

AGREEMENT FOR PROFESSIONAL SERVICES BY INDEPENDENT CONTRACTOR

THIS AGREEMENT FOR PROFESSIONAL SERVICES BY INDEPENDENT CONTRACTOR is made and effective as of the 19th day of August 2025, by and between the CITY OF BEAUMONT (“CITY”) whose address is 550 E. 6th Street, Beaumont, California 92223 and WILLDAN ENGINEERING (“CONTRACTOR”), whose address is 650 E. Hospitality Lane, Suite 400, San Bernardino, CA 92408.

RECITALS

This Agreement is entered into on the basis of the following facts, understandings and intentions of the parties to this Agreement:

- A. The CITY desires to engage CONTRACTOR to provide Public Works Plan Check Services. Services shall be performed under the Professional Services Agreement.
- B. The CITY published a Request for Proposals, using the Formal Bidding Procedure, on March 7, 2025; the Request for Proposal is attached hereto as Exhibit A;
- C. The CONTRACTOR responded to the Request on March 27, 2025;
- D. The CONTRACTOR has made a proposal (“Proposal”) to the CITY to provide such professional services, which Proposal is attached hereto as Exhibit “B” and incorporated herein by this reference; and,
- E. CONTRACTOR agrees to provide such services pursuant to, and in accordance with, the terms and conditions of this Agreement, and represents and warrants to CITY that CONTRACTOR possesses the necessary skills, licenses, certifications, qualifications, personnel and equipment to provide such services.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing Recitals and mutual covenants contained herein, CITY and CONTRACTOR agree as follows:

1. Term of Agreement. This Agreement is effective as of the date first above written and shall continue until terminated as provided for herein. Notwithstanding anything in this Agreement to the contrary, this Agreement shall automatically terminate after three (3) years unless extended by the parties with the approval of the City Council of the CITY.

2. Services to be Performed. CONTRACTOR agrees to provide the services (“Services”) as follows: Proposal per Exhibit “B”. All Services shall be performed in the manner and according to the timeframe set forth in the Proposal. CONTRACTOR designates Ronald Stein as CONTRACTOR’S professional(s) responsible for overseeing the Services provided by CONTRACTOR.

3. Associates and Subcontractors. CONTRACTOR may, at CONTRACTOR's sole cost and expense, employ such competent and qualified independent associates, subcontractors and consultants as CONTRACTOR deems necessary to perform the Services; provided, however, that CONTRACTOR shall not subcontract any of the Services without the written consent of CITY.

4. Compensation.

4.01 CONTRACTOR shall be paid at the rates set forth in the Cost Proposal and shall not increase any rate without the prior written consent of the CITY. Notwithstanding anything in this Agreement to the contrary, total fees and charges paid by CITY to CONTRACTOR under this Agreement shall not exceed a rate of seventy-five percent (75%) of total developer fees collected associated with plan checks assigned to CONTRACTOR and rates in accordance with those provided in the Proposal for plan check and surveying services, with a not to exceed amount of four hundred thousand dollars (\$400,000) annually per fiscal year (July 01-June 30).

4.02 CONTRACTOR shall not be compensated for any Services rendered nor reimbursed for any expenses incurred in excess of those authorized unless approved in advance by the CITY, in writing.

4.03 CONTRACTOR shall submit to CITY, on or before the fifteenth (15th) of each month, itemized invoices for the Services rendered in the previous month. The CITY shall not be obligated to pay any invoice that is submitted more than sixty (60) days after the due date of such invoice. CITY shall have the right to review and audit all invoices prior to or after payment to CONTRACTOR. This review and audit may include, but not be limited to CITY's:

- a. Determination that any hourly fee charged is consistent with this Agreement's approved hourly rate schedule;
- b. Determination that the multiplication of the hours billed times the approved rate schedule dollars is correct;
- c. Determination that each item charged is the usual, customary, and reasonable charge for the particular item. If CITY determines an item charged is greater than usual, customary, or reasonable, or is duplicative, ambiguous, excessive, or inappropriate, CITY shall either return the bill to CONTRACTOR with a request for explanation or adjust the payment accordingly, and give notice to CONTRACTOR of the adjustment.

4.04 CONTRACTOR shall receive payment by the CITY for the services provided specified in Exhibit "A".

- a. CONTRACTOR shall submit all invoices to the City of Beaumont's Accounts Payable at the email address listed below.
- b. CONTRACTOR will send the original invoices to:

City of Beaumont
Attn: Finance Department-Accounts Payable
ap@beaumontca.gov

c. Each invoice shall contain a minimum of the following information: invoice number and date; PO number (once issued by the CITY), remittance address; bill-to and ship-to addresses of ordering department/division; Agreement number (24-157), quantities; item descriptions, unit prices, extensions, sales/use tax if applicable, an invoice total, and any other information requested by the CITY.

4.05 If the work is satisfactorily completed, CITY shall pay such invoice within thirty (30) days of its receipt. Should CITY dispute any portion of any invoice, CITY shall pay the undisputed portion within the time stated above, and at the same time advise CONTRACTOR in writing of the disputed portion.

5. Obligations of CONTRACTOR.

5.01 CONTRACTOR agrees to perform all Services in accordance with the terms and conditions of this Agreement and the Proposal. In the event that the terms of the Proposal shall conflict with the terms of this Agreement, or contain additional terms other than the Services to be rendered and the price for the Services, the terms of this Agreement shall govern and said additional or conflicting terms shall be of no force or effect.

5.02 Except as otherwise agreed by the parties, CONTRACTOR will supply all personnel, materials and equipment required to perform the Services. CONTRACTOR shall provide its own offices, telephones, vehicles and computers and set its own work hours. CONTRACTOR will determine the method, details, and means of performing the Services under this Agreement.

5.03 CONTRACTOR shall keep CITY informed as to the progress of the Services by means of regular and frequent consultations. Additionally, when requested by CITY, CONTRACTOR shall prepare written status reports.

5.04 CONTRACTOR is responsible for paying, when due, all income and other taxes, fees and withholding, including withholding state and federal taxes, social security, unemployment and worker's compensation, incurred as a result of the compensation paid under this Agreement. CONTRACTOR agrees to indemnify, defend and hold harmless CITY for any claims, costs, losses, fees, penalties, interest, or damages suffered by CITY resulting from CONTRACTOR's failure to comply with this provision.

5.05 In the event CONTRACTOR is required to prepare plans, drawings, specifications and/or estimates, the same shall be furnished in conformance with local, state and federal laws, rules and regulations.

5.06 CONTRACTOR represents that it possesses all required licenses necessary or applicable to the performance of Services under this Agreement and the Proposal and shall obtain and keep in full force and effect all permits and approvals required to perform

the Services herein. In the event CITY is required to obtain an approval or permit from another governmental entity, CONTRACTOR shall provide all necessary supporting documents to be filed with such entity.

5.07 CONTRACTOR shall be solely responsible for obtaining Employment Eligibility Verification information from CONTRACTOR's employees, in compliance with the Immigration Reform and Control Act of 1986, Pub. L. 99-603 (8 U.S.C. 1324a), and shall ensure that CONTRACTOR's employees are eligible to work in the United States.

5.08 In the event that CONTRACTOR employs, contracts with, or otherwise utilizes any CalPERS retirees in completing any of the Services performed hereunder, such instances shall be disclosed in advance to the CITY and shall be subject to the CITY's advance written approval.

5.09 Drug-free Workplace Certification. By signing this Agreement, the CONTRACTOR hereby certifies under penalty of perjury under the laws of the State of California that the CONTRACTOR will comply with the requirements of the Drug-Free Workplace Act of 1990 (Government Code, Section 8350 et seq.) and will provide a drug-free workplace.

5.10 CONTRACTOR shall comply with all applicable local, state and federal laws, rules, regulations, entitlements and/or permits applicable to, or governing the Services authorized hereunder.

6. Insurance. CONTRACTOR hereby agrees to be solely responsible for the health and safety of its employees and agents in performing the Services under this Agreement and shall comply with all laws applicable to worker safety including but not limited to Cal-OSHA. Therefore, throughout the duration of this Agreement, CONTRACTOR hereby covenants and agrees to maintain insurance in conformance with the requirements set forth below. Attached hereto as **Exhibit "C"** are copies of Certificates of Insurance and endorsements as required by Section 7.02. If existing coverage does not meet the requirements set forth herein, CONTRACTOR agrees to amend, supplement or endorse the existing coverage to do so. CONTRACTOR shall provide the following types and amounts of insurance:

6.01 Commercial general liability insurance in an amount of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate; CONTRACTOR agrees to have its insurer endorse the general liability coverage required herein to include as additional insured's CITY, its officials, employees and agents. CONTRACTOR also agrees to require all contractors and subcontractors to provide the same coverage required under this Section 6.

6.02 Business Auto Coverage in an amount no less than \$1 million per accident. If CONTRACTOR or CONTRACTOR's employees will use personal autos in performance of the Services hereunder, CONTRACTOR shall provide evidence of personal auto liability coverage for each such person.

6.03 Workers' Compensation coverage for any of CONTRACTOR's employees

that will be providing any Services hereunder. CONTRACTOR will have a state-approved policy form providing statutory benefits as required by California law. The provisions of any workers' compensation will not limit the obligations of CONTRACTOR under this Agreement. CONTRACTOR expressly agrees not to use any statutory immunity defenses under such laws with respect to CITY, its employees, officials and agents.

6.04 Optional Insurance Coverage. Choose and check one: Required ___ /Not Required ___; Errors and omissions insurance in a minimum amount of \$2 million per occurrence to cover any negligent acts or omissions committed by CONTRACTOR, its employees and/or agents in the performance of any Services for CITY.

7. General Conditions pertaining to Insurance Coverage

7.01 No liability insurance coverage provided shall prohibit CONTRACTOR from waiving the right of subrogation prior to a loss. CONTRACTOR waives all rights of subrogation against CITY regardless of the applicability of insurance proceeds and shall require all contractors and subcontractors to do likewise.

7.02. Prior to beginning the Services under this Agreement, CONTRACTOR shall furnish CITY with certificates of insurance, endorsements, and upon request, complete copies of all policies, including complete copies of all endorsements. All copies of policies and endorsements shall show the signature of a person authorized by that insurer to bind coverage on its behalf.

7.03. All required policies shall be issued by a highly rated insurer with a minimum A.M. Best rating of "A:VII"). The insurer(s) shall be admitted and licensed to do business in California. The certificates of insurance hereunder shall state that coverage shall not be suspended, voided, canceled by either party, or reduced in coverage or in limits, except after thirty (30) days' prior written notice has been given to CITY.

7.04 Self-insurance does not comply with these insurance specifications. CONTRACTOR acknowledges and agrees that that all insurance coverage required to be provided by CONTRACTOR or any subcontractor, shall apply first and on a primary, non-contributing basis in relation to any other insurance, indemnity or self-insurance available to CITY.

7.05 All coverage types and limits required are subject to approval, modification and additional requirements by CITY, as the need arises. CONTRACTOR shall not make any reductions in scope of coverage (e.g. elimination of contractual liability or reduction of discovery period) that may affect CITY's protection without CITY's prior written consent.

7.06 CONTRACTOR agrees to provide immediate notice to CITY of any claim or loss against CONTRACTOR or arising out of the Services performed under this Agreement. CITY assumes no obligation or liability by such notice, but has the right (but not the duty) to monitor the handling of any such claim or claims if they are likely to involve CITY.

8. Indemnification.

8.01 CONTRACTOR and CITY agree that CITY, its employees, agents and officials should, to the extent permitted by law, be fully protected from any loss, injury, damage, claim, lawsuit, cost, expense, attorneys' fees, litigation costs, defense costs, court costs or any other costs arising out of or in any way related to the performance of this Agreement by CONTRACTOR or any subcontractor or agent of either as set forth herein. Accordingly, the provisions of this indemnity are intended by the parties to be interpreted and construed to provide the fullest protection possible under the law to CITY. CONTRACTOR acknowledges that CITY would not enter into this Agreement in the absence of the commitment of CONTRACTOR to indemnify and protect CITY as set forth herein.

a. To the fullest extent permitted by law, CONTRACTOR shall defend, indemnify and hold harmless CITY, its employees, agents and officials, from any liability, claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses, damages or costs of any kind, whether actual, alleged or threatened, actual attorneys' fees incurred by CITY, court costs, interest, defense costs, including expert witness fees and any other costs or expenses of any kind whatsoever without restriction or limitation incurred in relation to, as a consequence of or arising out of, or in any way attributable actually, allegedly or impliedly, in whole or in part to the performance of this Agreement. CONTRACTOR's obligation to defend, indemnify and hold harmless shall include any and all claims, suits and proceedings in which CONTRACTOR (and/or CONTRACTOR's agents and/or employees) is alleged to be an employee of CITY. All obligations under this provision are to be paid by CONTRACTOR as they are incurred by CITY.

b. Without affecting the rights of CITY under any provision of this Agreement or this Section, CONTRACTOR shall not be required to indemnify and hold harmless CITY as set forth above for liability attributable solely to the fault of CITY, provided such fault is determined by agreement between the parties or the findings of a court of competent jurisdiction.

8A. Indemnification Design Professionals.

8A.01 In the event that CONTRACTOR is a design professional under California Civil Code Section 2782.8 this Section 8A shall apply instead of Section 8. To the fullest extent permitted by California law and in accordance with California Civil Code section 2782.8, CONTRACTOR shall indemnify, and hold harmless the City, its officers, employees, trustees and members ("Indemnified Parties") from any and all actions, assessments, counts, citations, claims, costs, damages, demands, judgments, liabilities (legal, administrative or otherwise), losses, notices, expenses, fines, penalties, proceedings, responsibilities, violations, attorney's and consultants' fees and causes of action including, but not limited to those for, injury to property or persons, including personal injury and/or death ("Claim(s)"), to the extent that the Claim(s) arises out of, pertains to, or relates to the negligence, recklessness, or willful misconduct of CONTRACTOR, its directors, officials, officers, employees and consultants arising out of, connected with, or resulting from the performance of the Services, the Project, or this Agreement. This indemnity excludes liability caused by the negligence or willful misconduct of any of the Indemnified Parties.

The cost to indemnify, hold harmless, and defend charged to CONTRACTOR shall not exceed CONTRACTOR'S proportionate percentage of fault.

9. Additional Services, Changes and Deletions.

9.01 In the event CONTRACTOR performs additional or different services than those described herein without the prior written approval of the City Manager and/or City Council of CITY, CONTRACTOR shall not be compensated for such services. CONTRACTOR expressly waives any right to be compensated for services and materials not covered by the scope of this Agreement or authorized by the CITY in writing.

9.02 CONTRACTOR shall promptly advise the City Manager and Finance Director of CITY as soon as reasonably practicable upon gaining knowledge of a condition, event or accumulation of events which may affect the scope and/or cost of Services. All proposed changes, modifications, deletions and/or requests for additional services shall be reduced to writing for review and approval by the CITY and/or City Council.

10. Termination of Agreement.

10.01 Notwithstanding any other provision of this Agreement, CITY, at its sole option, may terminate this Agreement with or without cause, or for no cause, at any time by giving twenty (20) days' written notice to CONTRACTOR.

10.02 In the event of termination, the payment of monies due CONTRACTOR for undisputed Services performed prior to the effective date of such termination shall be paid within thirty (30) business days after receipt of an invoice as provided in this Agreement. Immediately upon termination, CONTRACTOR agrees to promptly provide and deliver to CITY all original documents, reports, studies, plans, specifications and the like which are in the possession or control of CONTRACTOR and pertain to CITY.

11. Status of CONTRACTOR.

11.01 CONTRACTOR shall perform the Services in CONTRACTOR's own way as an independent contractor, and in pursuit of CONTRACTOR's independent calling, and not as an employee of CITY. However, CONTRACTOR shall regularly confer with CITY's City Manager as provided for in this Agreement.

11.02 CONTRACTOR agrees that it is not entitled to the rights and benefits afforded to CITY's employees, including disability or unemployment insurance, workers' compensation, retirement, CalPERS, medical insurance, sick leave, or any other employment benefit. CONTRACTOR is responsible for providing, at its own expense, disability, unemployment, workers' compensation and other insurance, training, permits, and licenses for itself and its employees and subcontractors.

11.03 CONTRACTOR hereby specifically represents and warrants to CITY that it possesses the qualifications and skills necessary to perform the Services under this Agreement in a competent, professional manner, without the advice or direction of CITY and that the Services to be rendered pursuant to this Agreement shall be performed in

accordance with the standards customarily applicable to an experienced and competent professional rendering the same or similar services in the same geographic area where the CITY is located. Further, CONTRACTOR represents and warrants that the individual signing this Agreement on behalf of CONTRACTOR has the full authority to bind CONTRACTOR to this Agreement.

12. Ownership of Documents; Audit.

12.01 All draft and final reports, plans, drawings, studies, maps, photographs, specifications, data, notes, manuals, warranties and all other documents of any kind or nature prepared, developed or obtained by CONTRACTOR in connection with the performance of Services performed for the CITY shall become the sole property of CITY, and CONTRACTOR shall promptly deliver all such materials to CITY upon request. At the CITY's sole discretion, CONTRACTOR may be permitted to retain original documents, and furnish reproductions to CITY upon request, at no cost to CITY.

12.02 Subject to applicable federal and state laws, rules and regulations, CITY shall hold all intellectual property rights to any materials developed pursuant to this Agreement. CONTRACTOR shall not such use data or documents for purposes other than the performance of this Agreement, nor shall CONTRACTOR release, reproduce, distribute, publish, adapt for future use or any other purposes, or otherwise use, any data or other materials first produced in the performance of this Agreement, nor authorize others to do so, without the prior written consent of CITY.

12.03 CONTRACTOR shall retain and maintain, for a period not less than four years following termination of this Agreement, all-time records, accounting records and vouchers and all other records with respect to all matters concerning Services performed, compensation paid and expenses reimbursed. At any time during normal business hours and as often as CITY may deem necessary, CONTRACTOR shall make available to CITY's agents for examination all of such records and shall permit CITY's agents to audit, examine and reproduce such records.

13. Miscellaneous Provisions.

13.01 This Agreement, which includes all attached exhibits, supersedes any and all previous agreements, either oral or written, between the parties hereto with respect to the rendering of Services by CONTRACTOR for CITY and contains all of the covenants and agreements between the parties with respect to the rendering of such Services in any manner whatsoever. Any modification of this Agreement will be effective only if it is in writing signed by both parties.

13.02 CONTRACTOR shall not assign or otherwise transfer any rights or interest in this Agreement without the prior written consent of CITY. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

13.03 CONTRACTOR shall timely file FPPC Form 700 Conflict of Interest Statements with CITY if required by California law and/or the CITY's conflict of interest

policy.

13.04 If any legal action or proceeding, including an action for declaratory relief, is brought to enforce or interpret the provisions of this Agreement, the prevailing party will be entitled to reasonable attorneys' fees and costs, in addition to any other relief to which that party may be entitled.

13.05 This Agreement is made, entered into and shall be performed in the County of Riverside in the State of California and shall in all respects be interpreted, enforced and governed under the laws of the State of California. The parties agree that venue in any litigation between them shall be in Riverside County, California.

13.06 CONTRACTOR covenants that neither it nor any officer or principal of its firm has any interest, nor shall they acquire any interest, either directly or indirectly, which will conflict in any manner or degree with the performance of their Services hereunder. CONTRACTOR further covenants that in the performance of this Agreement, no person having such interest shall be employed by it as an officer, employee, agent, or subcontractor.

13.07 CONTRACTOR has read and is aware of the provisions of Section 1090 et seq. and Section 87100 et seq. of the Government Code relating to conflicts of interest of public officers and employees. CONTRACTOR agrees that they are unaware of any financial or economic interest of any public officer or employee of the CITY relating to this Agreement. It is further understood and agreed that if such a financial interest does exist at the inception of this Agreement, the CITY may immediately terminate this Agreement by giving notice thereof. CONTRACTOR shall comply with the requirements of Government Code section 87100 et seq. and section 1090 in the performance of and during the term of this Agreement.

13.08 Improper Consideration. CONTRACTOR shall not offer (either directly or through an intermediary) any improper consideration such as, but not limited to, cash, discounts, services, the provision of travel or entertainment, or any items of value to any officer, employee or agent of the CITY in an attempt to secure favorable treatment regarding this Agreement or any contract awarded by CITY. The CITY, by notice, may immediately terminate this Agreement if it determines that any improper consideration as described in the preceding sentence was offered to any officer, employee or agent of the CITY with respect to the proposal and award process of this Agreement or any CITY contract. This prohibition shall apply to any amendment, extension or evaluation process once this Agreement or any CITY contract has been awarded. CONTRACTOR shall immediately report any attempt by any CITY officer, employee or agent to solicit (either directly or through an intermediary) improper consideration from CONTRACTOR.

13.09 Severability. If any portion of this Agreement is declared invalid, illegal or otherwise unenforceable by a court of competent jurisdiction, the entire balance of this Agreement not so affected shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereby have made and executed this Agreement to be effective as of the day and year first above written.

CITY:

CITY OF BEAUMONT

By:

Mike Lara, Mayor

Date:

CONTRACTOR:

WILLDAN ENGINEERING

By:



Print Name: TYRONE PETER

Title: Director of Engineering

Date: 08 / 06 / 2025

ATTEST:

By:

Nicole Wheelwright, Deputy City Clerk

Date:

APPROVED AS TO FORM:

By:

John O. Pinkney, City Attorney

Date:

EXHIBIT "A"

REQUEST FOR PROPOSAL

(insert behind this page)



Website:
www.beaumontca.gov

Address:
550 E. 6th Street
Beaumont, CA 92223

Phone:
951.769.8520

Request for Proposals for Public Works Projects Plan Check Services

Published: 3/07/25

Item	Dates
Questions in by:	5:00 P.M. PST March 13, 2025
Answers posted by:	5:00 P.M. PST March 20, 2025
Proposals due by:	11:00 A.M. PST April 7, 2025

Contact:

Raveena Chara, Procurement Contract Specialist
550 E. 6th Street - Beaumont, California 92223
justation@beaumontca.gov

RFP Available

Planet Bids Portal at
<https://vendors.planetbids.com/portal/66785/bo/bo-search>

1. Introduction

The City of Beaumont (“City”) requests written responses to a Request for Proposal (RFP) for selection of qualified firms (“Consultant”) to provide Consulting Services for Public Works Projects Plan Check. All work, unless otherwise specified, shall be provided on an hourly basis, and completed to the satisfaction of the City within the time periods allocated, as mutually agreed to at the beginning of the assignment. Certain projects, if assigned, shall be performed pursuant to a “not-to-exceed” budget. For these projects, consultants shall prepare a detailed scope of work, a payment schedule, and a schedule of deliverables for review and approval by the City.

All work, unless otherwise specified, shall be provided on an hourly basis, and completed to the satisfaction of the City Council within the time periods allocated, as mutually agreed to at the beginning of the assignment. Certain projects, if assigned, shall be performed pursuant to a “not-to-exceed” budget. For these projects, consultants shall prepare a detailed scope of work, a payment schedule, and a schedule of deliverables for review and approval by the City Council.

All services provided by the Consultant shall be performed by individuals who meet the qualifications, education, and certification/licensing requirements for the position. The successful Consultant shall also have the resources to provide cost effective and timely services, including providing customer service to the City.

Responses must conform to the requirements of this Request for Proposal (RFP). The City reserves the right to waive any irregularity in any proposal, withdraw or amend this RFP or reject any proposal that does not comply with this RFP or City policies.

2. City of Beaumont

The City was incorporated in November 1912 and is located in the San Geronio Pass portion of western Riverside County. It is bounded on the west by Calimesa and unincorporated areas, on the north by unincorporated county areas (Cherry Valley), on the south by unincorporated county areas and the City of San Jacinto, and on the east by the City of Banning. The land area within the City’s boundary is approximately 30 square miles.

The City of Beaumont is rated one of the safest cities in southern California. The City has its own police department. Fire and paramedic services are contracted through Riverside County. The City of Beaumont has been one of the fastest growing cities in California over the past 15 years and has a population of approximately 55,000. An average of 500 new homes have been permitted annually since 2013 and the population has grown by approximately 1,500 residents each year. Beaumont has seen significant growth in its quality of workforce with educational levels and technical skills. The community has also seen growth in its household income levels. As a result of this growth, the City must continue to provide residents with the quality of life they expect. This involves expanding park and recreational amenities, maintaining a quality police force to keep pace with growth, construction of regional surface transportation projects, and perform

economic development activities to diversify the city's tax base and increase employment opportunities in the region.

3. City Government

The Beaumont City Council is comprised of five Council members, each sharing equal voting powers on all items coming before the Council. Council members are elected to at-large positions for four-year terms, with elections held in November of even-numbered years. The City Council meets annually to select one of its members to serve as Mayor and another to serve as Mayor Pro Tem for one year but no more than two consecutive years.

The City Council provides legislative and policy direction to the City Manager, who implements their decisions to direct the activities of the City. The City Council responds to issues and concerns of the community by allocating resources, developing policies, and formulating strategies that support the vitality and economic viability of the City. All of their decisions must be made at public meetings.

The City Council appoints the City Manager and City Attorney and members of all advisory boards, commissions, and committees. The City Council also serves as the Board of Directors for the Beaumont Financing Authority, Beaumont Utility Authority, and the Beaumont Parking Authority.

4. Background

Founded at the turn of the 20th century, Beaumont is proud of its rich history and rural charm. The town served as a welcome "stopping-off point" for early travelers making their way from the Mohave desert to Los Angeles, and later for L.A. residents eager to vacation in Palm Springs. Some, however, set down roots, drawn by the beautiful mountain vistas; clean, crisp air; and the abundance of cherry and apple orchards.

Beaumont provides the very best of rustic, rural beauty and charm, combined with the planned growth, abundant recreational opportunities, and rich community life offered by the finest Southern California cities. The progressive city of over 54,000 people, sits at 2,612 feet in elevation between Riverside and Palm Springs in the Inland Empire. The city operates 18 city-owned parks, including a 20-acre sports park as well as an extensive trails system. The Beaumont School District, with 12 schools, has an outstanding reputation, and it ranks highly in the Pass Area. The city is rounded out with various local service clubs, a state-of-the-art community recreation center, a library, two four-star golf courses, and multiple churches.

The City interacts with numerous other government agencies, including but not limited to the California Department of Parks and Recreation, the California Department of Transportation, the County of Riverside, Riverside County Transportation Commission (RCTC), California Department of Housing and Community Development, the Federal Railroad Administration, the U.S. Economic Development Administration, and the U.S. Department of Justice.

5. Scope of Services

The Scope of Services is attached as Exhibit A. Consultant is to provide a scope and separate fee proposal for each Option noted. Consultant may suggest modifications to the proposed Scope of Services and shall expand the scope to include additional and/or optional tasks if deemed necessary to execute and facilitate services.

6. Additional Responsibilities

The Consultant shall be responsible for completing the specified services in accordance with the CITY's Professional Services Agreement (PSA) by Independent Contractor, a sample of which is attached (Exhibit B).

7. Term

The initial term of the agreement shall be for three (3) years from the commencement date. The agreement may be extended for two (2) optional two-year terms, made by mutual agreement in writing, based upon the same terms and conditions as the initial term. In no instance shall the total term exceed a maximum of seven (7) years. All fees should be fixed for the initial term.

8. Proposal Requirements

The proposal shall clearly address all the information requested herein. To achieve a uniform review process and obtain the maximum degree of comparability, it is required that proposals be organized and contain all information as specified below.

Proposals shall clearly address all the information requested herein. To achieve a uniform review process and obtain the maximum degree of comparability, it is required that proposals be organized and contain all information as specified below. Proposers shall submit one copy of the proposal and one copy of the cost proposal on the planetbids portal, both proposals will need to be submitted separately.

- A. Cover Letter: Maximum of two (2) pages serving as an Executive Summary which shall include an understanding of the scope of services. The RFP shall be transmitted with a cover letter that must be signed by an official authorized to bind the consultant contractually. The letter accompanying the RFP shall also provide the name, title, address, and telephone number of individuals with the authority to negotiate and contractually bind the consultant. The cover letter constitutes certification by the consultant that the consultant complies with nondiscrimination requirements of the State and Federal Government. An unsigned proposal or one signed by an individual unauthorized to bind the consultant may be rejected.
- B. Introduction/Information: Introduction of the service proposal, including a statement of understanding for the types of services contemplated. Any participating firms and proposed sub-consultants shall be identified and included in the proposal (all sub-consultants must be approved by the City prior to signing the agreement with City).

C. Scope of Services: Provide a description of the tasks, sub-tasks, and deliverables that will be provided. The Scope of Work Program should be presented in logical format that can be easily attached to the Professional Services Agreement. Any additional items not mentioned in Exhibit A- Scope of Services but required to obtain final approval, shall be included in the proposal as additional items for consideration. The fully recommended Scope of Services should be presented as an attachment to the proposal and shall be in a logical format that can be easily attached to the Professional Services Agreement (Exhibit B).

D. Approach: The proposal should set forth a detailed work plan, including an explanation of the methodology and process for providing the services required in this RFP. Detailed project schedule, identifying all tasks and deliverables to be performed, durations for each task, and overall time of completion.

E. Schedule: Firm should present a schedule that details the timing and sequence of project tasks and deliverables leading up to and after the concert.

F. Communication: Provide a description of the firm's approach to communicating effectively with City staff and officials, other jurisdictional stakeholders, and the public, to facilitate successful delivery of assigned tasks.

G. Firm Profile: Provide a description of the firm, including number of professional personnel, years in business, office location(s), organizational structure (e.g., corporation, partnership, sole practitioner, etc.), areas of expertise, etc.

The following information should also be included:

- Name
- Street Address
- City, State, Zip Code
- Corporate Structure
- State/Country of Incorporation
- Website
- Contact Information

In addition, any participating firms and proposed subcontractors shall be identified and included in the proposal (all subcontractors must be approved by the City prior to signing the agreement with the City).

H. Location: Location of the principal office that will be responsible for the implementation of this contract.

I. Key Personnel: Provide a summary description of the key personnel, their roles and responsibilities, and their relevant experience. The proposal must name a project manager. In addition to this summary, full resumes should be provided.

J. References: at least three (3) references from previous cities, counties or other agencies for similar work completed within the last five (5) years, which include: name, address, contact person and phone number for the agency, length of time services were provided, staff assigned to each project by your firm, and a description of the services provided. All submitted materials shall become the property of the City of Beaumont.

K. Cost proposal (including hourly rate) shall be submitted in a separate sealed envelope. This should include a not to exceed fee amount, fee schedule and hourly billable costs for the options discussed in Exhibit A- Scope of Services.

L. Any other information which should be considered, such as any special services or customer service philosophy, which define your firm's practice.

M. The firm will be required to maintain an active City of Beaumont Business License and professional liability insurance including general liability at a minimum of one million per occurrence, worker's compensation, and vehicle coverage including comprehensive and collision insurance naming the City of Beaumont as additional insured. The proposal shall state whether such license and insurance will be in force at time of contract execution.

9. Submittal

All questions or requests for clarifications regarding this RFP shall be submitted on Planetbids by 5:00 p.m. PST March 13, 2025. Responses to all questions will be posted on the same website to allow all users to review the City's responses to all questions within one (1) week of the question due date.

DUE DATE FOR QUESTIONS IS MARCH 13, 2025, BY 5:00 P.M.

Submit one (1) digital color copy of proposal and one (1) digital copy of the cost proposal in PDF format on Planetbids in accordance with the bid submission deadline, which is 11:00 A.M. PST on April 7, 2025. Proposal must be titled "Proposal for City of Beaumont Public Works plan check services", and Cost proposal must be titled "Cost Proposal for City of Beaumont Public Works plan check services"

DUE DATE FOR PROPOSALS IS APRIL 7, 2025, BY 11:00 A.M.

By proposing on this project, you are indicating that you agree to all terms and conditions of the City's Professional Services Agreement, which is attached to this RFP as Exhibit A.

No RFC or questions will be accepted after 5:00 p.m. on March 13, 2025. All RFC responses will be posted on the CITY's Planet Bids Portal a week after due date.

If prior to the date fixed for submission of Proposals, a prospective Company discovers any ambiguity, conflict, discrepancy, omission or other errors in this RFP or any of its appendices, exhibits or attachments, the Company shall immediately notify the City of such error in writing and request modification or clarification of the document. Modifications shall be made by written Addenda to the RFP.

If a Company fails to notify the City, prior to the date fixed for submissions of Proposals, of an error in the RFP known to the Company, or an error that reasonably should have been known to the Company, the Company shall submit its Proposal at its own risk, and if the Company is awarded a Contract, it shall not be entitled to additional compensation or time by reason of the error or its later correction.

All communications regarding technical, scope, and/or project related questions and requests for clarifications, changes, exceptions, and deviations to the terms and conditions set forth in this RFP shall be submitted via "Q&A" through the City's Electronic Bidding System, Planetbids, before the deadline and according to these specifications herein. Any and all other bidding communications shall only be with Raveena Chara, Procurement Contract Specialist, rchara@beaumontca.gov

The Final day for receipt of questions from the Proposer shall be on or before the due date indicated in the RFP event schedule section below. To ensure fairness and avoid misunderstandings, all communications must be in written format and submitted only in the format set forth above. Any verbal communications will not be considered or responded to. All questions received by the due date will be logged and reviewed.

No postmarked proposals will be accepted. Once submitted, proposals cannot be altered without prior written consent of the City. The prospective bidder assumes sole responsibility for submitting a complete bid proposal in response to this RFP. No special consideration will be given after bid proposals are opened due to a bidder's failure to comply with all requirements of the RFP.

All costs associated with preparation of any proposal shall be the sole responsibility of the proposer. Each proposal shall be limited to a maximum of 30 pages, using a minimum 12- point font size.

CONTACT WITH ANY CITY EMPLOYEE OTHER THAN THE CONTACT NAMED IS STRICTLY PROHIBITED AND WILL BE CAUSE FOR DISQUALIFICATION OF THE PROPOSAL.



Event	Date
RFP Issued	March 7, 2025
RFC/ Questions Due	Thursday, March 13, 2025 @ 5:00
Proposals Due	Monday, April 7, 2025 @ 11:00
Interviews (if required)	TBD
Award Date	TBD

10. Confidentiality

Prior to the proposal submittal deadline, all proposals will be designated confidential to the extent permitted by the California Public Records Act. After the proposal submittal deadline, all responses will be regarded as public records and will be subject to review by the public. Any language purported to render confidential all or portions of the proposals will be regarded as non-effective and will be disregarded.

11. Amendments to Request for Proposals

The City reserves the right to amend the RFP by addendum prior to the final proposal submittal date.

12. City of Beaumont Rights and Options

This RFP does not commit the City of Beaumont to award a contract or to pay any cost incurred with the preparation of a proposal or contract for services described herein.

The City may, in its sole discretion and without any obligation to act reasonably, reject any and all proposals, waive informalities and minor irregularities in any proposal reviewed, negotiate with any qualified source submitting a proposal, extend deadlines, and/or request additional information. Subsequent to negotiations, prospective trustees may be required to submit revisions to their proposals. The City may reject any proposal that does not conform to the instructions provided in this RFP. Additionally, the City reserves the right to negotiate all final terms and conditions of any proposal received before entering into final contract.

The City reserves the right to postpone selection for its own convenience, to withdraw this RFP at any time, and to reject any and all proposals without indicating any reason for such rejection. As a function of the RFP process, the City of Beaumont reserves the right to remedy technical errors in response to the RFP and to modify the published scope of services and scope of work. Proposals submitted in response to the RFP will not be returned.

All property rights, including publication rights of all reports produced by respondents in connection with services performed under this agreement will be vested in the City. In addition, respondents will not publish or release any of the results of its examination without the express written permission of the City.

Responses must be submitted no later than the date and time stated on this RFP. Responses shall be reviewed and rated as set forth in the Selection Process section of this RFP. The City will then determine which firm best meets the City's requirements.

During the evaluation process, the City reserves the right (where it may serve the City's best interest) to request additional information or clarification from respondents. At the discretion of the City, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The City reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether the proposal was selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this Request for Proposals, unless clearly and specifically noted in the proposal as submitted and confirmed in the contract between the City and the firm selected.

The City reserves the right to negotiate final pricing with the most qualified firm.

The City's standard Professional Services Agreement is included as Exhibit A. Upon award of the contract, it is expected that the successful proposer will accept the Agreement terms and conditions "as is" without modification. Any contract modifications are to be stated upfront, at the time of submittal.

Any costs incurred in the preparation of the response, presentation to the City, travel in conjunction with such presentations, or samples of items shall be the responsibility of the respondent. The City assumes no responsibility and no liability for costs incurred by respondents prior to issuance of a contract.

The proposer shall furnish the City with such additional information as the City may reasonably require.

13. Conflict of Interest

The Trustee shall disclose any personal or professional financial, business, or other relationships with the City that may have an impact on the outcome of this contract or any resulting project. The trustee shall also list current clients who may have a financial interest in the outcome of this contract.



14. Proposal Evaluation/Selection

The City intends to engage the most qualified trustee available that demonstrates a thorough understanding of the City’s needs. Nevertheless, the City reserves the right to make awards to multiple contractors in response to this RFP depending on services offered by each qualified contractor and to make an award to any qualified contractor for a particular service based on evaluation of each of the proposals. City staff will use the following criteria to evaluate the proposals:

Criteria & Scoring	Points
Understanding of the Scope of Services	10
Demonstrated professional skills and credentials	20
Related Experience	25
Approach to performing this type of service	20
Plan Check Turnaround Time(s)	15
Proposed Fee(s)	10
Total	100

The City may request a qualification interview with the highest ranked consultant(s) prior to determining the final ranking. This selection will be conducted according to the City’s adopted procedures. The City reserves the right to reject any and all proposals.

CONTACT WITH ANY CITY EMPLOYEE OTHER THAN THE CONTACT NAMED IS STRICTLY PROHIBITED AND WILL BE CAUSE FOR DISQUALIFICATION OF THE PROPOSAL.

Attachments

- A. Exhibit A- Proposed Scope of Services
- B. Exhibit B- Professional Services Agreement (PSA)

EXHIBIT "B"

VENDOR'S PROPOSAL

(insert behind this page)

CITY OF BEAUMONT CALIFORNIA

▶ Proposal

Public Works Plan Check Services

April 7, 2025

Direct Contact:

Ronald Stein

Project Manager

714.204.9257

rstein@willdan.com



▶ Table of Contents

A. Cover Letter	1
B. Introduction/Information	4
Introduction/ Understanding Statement	4
C. Scope of Services	6
Tasks, Sub-Tasks, And Deliverables	6
Deliverables	10
Any Additional Items Not Mentioned In Exhibit A	10
D. Approach	10
Detailed Work Plan	10
Project Schedule	12
E. Schedule	12
F. Communication	12
G. Firm Profile	15
H. Location	15
I. Key Personnel	15
Description of Key Personnel	15
Project Manager	17
Resumes	18
J. References & Similar Experience	18
Current and Past Clients/Projects in the Inland Empire	19
K. Cost proposal (including hourly rate)	21
Not to Exceed Fee Amount	21
Hourly Rates	21
L. Any Other Information	21
Staff/Client Relationships	21
M. City of Beaumont Business License	21
Appendix: Key Staff Resumes	21

A. Cover Letter

April 7, 2025

Raveena Chara, Procurement Contract Specialist
550 E. 6th Street
Beaumont, California 92223
Via PlanetBids

SUBJECT: Proposal for City of Beaumont Public Works Plan Check Services

Dear Raveena Chara:

The City of Beaumont (City) is seeking qualified firms to provide Consulting Services for Public Works Projects Plan Check. **Willdan Engineering (Willdan)** provides all aspects of municipal and infrastructure engineering, including consulting engineering, planning, construction management, municipal financing, energy conservation, and building and safety services. The following strengths set us apart from the competition and make us the best-qualified team for this assignment:

- **Quick Turnaround Times.** Willdan has a reputation for providing quality and accurate plan review in a timely manner. We understand that time is of critical importance to the City and to the development community. We are dedicated to meeting all deadlines, expedited or not and take pride in our ability to do so in all our current contracts.
- **No Learning Curve.** Willdan has been providing services to local agencies in Riverside, Orange, San Bernardino, and Los Angeles Counties for more than 60 years. Our staff has hands-on working knowledge and direct experience implementing County and City standards. To name other cities in Riverside County, we have worked in Lake Elsinore and La Quinta. Willdan has extensive experience providing a complete range of professional services to local agencies on both on-call and project-specific basis.
- **Experienced Project Manager.** We are pleased to offer the services of Mr. Ronald Stein, PE as our proposed Project Manager. Ron Stein possesses over 13 years of engineering expertise in land development design and development services and presently serves as a Project Manager for Orange County Expedited Review services and for similar assignments with the Cities of Lake Elsinore, La Habra, and Rialto. He has led land development engineering teams engaged in the design of projects encompassing all aspects of the City's scope of work. Ron Stein's experience in both the private sector as a land development project manager and on the public works side as a development services manager taking projects from entitlement to permitting allows him to see the project from both perspectives.
- **Industry Leader in Electronic Plan Review.** Willdan is known throughout the industry as a leader in electronic plan review. Willdan developed an electronic plan review system more than 20 years ago and has remained at the forefront of electronic plan review



software usage. We are proficient in the use of Bluebeam and other software programs required to perform reviews.

On the pages that follow, our proposal format has been organized to include the following evaluation information:

Evaluation Criteria	Evaluation Criteria Fulfillment by Willdan
Understanding of the Scope of Services	✓ Willdan can provide all required services requested in-house and has done so for over 90% of California Inland Empire Cities. See Section C. Scope of Services .
Demonstrated Professional Skills and Credentials	✓ Willdan and our Technicians all possess directly related experience in performing the requested services. See Section I. Key Personnel .
Related Experience	✓ The references will demonstrate how Willdan is able to meet and/or exceed the requirements outlined in the Scope of Services. See Section J. References .
Approach to Performing this Type of Service	✓ Willdan prides itself in providing the highest quality of services and our proposed Technicians offer efficiency and savings to the City. See Section D. Approach .
Plan Check Turnaround Time(s)	✓ Willdan understands the importance of meeting deadlines and has used the same proposed schedule successfully with agencies. See Section E. Schedule .
Proposed Fee(s)	✓ Our rates are comparable to industry standards. See the separate submittal of Section K. Cost Proposal .

Willdan acknowledges Addendum #1, which was issued March 19, 2025. Willdan constitutes certification that we comply with nondiscrimination requirements of the State and Federal Government.

The undersigned is authorized to bind the contract with the City. We appreciate the opportunity to submit this statement and look forward to discussing our experience and qualifications with City leaders. If there are any questions, please Ronald Stein, PE, ENV SP, QSD, proposed Project Manager, directly by calling (714) 204-9257 or by email at rstein@willdan.com.

Respectfully submitted,
WILLDAN ENGINEERING


 Tyrone Peter, PE

Director of Engineering

Project Manager

Ronald Stein, PE
 (714) 204-9257
 rstein@willdan.com





BEAUMONT
 550 E. 6th Street
 Phone (951) 572-3236
 BeaumontCa.gov

City of Beaumont

Addendum #1

RFP: PLAN CHECK SERVICES FOR PUBLIC WORKS PROJECTS

Questions & Answers

1. Is this solicitation requesting Inspection Services in addition to Plan Check services?
 - No
2. Fee is noted to be time and materials with the exception of certain projects. Would the City be able to share the types of projects that would not be subject to time and materials fees?
 - Please see attached City's Fee Schedule
3. Is the Exhibit A - Professional Services Agreement a sample agreement or an accurate representation of the final agreement? If it's accurate, is the stated NTE amount of \$196,860 the contract value for this project?
 - This is a sample agreement, no cost for this agreement has been determined as of yet. We are expecting the proposers to provide competitive pricing for us to determine the agreement amount. Please note, in order to reduce confusion an updated PSA has been uploaded that does not have any amounts.

Acknowledgement of Addendum #1 (To be included with proposal)



 Signature

4/7/2025

 Date

Tyrone Peter, PE

 Print Name

1/28/2025





B. Introduction/Information

Introduction/ Understanding Statement

Willdan has historically concentrated our efforts in public works engineering for cities, counties, and special districts. Since 1964, we have evolved into a professional consulting firm offering a broad array of services that provide a comprehensive and integrated approach to our clients' needs. Willdan possesses expertise in most facets of the public sector marketplace. The varied experience and background of our staff experience is an added value of our services. No other firm matches Willdan's combined breadth of directly relevant technical and operational expertise and depth of experience. Willdan's corporate-wide capabilities include a full range of civil and structural engineering, land planning, financial and economic consulting, geology and geotechnical engineering, environmental health and safety, homeland security, and energy efficiency solutions consulting services. We provide professional services in all phases of City activities from project development, grant funding application assistance and administration, site analysis, and conceptual development to final design, construction management, observation, and project close-out.

Any Sub-Consultant: Willdan will be conducting the services in-house, and will not require any sub-consultant.

Land Development Plan Review Services: Willdan provides engineering plan review services for a variety of land development projects. The work encompasses review of improvement plans, including street plans, traffic signal plans, striping plans, drainage plans, roadway, sewer, water, grading plans, erosion and sediment control plans and storm water quality, and OWQMP. The Engineering review is done by licensed civil engineers, with support from technical staff. Our civil engineers draw from their municipal expertise to coordinate the land development review such that all agency conditions of approval, regulatory permitting, engineering standards and policies are complied with and also that good engineering practices are followed in general. This includes performing a project site visit, review, and application of information from the soils, geologic and seismic reports, fire flow calculations, sewer reports, mapping and related documents, easements, cost estimates and planning documents such as approved site plans and conditions of approval. The Willdan team is adept at coordinating a complete land development review from project inception and conditioning through approval and permitting and also final as built and acceptance procedures.

Willdan specializes in entitlement reviews and ensures to coordinate with all Departments to help properly set any conditions of approval. We take pride in our ability to coordinate with all departments to ensure holistic reviews of entitlement applications to ensure the conditions are tailored well to specific projects and comply with any of the City's master planned facilities.





The Sample Plan Check Scope of Services of work that may be required with each plan review assignment is intended only as a guide.

Willdan is noted for open lines of communication and flexibility in providing plan review services. We can provide reviews of hard copy or electronic documents. Coordination of all plan reviews will be through Project Manager Ron Stein. We understand that site visits may be required to the project locations and when so conducted, photographs will be taken and documented in the project file.

It is expected that plan checks should not exceed four (4) total plan checks which includes three (3) plan reviews and one (1) final mylar review for approval if required by the City.

City Engineering Services: Willdan’s City Engineering Division performs general engineering services for many cities in California and Arizona. We specialize in preparing Capital Improvement Programs, annual budgets, assisting in grant writing and funding applications, and researching infrastructure for GASB 34 statement evaluation. Our city engineering staff also provides recommendations throughout the entitlement phase to set conditions of approval for new developments and for the implementation of National Pollutant Discharge Elimination System (NPDES) and Americans with Disabilities Act (ADA) requirements. Willdan will review preliminary site plans, H&H reports and Preliminary WQMP’s to ensure they are consistent with the City’s General Plan and that the Developer’s are placing quality development for the enhancement of the community.

Engineering and Subdivision Map Checking Services: Willdan currently provides professional subdivision map and engineering plan check services for numerous cities and counties in the state. Our firm was established in 1964 as a consulting firm primarily to municipalities offering a variety of services from entitlement through final permits. Today, our focus remains assisting both cities and counties with all aspects of municipal engineering, building and safety, planning, transportation, and landscape architecture services.

Our staff, while highly trained, are provided with the technical support and expertise of engineers and professional staff of the entire company. Their specific area of expertise provides Willdan with depth that only a large firm can provide. As such, Willdan has developed a Quality Assurance Manual on Subdivision Map and Document checking which includes procedures, requirements and checklists for map and document reviews. This manual has proven helpful in assisting developers and engineers on required subdivision map submittals. Our plan check staff

- Grading Plans
- Erosion and Sediment Control Plans
- Soils Report Reviews
- Sewer Improvement Plans
- Water Improvement Plans
- Landscape and Irrigation Plans
- Hydrology/Hydraulics Reports & Storm Drain Plans
- Street Improvement Plans
- Traffic Signal Plans, Signing & Striping, Street Lighting Plans
- Traffic Studies
- Parcel/Tract Maps, Lot Mergers, Easements, Lot Line Adjustments, Survey
- Water Quality Management Plans
- Storm Water Pollution Prevention Plans








also attend seminars and workshops to stay current with current standards such as the subdivision map act.

Easement documents, lot line adjustments, dedications, vacations, parcel, and tract maps are checked by or the check overseen by a Licensed Land Surveyor to assure compliance with applicable provision of the Subdivision Map Act, City ordinances, and other conditions of approval and requirements. Willdan can also prepare legal descriptions and plats for easements or rights of way for City projects.




C. Scope of Services

Tasks, Sub-Tasks, And Deliverables

Task Type	Role of Willdan and City Staff
Entitlement Review 	Willdan shall review project “Development Review Request” and prepare suggested Code Requirements and Conditions of Approval for City staff, Planning Commission and /or City Council approval.
Parcel/Tract Maps, Lot Mergers, Easements, Lot Line Adjustments, Survey, R/W, Legal Descriptions and Plats 	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.
Grading Plans 	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. 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. We will utilize the City’s grading plan checklist as applicable. 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.








Task Type	Role of Willdan and City Staff
<p style="text-align: center;">Street Improvements</p>	 <p>Street improvement plans will be checked under the direct supervision of a registered civil engineer. 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. <p>Review hydrology/hydraulic study against the storm drain plans, including street capacities, HGLs, velocities, inlet or outlet control, and other hydraulic factors.</p>
<p style="text-align: center;">Sewer Improvement Plans</p>	 <p>Sewer Improvement Plans will be checked under the direct supervision of a registered 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/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 data shown on plans for consistency. ▪ Review available sewer study against the sewer improvement plans. ▪ Check to ensure that plans reflect all required improvements, as shown on the approved tentative map and subdivision resolution. ▪ Review proposed sewer plans for conformance with the City's approved master plan of sewers. ▪ Review the proposed improvements for constructability
<p style="text-align: center;">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. 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>








Task Type	Role of Willdan and City Staff
<p>Water Improvement Plans</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, 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 on the approved tentative map and in the subdivision resolution. ▪ Review available water study/report against the water plans. ▪ Review proposed water plans against City's approved master plan. ▪ Review the proposed improvements for constructability
<p>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 sound landscaping practices such as planting palette suitability and placement and irrigation design <p>Review the proposed improvements for constructability</p>
<p>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>





Task Type	Role of Willdan and City Staff
<p>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. 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. ▪ Review general notes, title block, signature block, benchmark data, quantities, unit costs, vicinity map, index map, and other general requirements. ▪ 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
<p>Traffic Signal Plans, Signing & Striping, Street Lighting Plans and Construction Detour</p>	 <p>Traffic engineering design plans will be checked under the direction of a state-registered Traffic Engineer. Willdan's plan review staff has the capability to review traffic design plans, including, but not necessarily be limited to, traffic signals, signing and striping, street lighting, temporary traffic control and construction detours, flashing beacons, EV charging stations, pedestrian and bicycle facilities, and circulation plans. As needed, Willdan's plan review staff can also review and prepare comments on documents, such as traffic studies related to a development project. As applicable, we will perform our work in general accordance with the following:</p> <ul style="list-style-type: none"> ▪ Check design plans for compliance with general design criteria established by the City standards . ▪ Check design plans for compliance with City and/or County standards, Caltrans standard plans, and California Manual on Uniform Traffic Control Devices (CA MUTCD). ▪ Check design plans to ensure all improvements are shown, as required by the City's conditions of approval and general plan requirements.
<p>Traffic Studies</p>	 <p>Traffic studies including Traffic Impact Analysis, Parking Demand, Traffic Circulation, Traffic Signal Warrant, Street Lighting Photometrics will be checked under the direct supervision of a registered Traffic Engineer.</p>





Deliverables

Willdan will review the project materials received and record the review comments on a comments matrix for each permit and provide appropriate red-lined notations on the reviewed documents. Willdan reviewers have been trained to provide clear and concise comments that have specific standard references to avoid any confusion.

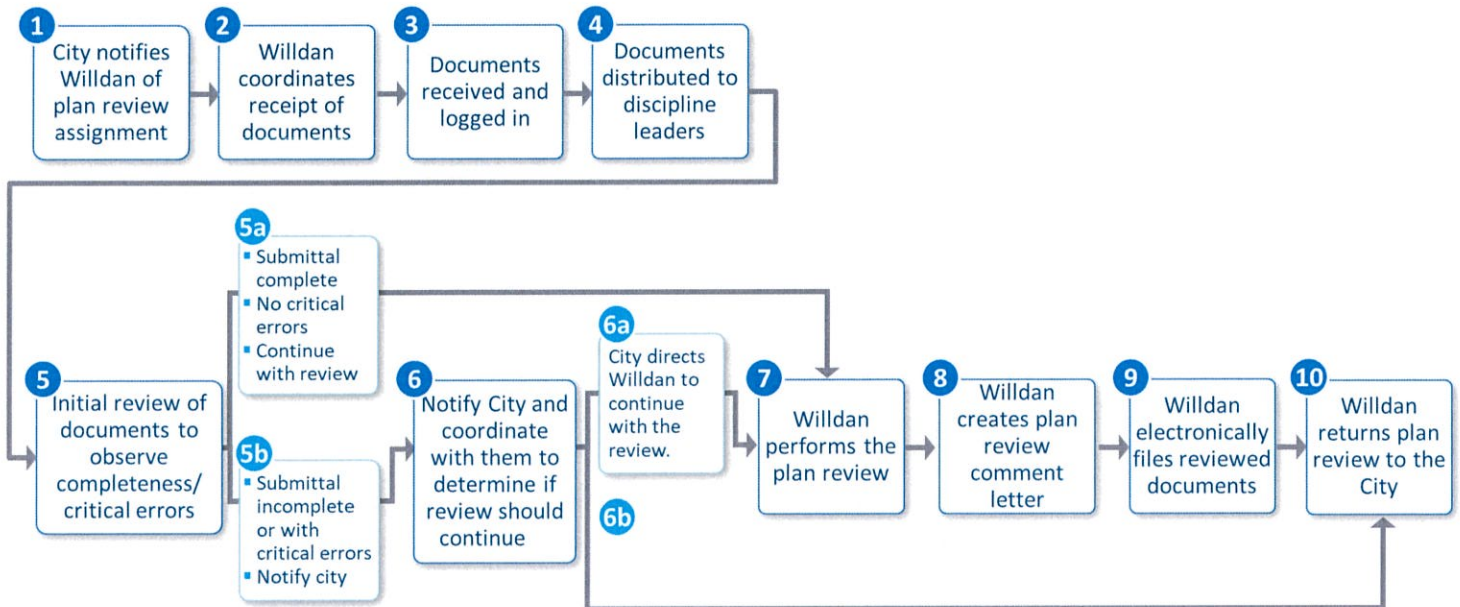
Any Additional Items Not Mentioned In Exhibit A

We understand that in addition to plan checking service the City may request additional services to be provided. As we serve directly in City offices, we are keenly aware of how City Capital Improvement Plan and design projects are planned, designed, and constructed. The services that we provide to clients on a routine basis include Civil Engineering, Traffic Engineering, Survey/Mapping/Right-of-Way Engineering, Structural Engineering, Pavement Engineering, Stormwater Engineering, Geotechnical Engineering, Landscape Architecture, Construction Management/Inspection, Utility Coordination and Permitting, Environmental Compliance and Permitting, Grant Funding, and Labor Compliance Management and Oversight.

D. Approach

Detailed Work Plan

It is expected that plan checks should not exceed four (4) total plan checks which includes three (3) plan reviews and one (1) final electronic mylar review for approval. Willdan’s approach to the plan review process is shown in the flow chart below and as follows:



Process Items 1 through 4: Once Willdan receives notice of a plan review assignment, we coordinate delivery of the project documents, log them into the tracking system and distribute to the discipline leaders.





Process Item 5: The documents are given a preliminary review for completeness, thus ensuring materials required for review are present. The plans are then assigned an internal project task tracking number. Once the project receives a task tracking number, the Project Manager assigns the various documents to the appropriate staff for review.

Process Items 5a through 6b: Our professionals perform a preliminary review of the plans to gain knowledge of the site and the improvements and to determine any substantial errors or omissions such as obvious utility conflicts. These can become critical issues that necessitate substantial redesign. If critical issues are noted, they will be brought to the attention of the City to determine if the review should continue or be suspended pending the redesign required.

Process Item 7: Saving review **time** saves time for the developer, which is paramount to a project schedule. Once a plan check is determined complete for further review, the reviewers review the documents electronically and provide comments in an electronic format acceptable to the City.

Process Item 8: At the completion of the plan review, a review comment letter will be created which summarized the comments from all disciplines reviewed.

Process Item 9: Electronic plan review allows for ideal record keeping of documents reviewed. Willdan will file all documents reviewed electronically and make them available to others as requested by the City.

Process Item 10: At the completion of the plan review, the review documents and comment letter will be electronically delivered applicant with appropriate City Staff copied.

Willdan provides all administrative, professional, and other technical resources necessary to review designs for completeness and correctness without the need for subconsultants.

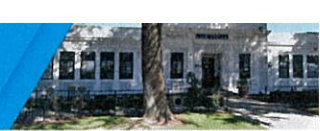
Willdan has been providing plan review services electronically for 20 years. The electronic plan review process is a web-based program utilizing software that enables a plan reviewer to insert annotations (comments) on plans and create issues (comments) within a letter format. Services are provided at the request of the applicant or the agency we serve. Submittals can be



accepted either in hard copy, whereby Willdan converts the plans to electronic format, or electronic copy in a PDF or TIF format. Willdan will review plans and can transmit the electronic redlined plans back to the applicant or the City as directed, in either electronic or hard-copy format. The reviewers can create a comment letter with links to the electronic project pages under review. All administrative tools are provided for correspondence, tracking, stepping through stages, and administering all access privileges. This service allows for collaboration between the City, designer, and plans examiner to facilitate a complete understanding of plan review comments and can reduce shipping, printing, and time for the plan review.

Willdan will utilize electronic plan reviews to help streamline the review process via the use of Bluebeam. **Multi-discipline reviews** can utilize a **Bluebeam Studio Session**. These sessions allow all reviewers to markup the plan set as one cohesive team. All comments are seen by the





whole team allowing **immediate input and feedback between disciplines** as if they are marking up the plans over the same table.

Several of our clients use permit tracking software such as LMS, Accela or Energov and we are proficient in the use of those software platforms as well and our portal is able to work as a supplement to the City’s existing Accela software if needed. We will coordinate our review services with the City’s permit tracking system.

Project Schedule

Willdan understands that timelines are of the essence when reviewing development projects. From our past experience we have learned that having a standardized schedule streamlines the plan check process and manages developer expectations. We are proposing to have a standard schedule for all reviews to show simplicity in the process and alleviate any undue burden of adjusting the schedule for all types of reviews.

E. Schedule

The below schedule has been proven to work properly with a variety of agencies. Expedited reviews can be done for a fee of 1.5 times the regular plan review cost, which is outlined in the separate Fee Proposal. Here are the standard review timelines proposed for this contract.

Regular Plan Review	Expedited Plan Review
<p>Fifteen (15) working days for the 1st plan check Ten (10) working days for subsequent plan checks for the review and return of all documents</p>	<p>Ten (10) working days for 1st plan check Five (5) working days for subsequent plan checks</p>

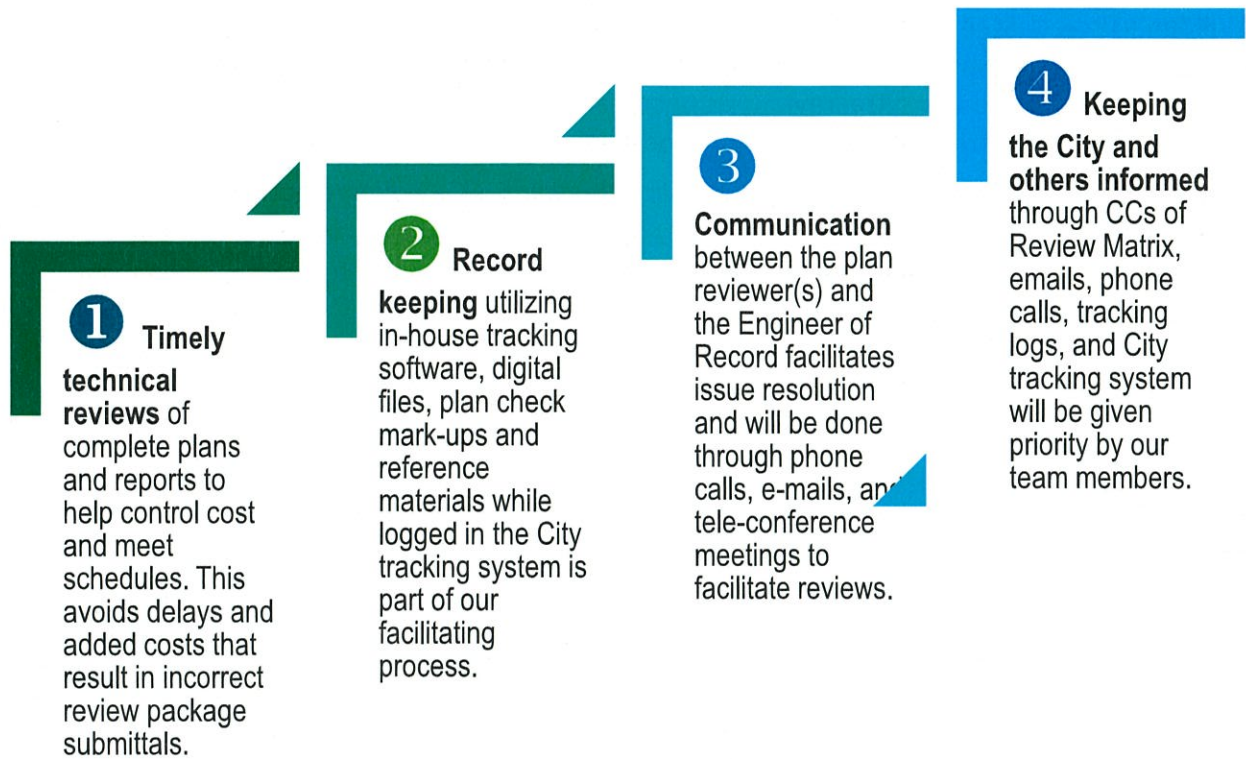
In rare situations where larger, more complex projects are encountered, additional review time may be required but only with prior approval from the appropriate City staff as this is the exception. Willdan has the ability to ramp up resources as necessary to expedite a project that the City deems a high priority to help meet any specific project milestones when needed.

F. Communication

Willdan is noted for open lines of communication and flexibility in providing plan review services. We can provide reviews of hard copy or electronic documents. Coordination of all plan reviews will be through Mr. Stein. We understand that site visits may be required to the project locations and when so conducted, photographs will be taken and documented in the project file.

Willdan’s approach to facilitating the plan check process includes specific measures to not only meet but exceed client expectations as follows:





Outline of Quality Assurance (QA) Program

Many of the Willdan Team members have performed plan and document review services for cities relative to public facilities and building development in the past decade and are doing so currently.

In accomplishing development application/permit reviews, our team members have developed a proven approach to the plan review process that includes organization and documentation, matching staff to assignments and partnering with appropriate sub-consultants (when needed), applicant's consultants, and the client agency to help deliver a successful project. A successful project application review begins with the submittal of a complete improvement plan review package of relevant materials, including the project conditions of approval or compliance matrices, required regulatory submittals, all related improvement design plans, along with the accompanying subdivision maps and technical reports to the City offices. (It is vital that the submittal packages received are complete and contain all of the necessary reference materials to facilitate a thorough and timely plan/document review).

Once a complete project review package of materials is assigned to our Willdan team members, we will promptly undertake the review process. If incomplete submittals are received, the City will be notified immediately to avoid wasting review time and fees. Notations of incomplete submittals will be done by listing identified submittal deficiencies for the involved parties' reference and use. Once the submittal content is complete, checking will be resumed. At that point, we will do our best to keep the resumed plan review process on the revised time track.





Willdan's Project Manager will be the first point of contact in our review team for each submittal and correspondence. Other submittal review recipients will be established and contacted during the submittal review, as necessary. This step will be part of expediting the assigned project distribution and return for best effectiveness.

As the plan review is begun, our staff will utilize the various City plan review checklists to maintain compliance with the City standards, conditions of approval, and established practice. A typical plan check comment might be: *"The project proposes 8" curb and gutter on Alpha Street. The plans show 18" gutter pan. Revise the gutter pan to be 24" to be in conformance with City Standard Plan No. 120."* Upon receiving the comment, the applicant knows exactly what to do per each specific standard.

This procedure will be followed in subsequent second and third review rechecks and will be accomplished within the applicable plan review turn-around time frames. Corrective comments will accompany each review check, with a recommendation for approval where applicable at the end of the third (3rd) review.

Willdan's QA program is broken out into four major phases, as outlined below.

#1 Submittal Intake

Administrative staff ensure a complete submittal.

- a. Submittal checklists and any COAs checked to ensure a complete package is received.
- b. Ensure the files are working properly.
- c. Ensure all necessary supporting reports are provided.



#2 Initial Review

Plans funneled to appropriate discipline for review.

Each task leader performs an initial review.

- a. Ensure a complete design.
- b. Check for any major drafting issues such as profiles or linework missing.
- c. Ensure previous comments are addressed.
- d. Utilize City checklists.



#3 Coordination with Developer

It is imperative that the City, developer and plan reviewer work together to ensure quality development.

- a. Push developer to provide written response to each comment.
- b. Call developer to talk through any outstanding issues.



#4 Finalize Review Comments

Administrative staff completes all comments and checks for grammar or formatting issues.

Sent to Project Manager for final review.

- a. Check for conflicting comments between disciplines.
- b. Ensure clear and concise comments with standard references.
- c. Ensure a thorough first review to avoid additional comments.
- d. Check for consistency between prior approved plans.





G. Firm Profile

Willdan Engineering (Willdan), a California corporation founded in May 1964, has been a consistent industry leader providing all aspects of Municipal Engineering including Civil Engineering, Building & Safety, Fire Prevention, Planning, Civil Design, Construction Management & Inspection, and Infrastructure Planning, Transportation Engineering, Program Management, Financial Consulting, and energy-related services, along with a full complement of support disciplines. Dedicated to providing Public Agencies with reliable, quality, and cost-effective services, Willdan merges sound solutions with a solid respect for the fiscal responsibility faced by local Agencies and the concerns of affected communities. This approach has proven responsive to the most challenging budget, schedule, and aesthetic requirements. It is a contributing factor to our industry reputation and our company growth. Willdan infuses a Customer First corporate culture. We take great pride in offering solutions tailored to the unique goals and visions of each Agency.

- IN BUSINESS FOR

60 Years
- ANNUAL REVENUE OF

\$510 Million
(as of 2023)
- PUBLICLY TRADED COMPANY

NASDAQ: WLDN
- TYPE OF ORGANIZATION

California Corporation
- NUMBER OF EMPLOYEES

1700+

Willdan understands that the city desires a high level of professionalism and customer services to residents, businesses, contractors and non-profit organizations through continuity of plan check review. Willdan shall provide plan check services of residential and non-residential projects as requested by the city.

H. Location

The principal Willdan office that will be responsible for the implementation of this contract:

650 E. Hospitality Lane, Suite 400; San Bernardino, CA 92408-3586

I. Key Personnel

Description of Key Personnel

Willdan staff has a thorough knowledge of civil engineering principles and infrastructure design requirements. We also have an excellent working knowledge of Riverside County Design Manuals, applicable Caltrans Manuals and Standard Plans and Specifications, APWA Standards and Specifications, AWWA Standards and Specifications, California Building Codes, CEQA, the ADA requirements and California Title 24 requirements on accessibility reviewed by a CASp-certified reviewer, and other applicable standards and procedures.





Name	Responsibility and Willdan Role	Yrs. of Exp.	Licenses / Certifications (and number)/ Qualifications
Key Staff			
Tyrone Peter, PE	Function: Principal-In-Charge Willdan Role: Director	19	<ul style="list-style-type: none"> ▪ Civil Engineer, California No. 81888
Ronald Stein, PE, QSD, ENV SP	Function: Project Manager Willdan Role: Project Manager III	13	<ul style="list-style-type: none"> ▪ Civil Engineer, California No. 86977
Jeffrey Lau PE, TE, ENV SP	Function: Traffic Engineering Review Services Lead Willdan Role: Deputy Director	21	<ul style="list-style-type: none"> ▪ Civil Engineer, California No. 83887 ▪ Traffic Engineer, California No. 2835 ▪ Envision Sustainability Professional No. 45376
Chris Stone, CFM	Function: Grading, Storm Drain, H&H, Sewer & Water Lead Willdan Role: Project Manager II	32	<ul style="list-style-type: none"> ▪ Civil Engineer, Nevada No. 12379 ▪ Civil Engineer, Arizona, No. 55200 ▪ Certified Floodplain Manager, Association of State Floodplain Managers No. US-16-08884
Jocelyn Limas, PLS	Function: Subdivision Services Lead Willdan Role: Project Manager II	21	<ul style="list-style-type: none"> ▪ Land Surveyor, California No. 9596
Support Staff			
Rafael Suarez	Function: Entitlement, Sewer & Water Willdan Role: Project Manager II	14	<ul style="list-style-type: none"> ▪ BS, Civil Engineering, California State Polytechnic University, Pomona
Glenn Hale, QSD/P	Function: Street Improvements & Roadway Design Willdan Role: Senior Engineer III	31	<ul style="list-style-type: none"> ▪ Civil Engineer, Nevada No. 17120 ▪ Certified Env. Mgr., Nevada, No. 1750
Matthew Crim, PE, ENV SP	Function: Street Improvements & Roadway Design Services Willdan Role: Senior Engineer	8	<ul style="list-style-type: none"> ▪ BS, Civil Engineering, California State Polytechnic University, Pomona ▪ Civil Engineer, California No. 94393 ▪ Envision Sustainability Professional (ENV SP) No. 45380
Kenneth Krieger	Function: Grading, Storm Drain, Sewer, Water and Hydrology & Hydraulics Willdan Role: Senior Designer II	41	<ul style="list-style-type: none"> ▪ N/A





Name	Responsibility and Willdan Role	Yrs. of Exp.	Licenses / Certifications (and number)/ Qualifications
Robert Burch	Function: Traffic Engineering Services Willdan Role: Project Manager III	32	<ul style="list-style-type: none"> ▪ Traffic Signal Equipment and Operations Extension Courses, UC Berkeley ▪ Construction Inspection for Traffic Signals / Highway Lighting Systems Extension Courses, UC Berkeley
Reggie Greene	Function: Traffic Engineering Services Willdan Role: Project Manager II	26	<ul style="list-style-type: none"> ▪ BS, Civil Engineering, California Polytechnic State University ▪ Doppler Traffic Radar Operation
Bryan Nguyen, RLA	Function: Landscape Architecture Services Willdan Role: Senior Landscape Architect	27	<ul style="list-style-type: none"> ▪ BS, Landscape Architecture, California State Polytechnic University, Pomona ▪ Landscape Architect, California No. 4967

Please see the resumes of **Key** staff in the Appendix: Key Staff Resumes.

Project Manager



For this assignment, **Mr. Ron Stein, PE, QSD, ENV SP** will continue to serve the City as Project Manager. Mr. Stein will be the single point of contact to City staff and will convey all-important matters to the project team as appropriate. He will have full responsibility for understanding the project requirements, detailing the project scope requirements, and overseeing the necessary tasks to complete the project. Mr. Stein has 13 years of experience as a project manager, civil engineer, and plan reviewer for various municipalities, including 6 years of public works experience starting with the Florida Department of Transportation (FDOT) and working with various agencies throughout California for Willdan. 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 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.





As Project Manager, Mr. Stein will be the single point of contact to City staff and will convey all-important matters to the project team and City staff as appropriate. He will have full responsibility for understanding the project requirements, detailing the scope requirements, and overseeing the necessary tasks to complete the project. Based on our experience we have learned that it is best to have one single point of contact to avoid any confusion on chain of command. Mr. Stein will funnel all work to specific discipline leads and be in responsible charge of all engineering reviews conducted under this contract.

Resumes

We have assembled a team that will be able to respond immediately to the City’s requests. Resumes for **key personnel** are included in the Appendix: Resumes.

J. References & Similar Experience

The following briefly summarizes some of the firm’s relevant plan check experience performed for various clients.

Project and Agency Contact, Services Length, and Assigned Staff	Description
<p>Contract City Surveyor and On-Call Improvement Plan Check City of Rialto: 335 West Rialto Avenue; Rialto, CA 92376 Vince Girón, Engineering Manager: (909) 820-8045; vgiron@rialtoca.gov</p> <p>2020 – Ongoing</p> <ul style="list-style-type: none"> ▪ Tyrone Peter– Principal ▪ Ronald Stein– Project Manager ▪ Jocelyn Limas, Acting City Surveyor ▪ Jeffrey Lau – Reviewer ▪ Chris Stone– Reviewer 	<p>Willdan provides plan checking services for all improvement plans, including residential subdivisions; private developments; and street, traffic, and grading improvements. Willdan is tasked with providing all map reviews and serves as Contract City Surveyor for these reviews. In addition to improvement plans, Willdan reviews all technical design reports associated with the improvement plans, including hydrology, utilities, SWPPP, WQMP, and sediment control plans. Technology implementation was provided through successful introduction of electronic plan review and developing a database to utilize Bluebeam Studio to streamline and expedite the review process.</p>
<p>On-Call Plan Checking Services City of La Quinta: 78-495 Calle Tampico; La Quinta, CA 92253</p>	<p>Willdan has been providing plan and map checking services in accordance with City standards, plan review guidelines, and the City’s policies on engineering services plan check processing. Under this contract, Willdan performs traditional engineering plan checking services of residential developments,</p>





Bryan McKinney, PE, City Engineer: (760) 777-7045; bmckinney@laquintaca.gov
2019 – Ongoing

- Tyrone Peter– Principal
- Ronald Stein– Project Manager
- Jeffrey Lau – Reviewer
- Chris Stone– Reviewer

commercial developments, and infrastructure improvements within the City's right of way. Willdan checks and reviews the improvement plans, specifications, reports and other documents for grading, street improvements, storm drain systems, sanitary sewers, hydrology, SWPPP, WQMP, erosion and sediment control, street lighting and water facilities to ensure compliance with City standards, specifications, ordinances, and policies.

On-Call Plan Review
 City of Lake Elsinore: 130 South Main Street; Lake Elsinore, CA 92530
 Cameron Adams, Assistant Engineer: (951) 674-3124 Ext. 111
2020 – Ongoing

- Tyrone Peter– Principal
- Ronald Stein– Project Manager
- Chris Stone– Reviewer

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 Improvement Plan Check
 County of Orange: 601 North Ross Street; Santa Ana CA 92701
Bea Bea Jimenez, Division Manager-Land Development: (714) 667-8800; beabea.jimenez@ocpw.ocgov.com
2013 – Ongoing

- Tyrone Peter– Principal
- Ronald Stein– Project Manager
- Jeffrey Lau – Reviewer

Willdan is responsible for reviewing private developer projects spanning on- and off-site improvements. Review services entail final parcel and tract maps, lot line adjustments, grading and erosion control, storm drain, hydrology, water, sewer, streets, signing and striping, traffic signals, landscape, storm water pollution prevention plans, and water quality management plans. Willdan provided an expedited review contract for the Rancho Mission Viejo residential development with strict deadlines on a condensed schedule.

Current and Past Clients/Projects in the Inland Empire

The matrix below represents a small excerpt of our recent relevant plan checking services with local government agencies within the Counties of the Inland Empire. **Willdan has provided plan check services for over 90% of the Inland Empires' cities.** Due to Willdan's commitment to meeting and regularly exceeding client expectations, we have served many of our local government clients for decades.





Client	Civil and Grading Plan Reviews	Subdivision Maps, Lot Merger, and Lot Line	Drainage and Stormwater Management	Sewer/Water	Street and Improvement Plans	Traffic Signals, Signing & Striping, Street	National Pollutant Discharge	Low Impact Development and Erosion Control
Calimesa	✓	✓	✓		✓	✓		✓
Chino Hills					✓	✓		
Corona			✓		✓	✓		
Fontana	✓		✓		✓	✓		✓
Grand Terrace	✓	✓	✓		✓	✓	✓	✓
Highland	✓	✓	✓		✓	✓	✓	✓
Indian Wells		✓		✓	✓	✓		✓
Indio					✓	✓		
La Quinta	✓				✓	✓		
Lake Elsinore	✓	✓	✓	✓		✓	✓	✓
Loma Linda	✓	✓	✓	✓	✓	✓	✓	✓
Menifee	✓				✓	✓		
Norco					✓	✓		
Ontario				✓			✓	
Palm Springs	✓		✓	✓				
Redlands		✓						✓
Rialto	✓	✓	✓	✓	✓	✓		✓
San Bernardino	✓	✓		✓	✓	✓		
Temecula	✓				✓	✓		
County of Riverside	✓				✓	✓		
County San Bernardino					✓	✓		





K. Cost proposal (including hourly rate)

Not to Exceed Fee Amount

Please see the separate file uploaded to the PlanetBids Portal.

Hourly Rates

Please see the separate file uploaded to the PlanetBids Portal.

L. Any Other Information

Staff/Client Relationships



As an engineering firm dedicated solely to serving the needs of public-sector clients, Willdan's philosophy is to provide services that will provide the highest quality product for the investment of limited public funds. We strive to resolve potential conflicts through internal peer review to eliminate construction problems and change orders to the maximum extent possible. Our approach to achieving the best possible solution for our clients' needs and budget constraints is to evaluate the alternatives for both present construction and future maintenance costs. We are constantly looking for potential cost savings by evaluating new materials and techniques but will not experiment or use a project as a test site. We strongly believe that it is best not to sacrifice long-term infrastructure quality for short-term appearance.

To facilitate easier communication, Willdan will create an email box for the City to submit its plans. All our upper management assigned to the project will have access to this email box. This provides a convenient way for the City to contact us while ensuring faster response time to City requests.

M. City of Beaumont Business License

Willdan shall have a business license and insurance in force at time of contract execution.

Appendix: Key Staff Resumes

Please see the key staff resumes below.





Tyrone Peter, PE

Principal in Charge

EDUCATION

*BS, Engineering
and Civil
Engineering,
Tamil Nadu
College of
Engineering, India*

*Civil Engineering,
Murugappa
Polytechnic, India*

REGISTRATIONS / CERTIFICATIONS

*Civil Engineer,
California No.
81888*

AFFILIATIONS

*American Society
of Civil Engineers*

19 YRS OF EXP

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 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. He is proficient at managing large teams with subconsultants and multiple technical disciplines.

Relevant Project Experience

On-Call Services, City of Lynwood, CA. Project Manager. Willdan provides on-call Engineering Services for various projects throughout the City. Projects include but are not limited to street improvement plans, utility plans, City Parking Lots, sidewalk master plans, Landscaped Class 1 Bike trail, and sewer master plan. Willdan performed complex hydrology and water quality reports in the design of these project. Willdan has also been providing traffic analysis, signal modifications, construction Management services, survey services, water quality and management services

On-Call Services, City of Lakewood, CA. Project Manager. For over 20 years, Willdan has been providing engineering design, construction management and inspection, project management, development review, pavement engineering, funding administration, landscape architecture, surveying, and geotechnical engineering services throughout the city. These services encompass – but are not limited to – study and report research and preparation; plan, specification, and cost estimate preparation; funding application research, preparation, and submittal; citizens' request and complaint investigations/resolutions; development impact studies; City staff, commissions, and council meeting attendance.

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





Ronald Stein, PE, QSD, ENV SP

Project Manager

EDUCATION

BS, Civil Engineering, Florida State University Tallahassee, FL, 2012

ASSOCIATIONS

American Public Works Association

PROFESSIONAL CERTIFICATIONS

Civil Engineer, California No. 86877

ENV SP, Institute for Sustainable Infrastructure No. 56028

Qualified SWPPP Developer, No. 86877

13 YRS OF EXP

Ronald Stein offers expertise as a project manager, civil engineer, and quality assurance plan reviewer for various municipalities. He has led land development engineering teams engaged in design of projects encompassing storm drains, grading, erosion control, street improvements, striping, traffic control, and utilities. Throughout the various design stages, Mr. Stein conducts meticulous quality assurance to ensure every submittal adheres to all local agency and client standards. He is highly skilled in development and review of hydrology/hydraulic calculations and reports, cost estimates, stormwater pollution and prevention plans, water quality management plans, and erosion and sediment control plans.

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, Various Cities, CA. *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. Willdan also reviews all technical design reports associated with the improvement plans including hydrology, utilities, SWPPP, WQMP and sediment control plans.

- City of La Quinta
- City of Lake Elsinore
- City of La Habra
- City of Hemet
- City of Upland
- City of Paramount
- City of Rialto
- City of San Bernardino
- City of Sierra Madre





Jeffrey Lau, PE, TE, ENV SP

Traffic Engineering Review Services Lead

Jeffrey Lau is an accomplished engineer for multi-discipline and multi-agency traffic and transportation projects such as traffic signals, signing and striping, street lighting, and construction traffic control. He oversees transportation design for Willdan's traffic engineering group and manages a variety of large- to small-scale projects. His responsibilities include the coordination, analysis, and design of various transportation projects such as the preparation of plans, specifications and estimates (PS&E); field investigations; and traffic data collection. He has also assisted with traffic impact studies and analyses, plan reviews, and engineering and traffic survey updates. Jeffrey's extensive hands-on traffic engineering background encompasses designs for 400+ new and modified traffic signal installations, street lighting inventories for master plans, lighting design plans, street lighting conversions, and street lighting LED upgrades.

Relevant Project Experience

On-Call Plan Check Services, City of Rialto, CA. Traffic Lead. 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.

Traffic Engineering Services, City of Manhattan Beach, CA. Willdan served as City Traffic Engineer for the City of Manhattan Beach. The job responsibilities included handling all general traffic engineering concerns within the City, such as reviewing traffic impact studies, preparing and reviewing traffic signal and striping plans, performing stop sign and safety analyses, preparing and presenting Commission and Council reports, conducting field investigations, investigating citizen requests and supervising City staff in the performance of these duties.

Plan Check Services, City of Lake Elsinore, CA. Traffic Task Lead. Willdan is providing on-call plan checking services and assist in streamlining the review process for the City of Lake Elsinore. Willdan is reviewing grading plans, erosion and sediment control, soils reports, street improvement plans, water plans, landscape plans, hydrology reports, street improvement plans, traffic plans and studies, survey documents, WQMP's, SWPPP's, and structural plans. Willdan is reviewing plans to ensure everything is up to code and fits in with the City's master plan. Willdan is assisting the City in upgrading to electronic plan review.

EDUCATION

BS, Civil Engineering, California State Polytechnic University, Pomona, CA

REGISTRATIONS / CERTIFICATIONS

Traffic Engineer, California No. 2835

Civil Engineer, California No. 83887

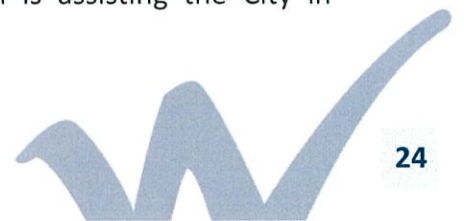
Civil Engineer in other states: Colorado No. 56366; Washington No. 58065; Arizona No. 70072; Texas No. 140012; Nevada No. 28303; Minnesota No. 59453; Florida No. 91068

Envision Sustainability Prof, Institute for Sustainable Infrastructure No. 45376

AFFILIATIONS

American Public Works Association

21 YRS OF EXP





Chris O. Stone, CFM

Project Manager IV

Chris Stone has experience in flood control hydrologic and hydraulic design engineering, transportation and traffic engineering, street and roadway design engineering, water and wastewater engineering, tract map and parcel mapping, grading, and structural engineering. He has participated in all technical aspects of projects including preliminary engineering, construction document preparation, and reviews. He has infrastructure design experience involving facilities for freeways, airports, railways, busways, master planned communities and casinos.

Relevant Project Experience

City of San Bernardino, Building & Safety Services, San Bernardino, San Bernardino, CA. Performed plan review for offsite improvements, precise grading, hydrology/hydraulics, and WQMP. Willdan is currently responsible for reviewing private developer projects spanning both on site and off site improvements. Review services cover Final Parcel and Tract Maps lot line adjustments grading & erosion control plans storm drain plans hydrology water & sewer improvement plans street improvement plans and water quality management plans (WQMP).

Engineering Plan Review, Various, California. Project Engineer responsible for reviewing engineering plans and documents submitted by developers to the Agency for plan review. Documents reviewed have included grading plans, rough grading plans, erosion control plans, drainage reports, Low Impact Development (LID) reports, storm drain plans, stormwater pump station design plans, street improvement plans, sanitary sewer plans, sanitary sewer area studies, water distribution plans, and encroachment permit applications. 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. Reviews have been completed in both hard copy and electronic formats. Comments are returned to the applicant as redlined plan comments and in a plan review comment document. Subsequent reviews are performed to ensure that corrective actions have been performed by the applicant to adequately address the comments. When completed, the documents are stamped as “approved” and returned to the City. Reviews were performed in the past 2 years for the following Southern California agencies:

- Bell
- Cerritos
- El Monte
- Fillmore
- Goleta
- La Habra
- Los Alamitos
- Manhattan Beach
- Paramount
- Rolling Hills

EDUCATION

BS, Civil Engineering, Montana State University Graduate Course, Mathematics, Oregon State University Graduate Course, Engineering Mechanics, Montana State University

Graduate Course, Engineering Mechanics, Montana State University

PROFESSIONAL CERTIFICATIONS

Civil Engineer, Nevada No. 12379

Civil Engineer, Arizona, No. 55200

Certified Floodplain Manager, Association of State Floodplain Managers No. US-16-08884

32 YEARS OF EXP





Jocelyn Limas, PLS

Supervising Survey/Mapping

Role: Subdivision Map Checking

EDUCATION

*AS, Sociology,
College of the
Sequoias, Visalia*

*Continuing
Education -
Subdivision Map
Act Class*

REGISTRATIONS / CERTIFICATIONS

*California
Professional Land
Surveyor, No.
9596*

*FAA Remote Pilot
License,
Certification No.
4080288*

20 YEARS OF EXP

Jocelyn Limas has 20 years of experience providing design support to a variety of projects at different levels. Her professional background includes drafting and design of residential and commercial land development projects, survey-related drafting, project management experience, supervisor-level survey experience with heavy emphasis on title research, legal descriptions, boundary determinations, and compliance with both State and local ordinances.

Relevant Project Experience

On Call Professional Land Surveying Services for Public Works, City of Fresno, CA. Contract Land Surveyor. Land title research, boundary rectification, subdivision mapping review, records of surveys, corner records, monument placement, deed preparation, legal description preparation and review.

County of Madera Acting County Surveyor, CA. Contract County Surveyor Willdan performed all duties of the County Surveyor for the County of Madera. Duties included the review and analysis of the operations of the County Surveyor function review of maps and legal descriptions and related duties.

City of Lone On-Call Services, City of Lone, CA. Contract City Surveyor. City Engineering services for the City of Lone. Services may include design and construction management.

Building & Safety Services, City of Rancho Cordova, CA. Contract Surveyor. Provide building and safety services to include Building Official Services, Plan Review Services, Inspection Services, and Permit Technician Services.

Plan Checking, City of Lake Elsinore, CA. Contract Surveyor. Willdan is providing on-call plan checking services and assisting in streamlining the review process for the City of Lake Elsinore. Willdan is reviewing grading plans, erosion and sediment control, soils reports, street improvement plans,* water plans, landscape plans, hydrology reports, street improvement plans, traffic plans and studies, survey documents, WQMP's, SWPPP's, and structural plans. Willdan will review plans to ensure everything is up to code and fits in with the City's master plan. Willdan will assist the City in upgrading to electronic plan review.





650 E. Hospitality Lane, Suite 400
San Bernardino, CA 92408-3586
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www.willdan.com

CITY OF BEAUMONT CALIFORNIA

▶ K. Cost Proposal

Public Works Plan Check Services

April 7, 2025

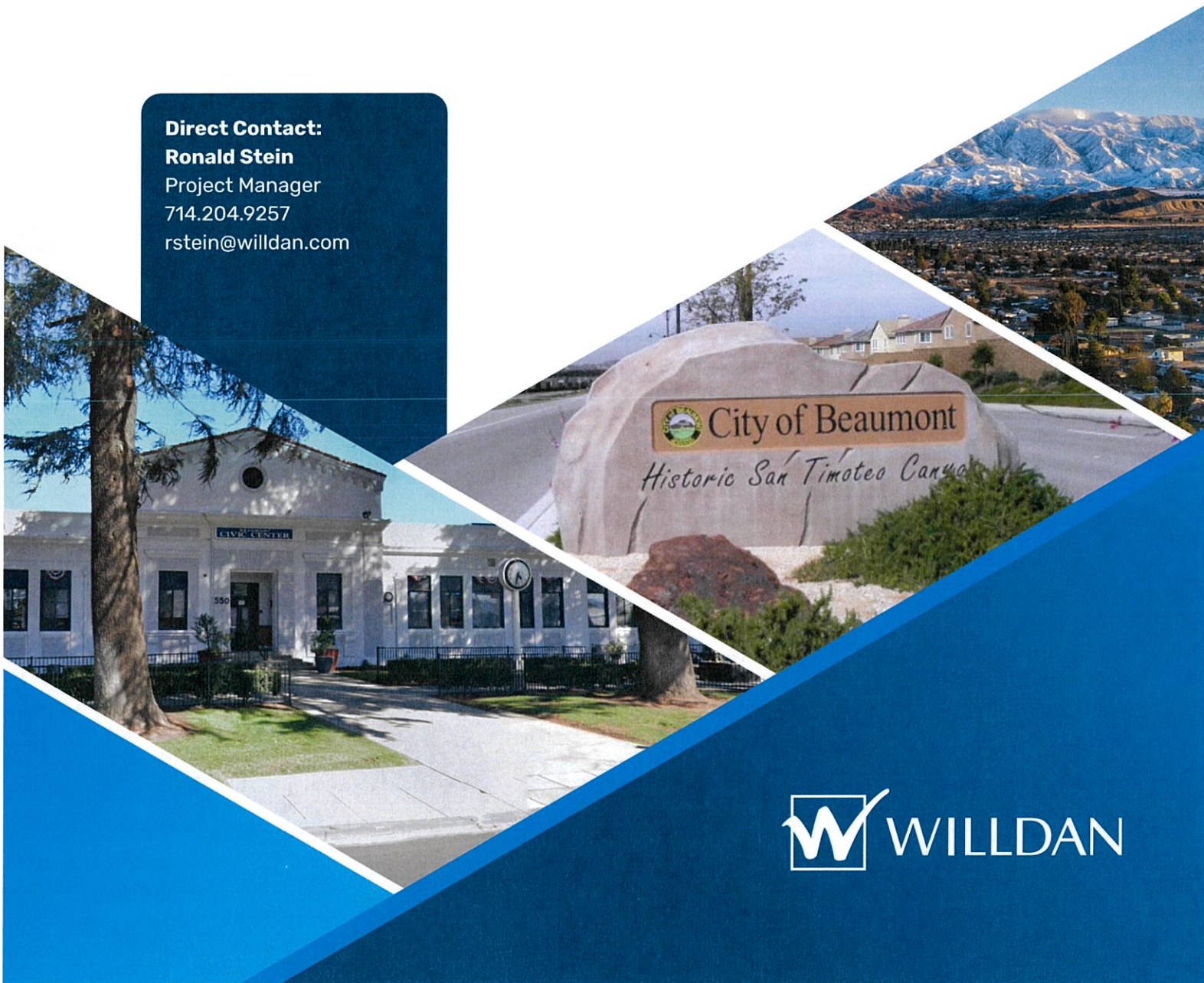
Direct Contact:

Ronald Stein

Project Manager

714.204.9257

rstein@willdan.com



A. Cover Letter

April 7, 2025

Raveena Chara, Procurement Contract Specialist
550 E. 6th Street
Beaumont, California 92223
Via PlanetBids

SUBJECT: Cost Proposal for City of Beaumont Public Works Plan Check Services

Dear Raveena Chara:

The City of Beaumont (City) is seeking qualified firms to provide Consulting Services for Public Works Projects Plan Check. **Willdan Engineering (Willdan)** provides all aspects of municipal and infrastructure engineering, including consulting engineering, planning, construction management, municipal financing, energy conservation, and building and safety services.

Willdan is pleased to submit our Cost Proposal for City of Beaumont Public Works Plan Check Services.

The undersigned is authorized to bind the contract with the City. We appreciate the opportunity to submit proposal and look forward to discussing our experience and qualifications with City. This statement is valid for 365 calendar days from the above date. Willdan attest that all information submitted is true and correct. If there are any questions, please contact Ron Stein, PE, Project Manager, directly by calling (714) 204-9257 or by email at rstein@willdan.com

Respectfully submitted,
WILLDAN ENGINEERING



Tyrone Peter, PE

Director of Engineering

Project Manager

Ronald Stein, PE
(714) 204-9257
rstein@willdan.com

Willdan Services		
Services	Fee Amount	Proposed Willdan Fee
Final Parcel Map	\$5,000.00 Deposit	\$1,250 / Sheet
Final Tract Map	\$7,500.00 Deposit	\$2,750 / Sheet + \$100 / Lot
Lot Line Adjustment/Parcel Merger	\$1,200.00 Deposit	\$2,250 (Flat Rate)
Final Monument Inspection	\$1,500.00 Deposit	N/A
Preliminary Grading Plan Check	\$565.00	75% of Fixed Fee
Residential Grading Plan Check	\$95.00 per plan plus \$750.00 per sheet	See Below
Single Family Residential		\$600 / Sheet
Residential Grading Plan Check Amendment	\$3,000.00 Deposit	100% of T&M
Residential Grading Plan Check – Add'l Review	\$1,000.00 Deposit	100% of T&M
Commercial Grading Plan Check	\$95.00 per plan plus \$1,125.00 per sheet	See Below
Rough Grading Plan		\$750 / Sheet
Precise Grading Plan		\$1,000 / Sheet
Commercial Grading Plan Check Amendment	\$3,000.00 Deposit	100% of T&M
Commercial Grading Plan Check – Add'l Review	\$1,000.00 Deposit	100% of T&M
Grading/Stockpile Inspection	Deposit Based	N/A
Grading/Stockpile Res. Infill Inspection	\$435.00 per permit	N/A
Street Light Plan Review	\$95.00 per plan plus \$655.00 per sheet	\$500 / sheet
Improvement Construction Plan Check	\$95.00 per plan plus \$1,030.00 per sheet	\$750 / Sheet
Improvement Construction Plan Amendment	\$1,500.00 Deposit	100% of T&M
Improvement Construction Inspections	Deposit based on Engineers Estimate (Minimum \$750)	N/A
Subdivision/ Improvement Agreement	\$725.00 per agreement, plus actual cost for legal	100% of T&M
Performance Bond Release Application	\$915.00 per application	N/A
Maintenance Bond Release Application	\$915.00 per application	N/A
Bond Inspection (Maintenance & Performance)	\$3,000.00 Deposit	N/A
Street Vacation/Offer of Dedication	\$2,000.00 Deposit	\$1,500 (Flat Rate)
Encroachment Permit App – Non-Standard	\$60.00	N/A
Standard Encroachment Permit – Exist. Residential	\$280.00	N/A
Encroachment Permit Plan Check – Non-Standard	\$40.00 per plan, plus actual cost of plan check (charged at the fully allocated hourly rates for all personnel involved)	N/A
Encroachment Permit Inspection – Non-Standard	Deposit Based	N/A
Certificate of Compliance/Correction	\$1,000.00 Deposit	100% of T&M
Scoping Agreement	\$750.00 Deposit	N/A
Traffic Study Review	\$2,000.00 Deposit	See Below
Traffic Exempt Letter		\$750
Focused Traffic Study		\$2,500
Horizon Level Traffic Study (5-mile Radius)		\$3,850
Public Works Permit Issuance	Within 1 year - \$95.00	N/A
	After 1 year - \$1,000.00 Deposit	N/A
Preliminary WQMP	0-10 acres - \$2,345.00	\$2,000 (Flat Rate)
	Above 10 acres - \$3,465.00	\$2,600 (Flat Rate)
Final WQMP	0-10 acres - \$1,855.00	\$1,500 (Flat Rate)
	Above 10 acres - \$2,420.00	\$2,100 (Flat Rate)

Preliminary Hydrology/Hydraulic Study	0-10 acres - \$2,345.00	\$1,750 (Flat Rate)
	11-50 acres - \$3,095.00	\$2,500 (Flat Rate)
	51-100 acres - \$3,840.00	\$3,000 (Flat Rate)
	100+ acres - \$4,590.00	\$3,750 (Flat Rate)
Final Hydrology/Hydraulic Study	0-10 acres - \$2,345.00	\$1,750 (Flat Rate)
	11-50 acres - \$3,095.00	\$2,500 (Flat Rate)
	51-100 acres - \$3,840.00	\$3,000 (Flat Rate)
	100+ acres - \$4,590.00	\$3,750 (Flat Rate)
Stormwater Post-Construction Inspection	Actual Cost	N/A
PW Landscape Plan Check	\$95.00 per plan, plus \$560.00 per sheet	\$500 / Sheet
PW Landscape Inspection	Deposit of 50% of Engineers Estimate (\$500 minimum)	N/A
Haul Route Review	\$245.00	N/A
Development Engineering Deposit for Service	Deposit Based	N/A
Engineering Add'l Plan Check	Charges at contract cost plus 20% for administration	100% of T&M
Miscellaneous Engineering Services	Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved, plus any outside cost, plus 20% for administration	100% of T&M
ADDITIONAL SERVICES		
	Actual Cost	\$2,500 (Flat Rate)

Water/Sewer Study

1. Expedited Plan Check Fee = 150% of Standard Rate

2. Fees Shown Above Include Three Review Cycles. Additional Reviews Can be Provided on a T&M Basis as Needed.



DESIGN ENGINEERING		BUILDING AND SAFETY		CONSTRUCTION MANAGEMENT	
Technical Aide I	\$81	Code Enforcement Technician	\$106	Labor Compliance Specialist	\$146
Technical Aide II	\$103	Code Enforcement Officer	\$121	Labor Compliance Manager	\$183
Technical Aide III	\$120	Senior Code Enforcement Officer	\$143	Utility Coordinator	\$167
CAD Operator I	\$128	Supervisor Code Enforcement	\$173	Office Engineer I	\$147
CAD Operator II	\$148	Fire Plans Examiner	\$173	Office Engineer II	\$167
CAD Operator III	\$165	Senior Fire Plans Examiner	\$189	Assistant Construction Manager	\$160
GIS Analyst I	\$168	Fire Inspector	\$159	Construction Manager	\$185
GIS Analyst II	\$184	Senior Fire Inspector	\$173	Senior Construction Manager	\$201
GIS Analyst III	\$191	Fire Marshal	\$204	Resident Engineer I	\$208
Environmental Analyst I	\$144	Plans Examiner Aide	\$114	Resident Engineer II	\$216
Environmental Analyst II	\$161	Plans Examiner	\$173	Project Manager IV	\$234
Environmental Analyst III	\$171	Senior Plans Examiner	\$189	Deputy Director	\$243
Environmental Specialist	\$185	Assistant Construction Permit Specialist	\$121	Director	\$249
Designer I	\$173	Construction Permit Specialist	\$128	INSPECTION SERVICES	
Designer II	\$179	Senior Construction Permit Specialist	\$150	Public Works Observer **	\$131
Senior Designer I	\$188	Supervising Construction Permit Specialist	\$159	Public Works Observer ***	\$159
Senior Designer II	\$197	Assistant Building Inspector	\$143	Senior Public Works Observer**	\$143
Design Manager	\$196	Building Inspector	\$159	Senior Public Works Observer ***	\$159
Senior Design Manager	\$206	Senior Building Inspector	\$173	MAPPING AND EXPERT SERVICES	
Project Manager I	\$186	Supervising Building Inspector	\$189	Survey Analyst I	\$147
Project Manager II	\$207	Inspector of Record	\$202	Survey Analyst II	\$169
Project Manager III	\$217	Deputy Building Official	\$205	Senior Survey Analyst	\$187
Project Manager IV	\$234	Building Official	\$210	Supervisor - Survey & Mapping	\$203
Principal Project Manager	\$238	Plan Check Engineer	\$205	Principal Project Manager	\$238
Program Manager I	\$197	Supervising Plan Check Engineer	\$215	LANDSCAPE ARCHITECTURE	
Program Manager II	\$209	Principal Project Manager	\$238	Assistant Landscape Architect	\$153
Program Manager III	\$228	Deputy Director	\$243	Associate Landscape Architect	\$176
Assistant Engineer I	\$141	Director	\$249	Senior Landscape Architect	\$193
Assistant Engineer II	\$157	PLANNING		Principal Landscape Architect	\$204
Assistant Engineer III	\$166	CDBG Technician	\$86	Principal Project Manager	\$238
Assistant Engineer IV	\$175	CDBG Specialists	\$103	ADMINISTRATIVE	
Associate Engineer I	\$184	CDBG Analyst	\$122	Administrative Assistant I	\$99
Associate Engineer II	\$192	CDBG Coordinator	\$152	Administrative Assistant II	\$120
Associate Engineer III	\$196	CDBG Manager	\$183	Administrative Assistant III	\$140
Senior Engineer I	\$199	Housing Program Coordinator	\$151	Project Accountant I	\$112
Senior Engineer II	\$204	Planning Technician	\$130	Project Accountant II	\$132
Senior Engineer III	\$207	Assistant Planner	\$162	Project Controller I	\$140
Senior Engineer IV	\$211	Associate Planner	\$176	Project Controller II	\$158
Supervising Engineer	\$219	Senior Planner	\$200		
Traffic Engineer I	\$219	Principal Planner	\$208		
Traffic Engineer II	\$234	Planning Manager	\$221		
City Engineer I	\$234	Deputy Director	\$243		
City Engineer II	\$238	Director	\$249		
Deputy Director	\$243				
Director	\$249				
Principal Engineer	\$270				

** For Non-Prevailing Wage Project *** For Prevailing Wage Project

Mileage/Field Vehicle usage will be charged at the rate in accordance with the current FTR mileage reimbursement rate, subject to negotiation.

Additional billing classifications may be added to the above listing during the year as new positions are created. Consultation in connection with litigation and court appearances will be quoted separately. The above schedule is for straight time. Overtime will be charged at 1.5 times, and Sundays and holidays, 2.0 times the standard rates. Blueprinting, reproduction, messenger services, and printing will be invoiced at cost plus fifteen percent (15%). A sub consultant management fee of fifteen percent (15%) will be added to the direct cost of all sub consultant services to provide for the cost of administration, consultation, and coordination. Valid July 1, 2024 thru June 30, 2025, thereafter, the rates may be raised once per year to the value between the 12-month % change of the Consumer Price Index for the Los Angeles/Orange County/Sacramento/San Francisco/San Jose area and five percent. For prevailing wage classifications, the increase will be per the prevailing wage increase set by the California Department of Industrial Relations.



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EXHIBIT "C"

CERTIFICATES OF INSURANCE AND ENDORSEMENTS

(insert behind this page)

The City of Beaumont, its elected and appointed officers, employees, agents and volunteers are included as Additional Insured(s) in accordance with the provisions of the General Liability and Automobile Liability policies. The General Liability and Automobile Liability policies evidenced herein are Primary and Non-Contributory to other insurance available to an Additional Insured, but only in accordance with the provisions of the policies. A Waiver of Subrogation is granted in favor of the City of Beaumont in accordance with the policy provisions of the General Liability, Automobile Liability and Workers' Compensation policies. Policies include 30-days' notice of cancellation (except 10 days for non-payment of premium) and the provisions of each policy govern how notice of cancellation may be delivered to Certificate Holder.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BLANKET ADDITIONAL INSURED (Includes Products-Completed Operations If Required By Contract)

This endorsement modifies insurance provided under the following:
COMMERCIAL GENERAL LIABILITY COVERAGE PART

PROVISIONS

The following is added to SECTION II – WHO IS AN INSURED

Any person or organization that you agree in a written contract or agreement to include as an additional

- a. With respect to liability for "bodily injury" or "property damage" that occurs, or for "personal injury" caused by an offense that is committed, subsequent to the signing of that contract or agreement and while that part of the contract or agreement is in effect; and
- b. If, and only to the extent that, such injury or damage is caused by acts or omissions of you or your subcontractor in the performance of "your work" to which the written contract or agreement applies. Such person or organization does not qualify as an additional insured with respect to the independent acts or omissions of such person or organization

The insurance provided to such additional insured is policy period. subject to the following provisions

- a. If the Limits of Insurance of this Coverage Part shown in the Declarations exceed the minimum limits required by the written contract or agreement, the insurance provided to the additional insured will be limited to such minimum required limits. For the purposes of determining whether this limitation applies, the minimum limits required by the written contract or agreement will be considered to include the minimum limits of any Umbrella or Excess liability coverage required for the additional insured by that written contract or agreement. This provision will not increase the limits of insurance described in Section III – Limits Of Insurance

- b. The insurance provided to such additional insured does not apply to

- (1) Any "bodily injury", "property damage" "personal injury" arising out of the providing, or failure to provide, any professional architectural, engineering or surveying services, including
 - (a) The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders or change orders, or the preparing, approving, or failing to prepare or approve, drawings and specifications; and
 - (b) Supervisory, inspection, architectural or engineering activities.
- (2) Any "bodily injury" or "property damage" caused by "your work" and included in the "products-completed operations hazard" unless the written contract or agreement specifically requires you to provide such coverage for that additional insured during the

- c. The additional insured must comply with the following duties:

- (1) Give us written notice as soon as practicable of an "occurrence" or an offense which may result in a claim. To the extent possible, such notice should include:
 - (a) How, when and where the "occurrence" or offense took place;
 - (b) The names and addresses of any injured persons and witnesses; and
 - (c) The nature and location of any injury or damage arising out of the "occurrence" or offense.
- (2) If a claim is made or "suit" is brought against the additional insured:

COMMERCIALGENERALLIABILITY

- (a) Immediately record the specifics of the claim or "suit" and the date received; and
- (b) Notify us as soon as practicable and see to it that we receive written notice of the claim or "suit" as soon as practicable
- (3) Immediately send us copies of all legal papers received in connection with the claim "suit", cooperate with us in the or

investigation or settlement of the claim or defense against the "suit", and otherwise comply with all policy conditions

- (4) Tender the defense and indemnity of any "suit" to any provider of other claim or insurance which would cover such additional insured for a loss we cover. However, this condition does not affect whether the insurance provided to such additional insured is primary to other insurance available to such additional insured which covers that person or organization as a named insured as described in Paragraph 4., Other Insurance, of Section IV – Commercial General Liability Conditions.

COMMERCIAL GENERAL LIABILITY

Effective 11/9/2024 to

c. Method Of Sharing

If all of the other insurance permits contribution by equal shares, we will follow this method also. Under this approach each insurer contributes equal amounts until it has paid its applicable limit of insurance or none of the loss remains, whichever comes first.

If any of the other insurance does not permit contribution by equal shares, we will contribute by limits. Under this method, each insurer's share is based on the ratio of its applicable limit of insurance to the total applicable limits of insurance of all insurers.

d. Primary And Non-Contributory Insurance If Required By Written Contract

If you specifically agree in a written contract or agreement that the insurance afforded to an insured under this Coverage Part must apply on a primary basis, or a primary and noncontributory basis, this insurance is primary to other insurance that is available to such insured which covers such insured as a named insured, and we will not share with that other insurance, provided that:

- (1) The "bodily injury" or "property damage" for which coverage is sought occurs; and
- (2) The "personal and advertising injury" for which coverage is sought is caused by an offense that is committed;

subsequent to the signing of that contract or agreement by you.

5. Premium Audit

- a. We will compute all premiums for this Coverage Part in accordance with our rules and rates.
- b. Premium shown in this Coverage Part as advance premium is a deposit premium only. At the close of each audit period we will compute the earned premium for that period and send notice to the first Named Insured. The due date for audit and retrospective premiums is the date shown as the due date on the bill. If the sum of the advance and audit premiums paid for the policy period is greater than the earned premium, we will return the excess to the first Named Insured.
- c. The first Named Insured must keep records of the information we need for premium computation, and send us copies at such times as we may request.

6. Representations

By accepting this policy, you agree:

- a. The statements in the Declarations are accurate and complete;
- b. Those statements are based upon representations you made to us; and
- c. We have issued this policy in reliance upon your representations.

The unintentional omission of, or unintentional error in, any information provided by you which we relied upon in issuing this policy will not prejudice your rights under this insurance. However, this provision does not affect our right to collect additional premium or to exercise our rights of cancellation or nonrenewal in accordance with applicable insurance laws or regulations.

7. Separation Of Insureds

Except with respect to the Limits of Insurance, and any rights or duties specifically assigned in this Coverage Part to the first Named Insured, this insurance applies:

- a. As if each Named Insured were the only Named Insured; and
- b. Separately to each insured against whom claim is made or "suit" is brought.

8. Transfer Of Rights Of Recovery Against Others To Us

If the insured has rights to recover all or part of any payment we have made under this Coverage Part, those rights are transferred to us. The insured must do nothing after loss to impair them. At our request, the insured will bring "suit" or transfer those rights to us and help us enforce them.

9. When We Do Not Renew

If we decide not to renew this Coverage Part, we will mail or deliver to the first Named Insured shown in the Declarations written notice of the nonrenewal not less than 30 days before the expiration date.

If notice is mailed, proof of mailing will be sufficient proof of notice.

SECTION V — DEFINITIONS

1. "Advertisement" means a notice that is broadcast or published to the general public or specific market segments about your goods, products or services for the purpose of attracting customers or supporters. For the purposes of this definition:
 - a. Notices that are published include material placed on the Internet or on similar electronic means of communication; and
 - b. Regarding websites, only that part of a website that is about your goods, products or services for the purposes of attracting customers or supporters is considered an advertisement.

occupational therapist or occupational therapy assistant, physical therapist or speech-language pathologist; or

- (b) First aid or "Good Samaritan services" by any of your "employees" or "volunteer workers", other than an employed or volunteer doctor. Any such "employees" or "volunteer workers" providing or failing to provide first aid or "Good Samaritan services" during their work hours for you will be deemed to be acting within the scope of their employment by you or performing duties related to the conduct of your business.
3. The following replaces the last sentence of Paragraph 5. of **SECTION III – LIMITS OF INSURANCE**:
- For the purposes of determining the applicable Each Occurrence Limit, all related acts or omissions committed in providing or failing to provide "incidental medical services", first aid or "Good Samaritan services" to any one person will be deemed to be one "occurrence".
4. The following exclusion is added to Paragraph 2., **Exclusions**, of **SECTION I – COVERAGES – COVERAGE A – BODILY INJURY AND PROPERTY DAMAGE LIABILITY**:
- Sale Of Pharmaceuticals**
- "Bodily injury" or "property damage" arising out of the violation of a penal statute or ordinance relating to the sale of pharmaceuticals committed by, or with the knowledge or consent of the insured.
5. The following is added to the **DEFINITIONS** Section:
- "Incidental medical services" means:
- a. Medical, surgical, dental, laboratory, x-ray or nursing service or treatment, advice or instruction, or the related furnishing of food or beverages; or
- b. The furnishing or dispensing of drugs or medical, dental, or surgical supplies or appliances.
6. The following is added to Paragraph 4.b., **Excess Insurance**, of **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS**:
- This insurance is excess over any valid and collectible other insurance, whether primary, excess, contingent or on any other basis,

that is available to any of your "employees" for "bodily injury" that arises out of providing or failing to provide "incidental medical services" to any person to the extent not subject to Paragraph 2.a.(1) of Section II – Who Is An Insured.

K. MEDICAL PAYMENTS – INCREASED LIMIT

The following replaces Paragraph 7. of **SECTION III – LIMITS OF INSURANCE**:

7. Subject to Paragraph 5. above, the Medical Expense Limit is the most we will pay under Coverage C for all medical expenses because of "bodily injury" sustained by any one person, and will be the higher of:
- a. \$10,000; or
- b. The amount shown in the Declarations of this Coverage Part for Medical Expense Limit.

L. AMENDMENT OF EXCESS INSURANCE CONDITION – PROFESSIONAL LIABILITY

The following is added to Paragraph 4.b., **Excess Insurance**, of **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS**:

This insurance is excess over any of the other insurance, whether primary, excess, contingent or on any other basis, that is Professional Liability or similar coverage, to the extent the loss is not subject to the professional services exclusion of Coverage A or Coverage B.

M. BLANKET WAIVER OF SUBROGATION – WHEN REQUIRED BY WRITTEN CONTRACT OR AGREEMENT

The following is added to Paragraph 8., **Transfer Of Rights Of Recovery Against Others To Us**, of **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS**:

If the insured has agreed in a written contract or agreement to waive that insured's right of recovery against any person or organization, we waive our right of recovery against such person or organization, but only for payments we make because of:

- a. "Bodily injury" or "property damage" that occurs; or
- b. "Personal and advertising injury" caused by an offense that is committed;
- subsequent to the signing of that contract or agreement.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

DESIGNATED PERSON OR ORGANIZATION – NOTICE OF CANCELLATION PROVIDED BY US

This endorsement modifies insurance provided under the following:

ALL COVERAGE PARTS INCLUDED IN THIS POLICY

SCHEDULE

CANCELLATION: **Number of Days Notice:** 30

PERSON OR

ORGANIZATION: ANY PERSON OR ORGANIZATION TO WHOM YOU HAVE AGREED IN A WRITTEN CONTRACT THAT NOTICE OF CANCELLATION OF THIS POLICY WILL BE GIVEN, BUT ONLY IF:

1. YOU SEND US A WRITTEN REQUEST TO PROVIDE SUCH NOTICE, INCLUDING THE NAME AND ADDRESS OF SUCH PERSON OR ORGANIZATION, AFTER THE FIRST NAMED INSURED RECEIVES NOTICE FROM US OF THE CANCELLATION OF THIS POLICY; AND
2. WE RECEIVE SUCH WRITTEN REQUEST AT LEAST 14 DAYS BEFORE THE BEGINNING OF THE APPLICABLE NUMBER OF DAYS SHOWN IN THIS SCHEDULE.

ADDRESS:

THE ADDRESS FOR THAT PERSON OR ORGANIZATION INCLUDED IN SUCH WRITTEN REQUEST FROM YOU TO US.

PROVISIONS

If we cancel this policy for any legally permitted reason other than nonpayment of premium, and a number of days is shown for Cancellation in the Schedule above, we will mail notice of cancellation to the person or organization shown in such Schedule. We will mail such notice to the address shown in the Schedule above at least the number of days shown for Cancellation in such Schedule before the effective date of cancellation.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BLANKET ADDITIONAL INSURED – PRIMARY AND NON-CONTRIBUTORY WITH OTHER INSURANCE

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM

PROVISIONS

- 1. The following is added to Paragraph A.1.c., Who Is An Insured, of SECTION II – COVERED AUTOS LIABILITY COVERAGE:**

This includes any person or organization who you are required under a written contract or agreement between you and that person or organization, that is signed by you before the "bodily injury" or "property damage" occurs and that is in effect during the policy period, to name as an additional insured for Covered Autos Liability Coverage, but only for damages to which this insurance applies and only to the extent of that person's or organization's liability for the

2fo.lloTwhineg is added to Paragraph **B.5., Other Insurance of SECTION IV – BUSINESS AUTO CONDITIONS:**

Regardless of the provisions of paragraph a. and paragraph d. of this part **5. Other Insurance**, this insurance is primary to and non-contributory with applicable other insurance under which an additional insured person or organization is the first named insured when the written contract or agreement between you and that person or organization, that is signed by you before the "bodily injury" or "property damage" occurs and that is in effect during the policy period, requires this insurance to be primary and non-contributory.

You agree to maintain all required or compulsory insurance in any such country up to the minimum limits required by local law. Your failure to comply with compulsory insurance requirements will not invalidate the coverage afforded by this policy, but we will only be liable to the same extent we would have been liable had you complied with the compulsory insurance requirements.

- (d) It is understood that we are not an admitted or authorized insurer outside the United States of America, its territories and possessions, Puerto Rico and Canada. We assume no responsibility for the furnishing of certificates of insurance, or for compliance in any way with the laws of other countries relating to insurance.

G. WAIVER OF DEDUCTIBLE – GLASS

The following is added to Paragraph D., Deductible, of SECTION III – PHYSICAL DAMAGE COVERAGE:

No deductible for a covered "auto" will apply to glass damage if the glass is repaired rather than replaced.

H. HIRED AUTO PHYSICAL DAMAGE – LOSS OF USE – INCREASED LIMIT

The following replaces the last sentence of Paragraph A.4.b., Loss Of Use Expenses, of SECTION III – PHYSICAL DAMAGE COVERAGE:

However, the most we will pay for any expenses for loss of use is \$65 per day, to a maximum of \$750 for any one "accident".

I. PHYSICAL DAMAGE – TRANSPORTATION EXPENSES – INCREASED LIMIT

The following replaces the first sentence in Paragraph A.4.a., Transportation Expenses, of SECTION III – PHYSICAL DAMAGE COVERAGE:

We will pay up to \$50 per day to a maximum of \$1,500 for temporary transportation expense incurred by you because of the total theft of a covered "auto" of the private passenger type.

J. PERSONAL PROPERTY

The following is added to Paragraph A.4., Coverage Extensions, of SECTION III – PHYSICAL DAMAGE COVERAGE:

Personal Property

We will pay up to \$400 for "loss" to wearing apparel and other personal property which is:

- (1) Owned by an "insured"; and

- (2) In or on your covered "auto".

This coverage applies only in the event of a total theft of your covered "auto".

No deductibles apply to this Personal Property coverage.

K. AIRBAGS

The following is added to Paragraph B.3., Exclusions, of SECTION III – PHYSICAL DAMAGE COVERAGE:

Exclusion 3.a. does not apply to "loss" to one or more airbags in a covered "auto" you own that inflate due to a cause other than a cause of "loss" set forth in Paragraphs A.1.b. and A.1.c., but only:

- a. If that "auto" is a covered "auto" for Comprehensive Coverage under this policy;
- b. The airbags are not covered under any warranty; and
- c. The airbags were not intentionally inflated. We will pay up to a maximum of \$1,000 for any one "loss".

L. NOTICE AND KNOWLEDGE OF ACCIDENT OR LOSS

The following is added to Paragraph A.2.a., of SECTION IV – BUSINESS AUTO CONDITIONS:

Your duty to give us or our authorized representative prompt notice of the "accident" or "loss" applies only when the "accident" or "loss" is known to:

- (a) You (if you are an individual);
- (b) A partner (if you are a partnership);
- (c) A member (if you are a limited liability company);
- (d) An executive officer, director or insurance manager (if you are a corporation or other organization); or
- (e) Any "employee" authorized by you to give notice of the "accident" or "loss".

M. BLANKET WAIVER OF SUBROGATION

The following replaces Paragraph A.5., Transfer Of Rights Of Recovery Against Others To Us, of SECTION IV – BUSINESS AUTO CONDITIONS :

5. Transfer Of Rights Of Recovery Against Others To Us

We waive any right of recovery we may have against any person or organization to the extent required of you by a written contract signed and executed prior to any "accident" or "loss", provided that the "accident" or "loss" arises out of operations contemplated by such contract. The waiver applies only to the person or organization designated in such contract.



**WORKERS COMPENSATION
AND
EMPLOYERS LIABILITY POLICY
ENDORSEMENT WC 00 03 13 (00) -**

POLICY NUMBER: UB-8Y032268-24-43-G

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

This agreement shall not operate directly or indirectly to benefit any one not named in the Schedule.

SCHEDULE

DESIGNATED PERSON:

DESIGNATED ORGANIZATION:

ANY PERSON OR ORGANIZATION FOR WHICH THE INSURED HAS AGREED BY WRITTEN CONTRACT EXECUTED PRIOR TO LOSS TO FURNISH THIS WAIVER.

INCLUDING:

ORGANIZATION: ANY PERSON OR ORGANIZATION FOR WHICH THE INSURED HAS AGREED BY WRITTEN CONTRACT, EXECUTED PRIOR TO LOSS TO FURNISH THIS WAIVER.

Any person or organization for which the employer has agreed by written contract, executed prior to loss, may execute a waiver of subrogation. However, for purposes of work performed by the employer in Missouri, this waiver of subrogation does not apply to any construction group of classifications as designated by the waiver of right to recover from others (subrogation) rule in our manual.



WORKERS COMPENSATION AND EMPLOYERS LIABILITY POLICY ENDORSEMENT WC 99 06 R3 (00) -

POLICY NUMBER: UB-8Y032268-24-43-G

NOTICE OF CANCELLATION TO DESIGNATED PERSONS OR ORGANIZATIONS

The following is added to PART SIX – CONDITIONS :

Notice Of Cancellation To Designated Persons Or Organizations

If we cancel this policy for any reason other than non-payment of premium by you, we will provide notice of such cancellation to each person or organization designated in the Schedule below. We will mail or deliver such notice to each person or organization at its listed address at least the number of days shown for that person or organization before the cancellation is to take effect.

You are responsible for providing us with the information necessary to accurately complete the Schedule below. If we cannot mail or deliver a notice of cancellation to a designated person or organization because the name or address of such designated person or organization provided to us is not accurate or complete, we have no responsibility to mail, deliver or otherwise notify such designated person or organization of the cancellation.

SCHEDULE

Name and Address of Designated Persons or Organizations: Number of Days Notice ANY PERSON OR ORGANIZATION TO WHOM YOU HAVE AGREED IN A WRITTEN CONTRACT THAT NOTICE OF CANCELLATION OF THIS POLICY WILL BE GIVEN , BUT ONLY IF: 30

- 1. YOU SEND US A WRITTEN REQUEST TO PROVIDE SUCH NOTICE, INCLUDING THE NAME AND ADDRESS OF SUCH PERSON OR ORGANIZATION, AFTER THE FIRST NAMED INSURED RECEIVES NOTICE FROM US OF THE CANCELLATION OF THIS POLICY;AND 2. WE RECEIVE SUCH WRITTEN REQUEST AT LEAST 14 DAYS BEFORE THE BEGINNING OF THE APPLICABLE NUMBER OF DAYS SHOWN IN THIS ENDORSEMENT. ADDRESS: THE ADDRESS FOR THAT PERSON OR ORGANIZATION INCLUDED IN SUCH WRITTEN REQUEST FROM YOU TO US.

All other terms and conditions of this policy remain unchanged.

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective 11/9/2024 Policy No. UB-8Y032268-24-43-G Endorsement No.

Insurance Company Countersigned by Travelers Property Casualty Company of America Page 1 of 1

ENDORSEMENT NO.

AMEND SUBROGATION CLAUSE; WAIVER OF SUBROGATION
FOR CLIENTS AND THIRD PARTIES

This Endorsement, effective at 12:01 a.m. on November 9, 2024, forms part of

Policy No.	0313-5950
Issued to	Willdan Group, Inc.
Issued by	Allied World Surplus Lines Insurance Company

In consideration of the premium charged, it is hereby agreed that Section VIII. CONDITIONS, Subsection N. is deleted in its entirety and replaced as follows:

N. SUBROGATION

In the event of any payment under this Policy, the Company shall be subrogated to all the Insured's rights of recovery against any person or organization and the Insured shall execute and deliver instruments and papers and do whatever else is necessary to secure such rights. The Insured shall do nothing to prejudice such rights. The Company agrees to waive its right of subrogation against any client of the Insured or any other person or entity for a Claim which is covered by this Policy where the Insured agreed to waive any such rights in writing prior to the date the Wrongful Act giving rise to such Claim first occurred. Any recoveries shall be applied first to subrogation expenses, second to Damages and Defense Expenses paid by the Company, and third in satisfaction of the Policy Deductible shown in Item 4. of the Declarations. Any additional amounts recovered shall be paid to the First Named Insured.

All other terms, conditions and limitations of this Policy shall remain unchanged.



Authorized Representative

ENDORSEMENT NO.

ADVICE OF CANCELLATION TO ENTITIES OTHER THAN
THE NAMED INSURED LIMITED TO E-MAIL NOTIFICATION

This Endorsement, effective at 12:01 a.m. on November 9, 2024, forms part of

Policy No. 0313-5950
Issued to Willdan Engineering
Issued by Allied World Surplus Lines Insurance Company

In consideration of the premium charged, it is hereby agreed that:

In the event that the Company cancels this Policy for any reason other than nonpayment of premium, and

1. the cancellation effective date is prior to this Policy's expiration date;
2. the First Named Insured is under an existing contractual obligation to notify a certificate holder when this Policy is canceled (hereinafter, the "Certificate Holder(s)"); and has provided to the Company, either directly or through its broker of record, the email address of the contact at such entity; and
3. the Company receives this information after the First Named Insured receives notice of cancellation of this Policy and prior to this Policy's cancellation effective date, via an electronic spreadsheet that is acceptable to the Company;

the Company will provide advice of cancellation (the "Advice") via e-mail to such Certificate Holders not later than thirty (30) days before the effective date of cancellation.

Proof of the Company emailing the Advice, using the information provided by the First Named Insured, will serve as proof that the Company has fully satisfied its obligations under this Endorsement.

This Endorsement does not affect, in any way, coverage provided under this Policy or the cancellation of this Policy or the effective date thereof, nor shall this Endorsement invest any rights in any entity not insured under this Policy.

Any failure on the Insurer's part to deliver the Advice will not impose liability of any kind upon the Insurer or invalidate the cancellation.

Any Certificate Holder is not an Insured or a Loss Payee under this Policy. No coverage will be available under this Policy for any Claim brought by or against any Certificate Holder.

All other terms, conditions and limitations of this Policy shall remain unchanged.



Authorized Representative