



March 2, 2020

City of Rialto  
Engineering Division, Public Works Department  
Attn: Savat Khamphou, Public Works Director/City Engineer  
335 West Rialto Avenue  
Rialto, CA 92376

**Subject: Proposal for “On-Call” Plan Checking Services, RFP No. 20-082**

The City of Rialto (City) is seeking qualified consultants to provide on-call civil engineering plan checking services for various private and public developments within the City. **Willdan Engineering (Willdan)** is fully confident that we can successfully provide the requested professional engineering plan check services as a valuable resource to help augment City staff in accomplishing the City’s goals and needs. Throughout this proposal, we have demonstrated advantages the Willdan team brings to the range of services requested and how the City can benefit from having us as its’ supporting consultant. Willdan can assist the City with various engineering review support and design services including, but not limited to the following:

- Grading Plans including mass grading, rough grading and precise grading plans
- Street Improvement Plans including street widening, rehabilitation and new street plans
- Sewer and Water Improvement Plans
- Storm Drainage Plans
- Street Lighting, Traffic Signal, Traffic Striping and Signage Plans
- Subdivision Maps, Tract Maps, Parcel Maps, and Right of Way Documents
- Landscaping and Irrigation Plans
- Sewer Area Studies
- Hydrology/Hydraulics Reports
- Traffic Studies/Geotechnical Reports
- Engineer’s Cost Estimate for the related items of work for bonding purposes
- Engineer’s Reports Storm Water Pollution and Prevention Plans
- Water Quality Management Plans
- Erosion and Sediment Control Plans

The following strengths are what sets us apart from the competition and makes us the best-qualified support team for the City.

Knowledge of the City	Willdan has provided professional services to the City of Rialto on various projects since 1992. The services include civil and traffic engineering, landscape architectural, survey, pavement engineering, utility coordination, construction management and financial consulting services. For this reason, we have an established working relationship with City staff and a familiarity with City procedures and requirements. Our knowledge of the City will enable us to initiate work quickly and to respond appropriately to issues that arise during the course of this contract.
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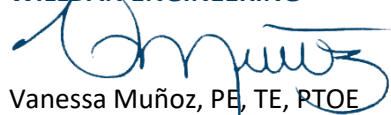
Highly Skilled Project Manager	QA/QC plan reviewer for various municipalities. He currently serves as Project Manager for civil engineering plan checking contracts with other Southern California and Inland Empire clients. He has led land development engineering teams engaged in the design of projects encompassing all aspects of the City's scope of work, conducting meticulous QA/QC plan reviews that ensured quality products that adhered to all local agency standards. Mr. Stein's experience in the design and construction of private and public works projects will add tremendous value to the City's plan review process from the perspective of constructability and value engineering.
In-House Capability	Willdan has the resources in-house to successfully complete those tasks outlined in the RFP and therefore does not have the need to utilize subcontractors on this project.
Understanding of City Plan Checking Services	Willdan's plan checking applies City, state and federal guidelines, particularly the California Subdivision Map Act, NPDES and Low Impact Development requirements and general compliance with City Standards, Ordinances and Regulations. Our staff of experts will stamp and wet sign the approval of engineering documents/plans/maps for accuracy and adequacy and will submit an approval letter stating the same. Open communication is one of the most important elements to the success of a plan check. Willdan will always perform all necessary correspondence and coordination with City Staff to ensure the plan check is completed in a timely manner.
Quick Turnaround Times	Willdan has a reputation of providing quality and accurate plan review in a timely manner. We understand that time is of critical importance to the City and to the development community. We are dedicated to meeting standard and "fast track" turnaround deadlines.
No Learning Curve	Willdan has been providing services to local agencies in Riverside, San Bernardino, Los Angeles, and Orange Counties for more than 56-years. Our staff has hands-on working knowledge and direct experience implementing County and City standards. Willdan has extensive experience providing a complete range of professional services to local agencies on both on-call and project specific bases.
No Conflict of Interest	Willdan is dedicated to providing professional engineering services to public agencies. We are prepared to function as an agent of the City and will not prepare improvement plans or studies for development projects within the City.

Willdan confirms that this submittal will remain valid for 120 calendar days from the date of the proposal due date.

We appreciate the opportunity to submit this proposal and look forward to discussing our proposal with you and your staff. The primary individual authorized to sign and negotiate a contract for these services is Ms. Vanessa Muñoz, PE, TE, PTO, Director of Engineering, located at 145 N. Riverside, Rialto, CA 92376, Telephone (562) 368-4848 and email vmunoz@willdan.com.

Respectfully submitted,

**WILLDAN ENGINEERING**



Vanessa Muñoz, PE, TE, PTOE  
Vice President/Director of Engineering



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## Proposal Relevant Information

Willdan has described in detail our methodology to accomplish each of the Project's tasks. We have also described the work necessary to satisfactorily complete each of the required tasks.

The following table shows that Willdan has included the required relevant information requested in the City's RFP.

Required Relevant Information	Is Information Included?	
	Yes	Page #
<ul style="list-style-type: none"> <li>A discussion of previous plan-check service experience.</li> </ul>	✓	pages 7, 42-45
<ul style="list-style-type: none"> <li>A discussion of experience with municipal government, private development, and civil engineering and public works projects.</li> </ul>	✓	pages 41-45
<ul style="list-style-type: none"> <li>A discussion of recent experience preparing plans, technical studies or maps for private development projects located in the City of Rialto; include specific examples (if any).</li> </ul>	✓	Pages 41-45
<ul style="list-style-type: none"> <li>A listing of specific individuals who will be assigned to perform plan-checking, including their experience and professional qualification.</li> </ul>	✓	pages 21-26
<ul style="list-style-type: none"> <li>A statement regarding the availability of qualified staff to provide required plan-check services.</li> </ul>	✓	Pages 11 & 27
<ul style="list-style-type: none"> <li>Identify insurance policies carried by your firm and identify any difficulties your firm would encounter in meeting the City's insurance requirements (identified in the City's standard Professional Services Agreement – See Attachment "D").</li> </ul>	✓	page 51
<ul style="list-style-type: none"> <li>A discussion of and answers to the following questions:               <ul style="list-style-type: none"> <li>What change, if any, would be proposed to the current performance schedule?</li> <li>What change, if any, would be proposed to the current "fast track" performance schedule?</li> </ul> </li> </ul>	✓	page 10
<ul style="list-style-type: none"> <li>If your firm has been retained in the recent past to prepare plans, studies or maps for private development projects located in the City of Rialto, what are the firm's intentions if awarded the on-call plan check services agreement? Explain how a conflict of interest would be avoided in the event the firm is retained by the private development community to prepare plans, studies or maps for projects located in the City of Rialto.</li> </ul>	✓	Page 10



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## Section A: Project Understanding

### A.1 Project Understanding

Willdan understands that the City of Rialto seeks proposals from qualified consultants to provide the City with On-Call Plan Checking services. Plan checking services will be provided on engineering plans and studies that are submitted for review by the development community. The City desires to partner with a firm that can provide the requested services in a complete and timely manner. Through our 56 years of providing plan check services, Willdan has developed an unmatched knowledge of the services that are required of a plan check consultant. Our understanding is discussed further as follows:

#### **Plan Checking Scope of Services**

Through Willdan's previous plan review contract with the City, we have developed knowledge of the city's practices, policies and procedures. Improvement plan checking will include the review of plans submitted for subdivision (residential) improvements, commercial developments, and infrastructure improvements. The plans shall be reviewed for conformance with local and other applicable (County, State and Federal) ordinances and standards with a strict attention to details. Documents will be reviewed for conformance with City of Rialto standards, Standard Plans for Public Works Construction, Caltrans Standard Plans, Caltrans Highway Design Manual, and other standards relevant to the project. Plan check services may include, but are not limited to:

- Grading Plans including mass grading, rough grading and precise grading plans
- Street Improvement Plans including street widening, rehabilitation and new street plans
- Sewer and Water Improvement Plans
- Storm Drainage Plans
- Street Lighting, Traffic Signal, Traffic Striping and Signage Plans
- Subdivision Maps, Tract Maps, Parcel Maps, and Right of Way Documents
- Landscaping and Irrigation Plans
- Sewer Area Studies
- Hydrology/Hydraulics Reports
- Traffic Studies
- Geotechnical Reports
- Engineer's Cost Estimate for the related items of work for bonding purposes
- Engineer's Reports including Storm Water Pollution and Prevention Plans
- Water Quality Management Plans
- Erosion and Sediment Control Plans

#### **Plan Checker Tasks**

- To check for design conformance to:
  - ✓ The approved Tentative Map
  - ✓ Approved Site Plans
  - ✓ Related Specific Plans
  - ✓ General Plan and City Ordinances
  - ✓ Planning Department Comments
  - ✓ Conditions of Approval
  - ✓ Approved technical studies
  - ✓ City Standards
  - ✓ Use of current applicable General Notes
  - ✓ Americans with Disabilities (ADA) Standards
  - ✓ The City's Subdivision Plan Check Lists



- ✓ Grants or vacations of Right-of-Way
- ✓ Property ownership verification
- ✓ San Bernardino County Flood Control District (SBCFCD)
- ✓ CalTrans Standards
- To review plans for sound engineering practices.
- To check for accuracy of design in conformance with the City's most current Plan Check Lists.
- To check general mathematics and design criteria.
- To call for redesign of any portion of plans that:
  - ✓ Will not function due to poor engineering.
  - ✓ Is not consistent with the Approved Tentative Map or Conditions of Approval.
  - ✓ Will be potentially unsafe to the public.
  - ✓ Is impractical to construct.

### Project Approach

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.



It is expected that plan checks should not exceed three (3) total plan checks. Once plans are received, the project 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. 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. 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 red-line the plans as necessary and enter comments in an electronic format acceptable to the City. Willdan provides all administrative, professional, and other technical resources necessary to review designs for completeness and correctness without the need for subconsultants.

In our communication process, we can transmit rough drafts of our comments back to the City for review prior to preparation of final copies. This gives the City staff the prerogative of changing, modifying, or adding any comments they desire. Following approval of draft comments, final copies are printed on agency letterhead, or as otherwise directed, and forwarded to the applicant and/or returned to the City. This process assures local input and knowledge of the content of corrections and produces continuity between the jurisdiction and the consultant. Plan reviewers will be available to discuss and clarify plan check issues with the City staff, designers, owners, and contractors. Red-lined plans will be scanned and filed for future reference throughout the life of the plan review. Mylar plans ready for approval by the City Engineer will be signed and stamped, and an approval letter will be provided stating that the document(s) has been reviewed and approved. Willdan will utilize in-house plan review checklists that will be tailored to account for City of Rialto specific items. Willdan will also make available online, a plan check status tracking spreadsheet.





Deliverables to the client and applicant for a typical plan check will include red-lined plans and a corresponding plan review comment letter. For projects containing the review of multiple documents, the plan review comments will be consolidated into one comprehensive comment letter.

With the rapid advancement of technology, Willdan has been providing plan review services electronically for the past few 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 utilizes Bluebeam Revu in its' electronic plan review process. Several of our clients use permit tracking software such as TRAKiT or Energov and we are proficient in the use of those software platforms as well.



Throughout the plan check process, Willdan will be available to meet with City Staff and/or the developers consultant with 48 hours advance notice.

### Technical Approach

For this assignment, **Mr. Ron Stein, PE** will serve 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. We will maintain the team members assigned to a specific project from beginning to end. Key components of our Scope of Work are fully described herein.

## A.2 Identification of Key/Critical Issues

As mentioned previously, critical issues are ones that involve saving review time. If it is determined early on in the plan review that a plan has a major error or omission, the City will be notified immediately to determine the magnitude of the error and whether the plan review should continue or be suspended pending the required redesign. Examples of major errors or omissions are a major utility conflict; an incorrect rainfall value in a hydrology study pending all subsequent calculations and storm drain design inaccurate; or insufficient R/W dedication. Willdan will complete or suspend the review as directed by the City once it has made a determination.



As requested by the City, Willdan has answered the following questions:

<p>1. What change, if any, would be proposed to the current performance schedule?</p>	<p>Willdan recognizes that the RFP establishes a schedule of performance that is based on a “per sheet” basis. Willdan’s experience on previous plan review contracts has determined that this can be cumbersome to manage and document. Typically, an applicant submits numerous sets of plans and studies for, such as street plans, sewer plans, water plans, storm drain plans, and traffic improvement plans, hydrology/hydraulics report, and traffic study. These can contain varying sheet counts that would therefore have varying turnaround times. However, in order to perform a complete plan review, the various documents must be compared with one another and must therefore be returned all together as one package. Tracking separate review times for the various documents becomes cumbersome.</p> <p>We propose a <b>plan review schedule</b> of:</p> <ul style="list-style-type: none"> <li>▪ <b>fifteen (15)</b> working days for the <b>1st plan check</b></li> <li>▪ <b>ten (10)</b> working days for <b>subsequent plan checks</b> for the review and return of all documents</li> </ul> <p>For larger projects, an additional week will be provided for the 1st and 2nd plan checks if necessary and upon approval from the City.</p>
<p>2. What change, if any, would be proposed to the current “fast track” performance schedule?</p>	<p>Understanding that developers pay additional fees for “fast track” plan review, the performance schedule must be shorter accordingly.</p> <p>For “<b>fast track</b>” plan reviews, we propose a plan review schedule of:</p> <ul style="list-style-type: none"> <li>▪ <b>ten (10)</b> working days for the <b>1st plan check</b></li> <li>▪ <b>seven (7)</b> working days for <b>subsequent plan checks</b></li> </ul> <p>For larger projects, an additional three (3) working days will be provided for the 1st and 2nd plan checks if necessary and upon approval from the City.</p>
<p>3. If your firm has been retained in the recent past to prepare plans, studies or maps for private development projects located in the City of Rialto, what are the firm’s intentions if awarded the on-call plan check services agreement? Explain how a conflict of interest would be avoided in the event the firm is retained by the private development community to prepare plans, studies or maps for projects located in the City of Rialto.</p>	<p>Willdan has not been retained in the recent past by a private developer to prepare plans, studies or maps for private development projects located in the City of Rialto. Willdan has <b>served public agencies</b> since its inception in 1964. More than 96% of Willdan's revenue is generated from working for public agencies, cities, and counties. Due to the nature of our client base, we select employees who recognize the regulatory nature of our services. Any appearance of a conflict of interest, whether determined to be realized or not, is a violation of company policy. Willdan will not prepare plans, studies, or maps for private developments within the City of Rialto.</p>



## Section B: Scope of Work

### B.1 Plan Check Process Scope of Work

#### Team Availability

Willdan is committed to providing the staffing and resources required to complete the plan review projects on schedule. Willdan's internal project management procedures call for preparing labor requirements for each active project and integrating that data into a labor projections and resource allocations database for all projects. The projections for each project are aggregated by technical disciplines to produce company-wide labor needs and to identify shortages or surpluses. Willdan's workload is reviewed on a weekly, monthly, and quarterly basis. This process ensures that the needs of all clients are met.

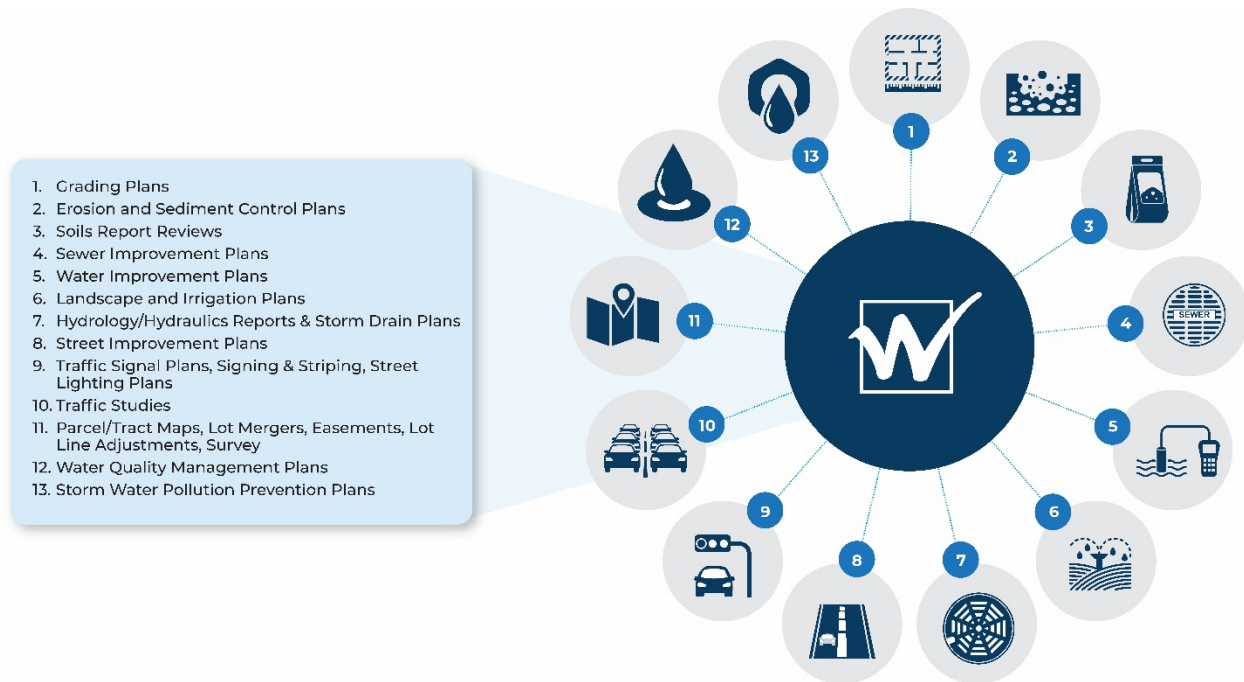
A breakdown of our team's availability is provided below.

Team Member	Availability
Ron Stein, PE	50%
Vanessa Muñoz, PE, TE, PTOE	10%
David Knell, PLS	40%
David Krommenhoek, PLS	60%
Mohsen Rahimian, PE, GE	50%
Ross Khiabani, PE, GE	60%
Chris Stone	50%
Glenn Hale, QSD/P	50%
Chris Kelley, PE, QSD/P	50%
Johnny Ghazal, PE, QSD/P	50%
Fred Wickman, PE	55%
Ken Krieger	50%
Farhad Iranitablab, PE, TE	55%
Joanne Itagaki	50%
Hernando Cotangco, TE	60%
Nicolle Spann, TE	60%
Jeffrey Lau, PE, TE	40%
Robert Burch	45%
Reggie Greene	50%
Kevin Custado, EIT	55%
Mona Awad, TE	65%



## Scope of Work

The process of development requires the design of improvements from several disciplines. The various documents are then submitted to the respective agency for permitting. As a part of the permitting process, the documents must be reviewed by the agency to ensure that the proposed improvements are in conformance with the appropriate standards. Reviewing one document frequently involves checking other documents to ensure the improvements proposed are coordinated and do not conflict. Willdan is an industry leader in providing plan checking services and places an emphasis on checking for coordination between documents.



Willdan utilizes check lists to track the completion of the various plan check requirements. Check lists are tailored to reflect the requirements of each specific discipline and each client. A sample check list is provided on the following page. The check lists can be used in-house only or distributed to the City and applicant as directed.



## Sample Check List

CITY OF RIALTO  
ENGINEERING DIVISION  
PUBLIC WORKS DEPARTMENT  
**SEWER PLAN - CHECK LIST**

PROJECT NO: \_\_\_\_\_ CITY DWGS: C- \_\_\_\_\_ to C- \_\_\_\_\_

LOCATION: \_\_\_\_\_ OWNER: \_\_\_\_\_

ENGINEER: \_\_\_\_\_

## PLAN CHECK NO.

1 2 3 4

## A. PLAN VIEW


## 1. EXISTING (WITH DISPOSITION NOTED)

- a. Underground Utilities / Pipelines with Size and Type
- b. Pavement limits
- c. Curbs and Berms
- d. State Highways noted
- e. City Drawing Number references for existing improvements
- f. Interfering Structures
- g. Manholes


## 2. PROPOSED SEWER MAIN

- a. Size - Minimum for public sewer is 8" (6" upon approval)
- b. Material
- c. Horizontal Alignment Data
  - (1) Offset from street centerline, etc.
  - (2) Centerline Curve Data (Delta, Radius, Length, Tangent)
  - (3) Bearing (when needed)
- d. Slope (when no profile shown)


## 3. PROPOSED SEWER LATERALS

- a. Size
- b. Material
- c. Horizontal Alignment Data
  - (1) Stations along Centerline
  - (2) Ties to Lot Lines at R/W
  - (3) Bearing (when needed)
- d. Overflow (when no profile shown)
- e. Slope - 2% Minimum (when needed for clarification)



## 4. OTHER PROPOSED IMPROVEMENTS

- a. Street Centerline
- b. Street Right of Way
- c. Curb and Gutter
- d. Pavement limits
- e. Street Names
- f. Street Dimensions
- g. Lot Lines adjacent to R/W
- h. Lot Numbers
- i. Lowest Floor Elevation Containing Plumbing Fixtures
- j. Water Main Lines and distance from Sewer (with adequate clearance)
- k. Water services
- l. Storm Drain Main Lines and distance from Sewer (with adequate clearance)
- m. Storm Drain Laterals


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

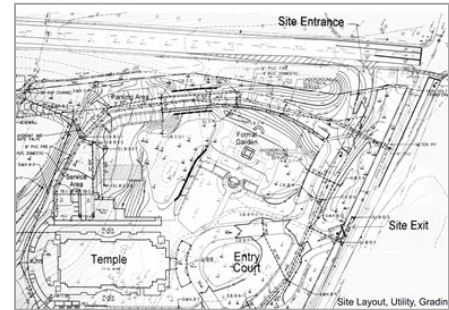
### Grading Plans



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 and within City timeframes. Willdan's services are of the highest quality and will be provided in a timely and professional manner. Our grading plan review will be consistent with Willdan plan review quality guidelines. We will utilize the City's grading plan checklist and mark up plans. Willdan will ensure plans meet all applicable codes and ordinances upon completion of plan reviews, evaluation of the engineers cost estimate, and final recommendation on bond amount and permit fees.



### Erosion and Sediment Control Plans



Willdan will review associated erosion and sediment control plans in accordance with City, County and State Regional Water Quality Control

Board requirements. The best management practices during construction will be reviewed for compliance and appropriateness for the proposed project improvements. Willdan staff has experience with 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.



### Soils Report Reviews



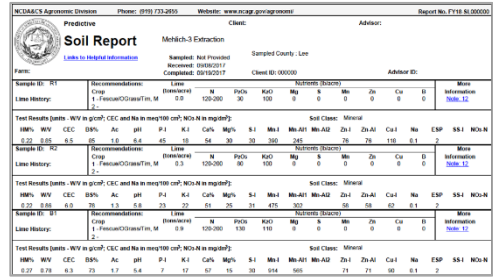
We understand that the scope of work regarding the review of geotechnical reports is to observe that the recommendations of the submitted geotechnical reports are incorporated into the improvement plans. The scope of work will not include review and approval of the geotechnical reports. However, should the City request this service, Willdan is fully prepared to provide this service at an additional fee. As applicable, we will perform our work in general accordance with the following:

- Adequacy with respect to geotechnical and geologic conditions
- Conformance with applicable City, State and Federal laws
- Comply with the governing codes
- Conformance with City Design Manuals and City Standard Plans





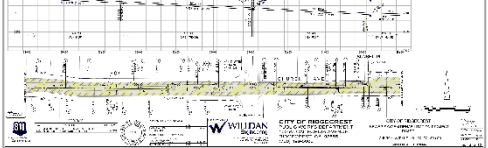
- Most recently adopted Uniform Building Code and California Building Code
- 1991 Seismic Hazards Mapping Act/1972 Alquist-Priolo Earthquake Fault Zoning Act
- California Division of Mines and Geology Notes:
  - ✓ Note 41 - General Guidelines for Reviewing Geologic Reports
  - ✓ Note 42 - Guidelines to Geologic/Seismic Reports
  - ✓ Note 44 - Recommended Guidelines for Preparing Engineering Geologic Reports
  - ✓ Note 46 - Guidelines for Geologic/Seismic Considerations in Environmental Impact Reports
  - ✓ Note 48 - Checklists for the Review of Geologic/Seismic Reports for California Public Schools, Hospitals, and Essential Services Buildings
  - ✓ Note 49 - Guidelines for Evaluating the Hazard of Surface Fault Rupture
- California Division of Mines and Geology Special Publication 117, Guidelines for Evaluating and Mitigating Seismic Hazards in California
- Southern California Earthquake Center, Recommended Procedures for Implementation of DMG Special Publication 117, Guidelines for Analyzing and Mitigating Liquefaction in California
- ASTM guidelines relating to geology and geotechnical work have to do with laboratory testing and field procedures. All applicable ASTM guidelines will be enforced.
- State Mining and Geology Board, General Guidelines for Reviewing Geological Reports

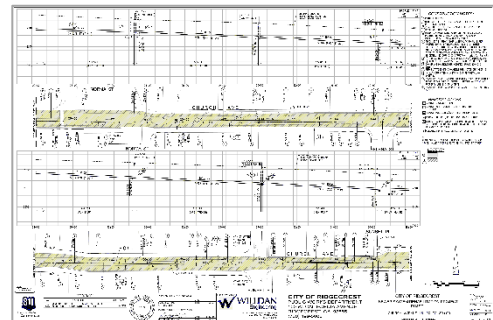


## Sewer Improvements Plans



Sewer Improvement Plans will be checked under the direct supervision of a registered civil engineer. Specifically, the following tasks will be performed:

- Review general notes, title block, signature block, benchmark data, quantities, unit costs, vicinity map, index map, and other general requirements.
  - Check plans for compliance with general design criteria established by the City standards for underground wet utilities.
  - Check to assure that plans reflect all required improvements as shown on the approved tentative map and in the subdivision resolution.
  - Check data shown on plans for consistency with previously approved plans and the record map.
  - Review available sewer study against the sewer improvement plans, including capacities, minimum slopes, geometry, manhole spacing, pipe size and types.
  - Review proposed sewer plans for conformance with City's approved master plan of sewers.
  - Review the proposed improvements for constructability; require redesign of any proposed improvement when the plans propose a situation where the improvement is not buildable, conflicts with an existing improvement, creates a public hazard or nuisance, creates a maintenance problem, creates a potentially unsafe condition, or will not function due to an inadequate level of engineering.
  - Check for accuracy of design and fit with existing improvements and underground utilities.
  - Point out conflicts, mistakes, inaccuracies, and omissions on the plans.
  - Check stationing and alignments of the sewer improvements for agreement with the record map and record data.
- 



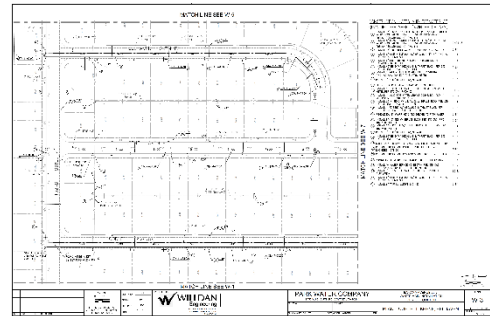
- Review plans for any special conditions which could be anticipated during construction such as street closures, protection of existing utilities, etc.

### Water Improvement Plans



Water Improvement Plans will be checked under the direct supervision of a registered civil engineer. Specifically, the following tasks will be performed:

- Review general notes, title block, signature block, benchmark data, quantities, unit costs, vicinity map, index map, and other general requirements.
- Check plans for compliance with general design criteria established by the City standards underground wet utilities.
- Check to assure that plans reflect all required improvements as shown on the approved tentative map and in the subdivision resolution.
- Check data shown on plans for consistency with previously approved plans and the record map.
- Review available water service study/report against the proposed water plans.
- Review proposed water plans for conformance with City's approved master plan.
- Review the proposed improvements for constructability; require redesign of any proposed improvement when the plans propose a situation where the improvement is not buildable, conflicts with an existing improvement, creates a public hazard or nuisance, creates a maintenance problem, creates a potentially unsafe condition, or will not function due to an inadequate level of engineering.
- Check for accuracy of design and fit with existing improvements and underground utilities.
- Point out conflicts, mistakes, inaccuracies, and omissions on the plans.
- Check stationing and alignments of the waterline improvements for agreement with the record map and record data.
- Review plans for any special conditions which could be anticipated during construction such as street closures, protection of existing utilities, etc.

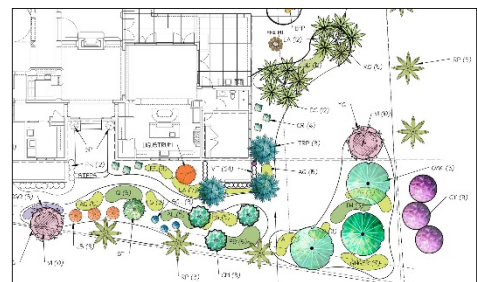


### Landscaping and Irrigation Plans



Landscaping and Irrigations Plans will be checked under the direct supervision of a registered landscape architect. Specifically, the following tasks will be performed:

- Review for compliance with City's WELO, including all calculations and other technical information and reports
- Review for compliance with City landscape standards and design guidelines
- Review for compliance with City conditions of approval
- Review for compliance with easement documents, record maps, and right-of-way documents
- Review for impacts of drainage on downstream properties
- Review for discrepancies among other design disciplines
- Review for discrepancies between various plan sets
- Review for compliance with water purveyor standards
- Review for compliance with sound landscaping practices such as planting palette suitability and placement, irrigation design, and constructability.





- Review for compliance with site improvement grading standards - specifically water quality management
- Review for compliance with general design criteria established by the City standards.
- Review proposed improvements for conformance with City's approved master plans.
- Review the proposed improvements for constructability
- Review for accuracy of design and fit with existing improvements and underground utilities.
- Review for conflicts, mistakes, inaccuracies, and omissions on the plans.
- Review for any conflicts between the planting material and other physical features such as proposed and existing utilities, bio-swales, detention areas.
- Review design of general landscape elements such as walkways, walls and fences, lighting, water features, site furniture and recreational amenities.

### Hydrology/Hydraulics Reports & Storm Drain Plans



Hydrology/Hydraulics Reports and Storm Drain Plans will be checked under the direct supervision of a registered civil engineer. Specifically, the following tasks will be performed:

- Check 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 H/H report for compliance with City conditions of approval and the approved tentative map.
- Check for any diversion of flows from their historic patterns.
- Check for any adverse effect of drainage on down-stream properties.
- Check various plan sets to assure no discrepancies from set to set.
- Review general notes, title block, signature block, benchmark data, quantities, unit costs, vicinity map, index map, and other general requirements.
- Check plans for compliance with general design criteria established by the City standards for streets, curbs, gutters, storm drain and flood control systems, and underground wet utilities.
- Check to assure that plans reflect all required improvements as shown on the approved tentative map and in the subdivision resolution.
- Check data shown on plans for consistency with previously approved plans and the record map.
- 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 City's approved master plan of drainage.
- Review the proposed improvements for constructability; require redesign of any proposed improvement when the plans propose a situation where the improvement is not buildable, conflicts with an existing improvement, creates a public hazard or nuisance, creates a maintenance problem, creates a potentially unsafe condition, or will not function due to an inadequate level of engineering.
- Check for accuracy of design and fit with existing improvements and underground utilities.
- Point out conflicts, mistakes, inaccuracies, and omissions on the plans.

Consolidated Table - 1 (Current Time: 0.750 hours (Blue gutter depth assumed))

Label	Notes	Length	Depth	Area	Velocity	Headloss	Flow	Ground	Swat
		(ft)	(ft)	(sq ft)	(ft/s)	(ft)	(cfs)	(ft)	(ft)
18 CD-1	CD-1	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
18 CD-2	CD-2	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
18 CD-3	CD-3	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
18 CD-4	CD-4	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
18 CD-5	CD-5	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
18 CD-6	CD-6	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
18 CD-7	CD-7	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
18 CD-8	CD-8	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
18 CD-9	CD-9	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
18 CD-10	CD-10	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
18 CD-11	CD-11	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
18 CD-12	CD-12	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

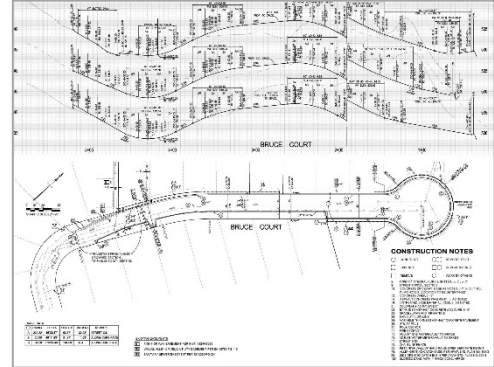


- Check stationing and alignments of the storm drain improvements for agreement with the record map and record data.
- Review plans for any special conditions which could be anticipated during construction such as street closures, protection of existing utilities, etc.

### Street Improvement Plans



Street improvement plans will be checked under the direct supervision of a registered civil engineer. Improvement plan reviewing will include, but not necessarily be limited to, street and drainage plans, sewer and water plans, hydrology and hydraulic studies, preliminary drainage studies, FEMA requirements and design connections to existing systems, landscape and irrigation, bridges and structures, traffic signal, signing and striping plans, and park facilities. Specifically, the following tasks will be performed:



- 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.
- Check street improvement plans for compliance with 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; determine need for permanent easements, additional right-of-way, or temporary easements.
- Check various plan sets to assure no discrepancies from set to set.
- Review general notes, title block, signature block, benchmark data, quantities, unit costs, vicinity map, index map, and other general requirements; check for Underground Service Alert note on plans.
- Check plans for compliance with general design criteria established by the City standards for streets, curbs, gutters, storm drain and flood control systems, and underground wet utilities.
- Check to assure that plans reflect all required improvements as shown on the approved tentative map and in the subdivision resolution.
- Check data shown on plans for consistency with previously approved plans and the record map.
- Review proposed street improvement plans for conformance with City's approved specific plan.
- Review the proposed improvements for constructability; require redesign of any proposed improvement when the plans propose a situation where the improvement is not buildable, conflicts with an existing improvement, creates a public hazard or nuisance, creates a maintenance problem, creates a potentially unsafe condition, or will not function due to an inadequate level of engineering.
- Check for accuracy of design and fit with existing improvements and underground utilities.
- Point out conflicts, mistakes, inaccuracies, and omissions on the plans.
- Check stationing and alignments of the street improvements for agreement with the record map and record data.
- Check horizontal and vertical sight distance based on appropriate design speed.
- Review pavement design for consistency with the recommendations of the soils engineer.

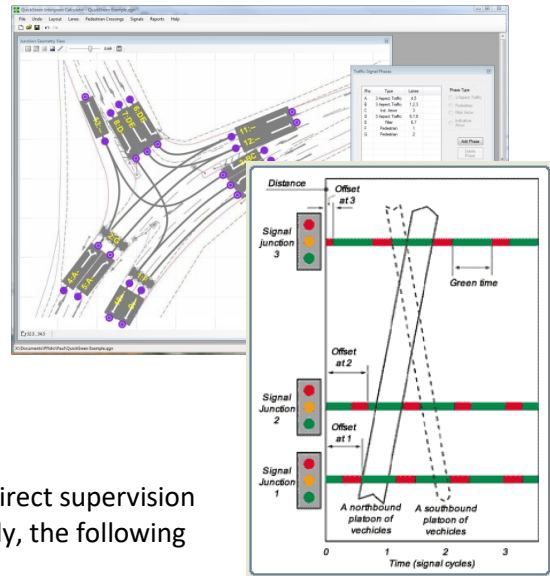


- Review hydrology/hydraulic study against the storm drain plans, including street capacities, HGLs, velocities, inlet or outlet control, and other hydraulic factors.
- Review plans for any special conditions, which could be anticipated during construction such as street closures, protection of existing utilities, etc.

### Traffic Signal Plans, Signing & Striping, Street Lighting Plans



- Willdan's plan review staff will check all improvement plans for facilities under the jurisdiction of the City as requested for compliance with general plan requirements, the conditions of approval of the proposed project, City standards, standard City checklists, and sound engineering practice.
- As required, Willdan's plan review staff will review and prepare comments on documents, such as, traffic studies related to an application for consistency with City standards, policies, and guidelines.



### Traffic Studies



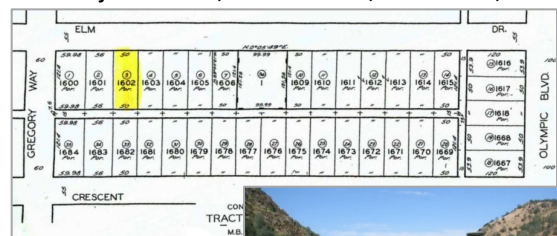
Traffic studies will be checked under the direct supervision of a registered Traffic Engineer. Specifically, the following tasks will be performed:

- Review of Traffic Impact Analysis Studies
- Review of Parking Demand Studies
- Review of Traffic Circulation Studies
- Review of Traffic Signal Warrant Analyses
- Review of Traffic Signal Timing and Coordination Analyses
- Review of Street Lighting Photometrics
- Review of studies for conformance with Conditions of Approval
- Review for conformance between plans and studies

### Parcel/Tract Maps, Lot Mergers, Easements, Lot Line Adjustments, Survey



- Willdan's review of easement documents, lot line adjustments, dedications, vacations, 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. We encourage open communication between the map preparer and the checker so as to limit the amount of map checks.
- Willdan currently provides these services for about 15 cities in Southern California, some on a long-term basis and some on an interim basis.



- Willdan's survey department can review Condominium Plans that are submitted to the City. Our preparation of numerous Condo Plans has given us a unique understanding of various types of Condo Plans. We work with the developer and the City Attorney in such matters.
- Willdan's office staff prepares and reviews hundreds of easements each year. We can work with the developer and the City in the preparation of the front (signature) sheet of the easement document and can advise on the record-ability of the executed document.

### Water Quality Management Plans



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.



### Storm Water Pollution Prevention Plans

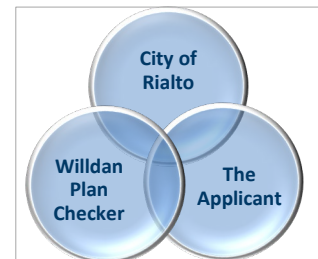


Dischargers whose projects disturb one (1) or more acres of soil or whose projects disturb less than one acre but are part of a larger common plan of development that in total disturbs one or more acres, are required to obtain coverage under the General Permit for Discharges of Storm Water Associated with Construction Activity Construction General Permit Order 2009-0009-DWQ. Construction activity subject to this permit includes clearing, grading and disturbances to the ground such as stockpiling, or excavation, but does not include regular maintenance activities performed to restore the original line, grade, or capacity of the facility.



## B.2 Plan Check Procedures and Methods Resolving Critical Disputes

The goal of the plan check environment is for the City, the applicant, and the plan checker to work as a team to assist the applicant through the development application process. The environment is not intended to be adversarial. To support this level of professionalism in the plan check process, Willdan's experience has shown that it is paramount that plan check comments are clear and are supported by reference to the applicable standard or reference document. This provides all parties with the knowledge of why the comment was made and allows a basis for how to address the comment. Vague comments that are not supported will not be made. *A typical plan check comment might be: "The project proposes 8" curb and gutter on Alpha Street. The plans show 24" gutter pan. Revise the gutter pan to be 18" to be in conformance with City of Rialto Standard Plan No. RS-116-0." Upon receiving the comment, the applicant knows exactly why the comment was made.*



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





## Section C: Staff Qualifications

Willdan offers a highly qualified team of professionals with the technical qualifications and diverse capabilities necessary to meet the as-needed services of the City of Rialto. **We have assembled a team that will be able to respond immediately to the City's requests.**

### C.1 Key Staff/Team Members

#### Project Manager and City Contact

A registered civil engineer, **Mr. Ron Stein** brings a unique blend of municipal public works and land development experience encompassing grading, erosion control, street improvements, striping, traffic control, storm drains, and utilities. As Project Manager, he will conduct meticulous QA/QC plan reviews of the team's work, drawing upon his design and construction background to achieve high levels of quality in all deliverables and adherence to local agency standards. Mr. Stein brings best practices from his design and construction experience to the 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. He is committed to delivering superior engineering review services for the City and excellent customer service for its developers and citizens engaged in development projects.

#### Contact Information

**Ron Stein, PE**  
Project Manager

2401 E. Katella Avenue, Suite 300  
Anaheim, CA 92806

Or  
145 N. Riverside  
Rialto, CA 92376

(657) 223-8551  
rstein@willdan.com

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

**Registration:** Civil Engineer, California No. 86877

**Experience:** 8 Years

Mr. Stein has served as a project manager, civil design lead and or a senior engineer for the following projects:

- Project Manager, City of La Quinta, On-Call Engineering Plan Check Services
- Plan Check Manager, Orange County CA, On-Call Engineering Plan Check Services
- Project Manager, Storm Drain Repairs, De Luz Community Service District
- Civil Design Lead, HSIP Cycle 8 Design, City of La Puente
- Senior Engineer, Resurfacing Project FY 2019, City of Rolling Hills Estates
- Project Manager, Lakewood Boulevard Regional Corridor Capacity Enhancement – Final Engineering Design Services, City of Lakewood
- Senior Engineer, Lynwood Urban Green Bicycle Trail, City of Lynwood
- Senior Engineer, Roadside Bridge Widening, City of Agoura Hills



## Proposed Team Members

Team Member Classification Experience (years)	Role	Qualifications
<b>Vanessa Muñoz, PE, TE, PTOE</b> Director of Engineering 22 Years of Experience	Principal-In-Charge	<ul style="list-style-type: none"> <li>BS, Civil Engineering, California State Polytechnic University, Pomona</li> <li>Traffic Engineer, California No. 2341</li> <li>Civil Engineer, California No. 67583</li> <li>Civil Engineer, Arizona No. 68013</li> <li>Professional Traffic Operations Engineer</li> <li>Doppler Traffic Operator</li> </ul>
<b>David Knell, PLS</b> Principal Project Manager 45 Years of Experience	<u>Lead</u> <ul style="list-style-type: none"> <li>Tentative &amp; Final Tract Maps</li> <li>Parcel Maps</li> <li>Lot Line Adjustments</li> <li>Lot Combinations</li> <li>Right-of-Way Documents</li> </ul>	<ul style="list-style-type: none"> <li>BS, Cartography, Boston University, Boston</li> <li>Civil Engineering and Land Surveying Classes, California State University, Long Beach</li> <li>Land Surveyor, California No. 5301</li> </ul>
<b>David Krommenhoek, PLS</b> Supervising Land Surveyor 37 Years of Experience	<u>Technical Support</u> <ul style="list-style-type: none"> <li>Tentative &amp; Final Tract Maps</li> <li>Parcel Maps</li> <li>Lot Line Adjustments</li> <li>Lot Combinations</li> <li>Right-of-Way Documents</li> </ul>	<ul style="list-style-type: none"> <li>Civil &amp; Map Drafting, Central New Mexico Community College (formerly Albuquerque Technical-Vocational Institute), Albuquerque, NM</li> <li>Land Surveyor, California No. 9455</li> </ul>
<b>Susana Barrientos</b> Senior Survey Analysts 13 Years of Experience	<u>Technical Support</u> <ul style="list-style-type: none"> <li>Tentative &amp; Final Tract Maps</li> <li>Parcel Maps</li> <li>Lot Line Adjustments</li> <li>Lot Combinations</li> <li>Right-of-Way Documents</li> </ul>	<ul style="list-style-type: none"> <li>BS, Civil Engineering, California State Polytechnic University, Pomona</li> </ul>
<b>Mohsen Rahimian, PE, GE</b> Supervising Engineer 31 Years of Experience	<u>Lead</u> <ul style="list-style-type: none"> <li>Geotechnical Report</li> </ul>	<ul style="list-style-type: none"> <li>MS, Civil Engineering, Tehran University, Tehran, Iran</li> <li>Civil Engineer, California, No. C73396</li> <li>Geotechnical Engineer, California, No. 3059</li> </ul>
<b>Ross Khiabani, PE, GE</b> Principal Engineer 32 Years of Experience	<u>Technical Support</u> <ul style="list-style-type: none"> <li>Geotechnical Reports</li> </ul>	<ul style="list-style-type: none"> <li>MS, Geotechnical Engineering, California State University, Long Beach</li> <li>Geology, Pahlavi University, Iran</li> <li>Civil Engineer, California, No. 37156</li> <li>Geotechnical Engineer, California, No. 2202</li> <li>Civil Engineer, Nevada, No. 11256</li> <li>Civil Engineer, Arizona, No. 27068</li> </ul>



Team Member Classification Experience (years)	Role	Qualifications
<b>Chris Stone</b> Project Manager III 27 Years of Experience	<u>Lead</u> <ul style="list-style-type: none"> <li>Water Quality Management Plans</li> <li>SWPPP's</li> <li>Erosion Control Plans</li> <li>Grading, Drainage &amp; Utility Plans</li> <li>Street Improvements</li> <li>Storm Drainage Plans</li> <li>Hydrology &amp; Hydraulics</li> <li>Sewer Studies</li> </ul>	<ul style="list-style-type: none"> <li>Graduate Course, Mathematics, Oregon State University</li> <li>Graduate Course, Engineering Mechanics, Montana State University</li> <li>BS, Civil Engineering, Montana State University</li> <li>Civil Engineer, Nevada No. 12379</li> <li>Civil Engineer, Arizona, No. 55200</li> </ul>
<b>Glenn Hale, QSD/P</b> Senior Engineer III 28 Years of Experience	<u>Technical Support</u> <ul style="list-style-type: none"> <li>Water Quality Management Plans</li> <li>SWPPP's</li> <li>Erosion Control Plans</li> <li>Grading, Drainage &amp; Utility Plans</li> <li>Street Improvements</li> <li>Storm Drainage Plans</li> <li>Hydrology &amp; Hydraulics</li> </ul>	<ul style="list-style-type: none"> <li>Masters of Env. Pollution Control, Pennsylvania State University</li> <li>BS, Water Resources, State University of New York, Oneata</li> <li>Civil Engineer, Nevada No. 17120</li> <li>Certified Env. Mgr., Nevada, No. 1750</li> </ul>
<b>Chris Kelley, PE, QSD/P</b> Project Manager I 14 Years of Experience	<u>Technical Support</u> <ul style="list-style-type: none"> <li>Water Quality Management Plans</li> <li>SWPPP's</li> <li>Erosion Control Plans</li> <li>Grading, Drainage &amp; Utility Plans</li> <li>Street Improvements</li> <li>Storm Drainage Plans</li> <li>Hydrology &amp; Hydraulics</li> </ul>	<ul style="list-style-type: none"> <li>BS, Civil Engineering, California Polytechnic State University, Pomona</li> <li>Civil Engineer, California No. 83179</li> <li>Qualified SWPPP Developer and Practitioner, No. 25874</li> </ul>
<b>Tyrone Peter, PE</b> Deputy Director of Engineering 13 Years of Experience	<u>Technical Support</u> <ul style="list-style-type: none"> <li>Grading, Drainage &amp; Utility Plans</li> <li>Street Improvements</li> <li>Storm Drainage Plans</li> <li>Hydrology &amp; Hydraulics</li> </ul>	<ul style="list-style-type: none"> <li>BS, Engineering and Civil Engineering, Tamil Nadu College of Engineering</li> <li>Civil Engineering, Murugappa Polytechnic</li> <li>Civil Engineer, California, No. 81888</li> </ul>
<b>Fred Wickman, PE</b> Principal Project Manager 33 Years of Experience	<u>Technical Support</u> <ul style="list-style-type: none"> <li>Grading, Drainage &amp; Utility Plans</li> <li>Street Improvements</li> <li>Storm Drainage Plans</li> </ul>	<ul style="list-style-type: none"> <li>BS, Civil Engineering, Michigan Technological University, Houghton, MI 49931</li> <li>Professional Engineer, California No. C47979</li> <li>Professional Engineer, Texas No. 127997</li> <li>Professional Engineer, New Mexico No. 24637</li> </ul>



Team Member Classification Experience (years)	Role	Qualifications
	<ul style="list-style-type: none"> <li>Hydrology &amp; Hydraulics</li> </ul>	
<b>Ken Krieger</b> Senior Designer II 34 Years of Experience	<u>Technical Support</u> <ul style="list-style-type: none"> <li>Grading, Drainage &amp; Utility Plans</li> <li>Street Improvements</li> <li>Storm Drainage Plans</li> <li>Hydrology &amp; Hydraulics</li> <li>Sewer Studies</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
<b>Farhad Iranitalab, PE, TE</b> Traffic Engineer II 35 Years of Experience	<u>Lead</u> <ul style="list-style-type: none"> <li>Traffic Studies</li> </ul>	<ul style="list-style-type: none"> <li>BS, Civil Engineering, Oregon State University</li> <li>MS, Transportation Engineering, Oregon State University</li> <li>Civil Engineer, California No. 33142</li> <li>Traffic Engineer, California No. 1695</li> </ul>
<b>Joanne Itagaki</b> Project Manager II 34 Years of Experience	<u>Technical Support</u> <ul style="list-style-type: none"> <li>Traffic Studies</li> </ul>	<ul style="list-style-type: none"> <li>BS, Civil Engineering, California Polytechnic State University, Pomona</li> <li>Fundamentals of Traffic Engineering, Institute of Transportation Studies</li> <li>Fundamentals of Traffic Signal Design Safety through Construction and Maintenance Zones, Institute of Transportation Studies</li> <li>Transportation Demand Management Alternative Work Hours Seminar, Orange County Transportation District</li> <li>Transportation Demand Management Ridesharing Seminar</li> <li>Doppler Traffic Radar Operator</li> </ul>
<b>Hernando Cotangco, TE</b> Traffic Engineer I 25 Years of Experience	<u>Technical Support</u> <ul style="list-style-type: none"> <li>Traffic Studies</li> </ul>	<ul style="list-style-type: none"> <li>BS, Electronics and Communication Engineering, University of the East, Manila, Philippines</li> <li>Traffic Engineer, California No. 2631</li> <li>IMSA Traffic Signal Technician Level III</li> <li>Certified Fiber Optic Installer</li> </ul>
<b>Nicolle Spann, TE</b> <b>Assistant Engineer IV</b> 5 Years of Experience	<u>Technical Support</u> <ul style="list-style-type: none"> <li>Traffic Studies</li> </ul>	<ul style="list-style-type: none"> <li>BS, Civil Engineering, California State Polytechnic University, Pomona</li> <li>Traffic Engineer, California No. 2933</li> </ul>
<b>Jeffrey Lau, PE, TE</b> Deputy Direct of Engineering 16 Years of Experience	<u>Lead</u> <ul style="list-style-type: none"> <li>Traffic Engineering Plans</li> </ul>	<ul style="list-style-type: none"> <li>BS, Civil Engineering, California Polytechnic State University, Pomona</li> <li>Civil Engineer, California No. 83887</li> <li>Civil Engineer, Colorado No. 56366</li> <li>Civil Engineer, WA No. 58065</li> <li>Civil Engineer, AZ No. 70072</li> <li>Traffic Engineer, California No. 2835</li> <li>Doppler Radar Operator</li> </ul>



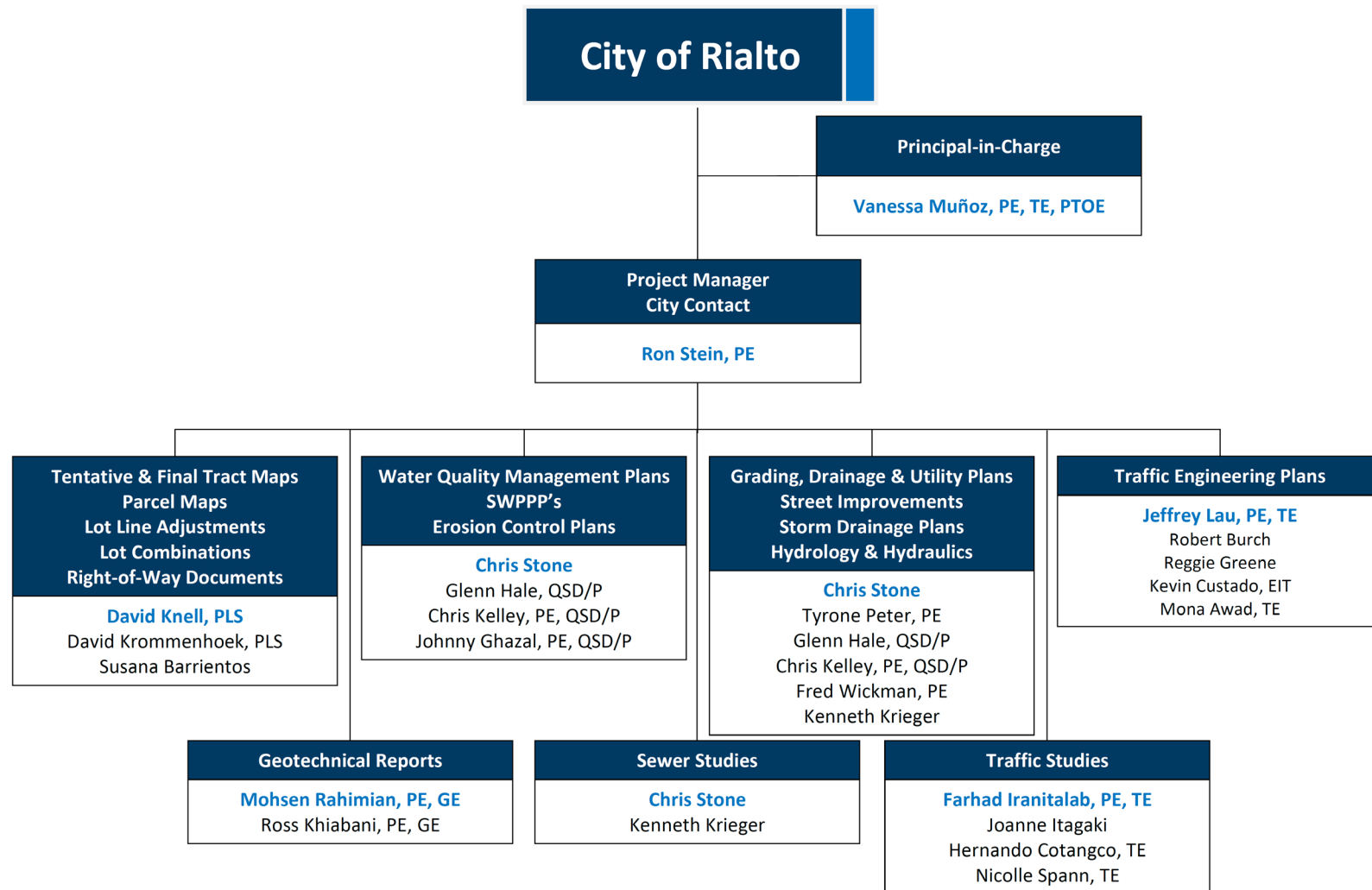


Team Member Classification Experience (years)	Role	Qualifications
<b>Robert Burch</b> Senior Design Manager 26 Years of Experience	<u>Technical Support</u> ▪ Traffic Engineering Plans	<ul style="list-style-type: none"> <li>▪ AA, Liberal Arts, Mount San Antonio College, Walnut</li> <li>▪ Post Certified Radar Operator, California State University, Fullerton</li> <li>▪ Rio Hondo Community College, Whittier</li> <li>▪ Extension Courses, Traffic Signal Equipment and Operations, University of California, Berkeley</li> <li>▪ Extension Courses, Construction Inspection for Traffic Signals and Highway Lighting Systems, University of California, Berkeley</li> </ul>
<b>Reggie Greene</b> Design Manager 21 Years of Experience	<u>Technical Support</u> ▪ Traffic Engineering Plans	<ul style="list-style-type: none"> <li>▪ BS, Civil Engineering, California Polytechnic State University, Pomona</li> <li>▪ Doppler Traffic Radar Operation</li> </ul>
<b>Kevin Custado, EIT</b> Assistant Engineer IV 5 Years of Experience	<u>Technical Support</u> ▪ Traffic Engineering Plans	<ul style="list-style-type: none"> <li>▪ BS, Civil Engineering, California Polytechnic State University, Pomona</li> <li>▪ Engineer-in-Training, California No. 153964</li> </ul>
<b>Mona Awad, TE</b> Traffic Engineer I 16 Years of Experience	<u>Technical Support</u> ▪ Traffic Engineering Plans	<ul style="list-style-type: none"> <li>▪ BS, Civil Engineering</li> <li>▪ Traffic Engineer, California No. 2642</li> </ul>



### Organizational Chart

The organization chart contained herein identifies the key personnel and shows the communication and reporting relationships among Willdan's team.



**Staffing and Resource Management Plan**

Willdan is completely committed to providing the staffing and resources required to complete projects under this contract on schedule and with high quality. To ensure we meet this commitment, we prepare labor projections for all projects.

Projections are made for each individual project and then aggregated by the technical director to produce division/office-wide labor needs and to identify shortages or surplus.



Labor planning for this contract will be done on an individualized basis. Mr. Ron Stein, PE will identify the staff required to complete each awarded project and calculate the hours. This data will be input into our project staffing needs plan on a weekly basis. For activities that do not require a specific person (i.e., draftsman, tech aide, word processing, etc.), this estimate will be done on a position basis. Project staffing assignments will match the experience of personnel with the degree of project complexity. Because resources are often shared for any given project, our project managers are very involved in our staff workload projections.



### Key Team Resumes

Willdan has provided resumes for our key team members.

- Ron Stein, PE
- Vanessa Muñoz, PE, TE, PTOE
- David Knell, PLS
- Mohsen Rahimian, PE, GE
- Chris Stone
- Farhad Iranitalab, PE, TE
- Jeffrey Lau, PE, TE



**Ron Stein, PE****Classification: Project Manager II****Project Role: Project Manager****Profile Summary**

<b>Education:</b>	▪ <i>BS, Civil Engineering, Florida State University Tallahassee, FL</i>
<b>Certification:</b>	▪ <i>Civil Engineer, California No. 86877</i>
<b>Experience:</b>	<i>8 Years</i>

**Mr. Ron Stein** has 8 years of experience as a project manager, civil engineer and QA/QC plan reviewer for various municipalities, including 3 years of public works experience with the Florida Department of Transportation (FDOT). He has led land development engineering teams engaged in the design of projects encompassing grading, erosion control, street improvements, striping, traffic control, storm drains, and utilities. Throughout all stages of design, he has conducted meticulous QA/QC plan reviews to ensure every submittal was a quality product that adhered to all local agency standards. He is also skilled in the development and review of hydrology/hydraulic calculations and reports, cost estimates, stormwater pollution and prevention plans (SWPPPs), water quality management plans and erosion and sediment control plans.

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

**Relevant Project Experience**

**On-Call Plan Check Services, City of La Quinta, CA.** Project Manager. 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, 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.

**Planning and Engineering Services 2019, County of Orange, CA.** Plan Check Manager. 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.

**City of San Bernardino On-Call Civil Engineering Contract, San Bernardino, CA.** Plan Check Engineer. Plan, schedule, conduct, and coordinate detailed plan reviews for portions of a major project or a complete project. Supervise and coordinate the work of plan reviewers, technicians, and others who assist in specific assignments. Keep abreast of new developments/knowledge and methods affecting public works design, codes and regulations. Perform QA/QC reviews of design development and



construction documents including specifications, cost estimates, engineering calculations, and various reports and plans including hydrology/hydraulic reports, SWPPPs, and water quality management/erosion control plans.

**Storm Drain Repairs, De Luz Community Service District, CA.** Project Manager. In response to a washout of an existing culvert and roadway segment on Via Vaquero Road just south of Sandia Creek Drive, Willdan will provide engineering design services to the De Luz CSD for the repair work. Willdan will produce a full PS&E packet incorporating the detailed topography. A geotechnical investigation will be performed of the area to ensure proper backfill requirements and adequate pavement sections. Additionally, a drainage investigation will be conducted to ensure adequate sizing of the culverts under the roadway and to not disrupt original drainage patterns. These repairs will include grading and proper erosion control measures to mitigate any potential erosion issues.

**Highway Safety Improvement (HSIP) Cycle 8 Design, City of La Puente, CA.** Civil Design Lead. Willdan is providing preliminary engineering design services including utility coordination, contract administration and funding administration services for the Highway Safety Improvement Project – Cycle 8. The City was awarded \$783,600 FY 2018/2019 for eight (8) crosswalk locations throughout the City of La Puente. The proposed improvements included installing rectangular rapid flashing beacons, curb extensions, advanced pavement markings, warning signs, high visibility crosswalks and ADA compliant access ramps to improve safety and comply with current standards. The total project cost was estimated to be \$786,600.

**Resurfacing Project FY 2019, City of Rolling Hills Estates, CA.** Senior Engineer. Willdan is providing engineering services for design, bidding, and construction management and observation of the 2019 annual resurfacing project. The project includes resurfacing of Palos Verdes Drive North between Rolling Hills Road to East City Limit and the Rolling Hills Parking Lot and Portuguese Bend which is the entrance to the gate in Rolling Hills. The services include preparation of plans, specifications and estimate, utility coordination, advertising and bidding, construction management and observation, and material testing.

**Lakewood Boulevard Regional Corridor Capacity Enhancement – Final Engineering Design Services, City of Lakewood, CA.** Project Manager. Willdan provided design engineering services for complete street/green street improvements between the north city limit and Del Amo Boulevard. Improvements involved street widening and median improvements; Class II bike lanes in both directions; turn lanes; landscape planting and irrigation; overhead distribution and transmission power undergrounding; sidewalk, curb and gutter, and driveway approach reconstruction; street resurfacing; catch basin construction; storm water quality improvements to comply with Green Streets policy; bike lockers, bus shelter, and traffic signal modifications. Services provided include civil, traffic, pavement, drainage, and geotechnical engineering; landscape architecture, survey and right-of-way engineering, and utility coordination and relocation. prepare an initial study checklist and a mitigated negative declaration pursuant to the California Environmental Quality Act.

**Lynwood Urban Green Bicycle Trail, City of Lynwood, CA.** Senior Engineer. Willdan is currently designing a sustainable, integrated and efficient design for the bicycle trail within the community that meet its general plan objectives, contains landscaping and decorative/ commemorative points of interest along the trail, and are consistent with the City's year-round recreational programs open for all community citizens. The City of Lynwood was awarded a grant by the State of California Natural Resources Agency in the amount of \$2,853,000 for the construction of Lynwood Urban Bicycle Trail Project. The project is in the undeveloped Caltrans's excess land adjacent to I-105 Freeway between Atlantic Avenue and Birch Street and will feature drought-tolerant planting, lighting for safety and visibility, including permeable pavers and bio-swale to reduce storm water runoff. The project will construct 1.2 miles of bicycle trail along Caltrans right of way.



**Vanessa Muñoz, PE, TE, PTOE****Classification: Director of Engineering****Project Role: Principal-in-Charge****Profile Summary**

<b>Education:</b>	▪ <i>BS, Civil Engineering, California State Polytechnic University, Pomona</i>
<b>Certification:</b>	<ul style="list-style-type: none"> <li>▪ <i>Traffic Engineer, California No. 2341</i></li> <li>▪ <i>Civil Engineer, California No. 67583</i></li> <li>▪ <i>Civil Engineer, Arizona No. 68013</i></li> <li>▪ <i>Professional Traffic Operations Engineer</i></li> <li>▪ <i>Doppler Traffic Operator</i></li> </ul>
<b>Experience:</b>	<i>22 Years</i>

**Ms. Vanessa Muñoz** is an accomplished engineer for multi-discipline and multi-agency traffic and transportation projects and has designed over 1,000 signalized intersections and supervised completion of over 2,000 projects for a variety of large- to small-scale projects. She has 22 years of traffic engineering and transportation planning experience in traffic impact studies, engineering and traffic surveys, design and operations, municipal engineering, and operational analyses. Ms. Muñoz is responsible for analysis, coordination, and preparation of plans, specifications, and estimate for traffic signals, signing, striping, traffic control, flashing beacons, street lighting, interconnect, parking lots, street widening and resurfacing projects. She has performed street lighting inventories for master plans, developed design plans and performed energy audits for street lighting conversions and street lighting upgrades. Ms. Muñoz serves on an on-call basis as the City Traffic Engineer for the Cities of Rolling Hills and Inglewood and has served in a traffic engineer capacity or as City Traffic Engineer for the Cities of Arcadia, Camarillo, and Fontana.

Ms. Munoz has performed the street lighting inventory for Master Plans and has developed design plan and performed energy audits for street lighting conversions and upgrade street lighting project. Most projects have consisted in converting HPS to LED or induction fixtures. Currently, Ms. Muñoz serves on an on-call basis as the City Traffic Engineer for the City of Rolling Hills and Inglewood and has served on a traffic engineering capacity or as the City Traffic Engineer for the Cities of Arcadia, Camarillo, Fontana and Rialto. Ms. Muñoz is bilingual, fluent Spanish.

**Relevant Project Experience**

**On-Call Plan Check Services, City of La Quinta, CA.** Principal-in-Charge. 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, 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 Traffic Engineering Services, City of Rialto, CA.** Principal-in-Charge. Willdan provided professional traffic engineering "on-call" services to the City of Rialto. The services included preparation of grants such as ATP, advised on traffic calming devices, developed PS&E for traffic control devices, traffic signal and timing chart plan check for development services, oversee the traffic management center activities, and other duties as requested.

**Traffic Engineering Services, City of Inglewood, CA.** Consultant Traffic Engineer. Ms. Munoz in the capacity of the City's Consultant Traffic Engineer reviews, approves and provides guidance for various projects being constructed in the City. Willdan provides on call traffic engineering services to the City of



Inglewood by providing staff augmentation services and acting as City Traffic Engineer. As the City Traffic Engineer, Willdan performed the following duties: reviewed and made recommendations on residents' request for stop signs, crosswalks, permit parking and speed humps; reviewed PS & E for various projects including METRO Crenshaw/LAX LRT, Century Boulevard, Hollywood Park, and Imperial Highway; prepared staff reports and attended parking and traffic commissioner's meeting; prepared PS&E for traffic signal signing and striping; prepared signal coordination timing and individual traffic signal timing charts; prepared studies for CMP warrant analysis traffic calming measures and others that supported request by residents; worked directly with City's planning department for review of TIA development of MOUs and plan checking of upcoming developments; attended meetings and coordinated with other consultant numerous city projects; and prepared grants for MTA call for projects and Highway Safety Improvement program (HSIP). Ms. Munoz prepared two 2015 Call for project applications that got the City awarded \$2.3 million dollars for their goods movements and ITS VI projects.

**Plan Checking Services FY 2015-2016, City of Rialto, CA.** Traffic Engineer. Willdan provided professional traffic engineering services for plan checking and development review of traffic signal plans for various development projects in the Renaissance area.

**Plan Check Services, County of Riverside, CA.** Traffic Engineer. Responsible for providing plan check services for signing and striping plans, traffic sign plans, and traffic signal plans.

**Engineering Plan Checks, City of Fontana, CA.** Traffic Engineer. The City of Fontana retained Willdan to provide civil engineering and landscape architectural plan check services.

**On-Call Plan Checking FY 2018-2019, City of Rancho Palos Verdes, CA.** Traffic Engineer. Responsible for providing on-call plan checking services for traffic control plans.

**Engineering Services FY 2018, City of Paramount, CA.** Principal-In-Charge. Willdan provides city traffic engineering services to the City of Paramount. Duties include plan checking traffic related projects, preparing traffic studies and reports, investigating citizens' requests, reviewing traffic impacts of developments, preparing staff reports and attending Traffic Commission meetings and working with Public Works staff in implementing traffic-related projects. Willdan prepares plans, specification and estimate for traffic signal, signing, striping, traffic control and street lighting.

**Plan Check Services, City of El Monte, CA.** Willdan provided professional engineering on-call plan check services for the off-site improvement for various developments throughout the City. The plan check included a 1st, 2nd and 3rd plan check for street, traffic, sewer, storm drain, geotechnical reports, SWPPS and map checks.

**Plan Checking Services - Atlantic Avenue Traffic Control Plan Check, Sanitation District Project, City of Lynwood, CA.** Provide engineering services for the plan check of traffic control plans for the Atlantic Avenue, Sanitation District project. Services included 1st, 2nd and 3rd plan check, coordination with sanitation district and development of conditions for the installation of traffic control plans.

**Plan Checking Services – Street Lighting Conversion Project Circuits 31, 41, 44 and 69 Plan Checking Services, City of South Gate, CA.** Project Manager. Responsible for providing traffic engineering plan checking services of 45 street lighting sheets for the Street Lighting Conversion Project Circuits 31, 41, 44, and 69. We understand the plan check involves the conversion of street lights from an existing series system to a multiple system including, but not limited to, the installation of conduits, pull boxes, electrical cabinets, installation of LED lights, etc. Plan check involves checking the plans, specifications and estimates.





**David O. Knell, PLS****Classification: Principal Project Manager****Project Role: Tentative & Final Tract Maps, Parcel Maps, Lot Line Adjustments, Lot Combinations, Right-of-Way Documents Lead, Field Survey Supervisor****Profile Summary**

<b>Education:</b>	<ul style="list-style-type: none"> <li>BS, Cartography, Boston University, Boston</li> <li>Civil Engineering and Land Surveying Classes, California State University, Long Beach</li> </ul>
<b>Certification:</b>	<ul style="list-style-type: none"> <li>Land Surveyor, California No. 5301</li> </ul>
<b>Experience:</b>	45 Years

**Mr. David Knell** has a wide range of experience preparing and checking subdivision maps. As a contract map checker for the Cities of Agoura Hills, Dana Point, Lake Forest, Bell Gardens, Paramount, and Cerritos and as a surveyor in private practice, Mr. Knell has been involved in preparing and checking numerous parcel maps and tract maps, ALTA surveys, records-of-survey, lot line adjustments, parcel map waivers, certificates of compliance, and boundary determination. He is responsible for preparing legal descriptions and sketches for a wide range of easements involving utilities, air space reservations, and construction projects. Mr. Knell works with major utilities and title companies in determining easements and correcting defective legal descriptions. His experience includes supervising field crews, overseeing an office staff dealing with various survey projects, and extensive experience with local, state, and federal agencies.

**Relevant Project Experience**

**City Surveyor, Various Agencies, CA.** Mr. Knell is currently the Acting City Surveyor in the following southern California cities:

- Los Angeles County: Calabasas, Cerritos, Compton, Cudahy, Downey, Hawaiian Gardens, Inglewood, La Puente, Paramount, Rolling Hills Estates, South Gate, Westlake Village
- Orange County: Los Alamitos, Laguna Hills, Yorba Linda
- San Bernardino County: Big Bear Lake, Loma Linda, Grand Terrace, San Bernardino
- Ventura County: Simi Valley

In addition, he is currently the Deputy County Surveyor in Marin County in the Bay Area.

In this capacity as City/County Surveyor, Mr. Knell reviews all divisions of land in these jurisdictions

**Some of Mr. Knell's more specific projects and assignments are as follows:**

- Re-subdivision of major shopping centers such as the Town Center in Yorba Linda and the Laguna Hills Mall in Orange County.
- Monument restoration of approximately 500 street monuments in Laguna Hills.
- Right of way engineering for Firestone Boulevard in the City of South Gate
- Trail Easements in the City of Big Bear Lake
- Landscape Easement Quitclaims in the City of Yorba Linda
- Title Determination for various parcels in the City of Cerritos
- Numerous topographic surveys for street and alley rehabilitation and subsequent construction staking



**Mohsen Rahimian, PE, GE****Classification: Supervising Engineer****Project Role: Geotechnical Reports Lead****Profile Summary**

Education:	▪ MS, Geotechnical Engineering, Pahlavi University, Iran
Certification:	▪ Civil Engineer, California, No. 73396 ▪ Geotechnical Engineer, California, No. 3059
Experience:	31 Years

**Mr. Mohsen Rahimian** possesses expertise in geotechnical and material engineering, testing, investigation, design, and construction and has lent that expertise to a wide spectrum of public works projects. Mr. Rahimian has substantial experience in conducting and managing geotechnical and material testing and inspection services during construction. He has performed diversified geotechnical assignments, including pavement design, shallow and deep foundation design, settlement evaluations, liquefaction studies, and slope stability analyses. Mr. Rahimian experience includes geotechnical, civil, and structural design and construction management.

**Relevant Project Experience**

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

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

**Improvement Plan Check Services, City of San Bernardino, CA.** Geotechnical Engineer. 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, signing & striping plans, traffic signal plans, storm water pollution prevention plans (SWPPP), and water quality management plans (WQMP).



**Chris O. Stone****Classification: Project Manager II**

**Project Role: Water Quality Management Plans, SWPPP's, Erosion Control Plans, Grading, Drainage & Utility Plans, Street Improvements, Storm Drainage Plans, Hydrology & Hydraulics, Sewer Studies Lead**

**Profile Summary**

<b>Education:</b>	<ul style="list-style-type: none"> <li>▪ Graduate Course, Mathematics, Oregon State University</li> <li>▪ Graduate Course, Engineering Mechanics, Montana State University</li> <li>▪ BS, Civil Engineering, Montana State University</li> </ul>
<b>Certification:</b>	<ul style="list-style-type: none"> <li>▪ Civil Engineer, Nevada No. 12379</li> <li>▪ Civil Engineer, Arizona, No. 55200</li> </ul>
<b>Experience:</b>	27 Years

**Mr. Chris Stone** possesses expertise in transportation and traffic engineering, street and roadway engineering, water and wastewater engineering, flood control hydrologic and hydraulic engineering, tract map and parcel mapping, grading, and structural engineering. He has participated in all technical aspects of projects, including preliminary engineering study and design; preparation of plans, specifications, and estimates; and peer review. His managerial experience includes client relations, project pursuit, proposal preparation, project technical and budgetary control, and invoicing.

**Relevant Project Experience**

**Mall Plan Check Services, City of Manhattan Beach, CA.** Project Engineer. Willdan is the project manager providing Plan Check and Inspection Services for the Manhattan Beach Mall Expansion Project that involves all disciplines from Building and Safety, Planning, Civil and Geotech. Coordination is made through City staff and Willdan reviewers, as well as close coordination with the development team. There are weekly meetings and all conditions of approval are reviewed for completion.

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

**Alameda Landing Plan Check, City of Alameda, CA.** Project Manager. Performed plan checks for grading, street, drainage and water quality. The project is on the former Alameda Naval Air Station and is a mixed use project to include commercial and residential components. The development agreement required extensive infrastructure improvements to support the project. All major components of public infrastructure including water, wastewater, electrical, gas, storm drainage, stormwater treatment, roadway, and traffic facilities were involved. Responsibilities included site visits; technical review of models, studies, improvement plans and detailed drawings for compliance with city, district, state, and Federal standards and criteria; assuring that the intent of studies are fulfilled in design and represented by design submittal; providing timely comments and recommendations for corrective actions through a Plan Review Memo; meeting with developers and consultants to clarify requirements; and reviewing re-submittals to ensure that corrective actions are undertaken. The entire review process was conducted utilizing a proprietary electronic plan review system.

**Engineering Plan Review, Compton, CA.** Project Engineer responsible for reviewing engineering plans and documents submitted by developers to the City for plan review. Documents submitted for review



have included grading plans, erosion control plans, drainage reports, Low Impact Development (LID) reports, street improvement plans, storm drain plans, sanitary sewer plans, sanitary sewer area studies, 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). 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.

**Engineering Plan Review, Various, CA.** 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 have been performed in the past 2 years for the following Southern California agencies:

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



**Farhad Iranitalab, PE, TE****Classification: Traffic Engineer II****Project Role: Traffic Studies Lead****Profile Summary**

<b>Education:</b>	<ul style="list-style-type: none"> <li>BS, Civil Engineering, Oregon State University</li> <li>MS, Transportation Engineering, Oregon State University</li> </ul>
<b>Certification:</b>	<ul style="list-style-type: none"> <li>Civil Engineer, California No. 33142</li> <li>Traffic Engineer, California No. 1695</li> </ul>
<b>Experience:</b>	35 Years

**Mr. Farhad Iranitalab** possesses expertise in managing and directing projects involving geometric design; traffic signal design and operation; traffic impact and traffic flow/capacity analyses; signing and striping design; and street-light design. His experience encompasses projects from initial planning through construction. Mr. Iranitalab served as City Traffic Engineer and Transportation Manager for City of Fairfield, City of San Jose, City of Hayward, and City of Elk Grove, City of Brea, and currently serves as City Traffic Engineer for the Cities of Los Alamitos and La Cañada Flintridge. His ability to assemble – and work closely with – the right project team empowers him to effectively manage simple and complex projects. His project management capabilities have saved time and expense for our clients' projects.

**Relevant Project Experience**

**Traffic Engineering Services, City of La Cañada Flintridge, CA.** Contract City Traffic Engineer/Project Manager responsible for overall project management and staff oversight for all traffic engineering programs and projects within the city. Services include reviewing traffic impact studies, preparing and reviewing traffic signal and striping plans, performing stop sign and safety analyses, reviewing traffic signal timing, coordinating work with Caltrans, preparing and presenting Traffic Commission and Council reports, conducting field investigations, investigating citizen requests, and supervising City staff.

**Traffic Signal Timing Plan Updates at Nine Locations, City of La Cañada Flintridge, CA.** Contract City Traffic Engineer/Project Manager responsible for overall project management and staff oversight to update the traffic signal timing charts at the signalized intersections. Charts involved compliance with current California Manual of Uniform Traffic Control Devices guidelines for traffic signal timing pertaining to green, yellow, red, and pedestrian timing intervals for the nine traffic signals within the City's jurisdiction.

**Traffic Signal Synchronization for sixteen traffic signals, City of Inglewood, CA.** Contract project manager responsible for preparing signal timing coordination plan for sixteen traffic signals on Century Boulevard in the City of Inglewood. The project involved new data collections and developing new traffic signal timing sheets for the re-constructed Century Boulevard from I-405 to Van Ness Street.

**Traffic Engineering Services, City of Los Alamitos, CA.** Contract City Traffic Engineer/Project Manager responsible for overall project management and staff oversight for all traffic engineering programs and projects within the city. Historically, this has involved reviewing traffic impact studies, preparing and reviewing traffic signal and striping plans, performing stop sign and safety analyses, preparing and presenting Traffic Commission and Council reports, representing the City at Orange County Transportation Authority meetings, conducting field investigations, investigating citizen requests, and providing technical assistance to City staff.

**Traffic Engineering Services, Napa County, CA.** Contract project manager responsible for preparing traffic signal inventory and as built plans. The project included recommendations for improving the traffic signal hardware and software to the new standards.



**Traffic Engineering Services, Napa County, CA.** Contract project Manager for conducting an engineering and traffic survey for setting speed limits for forty-five (45) street segments within the County jurisdiction.

**Traffic Engineering Services, City of Pico Rivera, CA.** Contract City Traffic Engineer responsible for traffic impact report review, traffic investigations, Traffic Control warrant studies, development plan review, peer review of plans and studies, Striping and geometric design and overall traffic engineering function.

**Hollister Avenue and Storke Road Traffic Signal Synchronization, City of Goleta, CA.** Project Manager/Task Leader responsible for analyzing traffic flows, preparing traffic signal synchronized timing charts, and implementing optimized timing in the field. Other services included data collection, field reviews, and street network development for SYNCHRO software analysis.

**Ninth Street and Alameda Avenue Intersection Improvement Analysis, City of Azusa, CA.** Project Manager/ Task Leader responsible for performing all-way stop warrant studies and plans for improving striping and signing. The intersection is the main entrance to a parking structure serving the public transit and Los Angeles County Metropolitan Transportation Authority transfer center.



**Jeffrey Lau, PE, TE****Classification: Deputy Director of Engineering****Project Role: Traffic Engineering Plans****Profile Summary**

<b>Education:</b>	▪ <i>BS, Civil Engineering, California Polytechnic State University, Pomona</i>
<b>Certification:</b>	<ul style="list-style-type: none"> <li>▪ <i>Civil Engineer, California No. 83887</i></li> <li>▪ <i>Civil Engineer, Colorado No. 56366</i></li> <li>▪ <i>Civil Engineer, WA No. 58065</i></li> <li>▪ <i>Civil Engineer, AZ No. 70072</i></li> <li>▪ <i>Traffic Engineer, California No. 2835</i></li> <li>▪ <i>Doppler Radar Operator</i></li> </ul>
<b>Experience:</b>	<i>16 Years</i>

**Mr. Jeffrey Lau** offers 16 years of traffic design and transportation planning experience. Mr. Lau provides transportation design for Willdan's traffic engineering group and manages design projects for a variety of cities and counties throughout California. He is responsible for analysis, coordination, and design of various projects, including preparation of plans, specifications and estimate (PS&E) for traffic design projects such as traffic signals, signing and striping, street lighting, and construction traffic control. He has also assisted with traffic impact studies and analyses, plan reviews, and engineering and traffic survey updates. Mr. Lau is an accomplished engineer for multi-discipline and multi-agency traffic and transportation projects and has supervised completion of a variety of large- to small-scale projects. Mr. Lau has personally designed over 200 new and modified traffic signal installations for cities and other agencies throughout California. He understands the importance of meeting schedules and developing the most cost-efficient project to meet budgetary constraints.

**Relevant Project Experience**

**Plan Check Services, City of Rialto, California.** Senior Engineer. Mr. Lau was responsible for providing plan checking services for traffic signal plans for new development projects in the City of Rialto. Mr. Lau has completed traffic signal plan reviews for various development projects including the following:

- PPD 2283 Baseline/Maple
- PPD 2283 Baseline/Linden
- PPD2290 Casmalia/Linden
- PPD 2102-R Walmart Signals (3)
- PPD 2335 Casmalia Signals (4)
- PPD 2398 Baseline/Laurel
- PPD 2400 Baseline/Alder
- PPD 2458 Miro/Locust
- Renaissance/Linden
- Walnut/Alder

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

**Plan Checking Services, City of Paramount, CA.** Plan Check Engineer. Willdan provides plan review services for improvement plans including street and storm drain improvements, flood control,





hydrology/hydraulic reports, traffic signal, signing and striping, traffic control plans, FEMA studies, water quality management plans, storm water pollution prevention plans, and landscape improvement plans.

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

**City Traffic Engineering Services, City of Brea, CA.** Senior Engineer. As part of our traffic engineering support services to the City, Willdan performed review of development projects submitted to the City. Tasks include checking plans and project details regarding on-site circulation and design, project access, parking, and possible off-site impacts; determining if a traffic impact study was required and providing the required elements of the study to the City/developer; following up by reviewing and commenting on the traffic study; meeting with the developer and developer's civil and traffic engineers, as necessary; approving the final traffic study; and preparing the conditions of development. Willdan currently provides city traffic engineering services as City Traffic Engineer. Typical duties include project management, design oversight, response to citizens, request, study review, development review, operational analysis and traffic signal operations, attendance at City Council, Planning Commission, and Traffic Safety Committee meetings, and other related services.

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

**On-Call Traffic Engineering Services FY 2016-2017, City of Rancho Palos Verdes, CA.** Plan Check Engineer. Willdan provides city traffic engineering services to the City of Rancho Palos Verdes. Duties include preparing traffic studies and reports, investigating citizens' requests, reviewing traffic impacts of developments, plan check traffic control for permit process, preparing staff reports and attending Traffic Commission meetings and working with Public Works staff in implementing traffic-related projects. Willdan prepared a variety of traffic studies for the City, such as stop signs, traffic signals, school circulation, school pedestrian safety, crosswalks/enhanced crosswalks, Engineering & Traffic Surveys to set speed limits, permit parking, sight distance, and safety improvements at intersections and on roadway segments.

**Traffic Engineering Services, City of Rolling Hills Estates, CA. Traffic Engineer.** Responsible for providing professional traffic engineering services to the City of Rolling Hills Estates on a routine basis. This assignment includes assistance with residents and business concerns; preparation of work orders; review and comment on traffic and parking impact studies including environmental documents; analysis and comment on development traffic and circulation patterns; review of traffic signal timing plans; review of traffic control plans; and review of traffic signal, signing and striping plans. This assignment requires preparation of staff reports and attendance at Traffic and Safety Committee meetings. In addition, attendance at City Council and Planning Commission meetings occur as needed to support City staff.





## C.2 Specific and Relevant Experience for Key Staff/Team Members

### City of Rialto Experience

Willdan has been partnering with the City of Rialto since 1992 through services provided for plan checking, civil and traffic engineering, construction management and inspection services, landscape architectural, survey, pavement engineering, utility coordination, and financial consulting services.

We have provided our expertise to a wide range of City projects involving plan reviews, street and median improvements, traffic signal installations, engineering and traffic surveys, assessment and lighting district formation, assessment district feasibility and benefit analyses and studies, traffic warrant and warning sign studies, public safety funding studies, topographic survey, and legal deed preparation.

Willdan's project experience with the City of Rialto include the following projects:

- Citywide Curb/Gutter Repair
- On-Call Construction Management & Inspection Services
- CFD 2017-01 Formation
- Cedar Avenue SRTS Improvements
- Annual Slurry Seal Project
- CFD Formation for El Verde Project
- LLD Annexation PPD 2018 0070 PPD 2018 0084 & PPD 2401
- HSIP Cycle 7 Project - Bike Lanes on Merrill Avenue and S. Riverside Avenue
- On-Call Public Works Services
- On-Call Traffic Engineering Services
- Pepper Avenue Extension
- Pepper Avenue Sound Wall Design
- Cedar Avenue Storm Drain at SCRRA
- Meridian Avenue and Madrona Street RRFB Improvements
- Rialto Metrolink Parking Lot Expansion Phases I and II

### 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 engineering services for over 80% of the Inland Empires' cities. Out of that 80+% we have provided plan check services for over 90%.*** Due to Willdan's commitment to meeting and regularly exceeding client expectations, we have served many of our local government clients for decades.

We have designed our matrix to coincide with the City's scope of work in the following four (4) plan checking development items.

- **Improvement Plans:** rough and precise grading, street, sewer, water, storm drain, on-site grading/paving, traffic signal, traffic striping/signage, and various other improvements
- **Subdivision Maps:** final tract maps and parcel maps
- **Professional Studies:** hydrology/hydraulic, sewer studies, traffic studies, geotechnical reports, stormwater pollution prevention/NPDES plans, water quality management plans, and various other studies
- **Right-of-Way Documents:** including, but not limited to legal descriptions for: Easements, Dedications, Lot Line Adjustments and Parcel Mergers



## Inland Empire Plan Check Experience

Client	Improvement Plans	Subdivision Maps	Professional Studies	Right-of-Way Documents
City of Adelanto	✓			
City of Banning	✓	✓		✓
City of Blythe		✓		
City of Calimesa	✓	✓	✓	✓
City of Chino	✓			
City of Chino Hills	✓		✓	
City of Claremont	✓	✓	✓	
City of Coachella	✓			
City of Colton	✓			
City of Corona	✓		✓	
City of Desert Hot Springs	✓			
City of Fontana	✓	✓	✓	✓
City of Grand Terrace	✓	✓	✓	✓
City of Hemet	✓			
City of Highland	✓	✓	✓	✓
City of Indian Wells	✓	✓	✓	✓
City of Indo	✓		✓	
City of La Quinta	✓	✓	✓	✓
City of Lake Elsinore	✓	✓	✓	✓
City of Loma Linda	✓	✓	✓	✓
City of Lucerne Valley	✓		✓	
City of Montclair	✓			
City of Moreno Valley	✓			
City of Murrieta	✓			
City of Norco	✓		✓	
City of Ontario	✓	✓	✓	
City of Palm Desert	✓			
City of Palm Springs	✓		✓	
City of Rancho Mirage	✓			
City of Redlands	✓	✓	✓	
City of Rialto	✓	✓	✓	✓
City of Riverside	✓			
City of San Bernardino	✓	✓	✓	✓
City of Temecula	✓		✓	
County of Riverside	✓		✓	
County San Bernardino	✓		✓	



## Similar Experience and References

Over the past 56-years, Willdan has provided municipal services to more than 400 municipalities, for projects involving a broad array of disciplines. The following briefly summarizes some of the firm's relevant plan check experience performed for various clients.

### Improvement Plan Check Services

**City of San Bernardino**

300 North D Street  
San Bernardino, CA 92418

**Project Dates:** 2013 – Present

**Staff:** Ron Stein, Vanessa Muñoz, David Knell, David Krommenhoek, Ross Khiabani, Mohsen Rahimian, Chris Stone, Chris Kelley, Johnny Ghazal, Kenneth Krieger, Robert Burch, Reggie Greene

**Contact:** Gary Akers, PE

Senior Civil Engineer  
(909) 384-5225



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, signing & striping plans, traffic signal plans, storm water pollution prevention plans (SWPPP), and water quality management plans (WQMP).

### Development Review Services

**City of Compton**

205 South Willowbrook Avenue  
Compton, California, 90220

**Project Dates:** 2006 – Present

**Staff:** Vanessa Muñoz, David Knell, David Krommenhoek, Chris Stone, Glenn Hale, Chris Kelley, Kenneth Krieger, Joanne Itagaki, Robert Burch, Reggie Greene, Kevin Custado

**Contact:** Michael L. Antwine II

Assistant City Manager  
(310) 605-5577



Willdan provides engineering plan check services to the City of Compton. Improvement plans and technical reports are reviewed to ensure that the proposed developments and the associated improvements are designed in accordance with City-accepted standards, Los Angeles County Hydrology Manual, Los Angeles County Low Impact Development Manual, as well as other applicable design standards adopted by the City Council. Site visits are also performed and deficient public infrastructure items are identified.

### On-Call Plan Checking Services

**City of La Quinta**

78-495 Calle Tampico  
La Quinta, CA 92253

**Project Dates:** 2019 – Present

**Staff:** Ron Stein, Chris Stone, Kenneth Krieger

**Contact:** Bryan McKinney, PE

City Engineer  
(760) 777-7045



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, 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.



**Plan Checking Services****City of Paramount**

16400 Colorado Avenue  
Paramount, CA 90723

**Contact: Sarah Ho**

Assistant Director of Public Works  
(562) 220-2020



**Project Dates:** 1980 – Present

**Staff:** Vanessa Muñoz, David Knell, David Krommenhoek, Chris Stone, Glenn Hale, Chris Kelley, Fred Wickman, Joanne Itagaki, Robert Burch, Jeffrey Lau, Reggie Greene, Kevin Custado

Willdan provides plan review services for improvement plans including street and storm drain improvements, flood control, hydrology/hydraulic reports, traffic signal, signing and striping, traffic control plans, FEMA studies, water quality management plans, storm water pollution prevention plans, and landscape improvement plans.

**Plan Checking Services****City of El Monte**

11333 Valley Boulevard  
El Monte, CA 91731

**Contact: Alan Palermo, PE**

City Project Manager  
(310) 717-3244



**Project Dates:** 2015 – Present

**Staff:** Vanessa Muñoz, David Knell, David Krommenhoek, Ross Khiabani, Mohsen Rahimian, Chris Stone, Glenn Hale, Chris Kelley, Kenneth Krieger, Robert Burch, Jeffrey Lau, Reggie Greene, Kevin Custado

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

**Development Review Services****City of Cerritos**

18125 Bloomfield Avenue  
Cerritos, CA 90703

**Contact: Kanna Vancheswaran**

Director of Public Works/City Engineer  
(562) 916-1220



**Project Dates:** 2010 – Present

**Staff:** Vanessa Muñoz, David Knell, David Krommenhoek, Ross Khiabani, Mohsen Kanimian, Chris Stone, Chris Kelley, Kenneth Krieger, Fred Wickman, Robert Burch, Jeffrey Lau, Kevin Custado, Mona Awad

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



**Mall Plan Check Services****City of Manhattan Beach**

1400 Highland Avenue  
Manhattan Beach, CA 90266

**Contact: Michael Guerrero**

Principal Civil Engineer  
(310) 802-5355



**Project Dates:** 2016 – Present

**Staff:** David Knell, David Krommenhoek, Ross Khiabani, Chris Stone, Chris Kelley, Robert Burch, Kevin Custado

Plan Check and Inspection Services for the Manhattan Beach Mall Expansion Project. Willdan is the project manager for a mall expansion project that involves all disciplines from Building and Safety, Planning, Civil and Geotech. Coordination is made through City staff and Willdan reviewers, as well as close coordination with the development team. There are weekly meetings and all conditions of approval are reviewed for completion.



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## Section D: Firm Qualifications

### D.1 Willdan's Firm Information

Willdan Engineering is a California corporation founded in 1964.

Complete Name	Willdan Engineering	
Type of Firm	Corporation (California)	
Telephone Number	(714) 940-6300 / (800) 424-9144	
Fax Number	(714) 940-4920	
Contact Person	Ron Stein, PE Project Manager	(657) 223-8551 rstein@willdan.com

### D.2 Willdan's Principal Officers

The following is a list of Willdan Engineering's Slate of Officers.

Thomas D. Brisbin	Chairman of the Board
Daniel T. Chow	President, Chief Executive Officer
Vanessa Muñoz	Vice President, Director of Design Engineering
Stacy B. McLaughlin	Chief Financial Officer, Treasurer
Kate Nguyen	Secretary
Cathaleen D. Steele	Assistant Secretary

### D.3 Willdan's Background and Qualifications

Founded in 1964 with the specific intent of providing municipal consulting services, **Willdan Engineering (Willdan)**, a California corporation, is a subsidiary of Willdan Group, Inc., a publicly-traded company since 2007. Willdan is a multi-disciplinary firm with offices strategically located throughout the United States with over 1,300 employees nationally. Willdan has completed various types of projects for over 90 percent of the cities and counties in California. Throughout our 56-year history, Willdan has sustained a consistent healthy financial performance. Willdan has the financial strength and wherewithal to complete all projects we undertake. 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. We are truly the City's one-stop resource to meet virtually any service need. Willdan's corporate-wide capabilities include:

Engineering		
▪ Building and Safety	▪ Planning Land Uses	▪ Hydrology/Hydraulics & Stormwater Management
▪ Landscape Architecture	▪ Survey/Mapping/GIS	▪ Water/Wastewater Design
▪ Structural Design	▪ Geotechnical Engineering	▪ Planning (Environmental)
▪ Transportation/Traffic Design	▪ Program/Construction Management	
▪ Grading & NPDES		
Financial Services		
▪ Arbitrage/Rebate	▪ Cost Allocation/Study	▪ Development Fee Study
▪ Fiscal Impact Analysis	▪ Utility Rate Analysis	





**Resource Solutions**

- Environmental Assessment/Audit
- Munitions Investigations
- Soil/Groundwater Investigations

**Energy Solutions**

- Demand Side Energy Management
- Energy Efficiency
- Renewable Resources/Sustainability

Willdan has over 1,300 employees working out of 60 offices throughout the United States including the states of:

- Arizona
- California
- Colorado
- Connecticut
- District of Columbia
- Florida
- Illinois
- Indiana
- Kansas
- Kentucky
- Massachusetts
- Maryland
- Minnesota
- North Carolina
- New Jersey
- Nevada
- New York
- Ohio
- Oregon
- Texas
- Utah
- Washington
- Wisconsin

**Plan Checking Expertise:**

Willdan can assist the City with various engineering review support and design services including, but not limited to the following:

- ✓ Grading (Mass/Rough, Precise)
- ✓ SWPPP's & LID Reports
- ✓ Water, On-Site & Off-Site
- ✓ Analysis and Reports
- ✓ Street Improvement Plans
- ✓ Lot Mergers
- ✓ Site Plans/Tentative Maps
- ✓ Sewer, On-Site & Off-Site
- ✓ Erosion & Sediment Control Plans
- ✓ Parcel/Tract Maps
- ✓ Hydrology & Hydraulic Reports
- ✓ Lot Line Adjustments
- ✓ Feasibility Studies
- ✓ Reference Maps
- ✓ Soils Report & Geotechnical
- ✓ Traffic Engineering
- ✓ Storm Drain, On-Site & Off-Site
- ✓ Easements
- ✓ Pavement Management
- ✓ Project Management
- ✓ Right of Way Services
- ✓ Fugitive Dust Control (PM10) Plans

Willdan's staff size, breadth of experience and collaborative approach among our team members will enable us to review all submittals of the anticipated plan sets in the desired turnaround time frame if not sooner. Our staff, many of whom have experience as former public agency staff and management understands the uniqueness of public agency needs and issues; they serve as city engineers, planning directors, traffic engineers, building officials, and public agency staff members on a contract basis for numerous cities and counties. The diversity of our staff's experience is an added value of our services.



Willdan has been providing services to local agencies in Southern California, including the City of Rialto, for 56-years. Our staff has hands-on working knowledge and direct experience implementing City and Riverside County standards. We have developed a well-coordinated review process, including a plan check tracking and reporting system and specific discipline review checklists, to provide the City with timely, cost-effective service.

**On-Call Contract Expertise**

On-call engineering services are Willdan's foundation. Our staff includes former public agency employees or contract agency staff. Therefore, we understand the importance and purpose of on-call contracts and are very familiar with the processes and procedures for such services. Within the last 8

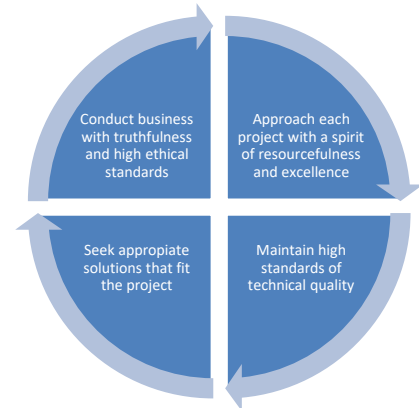


years, Willdan has completed projects and task orders for more than 200 as-needed/on-call contracts. This experience and the relevant experience of our dedicated and available key personnel are what best suits Willdan to provide the City with on-call services.

Our history of working with on-call contracts has well prepared our staff to respond to all requests for services in a positive, efficient manner. Our firm's commitment to responsive service and successful project delivery has given us a reputation as a firm that can be trusted to listen and to deliver a product our clients envision and embrace.

We begin our approach by adhering to these principles:

- Conduct business with truthfulness and high ethical standards
- Approach each project with a spirit of resourcefulness and excellence
- Seek appropriate solutions that fit the project
- Maintain high standards of technical quality



Willdan understands the unique aspect of working under an on-call contract. Success in working with this type of contract is dependent upon understanding a variety of elements that may be encountered, such as:

- Short project durations and minimal lead times for assignments may be required
- Flexibility in service assignments, understanding work to date, and coordinating completion of project tasks already started by agency staff in crucial projects
- Availability of our staff to the work assignment as it develops is often critical to moving that project forward
- Efficient use of resources is important for project assignments that are relatively small
- Consistent, organized project management is vital due to the potentially large numbers of projects that may be in process
- Special attention to quality assurance and quality control is particularly important as short-term projects may limit the number of interim review steps often associated with a project-specific contract

### Governmental Agency Expertise

Willdan has extensive experience working with various government agencies due to our public agency services focus and participation as members of various city and county committees involved in nearly all public agency activities. We are thoroughly familiar with regulations pertaining to many of the federal, state, county, and local funding programs. We have worked extensively for and with the California Public Utilities Commission; all Caltrans districts; Caltrans Division of Structures; Counties of Riverside, Los Angeles, Orange, and San Bernardino; Orange County Transportation Authority; San Bernardino County Transportation Authority; Los Angeles County Metropolitan Transportation Authority; Southern California Association of Governments; and U.S. Army Corps of Engineers. We are very familiar with criteria for projects within Caltrans' right-of-way and Caltrans' environmental and design procedures and requirements. We have processed numerous permits and approvals through FHWA, CPUC, FRA, CTC, CCC, CDFG, RWQCD, etc. and are familiar with their funding, permitting, and procedural requirements. We have excellent working relationships with essential staff involved in local agency programs. These relationships enable us to facilitate permit application and plan review processing.



#### D.4 Sub-consultant Information

Willdan provides full service, in-house professional engineering plan checks, consulting and design services for many varied developmental and capital improvement projects, including residential and commercial developments, roadway, grading, drainage, water, sewer, major highway facilities, bridge structures, traffic signals, and signing and striping improvements. As such, we can perform the plan check services requested by the City without the involvement of team sub-consultants.



## Insurance Policies

Willdan will not encounter any difficulties meeting the City's insurance requirements. We have included a copy of our standard Certificate of Liability Insurance certificate for your review.

ACORD®		CERTIFICATE OF LIABILITY INSURANCE		DATE(MM/DD/YYYY) 12/10/2019			
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.							
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).							
PRODUCER Aon Risk Insurance Services West, Inc. Los Angeles CA Office 707 Wilshire Boulevard Suite 2600 Los Angeles CA 90017-0460 USA			CONTACT NAME: PHONE (A/C, No. Ext): (866) 283-7122 FAX (A/C, No.): (800) 363-0105 E-MAIL ADDRESS:				
INSURED Willdan Engineering 2401 East Katella Avenue Suite 300 Anaheim CA 92806 USA			INSURER(S) AFFORDING COVERAGE		NAIC #		
			INSURER A: Travelers Property Cas Co of America		25674		
			INSURER B: Lexington Insurance Company		19437		
			INSURER C:				
			INSURER D:				
			INSURER E:				
			INSURER F:				
COVERAGES CERTIFICATE NUMBER: 570079484587 REVISION NUMBER:							
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS.							
Limits shown are as requested							
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Employee Benefits Liability <input checked="" type="checkbox"/> Contractual Liability Included GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			63073366586TIL19	11/09/2019	11/09/2020	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$15,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COM/OP AGG \$2,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			810-7N676545-19-43-G	11/09/2019	11/09/2020	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION						EACH OCCURRENCE AGGREGATE
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	UB0L6636781943G	11/09/2019	11/09/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE-EA EMPLOYEE \$1,000,000 E.L. DISEASE-POLICY LIMIT \$1,000,000
B	Archit&Eng Prof			028174912 SIR applies per policy terms & conditions	11/09/2019	11/09/2020	Aggregate \$2,000,000 Per Claim \$1,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)							
RE: Proposal only							
CERTIFICATE HOLDER				CANCELLATION			
Willdan Engineering 2401 East Katella Avenue, Suite 300 Anaheim CA 92806 USA				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Aon Risk Insurance Services West Inc.</i>			
ACORD 25 (2016/03) ©1988-2015 ACORD CORPORATION. All rights reserved The ACORD name and logo are registered marks of ACO							

Holder Identifier :

Certificate No : 570079484587



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## Suggested Agreement Exceptions

Willdan has reviewed the Sample Professional Services Agreement and shall meet these requirements upon selection.

## Required Attachments

The following pages contain the required Attachments A- C:

- Attachment A: Signature Authorization, Addenda Acknowledgment and Small Business Concerns Information
- Attachment B: Debarment and Suspension Certificate
- Attachment C: Disclosures Form



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**Attachment A: Signature Authorization, Addenda Acknowledgment and Small Business Concerns Information**



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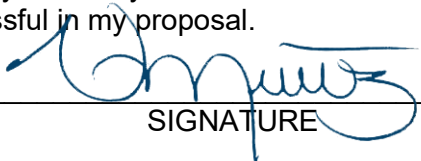
**ATTACHMENT "A"**

**\*NOTE: THIS FORM MUST BE COMPLETED AND INCLUDED INSIDE ENVELOPE #1, "WORK PROPOSAL"\***

**REQUESTS FOR PROPOSALS (RFP) # 20-082  
"ON-CALL" PLAN CHECKING SERVICES  
SIGNATURE AUTHORIZATION**

PROPOSER: Willdan Engineering

- A. I hereby certify that I have the authority to submit this Proposal to the City of Rialto for the above listed individual or company. I certify that I have the authority to bind myself/this company in a contract should I be successful in my proposal.

  
\_\_\_\_\_  
SIGNATURE

- B. The following information relates to the legal contractor listed above, whether an individual or a company. Place check marks as appropriate:

1. If successful, the contract language should refer to me/my company as:

\_\_\_\_ An individual;  
\_\_\_\_ A partnership, Partners' names: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_ A company;  
X A corporation

2. My tax identification number is: 95-2295858

**ADDENDA ACKNOWLEDGMENT:**

Acknowledgment of Receipt of any Addenda issued by the City for this RFP is required by including the acknowledgment with your proposal. Failure to acknowledge the Addenda issued may result in your proposal being deemed non-responsive.

**In the space provided below, please acknowledge receipt of each Addenda:**

Addendum(s) # 1 is/are hereby acknowledged.  
Addendum(s) # 2 is/are hereby acknowledged.  
Addendum(s) # \_\_\_\_\_ is/are hereby acknowledged.  
Addendum(s) # \_\_\_\_\_ is/are hereby acknowledged.

The "Small Business Concerns Information" sheet shall be included as part of Attachment "A".

**ATTACHMENT "A"**

**Small Business Concerns Information**

The Proposer shall furnish the following information. Additional sheets may be attached, if necessary.

- (1) Name: Willdan Engineering
- (2) Address: 145 N. Riverside, Rialto, CA 92376
- (3) Phone No.: (562) 908-6200 Fax No.: (562) 695-2120
- (4) E-Mail: vmunoz@willdan.com
- (5) Type of Firm: (Check all that apply)  
       Individual        Partnership   X   Corporation  
       Minority Business Enterprise (MBE)        Women Business Enterprise (WBE)  
       Small Disadvantaged Business (SDB)        Veteran Owned Business  
       Disabled Veteran Owned Business        Other
- (6) Business License:   X   Yes        No License Number: 1201057
- (7) Tax Identification Number: 95-2295858
- (8) Number of years as a firm practicing the requested services: 56 years
- (9) Three (3) projects of this type recently completed:
- Type of project: Improvement Plan Check Services  
Contract Amount: \$110,000 annually Date Completed: 2013 - Present  
Owner: City of San Bernardino Phone: Gary Akers (909) 384-5225
- Type of project: Development Review Services  
Contract Amount: \$250,000 Date Completed: 2006 - Present  
Owner: City of Compton Phone: Michael Antwine (310) 605-5577
- Type of project: Plan Checking Services  
Contract Amount: \$250,000 Date Completed: 2015 - Present  
Owner: City of El Monte Phone: Alan Palermo (310) 717-3244
- (10) Person who reviewed the RFP for your firm:
- Name: Vanessa Muñoz, Director of Engineering Date of Review: February 19, 2020

## Attachment B: Debarment and Suspension Certificate



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## ATTACHMENT "B"

**\*NOTE: THIS FORM MUST BE COMPLETED AND INCLUDED INSIDE ENVELOPE #1, "WORK PROPOSAL"\***

### REQUESTS FOR PROPOSALS (RFP) # 20-082 "ON-CALL" PLAN CHECKING SERVICES

## DEBARMENT AND SUSPENSION CERTIFICATION

TITLE 49, CODE OF FEDERAL REGULATIONS, PART 29

The Consultant, under penalty of perjury, certifies that, except as noted below, he/she or any other person associated therewith in the capacity of owner, partner, director, officer, and manager:

- Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency;
- Has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past 3 years;
- Does not have a proposed debarment pending; and
- Has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past 3 years.

If there are any exceptions to this certification, insert the exceptions in the following space.

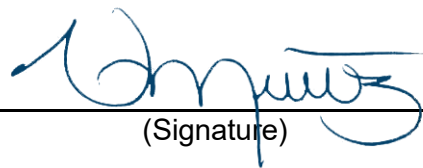
Not Applicable

Exceptions will not necessarily result in denial of award, but will be considered in determining Proposer responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.

Notes: Providing false information may result in criminal prosecution or administrative sanctions.

Consultant Name: Willdan Engineering

February 28, 2020  
(Date)

  
(Signature)

Vanessa Muñoz, Director of Engineering  
(Name & Title)





## Attachment C: Disclosures Form



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## ATTACHMENT "C"



### CITY OF RIALTO

#### DISCLOSURES REQUIRED BY PERSONS OR ENTITIES CONTRACTING WITH THE CITY OF RIALTO

Pursuant to Rialto Municipal Code section 2.48.145, all persons or business entities supplying any goods or services to the City of Rialto shall disclose whether such person or entity is related to any officer or employee of the City by blood or marriage within the third degree which would subject such officer or employee to the prohibition of California Government Sections 87100 et. seq., Fair Political Practices Commission Regulation Section 18702, or Government Code Section 1090.

By submitting this proposal, or supplying any goods or services to the City, the undersigned hereby attests under penalty of perjury, personally or on behalf of the entity submitting this proposal or supplying any goods or services to the City, as well the entity's officers, representatives and the undersigned, that it/they have no relationship, as described above, or financial interests, as such term is defined in California Government Section 87100 et. seq., Fair Political Practices Commission Regulation Section 18702, or Government Code Section 1090, with any City of Rialto elected or appointed official or employee, except as specifically disclosed immediately below:

**Vendor/Contractor/Consultant:** Willdan Engineering

**City of Rialto Official/  
Employee Name(s)**

**The nature of the relationship with the  
person listed is:**

Not Applicable

Not Applicable

**By:**

**Name:**

Vanessa Muñoz

**Title:**

Director of Engineering