala, FL 34471 352.438.2459, Michael.savage@marionfl.org
Description:	Willdan’s Florida plan check team was selected and performs residential, commercial and solar plan check services for the County of Marion. All plan checks performed are via Willdan’s electronic plan review system which is accessible to all applicants. Customers can access plan check comments in real time and can track the review through approval on our electronic portal.
Date of Services:	2022 – ongoing
Town of Oakland - Building and Safety Services	
Contact:	Jack Butler, Assistant Town Manager 220 North Tubb Street Oakland, FL 34760 407.656.1117, jbutler@oaklandfl.gov
Description:	Willdan provides full building and safety services to the town of Oakland including permit technician services, building inspection and building official services to the town.
Date of Services:	2022 – ongoing



Approach

Technical Approach and Statement of Work

Our approach is based on years of experience and incorporates features enhancing the efficiency and quality of the plan review and inspection process. Below is our general approach to ensure quality services to the County.

Time Management



Willdan has a reputation of providing quality and accurate plan review in a timely manner. We understand that time is of critical importance to the County and to the development community. We are dedicated to meeting standard and “fast track” turnaround deadlines.

Willdan is completely committed to providing the staffing and resources required to complete projects under this contract on schedule and with high quality. To ensure we meet this commitment, we prepare labor projections for all projects. Projections are made for each individual project and then aggregated by the project manager to produce division/office-wide labor needs and to identify shortages or surplus.

Willdan plan review project completion times are often the quickest in the industry. We are able to achieve this through retaining one of the largest teams in the region and by employing a team of part-time personnel in the event of increased plan review activity. Willdan hires competent staff, provides them with the necessary tools for success and regular training on industry requirements/standards. Plan reviews are always handled by licensed architects, plan examiners and engineers or under the supervision of licensed design professionals. It is the aforementioned policies and procedures in regard to structural plan check that provide Willdan with an advantage over our competition.

Scheduling



A critical path method master schedule will be prepared following the notice to proceed. The schedule will identify major items of work and will be the vehicle for monitoring, controlling, and tracking progress of both plan check and inspection activities. The schedule will be updated monthly to reflect actual and forecasted completions. This allows our project managers to anticipate and forecast potential issues and develop an advanced strategy to proactively mitigate problems before they impact the project schedule. If it is determined that a project is falling behind schedule, project managers meet with the respective team members, identify the problem, and ensure that extra support and effort are expended to bring the project back on schedule. Willdan will keep City staff informed of the overall schedule, including advanced notification of any necessary adjustments or actions to remain on track. Project managers monitor all progress on a weekly basis for plan check and inspection.

Staff/Client Relationships



Willdan’s commitment to customer service is why we can respond promptly to our clients’ requests. Frequent communication is a key element. We understand today’s sensitivity to meeting our schedule despite changing conditions; therefore, we strive to keep the client informed and work to resolve issues early. Since most of our management staff are former public employees, they have the ability to understand the needs of the County and can bring to bear the resources required to successfully deliver projects on time and within budget.



Ability to Meet Deadlines



Willdan utilizes a unified management approach whereby each project is undertaken by a project team. Each project is assigned to a senior member of our staff and supported by a team of individuals with the background, experience and availability best suited for each assignment. If needed, Willdan can add additional support staff to the identified team to ensure completion of this assignment by the requested dates.

Lastly, Willdan maintains a strict quality control program that includes peer review and constructability review of all projects. This process has served us well and is demonstrated by the amount of successfully completed projects over the many years that Willdan has been in the business. Willdan’s team management approach has been proven on past assignments to be effective in delivering services on time, within budget and to the client’s satisfaction.

Plan Review Turnaround

Willdan’s schedule is applicable for all types of construction and can be adjusted to satisfy the County’s plan review requirements. The review times stated represent the maximum turnaround times.

Type of Project	Turnaround (from receipt of plans)	
	Initial Check (working days)	Subsequent Check (working days)
Residential, including additions and/or accessory buildings	3	2
Single-Family Dwelling	3	2
Duplex Dwelling	3	2
Multi-Family (three units or more)	3	2
Commercial/Industrial Buildings	5	3

Inspection Turnaround

Inspections will be completed on the day assigned.

Estimate of the Volume of Permits that Could Be Reviewed

Willdan is capable of meeting the demands and needs of Pinellas County, whether that means an occasional plan review or whether a team of plan check examiners are needed to address regular overflow plan review. Our project manager will adjust staffing as directed by County staff.

In closing, Willdan takes an innovative approach to address surges and reductions in staffing. We often cross-train staff assigned to our municipal clients so, as the workload fluctuates, the team members can assume multiple roles while maintaining high-quality performance. For example, we assigned a plan checker to the County who has capabilities and qualifications as an inspector. Regardless of the demand or schedule, Willdan understands that efficient communication of project goals and challenges is essential to capitalizing on our full resources and delivering the highest quality and most cost-effective building and safety services to Pinellas County.



Electronic Plan Review

Willdan has long had the ability to provide plan review services electronically, at no additional cost to the County or applicants. The many advantages of our eco-friendly electronic plan review process include the elimination of the need for additional computer software or hardware—only an Internet connection is necessary. Electronic plan review services are provided at the request of the applicant or the agency we serve. Submittals are accepted in PDF format and reviewed in Bluebeam. Willdan will review plans and has the ability to transmit the redlined plans back to the applicant or designer via the website, along with the plan review comment sheet.



This service allows for on-line collaboration between the County, designer and plans examiner to facilitate a complete understanding of plan review comments and can reduce shipping, printing and timelines for plan review processing for the applicant.

Our EPR portal also serves as an accurate log of all plans coming in and going out. County staff will have full access to the site and will have the ability to check status, review redlines, comments, etc.

Our plan checkers are available to work in office and conduct plan reviews on-site as requested by the County. We are also available to meet during work hours to discuss and clarify plan check issues with designers, owners and contractors. Resolutions of code issues may also be accomplished by telephone and/or email as well as scheduled meetings prior to resubmitting corrected plans and documents. We will respond to inquiries from applicants usually the same day but at a maximum within one day.

Project Opportunities/Challenges and Solutions



Willdan strives to resolve problems long before the problem becomes an issue or dispute through the process of partnering with jurisdictions or clients. This same partnering approach will be applied to plan review and inspection services. The goal of the plan check environment is for the County, the applicant, and the plan checker to work as a team to assist the applicant through the development application process. To support this level of professionalism in the plan check process, Willdan's experience has shown that it is paramount that plan check comments are clear and are supported by reference to the applicable standard or reference document. This provides all parties with the knowledge of the reason for the comment and allows a basis for how to address the comment.

Our plan checkers will schedule meetings during work hours to discuss and clarify plan check issues with designers, owners and contractors. Resolutions of code issues may also be accomplished by telephone and/or email as well as scheduled meetings (virtual via Zoom/WebEx) prior to resubmitting corrected plans and documents. We will respond to inquiries from applicants within one day. This will assist in ensuring that plans are approved in no more than three reviews whenever possible.

Occasionally, there may be issues that require additional discussion between the plan checker and the applicant. We realize that resolution is the goal and will discuss by telephone or in-person with the applicant the course of action required to resolve such items. Typically, the resolution will require the applicant to submit documentation to support their position. This information will be shared with the County for its review and approval or denial. The County's decision will be determined to be the resolution of the issue.



Adequacy of Resources

As Willdan explored the scope of this project and identified and investigated the key challenges, we assembled our project team – matching expertise to project need. The selected individuals will lend their expertise and knowledge to respond to the needs of the County’s assignment and deliver exceptional service. This group of specialized experts is dedicated to serving the County through innovative solutions and quality results.

Willdan's corporate-wide staffing resources have grown from 637 in 2014 to over 1,500 employees in 58 offices nationwide. Our organization enables staff to efficiently communicate project challenges and goals companywide – capitalizing on Willdan's full resources to deliver the highest quality and most cost-effective services.

Specific Services and Tasks to be Performed

Willdan shall perform residential and/or commercial building code inspections and plan reviews services and provide permit technicians services for the County on an as-needed basis. Services shall be provided in accordance with, and pursuant to, the Florida Building Codes and other applicable federal, state and local law, rules, regulations and requirements.

Proposed Innovative Concepts to Enhance the Value and Quality of Services

When it comes to serving the County, Willdan sees our role as that of facilitator and guide—helping the City’s customers in getting through the review, permitting, and inspection process—rather than leaving the applicant in a bind in obtaining or signing off permits. We understand that the process of complying with the various codes, standards, regulations and laws can be a formidable and daunting undertaking—for even the most seasoned design or construction professional. Furthermore, an understanding of the complexity associated with processing private development applications and the sometimes-competing interests is essential to exceptional customer service. Competing interests include, but are not limited to, creating a sense of place, achieving economic development objectives, ease of maintenance, and assuring the County will be as satisfied with the infrastructure on day one as 20 years from “day one.” Common sense decision making and technical analysis in interpreting the intent of regulatory guidelines are significant strengths Willdan staff brings to the County.

Land Development Review



Willdan provides plan, mapping, and study reviews for a full complement of development improvements for private development and public infrastructure. Our team offers highly-qualified discipline specialists capable of reviewing civil and traffic engineering, environmental, geotechnical, landscape, and structural designs and reports for residential, industrial, and commercial developments; public buildings; recreational facilities; site grading; landscaping; transportation improvements; and utility, storm drain, and flood control facilities.

Willdan's capabilities in improvement plan reviews encompass street, drainage, sewer, and water plans; hydrology/hydraulic and preliminary drainage studies; FEMA requirements; and landscape and irrigation, bridges and structures, and park facility design – to name a few. Willdan provides traffic design plans reviews for land development projects such as traffic signals, signing and striping, street lighting, temporary traffic control and construction detours, electric vehicle charging stations, pedestrian and bicycle facilities, and circulation plans.




Hydrology and hydraulic calculations are checked for accuracy to verify drainage plans are adequate for design runoff. Structural calculations, when submitted, are checked by our in-house engineers specializing in bridges, retaining walls, and other structural improvements. Grading plans are checked against geotechnical recommendations. Utility offsite improvement plans prepared for other agencies are reviewed for conflict/consistency with established design guidelines. Street improvement plans are reviewed for ADA compliance.

Willdan provides local area reviews for parcel and tract maps, lot line adjustments, certificates of compliance, vacations and dedications, and other survey documents. Our team routinely assists clients with parcel and tract maps; boundary, topographic, ALTA, and right-of-way surveys; boundary line adjustments; legal descriptions; and other survey services. Our team utilizes GIS, AutoCAD 3D, MicroStation, and other software to identify, analyze, and determine ownership line discrepancies, overlaps, or gaps.




The following is a **sample of the scope** of work that may be required with each specific project assignment. This is intended only as a guide.

Land Development Plan Review Services




- Grading (mass/rough/precise)
- SWPPP, WQMD, and LID
- On-and off-site water
- Street improvements
- Lot mergers
- Site plans/tentative maps
- Landscape and irrigation
- On-and off-site sewer
- Erosion and sediment control
- Parcel/tract maps
- Hydrology/hydraulic reports
- Lot line adjustments
- Feasibility studies
- Reference maps
- Soils and geotechnical reports
- Traffic signal
- Signing and striping
- Street lighting
- On-and off-site storm drain
- Easements
- Pavement management
- Fugitive dust control (PM10)

Type	Scope of Work
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Grading</p>	 <p>Willdan will perform grading and site accessibility plan review for projects constructed in the City for conformance with City codes and ordinances, including the City grading code and manual, California Building Codes related to site accessibility, or consistent with the City’s Drainage design policies.</p> <p>Willdan's staff assigned to City projects has a thorough knowledge of civil engineering principles and practices and site improvement design requirements. All plan reviews are completed using City-established policies and procedures. Our grading plan review will be consistent with Willdan plan review quality guidelines. We will utilize the City’s grading plan checklist and mark-up plans. Willdan will ensure plans meet applicable codes and ordinances upon completion of plan reviews, evaluation of the engineers cost estimate, and final recommendation on the bond amount and permit fees.</p>





Type	Scope of Work
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Erosion and Sediment Control</p>	 <p>Willdan will review associated erosion and sediment control plans in accordance with City, County and State Regional Water Quality Control Board requirements. The best management practices during construction will be reviewed for compliance and appropriateness for the proposed project improvements. Willdan staff has experience with the preparation of erosion and sediment control plans for the associated grading and drainage improvement plans and, therefore, a working knowledge of the design requirements and implementation of appropriate BMPs selection and design.</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Geotechnical and Soils Reports</p>	 <p>Willdan will review geotechnical reports submitted as supporting documents for development projects. Our review will include the review of recommendations related to roadway structural section designs, trench backfill designs, and structural footing designs. As applicable, we will perform our work in general accordance with the following:</p> <ul style="list-style-type: none"> ■ Adequacy with respect to geotechnical and geologic conditions ■ Conform with applicable City, State and Federal laws ■ Comply with the governing codes ■ Conform with City Design Manuals and City Standard Plans ■ Most recently adopted Uniform Building Code and California Building Code ■ 1991 Seismic Hazards Mapping Act/1972 Alquist-Priolo Earthquake Fault Zoning Act ■ California Division of Mines and Geology Notes
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Sewer Improvements and Studies</p>	 <p>Sewer Improvement Plans will be checked under the direct supervision of a registered civil engineer. As applicable, we will perform our work in general accordance with the following:</p> <ul style="list-style-type: none"> ■ Review general notes, title block, signature block, benchmark data, quantities, unit costs, vicinity map, index map, and other general requirements. ■ Check plans for compliance with general design criteria established by the City standards for underground wet utilities. ■ Check to ensure that plans reflect all required improvements, as shown on the approved tentative map and in the subdivision resolution. ■ Check data shown on plans for consistency ■ Review available sewer study against the sewer improvement plans, including capacities, minimum slopes, geometry, manhole spacing, pipe size and types. ■ Review proposed sewer plans for conformance with the City's approved master plan of sewers. ■ Review the proposed improvements for constructability





Type	Scope of Work
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Water Improvements</p>	 <p>Water Improvement Plans will be checked under the direct supervision of a registered civil engineer. As applicable, we will perform our work in general accordance with the following:</p> <ul style="list-style-type: none"> ■ Review general notes, title block, signature block, benchmark data, quantities, unit costs, vicinity map, index map, and other general requirements. ■ Check plans for compliance with general design criteria established by the City standards underground wet utilities. ■ Check to ensure that plans reflect all required improvements, as shown on the approved tentative map and in the subdivision resolution. ■ Review available water service study/report against the proposed water plans. ■ Review proposed water plans for conformance with City's approved master plan. ■ Review the proposed improvements for constructability
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Landscaping and Irrigation</p>	 <p>Landscaping and Irrigations Plans will be checked under the direct supervision of a registered landscape architect. As applicable, we will perform our work in general accordance with the following:</p> <ul style="list-style-type: none"> ■ Review for compliance with City's WELO, including all calculations and other technical information and reports ■ Review for compliance with City landscape standards, water purveyor standards, design guidelines, and City conditions of approval ■ Review for compliance with easement documents, record maps, and right-of-way documents ■ Review for impacts of drainage on downstream properties ■ Review for discrepancies among other design disciplines ■ Review for compliance with sound landscaping practices such as planting palette suitability and placement, irrigation design, and constructability. ■ Review proposed improvements for conformance with City's approved master plans. ■ Review the proposed improvements for constructability
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Water Quality Management</p>	 <p>All new development and significant redevelopment projects are required to incorporate Low Impact Development (LID) Best Management Practices to the maximum extent possible. The intent of these requirements is to reduce the discharge of pollutants to receiving waters. These are the results of federal and state regulations and provide implementation plans to protect water quality. Willdan will review the WQMP submitted by applicants to ensure compliance with the requirements.</p>




Type	Scope of Work
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Storm Water Pollution Prevention</p>	 <p>Dischargers whose projects disturb one (1) or more acres of soil or whose projects disturb less than one acre but are part of a larger common plan of development that in total disturbs one or more acres are required to obtain coverage under the General Permit for Discharges of Storm Water Associated with Construction Activity Construction General Permit Order 2009-0009-DWQ. Construction activity subject to this permit includes clearing, grading and disturbances to the ground such as stockpiling or excavation, but does not include regular maintenance activities performed to restore the original line, grade, or capacity of the facility. Willdan has several QSD/QSP staff members who are qualified to review SWPPP's if desired by the City.</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Hydrology/Hydraulics Reports & Storm Drain</p>	 <p>Hydrology/Hydraulics Reports and Storm Drain Plans will be checked under the direct supervision of a registered civil engineer. As applicable, we will perform our work in general accordance with the following:</p> <ul style="list-style-type: none"> ■ Check the H/H report for compliance with City and County standards and design guidelines. ■ Check grading, street, and storm drain plans for conformance with the H/H report. ■ Check the H/H report for compliance with City conditions of approval and the approved tentative map. ■ Check for any diversion of flows from their historic patterns. ■ Check for any adverse effect of drainage on down-stream properties. ■ Check various plan sets to assure no discrepancies from set to set. ■ Review general notes, title block, signature block, benchmark data, quantities, unit costs, vicinity map, index map, and other general requirements. ■ Check plans for compliance with general design criteria established by the City standards for streets, curbs, gutters, storm drain and flood control systems, and underground wet utilities. ■ Review hydrology/hydraulic study against the storm drain plans, including street capacities, HGLs, velocities, inlet or outlet control, and other hydraulic factors. ■ Review proposed storm drain plans for conformance with the City's approved master plan of drainage. ■ Review the proposed improvements for constructability



Type	Scope of Work
<p>Street Improvements</p>	 <p>Street improvement plans will be checked under the direct supervision of a registered civil engineer. Improvement plan reviewing will include, but not necessarily be limited to, street and drainage plans, sewer and water plans, hydrology and hydraulic studies, preliminary drainage studies, FEMA requirements and design connections to existing systems, landscape and irrigation, bridges and structures, traffic signal, signing and striping plans, and park facilities. Specifically. As applicable, we will perform our work in general accordance with the following:</p> <ul style="list-style-type: none"> ■ Check plans for compliance with general design criteria established by the City standards for streets, curbs, gutters, sidewalks, streetlights, drive approaches, storm drain and flood control systems, underground wet utilities, traffic signals, and signing and striping, City and County standards, design guidelines and check grading, street and storm drain plans for conformance with the street improvement plans. ■ Check street improvement plans for compliance with City conditions of approval and the approved tentative map. ■ Check street improvement plans and plans against easement documents, record maps, and right-of-way documents; and determine the need for permanent easements, additional right-of-way, or temporary easements. ■ Review pavement design for consistency with the recommendations of the soils engineer. ■ Review hydrology/hydraulic study against the storm drain plans, including street capacities, HGLs, velocities, inlet or outlet control, and other hydraulic factors.
<p>Parcel/Tract Maps, Lot Mergers, Easements, Lot Line Adjustments, Survey, R/W, Legal Descriptions and Plats</p>	 <p>Willdan’s review of easement documents, lot line adjustments, dedications, vacations, quitclaims, Parcel and Tract Maps shall be by or under the direction of a Licensed Land Surveyor to assure compliance with applicable provisions of the Subdivision Map Act, County ordinances, and other conditions of approval and requirements. There will be detailed checks made, including, but not limited to, review of survey documentation and title reports, lot and boundary closures, dedication and easement provisions, legal descriptions, completeness, and accuracy of data notation, and necessary certifications of City and County staff. If required, Willdan can sign maps in the capacity of the City Surveyor.</p>



Type	Scope of Work
Utility/ Traffic Signal Pole, Bridge or Retaining Wall Structures/Structural Calculations	 Willdan provides complete structural engineering support for design, analysis, inspection, and evaluation of structural systems. Our staff performs bridge advance planning studies and analyzes and designs bridges, sound walls, retaining walls, signal pole foundations and buildings. Willdan’s team has experience working on new, replacement, or rehabilitated bridges; cofferdams; tie-back walls; demolition; falsework and form design; bridge scour plans of action; and design of work trestles and temporary bridges for construction. Our staff members have designed weirs, spillways, box culverts, lined channels, custom-designed manhole inlets, and pipe protection. In addition, our staff has in-depth knowledge of all federal, state, and local criteria and methodologies including but not limited to Caltrans, AASHTO, ACI, and AISC criteria and methods for reviewing plans, preparing project development documents, design, construction documents, and processing design of new bridges and bridge widenings, including the latest seismic analysis and design procedures.

Environmental Services



Willdan will provide site plan review support and building permit review support related to Tree Removal / Habitat / Environmental Compliance. Willdan will use policies and regulations found in the Pinellas County Municipal Code.

Willdan will provide Site Plan review and enter written comments into the County’s permit review system (Accela). Comments will identify environmental, habitat, and tree removal related items that require revision, clarification, or correction to satisfy the County’s development review requirements.

Willdan will prepare all necessary environmental documentation, as required for the types of projects described in the Request for Proposals including public and private projects.

Due to the broad spectrum of environmental services that may be required, the scope of work will vary on a project-by-project basis.

Willdan sees our role as a facilitator providing guidance and assistance through the land use and environment planning process and complying with ever-changing standards, regulations, and laws. An in-depth understanding and intricate knowledge of the challenges and complexities associated with planning and development and the impacts to the built environment – along with extensive municipal services experiences – is essential to providing exceptional customer service, common sense decision-making and technical analysis in interpreting and implementing the goals and policies of the County’s General Plan are significant strengths Willdan's staff members bring to the County of Pinellas’ environmental services assignments.

Services Approach Core Principals

- Serve best interests of County of Pinellas and assist with completion of desired projects for betterment of entire Pinellas community – [our No. 1 goal](#)
- Establish staffing plan capitalizing on individual strengths with built-in flexibility and expertise
- Assign staff knowledgeable in regulations, principles, and techniques to solve complex residential, commercial, and industrial construction challenges
- Encourage professional certification and development in detail analysis, examination, and evaluation



- Establish metrics to measure and improve team performance
- Schedule, assign, direct, and review all work and provide training
- Organize work, set priorities, and encourage sound independent judgment within established guidelines
- Establish and maintain cooperative working relationships with those contacted in course of work, including, County staff, public, and other agencies

Building Inspection



In the realm of developing and growing a community, there are few – if any – services provided by the governing body that are more important than the safety of the structures. It is this function that permits local citizens to go about their daily lives without thinking about the safety of the structures they enter or occupy.

Our inspectors are ICC certified and fully experienced to perform residential, commercial and industrial inspections for compliance with the approved plans and related documents. The inspections will be performed in accordance with the County's adopted version of the Building Code, Residential Code, Green Building Standards Code, Mechanical Code, Plumbing Code, Electrical Code, and the State and Federal regulations for Accessibility, Noise and Energy Conservation, and Fire Code.

Inspection staff will be available to meet with County staff, builders, developers, and citizens to provide assistance and resolve any inspection issues that may arise. Inspectors shall attend and participate in required meetings with other County inspection and plan review staff, property owners, contractors and/or design professionals.

Inspectors will review the permit package to verify that the on-site condition is consistent with the appropriate records for square footage, setbacks, heights, and other requirements that may be applicable. Inspectors will comply with the County's procedures for reporting inspection results, use County inspection correction forms, make appropriate entries onto the permit documents, and follow County procedures prior to finalizing a building permit.

Willdan will verify that all inspection records, including daily records of what was inspected which will be recorded on the job card, and permit copy entered into the County's Building and Safety computer system. We will employ such techniques as necessary to minimize delays to builders and provide helpful advice and collaborate to builders, owners, engineers and architects as to enhance the orderly flow of the construction process yet maintaining an effective level of enforcement. Inspectors shall ensure that any construction changes are documented and approved by appropriate County staff.

Our inspection staff are supplied with cell phones and laptops and/or iPads for email communication and document creation and record keeping. Inspections will be provided within 24 hours of notification or sooner.

Permit Technician Services



Under the supervision of our proposed building official, our permit technician(s) will provide customer-friendly public counter service or remotely via electronic submittal. Using the County's permitting software system (Accela) for plan check tracking, permit issuance and report generation, Willdan provides quick, efficient service. Our

knowledgeable staff, who always understand that this may be the first time that a citizen is applying for a permit, have the ability to help all applicants, from the least knowledgeable applicant for a simple home remodel to experienced owners who have many years of development experience.



Our goal is to make sure that every applicant feels that we have answered their questions and met their needs. The designated permit technician(s) will provide counter services during regular business hours.

Our permit technician services include but are not limited to:

- Customer support at the counter, remotely and/or over the phone
- Permit application review to ensure completeness and accuracy
- Fee calculation
- Building permit processing and issuance
- Public assistance in completing permit applications
- Verification that projects have obtained all necessary approvals prior to permit issuance
- Applicant notification when construction documents and/or permits are ready for pick-up or issuance
- Coordination and routing of construction documents to the appropriate City staff for plan review and approval



APPENDIX - RESUMES

Team Resumes

Albert Brady, CBO

Project Manager

Summary Profile

Education: AA, Liberal Arts, California State University, Fullerton
 BA, Business Administration, University of Southern California, Los Angeles

Certification: PC 832 Certificate, Orange County Sheriff's Academy, Orange, CA
 Basic Certification, SCACEO - Southern California Association of Code Officials
 Intermediate Certification, SCACEO - Southern California Association of Code Officials
 Advanced Certification, SCACEO - Southern California Association of Code Officials
 Supervisory Certification, SCACEO - Southern California Association of Code Officials
 Watershed Management Certificate, EPA - Environmental Protection Agency, Sacramento
 ICC Certified Building Official #8724410

Experience: 31 Years

Mr. Al Brady is the Deputy Director of Building and Safety and the proposed Project Manager for this contract. He has over 31 years of experience in the code profession working directly for municipalities and in the private sector. Mr. Brady leads a team of building professionals who can provide both short and long-term services.. During his career, he has developed and managed numerous code programs nationwide and specializes in performing program analysis, establishing policies and procedures.

Relevant Project Experience

Building and Safety Services, Various Agencies. Project Manager/Code Enforcement Official/Building Official.

- City of Clermont
- Town of Oakland
- Marion County
- Sarasota County
- Orange County
- City of Laguna Beach
- City of Laguna Hills
- City of Laguna Woods
- City of La Puente
- City of Manhattan Beach
- City of Solvang
- City of Tustin
- City of Westlake Village
- County of Orange
- County of San Diego

Building and Safety Services, Cities of Cudahy, La Puente, and Rolling Hills Estates, California. Building Official. Organize, direct, and administer the activities and operation of the Building and Safety Department, including building inspections, the inspection of construction, and the general rehabilitation or repair of commercial, residential and industrial properties. Oversee the review of building plans, calculations and specifications for proposed structures. As the administrator of Building and Safety, approve all construction plans to ensure they meet building codes and zoning regulations. Inspect and monitor construction sites to determine if structures and systems are installed to meet all construction requirements. Supervise, train, and evaluate employees; monitor and coordinate work. Oversee staff engaged in the preparation and maintenance of records of plans, inspection processes, letters and reports prepared or used in connection with building inspections; respond to questions from the property and building owners; and interpret codes.



Daren Raskin, PE

Plan Review Coordinator

Summary Profile

Education: BS, Engineering, California State Polytechnic University-Pomona
Registration: Professional Engineer, FL, PE57730
 ICC Plans Examiner
Experience: 25 Years

Mr. Daren Raskin serves as Supervising Plan Check Engineer for Willdan. He possesses experience with design of various multi-story structures, shopping centers, commercial buildings, parking structures, and residential units. He has organized, scheduled, and supervised staff of engineers, draftsmen, and technicians. Mr. Raskin's expertise encompasses knowledge of all major building materials, including cold-formed steel, structural steel, concrete, and masonry as well as the design of specialized systems of corrugated cold-formed shear walls, concrete shear walls, masonry shear walls, structural steel moment frames, braced frames and rigid diaphragm analysis.

Mr. Raskin's previous engineering experience structural design, analysis, and calculations for the repair of fire-damaged residential and commercial buildings, room additions, and custom homes and ensuring structural drawings met design and code requirements.

Relevant Project Experience

Plan Check Services, Various Agencies, California. Plans Examiner.

- Town of Oakland
- Marion County
- City of Canyon Lakes
- City of Adelanto
- City of Avenal
- City of Bakersfield
- City of Banning
- City of Beaumont
- City of Big Bear Lake
- City of Carmel by the Sea
- City of Coachella
- City of Colton
- City of Cudahy
- City of El Monte
- City Fontana
- City of Goleta
- City of Grand Terrace
- City of Highland
- City of Indian Wells
- City of Inglewood
- City of La Puente
- City of Loma Linda
- City of Manhattan Beach
- City of Moreno Valley
- City of Norco
- City of Ontario
- City of Orange
- City of Rancho Mirage
- City of Redlands
- City of Rialto
- City of Ridgecrest
- City of Rocklin
- City of Rolling Hills Estates
- City of Rosemead
- City of San Bernardino
- City of San Luis Obispo
- City of South Gate
- City of South Lake Tahoe
- City of Tustin
- City of Vernon
- City of West Covina
- City of Westlake Village
- City of Willows

On-Call Plan Review and Inspection Services, County of San Bernardino, California. Plans Examiner responsible for plan reviews of residential, commercial, and industrial developments.

On-Call Plan Review and Inspection Services, March Joint Powers Authority, California. Plans Examiner responsible for plan reviews of residential, commercial, and industrial developments in connection with development of former March Air Force properties.

On-Call Plan Review and Inspection Services, County of Riverside, California. Plans Examiner responsible for plan reviews of residential, commercial, and industrial developments.



Benjamin Suriel, RA, NCARB, LEED AP BD+C

Plan Reviewer

Summary Profile

Education: Bachelor of Architecture with Minor in Construction Management, Autonomous University of Santo Domingo, Dominican Republic

Registration: Florida Building Plans Examiner, License No. PX 3694
Licensed Architect, State of Florida No. AR92725
ICC Standard Plans Examiner

Experience: 17 Years

Mr. Benjamin Suriel is a dedicated, decisive, and resourceful professional Registered Architect with more than 30 years in Architecture, Construction Administration and Plans Examiner. He is certified by the National Council of Architectural Registration Council. He has worked with interdisciplinary engineering specialists, contractors, and regulatory agencies to meet overall project objectives and achieve team goals. Benjamin is adept at applying knowledge of architectural principles and practices with an emphasis in the following areas: Building design and planning, IBC codes review, design/construction project scheduling, on-site construction administration, specs- approvals, review of construction payments and cost estimates of different projects. He is a fluent writer and speaker in Spanish/English.

Relevant Project Experience

Town of Oakland, Plan Review. Plans Examiner responsible for plan reviews of multi-story office buildings, commercial buildings, retail outlets, single-family residences, medical facilities, educational facilities and multi-family residential developments.

County of Marion, Plan Review. Plans Examiner responsible for plan reviews of multi-story office buildings, commercial buildings, retail outlets, single-family residences, medical facilities, educational facilities and multi-family residential developments.



Mark David Vasquez, CBO, CBCO, CFM

Building Inspector/Plan Reviewer

Summary Profile

Registration: Florida Electrical, Building, Mechanical, Plumbing Inspector, No. BN6591
 Florida Electrical Plans Examiner, Building Plans Examiner, No. PX3592
 ICC Certified Electrical, Building Plans Examiner; Commercial Combination, Commercial Building, Commercial Mechanical, Commercial Electrical, and Commercial Plumbing Inspector, No. 8249346

Experience: 33 Years

Mr. Mark David Vasquez has 33 years in the municipal and construction industry working as a Community Development Department Manager, Manager of Operations-Construction, Building Official, Building Code Administrator.

Relevant Project Experience

City of Treasure Island. Building Code Administrator

- Building Code Administrator – community development services and building code services for the City of Treasure Island. Maintaining public relations by providing responsive, courteous, and quality service. Updating antiquated systems by introducing new methods and standards of operating procedures using new technology, and resources that are readily available, additionally, provide leadership, direction, and stability to the team.
- Conduct inspections and perform plan reviews for BMEP commercial and residential projects. Meet with developers, contractors and design professionals as requested prior or during the projects.
- Plans direct and supervises all activities of the respective building departments, including plan review and building inspection. Ensure compliance with all applicable City policies and procedures, and other laws, regulations, codes, and ordinances.
- CFM duties include - Respond to weather emergencies and coordinate an appropriate response. Issue and authorize “Stop Work” orders and “Unsafe for Occupation,” notices.

City of Brooksville, Crystal River, Weeki Wachee, Sumter County Schools, Citrus County Schools.

Building Code Administrator

- Building Code Administrator – community development services and building code services for several cities and school districts. Maintaining public relations by providing responsive, courteous, and quality service. Updating antiquated systems by introducing new methods and standards of operating procedures using new technology, and resources that are readily available, additionally, provide leadership, direction, and stability to the team.
- Conduct inspections and perform plan reviews for commercial and residential projects. Meet with developers, contractors and design professionals as requested prior or during the projects.

Clark Paterson-Lee, Dunwoody, Chamblee, Doraville, Avondale Estates, Georgia. Building Official.

- Perform commercial and residential plan review and inspections. Completing reports, forms, and citations and recording information in the department databases;
- Assisting developers, contractors, and customers with questions, complaints, and concerns regarding compliance and corrective actions; Responding to inquiries from contractors and citizens; Performing miscellaneous duties.



Steven D. Raney, CBO**Building Inspector/Plan Reviewer****Summary Profile**

Education:	BS, Management, Northern Arizona University BS, Building Code/Public Administration, Central Michigan University
Registration:	Florida Certified Building Code Administrator BU2210 Certified Building Official Combination Building Inspector Building Plans Examiner Building Code Specialist Commercial/Residential Electrical Inspector Commercial/Residential/ Plumbing Inspector Commercial/Residential Mechanical Inspector California Combination Inspector Structural Masonry Special Inspector Accessibility Inspector/Plan Reviewer FEMA ICS 100/700 P.C. 832
Experience:	15 Years

Mr. Steven Raney is a Willdan Engineering building official with 15 years of experience. Mr. Raney is experienced in disabled access standards, building inspection, and plan review.

Relevant Project Experience

CA Housing & Community Dev. (HCD). Codes & Standards Administrator I. Responsible for directing, organizing, training, scheduling and monitoring activities and inspections of assigned District Representative and staff relating to the enforcement of the California Health and Safety Codes and title 24 codes, as they may pertain to the manufacture, use and alteration of all manufactured housing, mobilehomes, and commercial modular. Monitored construction and maintenance of mobilehome parks. Duties were similar to a Building Official in a City or County.

City of Palmdale, CA. Supervising Building Inspector. Planned, supervised, coordinated, and assigned the activities and operations of building inspection within the Building and Safety Division of the Development Services department. Performed the most sensitive and difficult inspections. Projects included multi-family, commercial, single family, and city capital improvement projects.

County of San Bernardino, CA. Regional Building Inspector Supervisor. Supervision of 3 County Satellite offices including Inspection, Plan Check, Counter Duty, and Permit Technicians. Grant Permit extensions, issued permits, handled complaints, and promoted excellent customer service. Conducted CASp inspections throughout county inspection of County capital improvement projects. Plan checked single-family projects.

City of Pasadena, CA. Senior Combination Building Inspector/ Interim Inspection Supervisor. Building inspections for mechanical, electrical, plumbing, framing, concrete and all other trades in new and rehab projects. Inspections mostly in multi-family residential, commercial and City capital improvement projects. Lead worker with technical supervision over 4 additional inspectors.



Eric Bee

Building Inspector

Summary Profile

Registration: ICC Building Code Official Certification
ICC Mechanical Code Specialist Certification
ICC Plumbing Code Specialist Certification
ICC Building Inspector Certification
ICC Mechanical Inspector Certification
ICC Plumbing Inspector Certification
ICC Mechanical Plans Examiner Certification
ICC Plumbing Plans Examiner Certification
ICC Commercial Building Inspector Certification
ICC Commercial Mechanical Inspector Certification
ICC Commercial Plumbing Inspector Certification
ICC Residential Building Inspector Certification
ICC Residential Electrical Inspector Certification
ICC Residential Mechanical Inspector Certification
ICC Residential Plumbing Inspector Certification
ICC Residential Combination Inspector Certification
ICC Plans Examiner Institute

Experience: 12 Years

Mr. Eric Bee is a building inspector with 12 years' experience in building inspection. Mr. Bee is knowledgeable of building codes and compliance.

Relevant Project Experience

- Building Inspector-Willdan
- Deputy Building Official - City of North Las Vegas
- Plan Review Supervisor - City of Goodyear
- Chief Building Official - City of Commerce City
- Building Inspection Supervisor - City of Goodyear
- Chief Building Official - City of Arvada
- Building Inspector II+ - City of Tempe
- Lead Inspector/Plans Examiner - City of Brighton
- Combination Inspector II - City and County of Denver
- Senior Building Inspector - City of Indianapolis



William Mandt

Building Inspector

Summary Profile

Registration: Commercial Building Inspector, WI, 1452122
UDC Construction Inspector, UDC-071800008
UDC Electrical Inspector, UDC-111802032
UDC Plumbing Inspector, UDC-081800006
UDC HVAC Inspector, UDC-071800007

Experience: 5 Years

Mr. William Mandt is a building inspector with 5 years' relevant experience. Mr. Mandt was responsible for municipal and public communication, permit processing, and inspections of residential construction, residential plumbing, residential electrical, residential HVAC, and commercial construction.

Relevant Project Experience

Town of Oakland, CA. Building Inspector. Made field inspections of industrial, commercial and residential buildings during various stages of construction and remodeling. Inspected foundations, cement, framing, electrical, plumbing, and mechanical installations. Performed field review of plans and specifications. Inspected conformance with building code and pertinent provisions of state and city ordinances. Investigated possible code enforcement violations, photographed evidence. Issued notices of violations for non-compliance follow up investigation to ensure code violation was corrected. Provided general information to the public, development community and other agencies. Maintained records and prepared reports.

Contractor. Self Employed. Responsible for commercial and residential installation of flooring materials: ceramic tile, LVP luxury vinyl plank, LVT Luxury vinyl tile, carpet, and vinyl. General duties included bidding/estimating jobs, product transportation, installation work, billing and routine office duties. Worked cooperatively with corporate business administration, retail store owners and employees, and individual homeowners. Contracted various construction and remodel projects.

General Engineering Company, Portage, WI. Municipal Building Inspector. Building Inspector for several municipalities responsible for municipal and public communication, permit processing, and inspections of residential construction, residential plumbing, residential electrical, residential HVAC, and commercial construction. Primarily worked independently managing all scheduling and responsibilities for municipalities served.

EBS Electric, La Crosse, WI. Laborer and Heavy Machinery Operator. Provided temporary work for an electrical contractor working on a large new solar array.



Amber Brady

Permit Technician

Summary Profile

Education: Liberal Arts, Riverside Community College, Norco, California

Registration: SCACEO Basic, Intermediate, & Advanced Certification
PC 832 Certificate

Experience: 11 Years

Ms. Amber Brady is a Willdan administrative professional with 11 years of experience. She is a highly motivated individual with ability to manage conflict and solve community issues. Amber has excellent written, verbal communication and interpersonal relation skills. She is a fast learner, adaptive, an excellent team-player, and demonstrates the ability to work independently or collaboratively with internal staff, external customers and community groups. She enjoys challenges and the opportunity to make improvements to the jurisdictions she serves. Amber is proficient in MS Word, Excel, Access, Power Point, Outlook and several city software programs. Ms. Brady is available to provide services to our Southern California clients.

Relevant Project Experience

Town of Oakland, FL. Permit Technician. As Building Permit Technician, Ms. Brady reviewed and processed building permits and plans for new construction and developments and advised applicants on submittal requirements. She calculated and collected fees and routed plans for review. Ms. Brady assisted the public with planning, zoning, land use, and development questions and interacted with staff and public officials in person, by telephone, and email communication.

March JPA. Permit Technician. Ms. Brady assisted the public in person, by phone and emails with permitting and project and plan check status. She coordinated incoming and outgoing plan checks, tracked plans and coordinated with contractors on permit issuance requirements. When issuing permits, Ms. Brady calculated permit fees, tracked reimbursements and deposits, and payment handling. She received all inspection requests and coordinated the daily routing of inspections. Ms. Brady scanned all documents and information as needed and filed and cataloged documents.

City of Colton. Permit Technician. Ms. Brady assisted the public in person, by phone and emails with permitting and project and plan check status. She coordinated incoming and outgoing plan checks, tracked plans and coordinated with contractors on permit issuance requirements. When issuing permits, Ms. Brady calculated permit fees, tracked reimbursements and deposits, and payment handling. She received all inspection requests and coordinated the daily routing of inspections. Ms. Brady scanned all documents and information as needed and filed and cataloged documents.

County of San Bernardino. Permit Technician. Ms. Brady assisted the public in person, by phone and emails with permitting and project and plan check status. She coordinated incoming and outgoing plan checks, tracked plans and coordinated with contractors on permit issuance requirements. When issuing permits, Ms. Brady calculated permit fees, tracked reimbursements and deposits, and payment handling. She received all inspection requests and coordinated the daily routing of inspections. Ms. Brady scanned all documents and information as needed and filed and cataloged documents.

Loma Linda, Permit Technician. Ms. Brady assisted the public in person, by phone and emails with permitting and project and plan check status. She coordinated incoming and outgoing plan checks, tracked plans and coordinated with contractors on permit issuance requirements. When issuing permits, Ms. Brady calculated permit fees, tracked reimbursements and deposits, and payment handling. She received all inspection requests and coordinated the daily routing of inspections. Ms. Brady scanned all documents and information as needed and filed and cataloged documents.



Tanya Gray

Permit Technician

Summary Profile

Education: B.A., Communications – Public Relations, California State University Fullerton, Fullerton, CA

Registration: ICC Certified Building Permit Technician

Experience: 11 Years

Ms. Tanya Gray has 11 years' experience with the public and is effective at fostering a positive environment and productive working relationships. She is familiar with City culture and environment and is comfortable working with the public. Ms. Gray possesses emotional intelligence when working with the public, pays attention to detail and accuracy, and is an effective and creative problem solver. Ms. Gray is available to assist our Florida clients with permit technician services.

Relevant Project Experience

Marion County, FL. Permit Technician. As Building Permit Technician, Ms. Gray reviewed and processed plans for new construction and developments and advised applicants on submittal requirements. She calculated and collected fees and routed plans for review. Ms. Gray assisted the public with planning, zoning, land use, and development questions and interacted with staff and public officials in person, by telephone, and email communication.

Town of Oakland, FL. Permit Technician. As Building Permit Technician, Ms. Gray reviewed and processed building permits and plans for new construction and developments and advised applicants on submittal requirements. She calculated and collected fees and routed plans for review. Ms. Gray assisted the public with planning, zoning, land use, and development questions and interacted with staff and public officials in person, by telephone, and email communication.

City of Beaumont. Permit Technician II and Customer Service Coordinator. Ms. Gray worked her way from Customer Service Coordinator to Building Permit Technician II while at the city. As Building Permit Technician, Ms. Gray reviewed and processed building permits and plans for new construction and developments and advised applicants on submittal requirements. She calculated and collected fees and routed plans for review. Ms. Gray assisted the public with planning, zoning, land use, and development questions and interacted with staff and public officials in person, by telephone, and email communication. As Customer Service Coordinator, Ms. Gray provided customer service for utility billing, business licenses, passport processing, dog licenses, yard sale permits and general city inquiries.



Allonia Johnson

Permit Technician

Summary Profile

Education:	BS, Hospitality Management, UCF Rosen College AS, Hospitality and Tourism, Valencia College AA, General Studies, Valencia College
Registration:	National Incident Management System (NIMS) Certification, FEMA Emergency Management Institute Public Notary, State of Florida Certification in Diversity and Inclusion, UCF Rosen College Certification in Hospitality and Tourism, Florida Atlantic University
Experience:	2 Years

Ms. Allonia Johnson has experience reviewing and processing building permits and plans for new construction and developments and advise applicants on submittal requirements. Ms. Johnson assists the public with planning, zoning, land use, and development questions and interacts with staff and public officials in person, by telephone, and email communications.

Relevant Project Experience

Town of Oakland, FL. Permit Technician. As Building Permit Technician, Ms. Johnson reviewed and processed building permits and plans for new construction and developments and advised applicants on submittal requirements. She calculated and collected fees and routed plans for review. Ms. Johnson assisted the public with planning, zoning, land use, and development questions and interacted with staff and public officials in person, by telephone, and email communication.

City of Maitland Building Department. Permit Specialist. Processed all incoming building permits and contractor registrations for the City. Assisted customers and contractors with all inquiries regarding the permitting process. Fielded all phone and email inquiries to the appropriate departments for resolutions. Organized and filed paperwork and files submitted to the City for record keeping.



Lynnie Bonano

Permit Technician

Summary Profile

Registration: Licensed Notary

Experience: 2 Years

Ms. Lynnie Bonano has 2 years' experience in administration and reviewing and processing building permits and plans for new construction and developments and advise applicants on submittal requirements. Ms. Bonano assists the public with planning, zoning, land use, and development questions and interacts with staff and public officials in person, by telephone, and email communications.

Relevant Project Experience

Town of Oakland, FL. Permit Technician. As Building Permit Technician, Ms. Bonano reviewed and processed building permits and plans for new construction and developments and advised applicants on submittal requirements. She calculated and collected fees and routed plans for review. Ms. Bonano assisted the public with planning, zoning, land use, and development questions and interacted with staff and public officials in person, by telephone, and email communication.

All Phases Electrical Contracting, Inc., Orlando, FL. Permit Technician. Performed QuickBooks invoicing, monthly bank reconciliation, monthly credit card reconciliation. Ran Balance Sheet and Profit/Loss reports. Assisted in time tracking and payroll. Conducted permit coordination. Scheduled estimates and various appointments.

Promag Energy Group, Orlando, FL. Operations Manager. Performed data entry, AR's, AP's through QuickBooks for various locations statewide. Responsible for HR and weekly payroll for over 65 employees. Responsible for large daily bank deposits. Assisted with customer disputes and insurance claims.



Ron Stein, PE

Engineering Services Plan Review

Summary Profile

Education: BS, Civil Engineering, Florida State University Tallahassee, FL

Registration: Civil Engineer, California No. 86877

Experience: 11 Years

Mr. Ron Stein has 11 years of experience as a project manager, civil engineer, and QA/QC plan reviewer for various municipalities, including 3 years of public works experience with the Florida Department of Transportation (FDOT). He has led land development engineering teams engaged in the design of projects encompassing grading, erosion control, street improvements, striping, traffic control, storm drains, and utilities. Throughout all stages of design, he has conducted meticulous QA/QC plan reviews to ensure every submittal was a quality product that adhered to all local agency standards. He is also skilled in the development and review of hydrology/hydraulic calculations and reports, cost estimates, stormwater pollution and prevention plans (SWPPPs), water quality management plans and erosion and sediment control plans.

During his time in land development, Mr. Stein has worked on a wide array of projects including residential developments, commercial developments, healthcare facilities, universities, stadiums, solar farms, warehouses, and naval facilities. He also brings valuable public works experience from FDOT, where he rotated through every office of the department to create a strong technical foundation from all perspectives throughout the full project lifecycle. Throughout this time, his focus was in construction, where he conducted multiple constructability plan reviews on projects before they went to bid. Mr. Stein's experience in the design and construction of private and public works projects will add value to the City's plan review process from the perspective of constructability and value engineering.

Relevant Project Experience

On-Call Plan Review Services, City of Lake Elsinore Willdan reviews grading plans, erosion and sediment control, street improvement plans, water plans, landscape plans, hydrology reports, soil reports WQMPs, map checking and structural plans. Willdan has reviewed large-scale grading operations that required mass, rough, and precise grading plans for the installation of a recreational vehicle park adjacent to the Temescal Wash. The improvements involved unique water quality and hydrology challenges with a portion of the site being in a designated floodplain.

On-Call Plan Check Services, City of Rialto, California. Project Manager. Willdan provides plan checking services for all improvement plans including residential subdivision review, private developments, public street improvement plans, traffic plans and grading operations. Willdan is also tasked with providing all map reviews and works in the function as the acting City Surveyor for these reviews. In addition to the improvement plans, Willdan reviews all technical design reports associated with the improvement plans including hydrology, utilities, SWPPP, WQMP and sediment control plans.

On-Call Land Development Expedited Processing Services, County of Orange, California. Plan Check Manager. Willdan provides plan checks for grading, street, drainage, and water quality plans. Willdan provides plan review services to the City of Orange including Subdivisions and Infrastructure, Hydrology/Hydraulic Calculations, Public Improvement Plans, Storm Drain plans and Water Quality Management Plans. The City has an expedited review contract for the Rancho Mission Viejo Development with strict deadlines on a condensed schedule.



Tyrone Peter, PE

Engineering Services Plan Review

Summary Profile

Education: BS, Engineering and Civil Engineering, Tamil Nadu College of Engineering
Civil Engineering, Murugappa Polytechnic

Registration: Civil Engineer, California No. 81888

Experience: 17 Years

Mr. Tyrone Peter is an accomplished civil engineer for multi-discipline and multi-agency infrastructure projects and is known for providing innovative, quality engineering services to ensure project delivery within budget and schedule. His years of experience managing and designing all types of public works projects provide a solid foundation to understand what is needed to deliver a successful project and make him the perfect fit for overseeing the entire project as well as specific civil engineering tasks. Mr. Peter's comprehensive experience includes design of state highway, new street, street widening, street realignment, pavement rehabilitation, light rail and railroad, grade separation, flood control facility, water, and sewer projects. He has supervised feasibility study, project study report, project report, construction document preparation as well as grade certification issuance, construction administration, and construction inspection. He is proficient at managing large project teams with subconsultants and multiple technical disciplines.

Relevant Project Experience

City Engineering Services, City of Ridgecrest, California. Project Manager/Civil Lead. Willdan has been providing the City of Ridgecrest with as-needed multi-disciplinary engineering services since 2010 and presently provides engineering services for various public works projects. Under our on-call contract, Willdan provides design engineering, environmental compliance, bidding assistance, construction management and inspection, material testing, surveying, special funding administration, labor compliance, pavement management, land development plan check, right-of-way acquisition with legal descriptions, and assessment district engineering for improvements throughout the City of Ridgecrest.

Water Well #3 Plan Review, City of Pico Rivera, California. Project Manager. Willdan provided professional engineering services to review the City's water well # 3 improvement project plans, specifications, and estimates.

On-Call Land Development Expedited Processing Services, County of Orange, California. Civil Review. Willdan provides plan checks for grading, street, drainage and water quality plans. Willdan provides plan review services to the City of Orange including Subdivisions and Infrastructure, Hydrology/Hydraulic Calculations, Public Improvement Plans, Storm Drain plans and Water Quality Management Plans. The City has an expedited review contract for the Rancho Mission Viejo Development with strict deadlines on a condensed schedule.

Priority 1 Street Improvements – Phases 1, 2, 3, 4 and 5 City of Lynwood, California. Project Manager responsible for overall project management and oversight required for the street improvement program. The project includes 75 street segments completed in multiple phases for resurfacing approximately 900,000 sq ft of pavement throughout the City. Various pavement strategies such as slurry seal, grind and overlay, and total reconstruction were incorporated into the street rehabilitations. Existing water and sanitary sewer mains and services were upsized. Willdan provided engineering design, utility coordination, advertising and bid support, and design support during construction.



Jeffrey Lau, PE, TE, ENV SP

Engineering Services Plan Review

Summary Profile

Education: BS, California Polytechnic State University, Pomona

Registration: Civil Engineer, California No. 83887
Traffic Engineer, California No. 2835
Envision Sustainability Professional No. 45376

Experience: 19 Years

Mr. Jeffrey Lau offers 19 years of traffic design and transportation planning experience. Mr. Lau provides transportation design for Willdan's traffic engineering group and manages design projects for a variety of cities and counties throughout California. He is responsible for analysis, coordination, and design of various projects, including preparation of plans, specifications, and estimate (PS&E) for traffic design projects such as traffic signals, signing and striping, street lighting, and construction traffic control. He has also assisted with traffic impact studies and analyses, plan reviews, and engineering and traffic survey updates. Mr. Lau is an accomplished engineer for multi-discipline and multi-agency traffic and transportation projects and has supervised completion of a variety of large- to small-scale projects. Mr. Lau has personally designed over 200 new and modified traffic signal installations for cities and other agencies throughout California. He understands the importance of meeting schedules and developing the most cost-efficient project to meet budgetary constraints.

Relevant Project Experience

Plan Checking Services, City of El Monte, California. Plan Check Engineer. Willdan provides professional engineering plan check services for civil-related disciplines. Our performance of thorough services ensures the proposed developments and associated improvements are designed in accordance with City-accepted standards, Los Angeles County Hydrology Manual, Los Angeles County Low Impact Development Manual, as well as other applicable design standards and the Conditions of Development adopted by the City Council of Planning Commission for each development. Willdan has provided plan check services for preliminary development services including developing conditions of approval and plan checking for the off-site improvements for the Hilton Garden Inn, Ramona Resurfacing Project CIP 857, Ramona Ave 62 Condo development, Goodman Logistics Center, Ramona Boulevard Grading, TR72766 Garvey. The plan check included a 1st, 2nd and 3rd plan check for grading, street, sewer, storm drain, water, signing, striping, traffic signals, geotechnical report, hydrology, SWPPP, NPDES, and map checks.

Development Review Services, City of Cerritos, California. Plan Check Engineer. Willdan is providing professional engineering plan check services for civil-related disciplines. We perform thorough plan check services to ensure that the proposed developments and the associated improvements are designed in accordance with City-accepted standards, Los Angeles County Hydrology Manual, Los Angeles County Low Impact Development Manual, as well as other applicable design standards and the Conditions of Development adopted by the City Council of Planning Commission for each development.

On-Call Plan Checking Services, City of Brea, California. Plan Check Engineer. Willdan is committed to performing complete and thorough plan check services to ensure that the proposed developments and the associated improvements are designed in accordance with City-accepted standards, Orange County Highway Design Manual, Orange County Local Drainage Manual, Orange County Drainage Area Management Plan (DMAP), City Master Plan of Drainage, as well as other applicable design standards and the Conditions of Development adopted by the City of Brea City Council of Planning Commission for each development.



David Woolley, PLS

Engineering Services Plan Review

Summary Profile

Education:	Completed Survey & Mapping Coursework at Santiago Canyon College Courses: Ethics, Business & Professions Code, ALTA/NSPS Courses, Copyright Law and Land Surveying
Registration:	Professional Land Surveyor, California No. 7304 Professional Land Surveyor, Nevada No. 13299 Certified Fraud Examiner
Experience:	31 Years

Mr. David Woolley is an expert in land surveying; standard of care; construction surveying; boundary line determination and analysis; boundary disputes; deed interpretation; boundary reconstruction; easement analysis and construction; map preparation; construction and constructability, The Professional Land Surveyor's Act and the Subdivision Map Act; ALTA surveys; documentation of construction defects; settlement/displacement surveys.

Relevant Project Experience

GIS and Map Checking Protocols. County of San Bernardino, California. Has worked with the County of San Bernardino on writing GIS and map checking protocols for the City of Long Beach (where he served as the City Surveyor from 2008 to present). He also participated in the League of California Surveying Organizations (LCSO). LCSO is comprised of City, County, and other public agency surveyors throughout the state. He is one of the few private surveyors that is a member of LCSO. He and the County of San Bernardino has worked on standards through LCSO.

On-Call Services for City Surveyor, Traffic Engineering, Environmental Review, and Labor Compliance, City of El Monte, California. Reviewer. Willdan provides on-call engineering plan check services to the City of El Monte for projects such as commercial, industrial, residential, and public works improvements. In the last few months, we have worked on several complex development projects that required subdivision mapping. These projects were complicated by title issues that required us to work closely with the City Attorney and adjacent property owners. The project included former City owned property that was on a fast track for building.

On-Call Plan Check Services, City of Rialto, California. Reviewer. Willdan provides plan checking services for all improvement plans including residential subdivision review, private developments, public street improvement plans, traffic plans and grading operations. Willdan is also tasked with providing all map reviews and works in the function as the acting City Surveyor for these reviews. In addition to the improvement plans, Willdan reviews all technical design reports associated with the improvement plans including hydrology, utilities, SWPPP, WQMP and sediment control plans.

On-Call Land Development Review, City of Santa Paula, California. Reviewer. Willdan provides reviews for land development projects encompassing civil infrastructure, grading, soils, traffic, floodplain management, environmental studies, and permit application requests. Maps are reviewed for conformance with the California Subdivision Map Act. Additional land-development-related services provided under the contract involve contract extension of staff services for Deputy City Engineer, Traffic Engineer, and Public Works Inspector; project management; development review meeting attendance; and independent assurance sampling and testing.



John Hidalgo, RLA

Engineering Services Plan Review

Summary Profile

Education:	BS, Landscape Architecture, California State Polytechnic University, Pomona European Study Tour, California Polytechnic State University, School of Architecture, Pomona
Registration:	Landscape Architect, California No. 3551 Licensed Contractor, California No. 713613
Experience:	32 Years

Mr. John Hidalgo possesses landscape architecture experience that encompasses a variety of landscape and irrigation projects. He has in-depth expertise in design development, preparation of plans and specifications, plan re-views, and construction observation. Mr. Hidalgo is familiar with various local, state, and federal codes, regulations, procedures, and standards relating to construction, safety, park and facility planning, and other landscape and irrigation amenities. He has successfully completed projects in compliance with these various standards. Mr. Hidalgo has experience representing project owners during the plan review process. He possesses comprehensive experience in both field observation and construction. Mr. Hidalgo responsibilities include managing park and street beautification design, low-impact developments, plan reviews, and construction observation.

Relevant Project Experience

GIS and Map Checking Protocols. County of San Bernardino, California. Has worked with the County of San Bernardino on writing GIS and map checking protocols for the City of Long Beach (where he served as the City Surveyor from 2008 to present). He also participated in the League of California Surveying Organizations (LCSO). LCSO is comprised of City, County, and other public agency surveyors throughout the state. He is one of the few private surveyors that is a member of LCSO. He and the County of San Bernardino has worked on standards through LCSO.

Summerland Parking Design & Circulation Design, County of Santa Barbara, California. Task Manager. Landscape Architecture. Willdan responsible for preparation of plans, specifications, and estimate for the construction of curb, gutter, enhanced sidewalk paving, traffic calming features along with decorative lighting, drought tolerant landscaping and street furniture designed to create a safe and operational business-resident friendly vehicle/pedestrian/bicycle parking circulation pattern in the Town of Summerland. This project includes construction and reconstruction of several portions of the existing storm drain system by relocating and relocating and also adding new catch basins for improved drainage along the corridor. The project involves numerous property owner tie-in improvements that require a custom level of detail. Some challenges include preserving existing improvements that were constructed by property owners within the right of way where possible and providing new improvements that blend in well with the community feel.

Salud Park (Fitness Park), City of Paramount, California. Project Manager responsible for all phases of this project from conceptual planning to grant application submittal to construction document preparation to construction administration. The project includes synthetic turf play fields, 400-meter walking/running track, multi-use soft-footed trails, exercise stations, parking, security lighting, and enclosed decorative steel fencing for the entire park. The park is located within Southern California Edison's right-of-way – requiring a lengthy review and adherence to all SCE conditions of approval requirements.



Chien-Chang Chen, Ph.D., PE, GE

Engineering Services Plan Review

Summary Profile

Education: PhD, Geotechnical Engineering, Georgia Institute of Technology
MS, Geotechnical Engineering, Georgia Institute of Technology
BS, Civil Engineering, National Chiao Tung University, Taiwan

Registration: Geotechnical Engineer, California No. 3183
Civil Engineer, California No. C63238

Experience: 24 Years

Dr. Chien-Chang has over 24 years of experience in geotechnical and earthquake engineering. He specializes in developing foundation recommendations for the design and construction of pipelines, transportation, power supplies, residential development, schools, and commercial structures including the mitigation of soft ground and liquefaction by ground improvement. Chien-Chang offers leadership in the provision of geotechnical interpretation, analysis, the development of geotechnical solutions and design production including project management and business development. Chien-Chang has worked on a wide variety of engineering projects in USA, New Zealand, and Taiwan.

Relevant Project Experience

City Trunk Line South – Unit 6 (CTLS-6), Studio City, California, Los Angeles Department of Water and Power (LADWP). Project Engineer. Performed geotechnical field investigation and prepared geotechnical baseline reports for the CTLS-6 project. The project involved relining the existing 51-inch inner diameter, riveted steel pipe with a carbon fiber-reinforced polymer (CFRP) lining, removal of the flow meter, and relocation of the flow control station using cut-and-cover method. Our field investigation task involved drilling and sampling of 5 borings to 50 feet bgs along the pipeline alignment, laboratory testing on soil samples, preparation of geotechnical baseline reports, review of design drawings and specifications, and scheduling.

Century Trunk Line – Unit 1 (CTL-1), Inglewood, California, Los Angeles Department of Water and Power (LADWP). Project Engineer. Performed technical review of shoring system designed by the Contractor and construction inspection for the CTL-1 project. The project involved installation of approximately 9,700 lineal feet of 48-inch diameter, earthquake resistant ductile-iron pipe using both cut-and-cover and tunneling methods.

Paseo Del Mar (White Point) Permanent Restoration Project, Los Angeles Geotechnical Engineering Division (LAGED). Lead Geotechnical Engineer. Led and performed a geotechnical detailed design for a single span bridge (380 feet long) and associated site civil work for the Paseo Del Mar (White Point) Permanent Restoration Project in San Pedro, California, following the 2011 White Point landslide. Detailed design involved in interpretation of design parameters for soils and rock, seismic assessment to determine design peak ground acceleration and liquefaction potential, foundation design and ground improvement for the proposed bridge, mitigation of the existing slopes by deep soil mixing and ground anchors and the reinforced soil slopes located in approach fill.



Stefan Chiose, PE

Engineering Services Plan Review

Summary Profile

Education: BS, Architectural Engineering, California Polytechnic State University, San Luis Obispo
Registration: Civil Engineer, California No. 82816
ICC Certified Plans Examiner
ICC Certified Fire Sprinkler Plans Examiner
Experience: 12 Years

Mr. Stefan Chiose has 12 years' experience in project management and engineering, with A&E firms and local government. He is experienced in performing technical analyses of plans, specifications, and reports; and reviewing documents for completeness, accuracy, and conformance to applicable codes, ordinances, and national standards.

Relevant Project Experience

City of Newport Beach, California. Plan Check Engineer. Reviewed construction drawings plans, commercial and residential architectural and structural plans, and disabled accessibility plans for compliance with the California Standard Building Codes. Prepared correction letters to document deviations in submittals and provided applicants with recommendations to meet minimum code requirements. Mr. Chiose also responded to questions from architects, engineers, and owners regarding codes and other issues with projects, both over the phone and at the public counter.

Private Firm, Irvine, California. Commercial Project Engineer. Mr. Chiose was responsible for engineering and construction administration for DSA projects across California. Design of numerous high schools and hospitals for compliance with engineering calculations. Developed construction drawings, establish project criteria, coordinate project reviews, and ensured the proper implementation of project elements. Helped create more efficient project methods to maintain the project's profitability. Reviewed the engineering tasks and initiated the necessary corrective actions. Trained younger engineers to learn how to perform calculations, construction detailing, and response to plan review comments on rigorous DSA plan reviews. Performed structural observations to meet code requirements and approved construction documents.

Private Firm, Irvine, California. Commercial Design Engineer. Mr. Chiose was responsible for structural engineering documents and accurately calculating the required stress load of infrastructure to ensure that they were safe and stable for daily use. Worked on commercial development projects including all engineering construction materials from wood, to concrete, to steel, to masonry, to light gage, etc. He was also responsible for project coordination – tracking performance and analyzing the completion of key goals to meet deadlines for construction. Wrote proposals from design development through RFI's. Prepared proposal documentation, cost estimates, and pricing recommendations to management.



Chris Stone

Engineering Services Plan Review

Summary Profile

Education:	Graduate Course, Mathematics, Oregon State University Graduate Course, Engineering Mechanics, Montana State University BS, Civil Engineering, Montana State University
Registration:	Civil Engineer, Arizona No. 55200 Civil Engineer, Nevada No. 12379
Experience:	30 Years

Mr. Chris Stone possesses expertise in transportation and traffic engineering, street and roadway engineering, water and wastewater engineering, flood control hydrologic and hydraulic engineering, tract map and parcel mapping, grading, and structural engineering. He has participated in all technical aspects of projects, including preliminary engineering study and design; preparation of plans, specifications, and estimates; and peer review.

Relevant Project Experience

Sewer Improvement Plan Review, Various California Public Agencies, California. Project Engineer responsible for reviewing engineering plans, specifications, studies and documents submitted by developers for plan review. The documents are reviewed for conformance with city standards supplemented by the Standard Plans and Specifications for Public Works Construction (Green Book) and Caltrans Standard Plans. Clients include:

- City of Bell
- City of Cerritos
- City of Fillmore
- City of La Canada Flintridge
- City of Los Alamitos
- City of Paramount
- City of Rolling Hills Estates
- City of San Bernardino County
- City of Ventura
- City of Brea
- City of El Monte
- City of Goleta
- City of La Quinta
- City of Manhattan Beach
- City of Rolling Hills
- City of Rosemead
- City of Simi Valley
- City of West Covina

Sewer Service Feasibility Study-Phase II, City of Rolling Hills, California. Project Manager responsible for overall project management and oversight of all services required to prepare a Phase II study addressing the feasibility of providing sanitary sewer service to City Hall, a tennis court site, and upstream properties. The project involved analyzing the feasibility of connecting to the existing sanitary sewer in Rolling Hills Road. A sewer area study was conducted to determine the parcels and sewer flow rates tributary to the sewer and conceptually determine the sewer improvements required. Will-serve letters were obtained from the Sanitation District of Los Angeles County. The study was coordinated with and approved by Rolling Hills Estates, Torrance, and Los Angeles County Department of Public Works.

Sewer Improvements on Beck Avenue and Orchard Avenue, City of Bell, California. Project Engineer responsible for project scoping the engineering design for the sewer improvements. The project encompassed 1,280 linear feet of 10-inch VCP extra strength pipe; 44 sewer lateral connections; pavement cold milling and ARHM overlay; sidewalk, cross gutter, ramp replacements, manhole frame and valve adjustments; and striping.



Salvador Lopez Jr.

Environmental Services

Summary Profile

Education: BS, Urban and Regional Planning, California State Polytechnic University, Pomona

Experience: 24 Years

Mr. Salvador Lopez possesses planning expertise and experience spanning all aspects of planning, including current, advance, and environmental planning, as well as active transportation planning and housing and community development. He is highly experienced at managing multi-disciplinary teams in the development of policy and long-range planning documents for public agencies.

Relevant Project Experience

Planning and Environmental Services, City of Artesia, CA. Managing Planner. Willdan provides comprehensive plan review, processes land use entitlement applications; prepares general plan text or map amendments; prepares or amends specific plans; prepares zoning code text or map amendments; and prepares related environmental studies. We developed the Artesia LIVE Specific Plan and the mixed-use overlay zone ordinance to demonstrate a clear vision for new mixed-use developments in the city and as an economic development tool that will facilitate new future development and provide housing opportunities.

Special Project Planning Services, City of Artesia, California. Project Manager responsible for overall project management and oversight of on-call planning services provided to the City. Contract planning services encompass reviewing and processing land use entitlement applications; preparing general plan text or map amendments; preparing or amending specific plans; preparing zoning code text or map amendments; and preparing related environmental studies. Performance of these responsibilities requires expertise and knowledge in general plan compliance and implementation, CEQA/NEPA conformance, project management, and general planning procedures.

Planning and Environmental Services, City of Hemet, CA. Interim Community Development Director. Willdan is currently providing an interim Community Development Director to oversee and lead the activities of the Community Development Department. Mr. Lopez is managing the Department's workload involving site development review, design review, entitlement processing, CEQA documentation, general plan and zone text amendments, development plan check services, housing services and economic development services - attend meetings, identify project milestones, outreach compliance, environmental review, and respond to state and federal requirements.

Planning and Environmental Services, City Cudahy, CA. Project Manager responsible for overall project management and oversight for staffing resources provided to the City. Willdan provides full-time contract planning services for the City's Planning Division as well as for Interim Community Development Director. Programs involved land use planning; complex land use development projects; general administration of City-initiated planning work and studies; conceptual plans; land use entitlement applications; general plan, specific plan, and zoning code updates and map amendments; and initial studies under the California Environmental Quality Act and related environmental documents.

Planning Services, City of Long Beach, CA. Project Manager/Quality Assurance Manager responsible for overall project management and oversight for staffing resources provided to the City. Staff planners assist with current planning, advance planning, special projects planning, development project review, entitlement processing, CEQA document preparation and review, historic assessments, community outreach, and other long-range planning activities.



Andréa Urbas, M.Arch, AICP

Environmental Services

Summary Profile

Education:	MBA, University of Phoenix, Phoenix M. Architecture, Kansas State University, Manhattan, Helm Memorial Fellow (Outstanding Graduate Student) BS, Architecture, University of Illinois, Urbana-Champaign; Illinois Power Company Fellowship (Research Energy Efficient Designing Architecture, Energy Audits) Faculty of Architecture, University of Zagreb Teacher-Scholar, Cranbrook Academy
Registration:	AICP #092885 AICP Advanced Specialization: Certified Urban Designer (AICP CUD) AICP Advanced Specialization Certified Environmental Planner (AICP CEP)
Experience:	37 Years

Ms. Andréa Urbas is a Willdan Engineering environmental planner with 37 years of experience. She is a creative and innovative professional with extensive design, planning, sustainability, environmental and historic resources experience. Ms. Urbas is a seasoned manager with capabilities in facility planning; pro forma analyses; entitlement facilitation; construction, consultant, and agency coordination; grantsmanship/project financing; and preparation of documents that comply with the California Environmental Quality Act (CEQA), Section 106 of the National Historic Preservation Act, NAGPRA, and the National Environmental Policy Act (NEPA).

Ms. Urbas has 36CFR61 qualifications in: architecture, historic architecture, architectural history, + history; and served as Acting State Historic Preservation Officer (SHPO) (Arizona), and State Historical Architect (Illinois + Arizona). Vast array of public and private sector projects is located throughout California, as well as Arizona, Alaska, Arkansas, Indiana, Illinois, Louisiana, Massachusetts, New Hampshire, New Jersey, New York, North Dakota, Ohio, Tennessee, Texas and Croatia.

Relevant Project Experience

City of Long Beach – Acting Advanced Planning Officer. Responsible for the management and leadership of the Advanced Planning Bureau. Expert in the link between zoning and housing production, housing policy and contemporary approaches to addressing the housing availability and affordability crisis. Represents the department in regional planning meetings with the Gateway Cities communities, liaise with Council offices on neighborhood and historic preservation issues. Analyze and interpret planning data and trends for special studies on various planning programs and elements of the General Plan. Provide professional recommendations and support to the City Council, Planning Commission, and City Management. Research and write grants, as well as manage grant funds for compliance. Oversee the General Plan and specific plans including preparing updates, amendments, annual monitoring, and implementation efforts. Oversee a number of advance planning programs such as implementation and update of the Local Coastal Program, maintaining demographic data, and coordinating community and neighborhood outreach efforts. Provide oversight and management of the environmental review process under the California Environmental Quality Act (CEQA). This may include preparation of environmental documents for private or public applicants with the City as Lead Agency, reviewing CEQA documents from other jurisdictions and writing detailed comment letters. Act as staff liaison to the Cultural Heritage Commission and historic preservation community, including staffing meetings, overseeing preparation of all staff reports, and Certificates of Appropriateness, new landmarks and Mills Act contracts that are issued on behalf of the City. Other related duties as assigned.



Christine Kudija, JD, AICP

Environmental Services

Summary Profile

Education:	Juris Doctor, Northwestern School of Law, Lewis and Clark College, Portland, OR MLA, Landscape Architecture, California Polytechnic University, Pomona BA, Botany, University of California, Santa Barbara
Registration:	Certified Planner, American Institute of Certified Planners No. 085436 Attorney, California State Bar No. 22233
Experience:	35 Years

Ms. Christine Kudija possesses planning experience in both application processing/development services and environmental analysis with a focus on CEQA and NEPA documentation for public agency projects (intersection improvements, street widening, parks, other infrastructure), ordinances (zoning codes, area plans), residential subdivisions and commercial/industrial projects. She recently served as a contract staff planner in the Sacramento County Community Development Department, where she prepared the Initial Study and Mitigated Negative Declaration for the County Zoning Code Update and completed drafting of and CEQA documentation for the Downtown Rio Linda Special Planning Area ordinance. Ms. Kudija works on projects throughout California – applying her diverse educational background and experience to all aspects of planning challenges.

Relevant Project Experience

Planning and Environmental Services, City Cudahy, CA. Environmental Planner. Willdan provides full-time contract planning services for the City's Planning Division as well as for Interim Community Development Director. Programs involved land use planning; complex land use development projects; general administration of City-initiated planning work and studies; conceptual plans; land use entitlement applications; general plan, specific plan, and zoning code updates and map amendments; and initial studies under the CEQA and related environmental documents.

Planning and Environmental Services, City Artesia, CA. Environmental Planner. Willdan provides comprehensive plan review, processes land use entitlement applications; prepares general plan text or map amendments; prepares or amends specific plans; prepares zoning code text or map amendments; and prepares related environmental studies. We developed the Artesia LIVE Specific Plan and the mixed-use overlay zone ordinance to demonstrate a clear vision for new mixed-use developments in the city and as an economic development tool that will facilitate new future development and provide housing opportunities.

Planning Services, County of Sacramento, CA. Project Manager responsible for leading assigned projects or assisting with other projects involving current, advance, and special project planning; environmental review; and on-call environmental planning services. Representative projects include:

- **Downtown Rio Linda Special Planning** – supplements the County's zoning ordinance and regulates land uses within the Rio Linda historic core. The SPA ordinance provides development standards for new construction and renovation, streetscape, landscape, and gateway design. The IS/MND focused on impacts associated with land use, particularly any new by-right uses, traffic and transportation, cultural resources, biological resources, air quality, and aesthetic impacts.
- **Century Palms Business Park** – application processing and initial study/mitigated negative declaration for a conditional use permit for an 8-acre, mixed-use project that combined light manufacturing, restaurant and retail uses in the Downtown Rio Linda Special Planning Area. Design review for compliance with SPA design guidelines was required.





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BUILDING DEVELOPMENT REVIEW (BDRS) ON-CALL SERVICES**RFP NO. 23-0482-P****RATE SHEET****1. Building Services - Plan Examining Services - Hourly Cost**

Service	Type	UOM	Hourly Rate
Plan Examining	Residential - New Review	Per Hour	\$105.00
Plan Examining	Residential - Remodel Review	Per Hour	\$105.00
Plan Examining	Residential - Simple Review	Per Hour	\$105.00
Plan Examining	Commercial - New Multi-Trade (all trades) Review	Per Hour	\$105.00
Plan Examining	Commercial - New Single Trade Review	Per Hour	\$105.00
Plan Examining	Commercial - Remodel Multi-Trade (all trades) Review	Per Hour	\$105.00
Plan Examining	Commercial - Remodel Single Trade Review	Per Hour	\$105.00
Plan Examining	Commercial - Simple Multi-Trade (all trades) Review	Per Hour	\$105.00
Plan Examining	Commercial - Simple Single Trade Review	Per Hour	\$105.00
Plan Examining	Commercial - Single Trade Project Review	Per Hour	\$105.00

2. Building Services - Plan Examining Services - Fixed Unit Cost

Service	Type	UOM	Fixed Unit Cost
Plan Examining	Residential - New Review	Each	\$525.00
Plan Examining	Residential - Remodel Review	Each	\$315.00
Plan Examining	Residential - Simple Review	Each	\$65.00
Plan Examining	Commercial - New Multi-Trade (all trades) Review	Each	\$950.00
Plan Examining	Commercial - New Single Trade Review	Each	\$235.00
Plan Examining	Commercial - Remodel Multi-Trade (all trades) Review	Each	\$525.00
Plan Examining	Commercial - Remodel Single Trade Review	Each	\$175.00
Plan Examining	Commercial - Simple Multi-Trade (all trades) Review	Each	\$130.00
Plan Examining	Commercial - Simple Single Trade Review	Each	\$65.00
Plan Examining	Commercial - Single Trade Project Review	Each	\$225.00

3. Building Services - Inspection Services - Hourly Cost

Service	Type	UOM	Hourly Rate
Inspection (In-Person)	Residential - Building (all trades)	Per Hour	\$95.00
Inspection (In-Person)	Commercial - Multi-Trade (all trades) License	Per Hour	\$95.00
Inspection (In-Person)	Commercial - Single Trade	Per Hour	\$95.00
Inspection (virtual)	Residential	Per Hour	\$95.00
Inspection (virtual)	Commercial Multi-Trade (all trades) License	Per Hour	\$95.00
Inspection (virtual)	Commercial Single Trade	Per Hour	\$95.00

BUILDING DEVELOPMENT REVIEW (BDRS) ON-CALL SERVICES

RFP NO. 23-0482-P

RATE SHEET

4. Building Services - Inspection Services - Fixed Unit Cost

Service	Type	UOM	Fixed Unit Cost
Inspection (In-Person)	Residential - Building (all trades)	Each	\$760.00
Inspection (In-Person)	Commercial - Multi-Trade (all trades) License	Each	\$2,375.00
Inspection (In-Person)	Commercial - Single Trade	Each	\$380.00
Inspection (virtual)	Residential - Building (all trades)	Each	\$760.00
Inspection (virtual)	Commerical - Multi-Trade (all trades) License	Each	\$2,375.00
Inspection (virtual)	Commercial Singe Trade	Each	\$380.00

5. Building Services - Permit Technician - Hourly Cost

Service	Type	UOM	Hourly Rate
Permit Technician	Support services associated with permit completeness, fee formulation, certificate of occupancy issuance, and related services.	Per Hour	\$65.00

6. Development Review Services (DRS) - Engineering Services - Hourly Cost

Service	Type	UOM	Hourly Rate
Engineering Consulting	Standard - Site Plan (includes zoning and full scope of site engineering).	Per Hour	\$165.00
Engineering Consulting	Complex - Site Plan (includes zoning and full scope of site engineering)	Per Hour	\$180.00

7. Development Review Services (DRS) - Engineering Services - Fixed Unit Cost

Service	Type	UOM	Fixed Unit Cost
Engineering Consulting	Standard - Site Plan (includes zoning and full scope of site engineering).	Each	\$950.00
Engineering Consulting	Complex - Site Plan (includes zoning and full scope of site engineering)	Each	\$1,300.00

8. Development Review Services (DRS) - Building Permit Review - Hourly Cost

Service	Type	UOM	Hourly Rate
Permit Review	Right-of-Way Use Permits	Per Hour	\$140.00
Permit Review	Waivers	Per Hour	\$140.00
Permit Review	Inspections	Per Hour	\$140.00

BUILDING DEVELOPMENT REVIEW (BDRS) ON-CALL SERVICES

RFP NO. 23-0482-P

RATE SHEET

9. Development Review Services (DRS) - Environmental - Hourly Cost

Service	Type	UOM	Hourly Rate
Site Plans	Environmental/Habitat	Per Hour	\$170.00
Building Permits	Environmental/Habitat	Per Hour	\$170.00
Inspections	Environmental/Habitat	Per Hour	\$170.00

10. Development Review Services (DRS) - Environmental - Fixed Unit Cost

Service	Type	UOM	Fixed Unit Cost
Site Plans	Environmental/Habitat	Each	\$1,020.00
Building Permits	Environmental/Habitat	Each	\$680.00
Inspections	Environmental/Habitat	Each	\$340.00

1. Payment and pricing terms for the initial and renewal terms are [list payment terms OR “subject to the cost or fee schedule in the CONTRACTOR’s Statement of Work”].
Notwithstanding the above, County expenditures under the Agreement will not exceed [TBD \$XXX] for [“the Contract term” or “any County fiscal year”] without a written amendment to this Agreement.


D. Exceptions

1. The following provisions of the T&Cs are amended as follows. Except as expressly provided in this Section 2, the terms of documents composing the Agreement remain in full force and effect:
 - a. [List any exceptions here]
 - b. [List any exceptions here]

E. Entire Agreement

1. This Agreement constitutes the entire agreement between the Parties.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their undersigned officials, who are duly authorized to bind the Parties to the Agreement.

For Contractor: Willdan Engineering
Signature: 
Print Name and Title: Vanessa Munoz, PE, TE, President
Date: April 4, 2023

For County:
Signature:
Print Name and Title:
Date: