Section B: Scope of Work

B.1 Plan Check Process Scope of Work

Team Availability

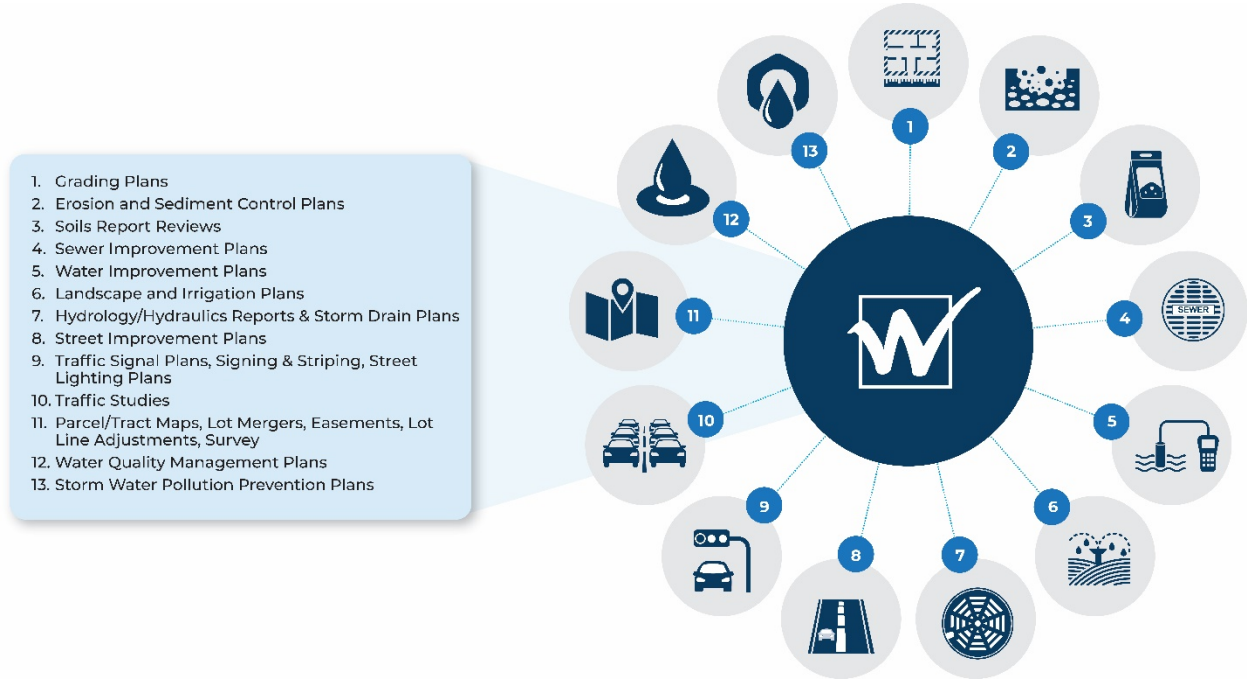
Willdan is committed to providing the staffing and resources required to complete the plan review projects on schedule. Willdan's internal project management procedures call for preparing labor requirements for each active project and integrating that data into a labor projections and resource allocations 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)

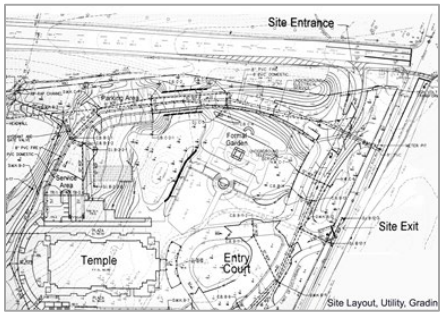
3. **PROPOSED SEWER LATERALS**
   - **a.** Size
   - **b.** Material
   - **c.** Horizontal Alignment Data
     - **(1)** Stations along Centerline
     - **(2)** Ties to Lot Lines at R/W
     - **(3)** Bearing (when needed)
   - **d.** Overflow (when no profile shown)
   - **e.** Slope - 2% Minimin (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.** Strorm Drain Main Lines and distance from Sewer (with adequate clearance)
   - **m.** Strom Drain Laterals

Sewer Plan.xls Page 1 of 3 Rev. 4/12/2018

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.

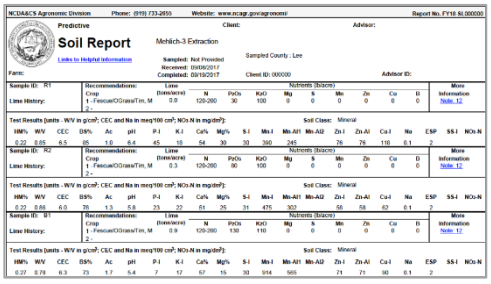
Erosion and Sediment Control Plans

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

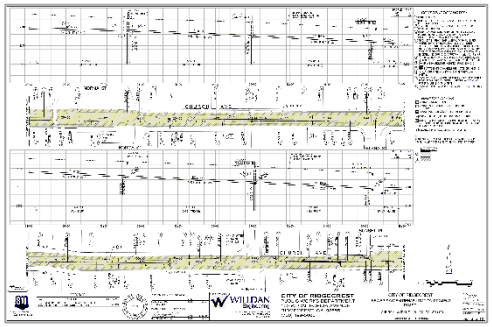
We understand that the scope of work regarding the review of geotechnical reports is to observe that the recommendations of the submitted geotechnical reports are incorporated into the improvement plans. The scope of work will not include review and approval of the geotechnical reports. However, should 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


Soil Report

- 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



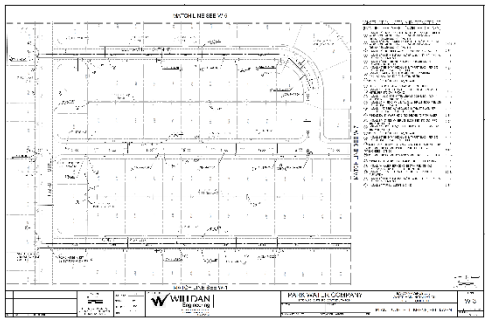
Sewer Improvement Plans will be checked under the direct supervision of a registered civil engineer. Specifically, the following tasks will be performed:

- 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

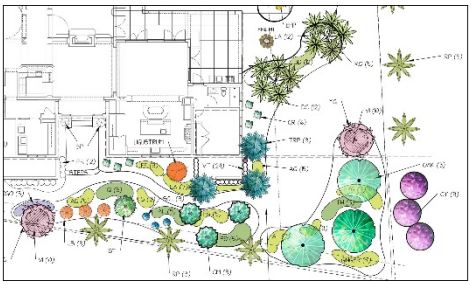
Water Improvement Plans will be checked under the direct supervision of a registered civil engineer. Specifically, the following tasks will be performed:



- 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

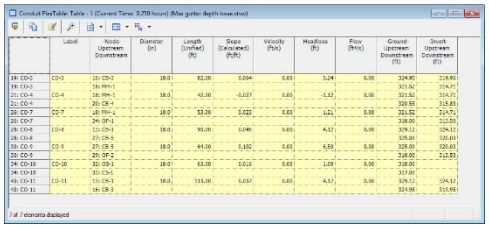
Landscaping and Irrigations Plans will be checked under the direct supervision of a registered landscape architect. Specifically, the following tasks will be performed:



- 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:

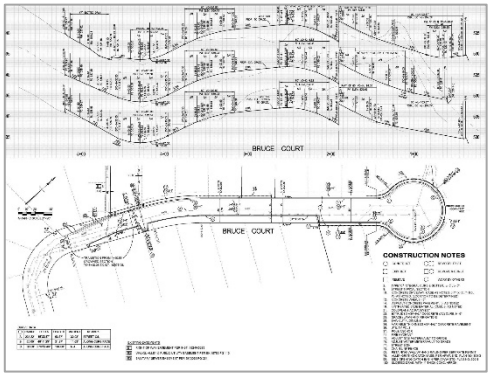
- Check H/H report for compliance with City and County standards and design guidelines.
- Check grading, street, and storm drain plans for conformance with the H/H report.
- Check H/H report for compliance with City conditions of approval and the approved tentative map.
- Check for any diversion of flows 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.

- 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:

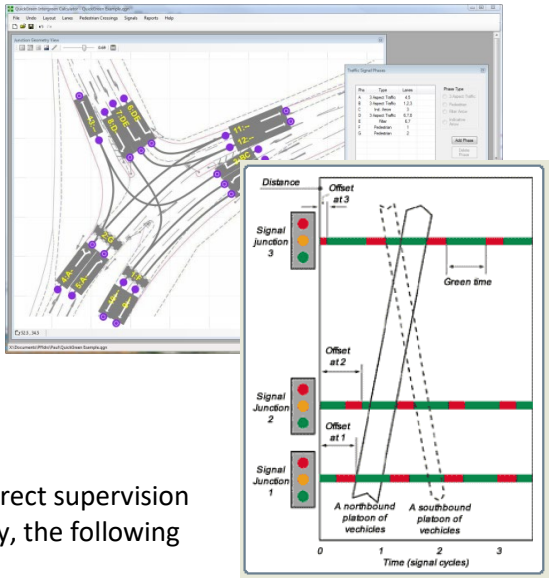


- Check plans for compliance with general design criteria established by the City standards for streets, curbs, gutters, sidewalks, streetlights, drive approaches, storm drain and flood control systems, underground wet utilities, traffic signals, and signing and striping.
- Check street improvement plans 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.



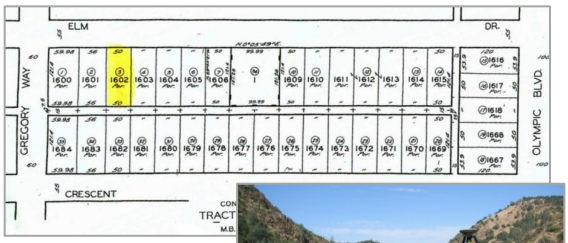
Traffic Studies

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.

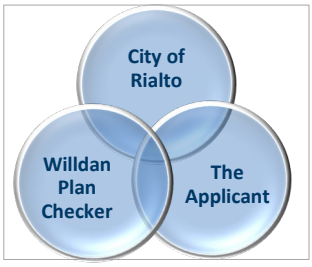
Water Quality Management Plans

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.