

## AGREEMENT FOR PROFESSIONAL SERVICES BY INDEPENDENT CONTRACTOR

THIS AGREEMENT FOR PROFESSIONAL SERVICES BY INDEPENDENT CONTRACTOR is made and effective as of the 1st day of July, 2018, by and between the City of Beaumont ("CITY") whose address is 550 E. 6<sup>th</sup> Street, Beaumont, California 92223 and Willdan Engineering whose address is 650 E. Hospitality Lane, Suite 250, San Bernardino, CA 92408-3317 ("CONTRACTOR").

### RECITALS

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

- A. CITY desires to engage CONTRACTOR to provide Building & Safety Plan Check services and On-Call Services; and
- B. CONTRACTOR has made a proposal ("Proposal") to the CITY to provide such professional services, which Proposal is attached hereto as Exhibit "A"; and
- C. CONTRACTOR agrees to provide such services pursuant to, and in accordance with, the terms and conditions of this Agreement, and represents and warrants to CITY that CONTRACTOR possesses the necessary skills, licenses, certifications, qualifications, personnel and equipment to provide such services.

### AGREEMENT

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

1. Term of Agreement. This Agreement is effective as of the date first above written and shall continue until terminated as provided for herein. Notwithstanding anything in this Agreement to the contrary, this Agreement shall automatically terminate after three (3) years unless extended by the parties with the approval of the City Council of the CITY.
2. Services to be Performed. CONTRACTOR agrees to provide the services ("Services") as follows: Building & Plan Check Services as described in the proposal and any other services which the City may request in writing. All Services shall be performed in the manner and according to the timeframe set forth in the Proposal. CONTRACTOR designates Patrick Johnson as CONTRACTOR'S professional responsible for overseeing the Services provided by CONTRACTOR.
3. Associates and Subcontractors. CONTRACTOR may, at CONTRACTOR'S sole cost and expense, employ such competent and qualified independent associates, subcontractors and consultants as CONTRACTOR deems necessary to perform the Services; provided, however, that CONTRACTOR shall not subcontract any of the Services without the written consent of CITY.

4. Compensation.

4.01 CITY agrees to pay CONTRACTOR the amount of 75 % of the CITY's Building Plan check fees or hourly rates set forth in the proposal for CITY authorized services. CONTRACTOR shall be paid at the rates set forth in the Proposal and shall not increase any rate without the prior written consent of the CITY.

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

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

a. Determination that any hourly fee charged is consistent with this Agreement's approved hourly rate schedule;

b. Determination that the multiplication of the hours billed times the approved rate schedule dollars is correct;

c. Determination that each item charged is the usual, customary, and reasonable charge for the particular item. If CITY determines an item charged is greater than usual, customary, or reasonable, or is duplicative, ambiguous, excessive, or inappropriate, CITY shall either return the bill to CONTRACTOR with a request for explanation or adjust the payment accordingly, and give notice to CONTRACTOR of the adjustment.

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

5. Obligations of CONTRACTOR.

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

5.02 Except as otherwise agreed by the parties, CONTRACTOR will supply all personnel, materials and equipment required to perform the Services. CONTRACTOR shall provide its own offices, telephones, vehicles and computers and set its own work

hours. CONTRACTOR will determine the method, details, and means of performing the Services under this Agreement.

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

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

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

5.06 CONTRACTOR represents that it possesses all required licenses necessary or applicable to the performance of Services under this Agreement and the Proposal and shall obtain and keep in full force and effect all permits and approvals required to perform the Services herein. In the event CITY is required to obtain an approval or permit from another governmental entity, CONTRACTOR shall provide all necessary supporting documents to be filed with such entity.

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

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

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

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

6. Insurance. CONTRACTOR hereby agrees to be solely responsible for the health and safety of its employees and agents in performing the Services under this Agreement and

shall comply with all laws applicable to worker safety including but not limited to Cal-OSHA. Therefore, throughout the duration of this Agreement, CONTRACTOR hereby covenants and agrees to maintain insurance in conformance with the requirements set forth below. If existing coverage does not meet the requirements set forth herein, CONTRACTOR agrees to amend, supplement or endorse the existing coverage to do so. CONTRACTOR shall provide the following types and amounts of insurance:

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

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

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

6.04 Optional Insurance Coverage. Choose and check one: Required X /Not Required   ; Errors and omissions insurance in a minimum amount of \$1 million per occurrence to cover any negligent acts or omissions committed by CONTRACTOR, its employees and/or agents in the performance of any Services for CITY.

## 7. General Conditions pertaining to Insurance Coverage

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

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

7.03. All required policies shall be issued by a highly rated insurer with a minimum A.M. Best rating of "A:VII"). The insurer(s) shall be admitted and licensed to do business in California. The certificates of insurance hereunder shall state that coverage

shall not be suspended, voided, canceled by either party, or reduced in coverage or in limits, except after thirty (30) days' prior written notice has been given to CITY.

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

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

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

## 8. Indemnification.

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

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

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

9. Additional Services, Changes and Deletions.

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

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

10. Termination of Agreement.

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

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

11. Status of CONTRACTOR.

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

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

11.03 CONTRACTOR hereby specifically represents and warrants to CITY that it possesses the qualifications and skills necessary to perform the Services under this Agreement in a competent, professional manner, without the advice or direction of CITY and that the Services to be rendered pursuant to this Agreement shall be performed in accordance with the standards customarily applicable to an experienced and competent professional rendering the same or similar services in the same geographic area where the CITY is located. Further, CONTRACTOR represents and warrants that the individual signing this Agreement on behalf of CONTRACTOR has the full authority to bind CONTRACTOR to this Agreement.

12. Ownership of Documents; Audit.

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

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

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

13. Miscellaneous Provisions.

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

13.02 CONTRACTOR shall not assign or otherwise transfer any rights or interest in this Agreement without the prior written consent of CITY. Unless specifically

stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

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

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

13.05 This Agreement is made, entered into and shall be performed in the County of Riverside in the State of California and shall in all respects be interpreted, enforced and governed under the laws of the State of California.

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

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

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

**(Signature Page Follows)**




**SIGNATURE PAGE  
TO  
AGREEMENT FOR PROFESSIONAL SERVICES BY INDEPENDENT CONTRACTOR  
(Willdan Engineering)**

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

**CITY:**

CITY OF BEAUMONT

By: \_\_\_\_\_

  
Nancy Carroll, Mayor

**CONTRACTOR:**

  
\_\_\_\_\_

By: Willdan Engineering

Print Name: Patrick Johnson

Title: Deputy Director of Building & Safety

**EXHIBIT "A"**

**PROPOSAL**

January 4, 2018

**City of Beaumont**  
Ms. Rebecca Deming  
Community Development Director  
550 E 6<sup>th</sup> Street  
Beaumont, CA 92223

**Subject: Proposal to Provide Building and Safety Plan Check Services**

Dear Ms. Deming:

**Willdan Engineering** is pleased to present this proposal to the **City of Beaumont** to provide building and safety plan check services to the City. Willdan has been a consistent industry leader for 53 years providing all aspects of municipal and infrastructure engineering, including **building and safety**, public works, public financing, planning, and construction management services.

While our exceptional services are presented in the proposal, listed below are reasons why Willdan is uniquely qualified to provide these services to the **City of Beaumont**. Our methodology and approach to the services requested in the City's Request for Proposals, is outlined in this proposal.

- **Knowledge of the City of Beaumont** – Willdan currently provides Building and Safety inspection and permit counter technician services to the City. Our staff has extensive experience working with the City's procedures and expectations for quality service to the community.
- **Electronic Plan Check** – Willdan Engineering offers **electronic plan checking** which reduces foot traffic at City Hall and significantly expedites review and reduces shipping and printing costs for the applicant, and promotes a paperless environment at no additional cost to the City or permit applicants.
- **Experience with Comparable Engagements** – Willdan Engineering specializes in providing professional building and safety, engineering, and planning services to municipalities. The firm has been providing building and safety services to cities and counties on a contract basis since 1979.
- **Demonstrated Competence and Expertise** – Willdan Engineering presently provides building and safety services to a vast number of jurisdictions throughout California. In this capacity, we provide a full range of services including Building Official services, building and safety plan review, permit issuance, inspection and code enforcement. We service client needs from an occasional overload plan review to staffing an entire Department.
- **Public Sector Experience:** Our staff - many of whom have experience as former public agency staff and management - understands the uniqueness of public agency needs and issues. They have served as building officials, city engineers, planning directors, traffic engineers, and public agency staff members for numerous cities and counties. The diversity of this experience is an added value of our services.

- **CASp Certified Inspectors** – Willdan Engineering can provide CASp certified specialists to the City, as required by **Senate Bill No. 1608**, specifically **CHAPTER 549**.
- **No Subconsultants** – Willdan Engineering will provide all requested Building and Safety services with Willdan staff. No subconsultants will be used.

Our approach to each assignment is to furnish the client with technical assistance and strong project management in a professional, efficient and economical manner. Please feel free to contact me or Patrick Johnson, should you have any questions, or require additional information. We are looking forward to continuing our service to the **City of Beaumont**.

Respectfully submitted,  
WILLDAN ENGINEERING



James M. Guerra, CBO  
Director of Building and Safety  
jguerra@willdan.com  
909.386.0200 X6289



Patrick Johnson, PE, CBO  
Deputy Director of Building and Safety  
pjohnson@willdan.com  
909.963.0565

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## Introduction/Approach/Scope

### BUILDING AND SAFETY SERVICES

Willdan’s experience and strength in building and safety encompasses the complete range of technical disciplines, including permit issuance, building inspection, grading inspection, accessibility inspection, CASp services, OSHPD III plan check and inspection, flood zone experience, building plan review, and fire-life safety. The plan review staff maintain current certifications and attend training on a regular basis, to stay current with industry technologies and standards. Specific certifications and education are delineated in staff resumes herein.

This, with our depth of experience, expertise, knowledge and resources, Willdan can offer practical solutions that are timely and cost effective, and that will meet the needs of the City of Beaumont. The diversity of Willdan’s staffs’ experience is an added value of our professional services to our clients. Willdan Engineering provides no private sector engineering services; therefore, there is **no conflict of interest**.

Building and Safety Services	
▪	Building & Safety Inspection
▪	Grading and Right-of-Way Inspection
▪	Plan Check
▪	Permit Technician
▪	Construction Management
▪	Code Enforcement
▪	Building Official
▪	Disaster Recovery Services
▪	Development Permitting Process

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

As noted in our discussion of our plan check services, Willdan’s plan check staff can meet with City staff, architects, developers and home-owners prior to plan resubmittal, to discuss any issues arising from first review comments and to address code compliance concerns or questions. These meetings help to expedite plan review rechecks and move toward timely plan approvals.

Plan review will be provided from Willdan’s local San Bernardino office with back-up from Willdan’s plan review staff company-wide. Mr. Patrick Johnson, PE, CBO, Deputy Director of Building and Safety, will serve as the responsible engineer. Contact info:

Mr. Patrick Johnson, PE, CBO  
Willdan Engineering  
650 Hospitality Lane, Suite 250  
San Bernardino, CA 92408  
909.963.0565

## SCOPE OF SERVICES

### Building Plan Review Services

Willdan Engineering presently provides Building and Safety services to a number of municipalities and jurisdictions throughout Central, Northern and Southern California. In this capacity, we provide a full range of services including plan review, permit issuance, inspection, code enforcement, counter technician and Building Official services. We service client needs from an occasional overload plan review to staffing an entire Building Division. Willdan has gained a great deal of municipal insight and expertise in serving our extensive clientele over the years. We have performed plan review and inspection on projects ranging from single family residential additions to complex high rise towers (including hotels and casinos), parking structures, medical facilities and industrial centers. Willdan's plans examiners are ICC certified plans examiners, CASp certified, licensed architects, and/or registered engineers.



Willdan's experience and strength in building and safety encompasses the complete range of technical disciplines, that is, structural engineering plan check, fire-life safety, electrical, plumbing and mechanical codes, the Title 24 codes, as well as local amendments to the adopted codes. We have extensive experience with the California Green Building Standards Code. Willdan staff attends classes and seminars on a regular basis to maintain an up-to-date comprehension of all code requirements at no expense to our clients.

All building plans will be examined for compliance with the City's adopted version of the California Building Code, California Residential Code, Green Building Standards Code, California Mechanical Code, California Plumbing Code, California Electrical Code, and the Accessibility, Noise and Energy Conservation requirements as mandated by State Title 24 and all applicable City Ordinances. Plan review for Disabled Access Compliance will include a review of precise grading plans.

All plan check will include compliance with code requirements as well as an overview of the application package for other applicable requirements such as approvals from other local agencies and districts and coordination with other City departments. All plan review will comply with the City's directives, codes and policies.

Plan check will include a review of any or all of the following design elements as determined by the City:

- Architectural
- Fire/Life-safety
- Plumbing
- Mechanical
- Structural
- Electrical
- Energy Conservation Regulations (Title 24)
- Disabled Access Regulations (CBC)
- Green Building Standards
- CASp

Willdan will provide two complete typewritten plan check letters which outline the documents reviewed, instructions to the applicant regarding the processing of documents, and a listing of plan check comments. The plan check comments will refer to appropriate sheets, details or calculation pages and the code section of concern. Comments shall specify the apparent code violation. At the City's

discretion, plan check comments, plans and documents will be returned directly to the designers until such time as plans are approved.

**Willdan staff will provide delivery service at no additional cost to the City.** We will supply the City with plan bags and shipping labels as well as Willdan’s FedEx and OnTrac account numbers.

**Plan review status can be accessed 24 hours a day** by going to our website, Willdan.com, Building and Safety page (<http://willdan.com/engineering/building.aspx>) and entering either the plan check/permit number, or the project site address. This service is provided for applicants, designers, engineers, and City staff.

Our plan checkers will schedule meetings during work hours to discuss and clarify plan check issues with designers, owners and contractors. Resolutions of code issues may also be accomplished by telephone and/or email as well as scheduled meetings prior to resubmitting corrected plans and documents. We will respond to inquiries from applicants within one day.

## Turn-Around Schedule

This schedule is applicable for all types of construction and can be adjusted to serve the in the most efficient manner. **Expedited plan check will be provided at the request of the City.**

TYPE OF PROJECT	INITIAL REVIEW	SUBSEQUENT REVIEWS
<i>Single Family Project</i>	10 working days	3 – 5 working days
<i>Commercial and Multi Family Project</i>	10 working days	5 working days
<i>Minor Plan Check</i>	8 – 10 working days	3 – 5 working days
<i>Expedited Plan Check</i>	5 working days	3 working days
<i>Solar Plan Check</i>	2 working days	1 – 2 working days

### SOLAR PLAN REVIEW

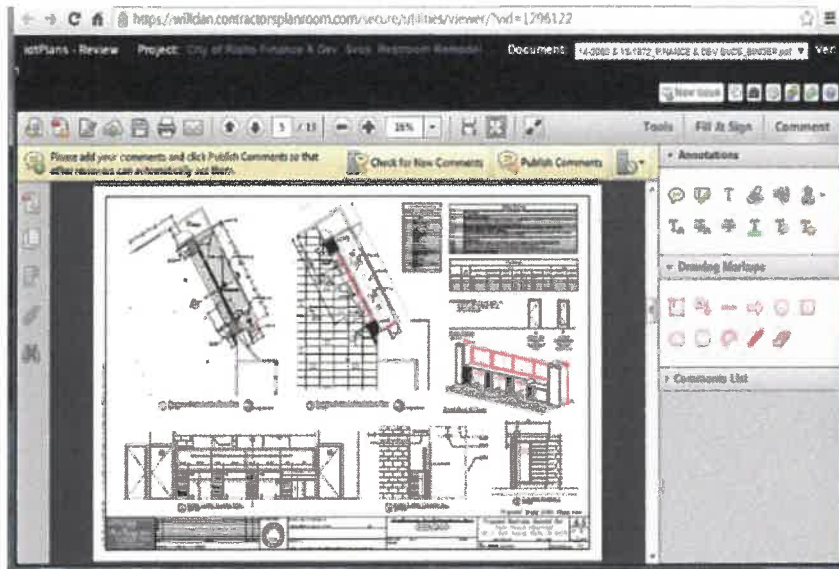
The turn-around schedule for these plans averages **one to two business days**. We are able to electronically stamp the plans “approved” as well, which allows the applicant to print the approved plans directly from our electronic plan review site and return the plans to the City. This procedure saves time and expedites the process for approval and permitting.



## Electronic Plan Review (EPR)

Willdan has the ability to provide plan review services electronically, **at no additional cost to the City or applicants**. No additional computer software or hardware is required, only an Internet connection is necessary. Services are provided at the request of the applicant or the agency we serve. Submittals are accepted in PDF format. Willdan will review plans and can transmit the electronic redlined plans back to the applicant or designer as directed, electronically along with the plan review comment sheet.

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 plan review processing for the applicant. Below is an example of a redlined plan as reviewed in electronic format.



## PROCEDURE

1. Plans are submitted to the City for review and permit issuance.
2. At the City's discretion, plans are submitted electronically to Willdan's EPR site for review.
3. Once review is completed, comments and redlines will be available for examination by applicant and City staff.
4. Applicant responds to comments and uploads revised sheets to Willdan's EPR site for recheck.
5. Willdan staff approves plan electronically and requests wet-signed and stamped hard copies be submitted to Willdan for final approval stamping.
6. Approved plans are returned to the City.

## Firm Profile

Willdan, founded in 1964, is a leading nationwide provider of professional consulting and technical services. The primary markets Willdan serves are: electric energy consulting; infrastructure planning and engineering; economic and financial consulting; and homeland security consulting. The company serves these four complementary markets through its divisions – energy efficiency

services (Willdan Energy Solutions), engineering services (Willdan Engineering), public finance services (Willdan Financial Services) and homeland security services (Willdan Homeland Solutions). **Willdan has a reputation for delivering high-quality projects on time and within budget.** Rooted in Willdan’s corporate culture is its focus on quality customer service. The company has more than 850 employees, including licensed engineers, program and construction managers, financial analysts, planners, and other skilled professionals. Willdan benefits from well-established relationships with local and state government agencies, investor-owned and municipal utilities, and private sector commercial and industrial firms throughout the United States. The company served approximately 900 distinct clients in 2016. Headquartered in Anaheim, the company operates a network of offices in more than a dozen states across the U.S.



### Willdan Engineering

**Willdan Engineering (Willdan)**, a California Corporation and subsidiary of WGI, specializes in solutions tailored to the unique needs of municipalities and other local government agencies. Services range from full-time, in-house staffing to interim or part-time assistance on a project-by-project basis.



Willdan’s understanding of public agency needs and issues is unique in the industry. In addition to the significant portion of our staff that have served in public agency management positions prior to joining Willdan, Willdan has had numerous assignments with over 60% of the cities and counties in California for building officials, city engineers, planning directors, traffic engineers, and other public agency staff members. With our depth of experience, expertise, knowledge and resources, Willdan is able to offer practical solutions that are timely, cost effective, and that meet the needs of individual communities. The diversity of our staff experience is an added value of our professional services.

### Investment Highlights

- More than 50-year history of relationships with public agencies and utilities
- Strong competitive position with compelling outsource model
- Diversified platform reduces risk
- Experienced leadership with extensive industry experience
- 51% revenue growth in 2017

*Willdan’s business model is centered on the public sector.*

*We can function as part of the University’s team without a conflict of interest.*

Since 1964, **Willdan Engineering** has helped revolutionize the way consulting services are provided by local offices. Our regional and satellite offices are strategically located to offer local, focused service to the varied demographics of our public agency customers. Willdan Engineering's lean organization enables staff to efficiently communicate individual project challenges and goals company-wide, thereby utilizing all of Willdan Engineering's resources to deliver the highest quality and most cost-effective product.

**Willdan Engineering** understands the unique nature of public agency needs and issues. In addition to many of our staff having served in management positions at public agencies prior to joining **Willdan Engineering**, we have numerous assignments with over 60% of the cities and counties in California for building officials, City engineers, planning directors, traffic engineers, and other public agency staff members.

## WILLDAN ENGINEERING SERVICES

- Building and Safety
- City Engineering
- Capital Program Management
- Construction Management/Inspection
- Development Services/Plan Review
- Environmental/Planning
- Flood Control Design
- Landscape Architecture
- Pavement Management
- Structural Engineering
- Survey/Mapping
- Traffic Engineering
- Transportation Engineering
- Water/Wastewater

## Location

Plan review will be provided from Willdan's local San Bernardino office, only twenty (20) miles from City Hall, with back-up from Willdan's plan review staff company-wide. The short ten-minute drive from Willdan's office to City Hall, ensures our staff availability to meet with developers, residents and City staff at any given time.

**Willdan Engineering**  
650 Hospitality Lane, Suite 250  
San Bernardino, CA 92408

## Key Personnel

Willdan has the depth of resources to staff this assignment with experienced, qualified personnel. Our team is structured so that the most experienced personnel are responsible for providing technical leadership, day-to-day monitoring of task schedules, and quality control. **Mr. Patrick Johnson, PE**, will serve as **Project Manager** and will oversee all services provided to the City. Resumes are located in the appendix herein.

NAME/TITLE	REGISTRATIONS/CERTIFICATIONS	QUALIFICATIONS
<b>Patrick Johnson, PE,</b> <b>CBO</b> <i>Deputy Director</i>	<ul style="list-style-type: none"> <li>▪ Civil Engineer, California No. CE#67960</li> <li>▪ Civil Engineer, Arizona No. 50435</li> <li>▪ Civil Engineer, Colorado No. 43704</li> <li>▪ ICC Plans Examiner</li> <li>▪ ICC Building Inspector</li> <li>▪ ICC Building Official</li> </ul>	<b>Building plan review:</b> Structural, architectural, green building, plumbing, mechanical, electrical, energy, green building, accessibility, residential, and commercial
<b>Daren Raskin, PE</b> <i>Plan Check Engineer</i>	<ul style="list-style-type: none"> <li>▪ California Professional Engineer, CE#57577</li> <li>▪ ICC Plans Examiner</li> </ul>	<b>Building plan review:</b> Structural, architectural, green building, plumbing, mechanical, electrical, energy, green building, accessibility, residential, and commercial.
<b>Aaron Cowen, PE</b> <i>Plan Check Engineer</i>	<ul style="list-style-type: none"> <li>▪ California Professional Engineer, CE#58878</li> <li>▪ ICC Plans Examiner</li> </ul>	<b>Building plan review:</b> Structural, architectural, green building, plumbing, mechanical, electrical, energy, green building, accessibility, residential, and commercial.
<b>Arne Lovnaseth, AIA,</b> <b>CASp</b> <i>Plan Check Architect</i>	<ul style="list-style-type: none"> <li>▪ California Licensed Architect, #C18833</li> <li>▪ ICC Plans Examiner</li> <li>▪ CASp Certified</li> <li>▪ Certified Disaster Response Team Member, California Building Officials</li> </ul>	<b>Building plan review:</b> Architectural, plumbing, green building, mechanical, electrical, energy, green building, accessibility.
<b>Brian Gumpert, CBO</b> <i>Sr. Plans Examiner/ Deputy Building Official</i>	<ul style="list-style-type: none"> <li>▪ ICC Building Official</li> <li>▪ ICC Certified Building Inspector</li> <li>▪ ICC Certified Plans Examiner</li> <li>▪ ICC Plumbing Inspector</li> <li>▪ IAPMO Plumbing Inspector</li> <li>▪ IAPMO Mechanical Inspector</li> </ul>	<b>Building plan review:</b> Architectural, plumbing, green building, mechanical, electrical, energy, accessibility, green building, fire life-safety.
<b>Dana Reed, CASp</b> <i>Deputy Building Official</i>	<ul style="list-style-type: none"> <li>▪ CASp Certified FFPA Plan Check Certificate</li> <li>▪ DSA – Fire Life Safety Plans Examiner</li> <li>▪ ICC Certified Building Inspector</li> <li>▪ ICC Certified Plans Examiner</li> <li>▪ ICC Certified Combination Inspector</li> <li>▪ ICC Certified Electrical Inspector</li> <li>▪ ICC Certified Plumbing Inspector</li> <li>▪ ICC Certified Mechanical Inspector</li> </ul>	<b>Building plan review:</b> Architectural, plumbing, green building, mechanical, electrical, energy, accessibility, green building, fire life-safety, OSHPD III.

**Dan Chudy, BI, CBO,  
CASp**  
*Project Manager II*

- ICC Building Official
- ICC Plan Examiner
- ICC Plumbing Inspector
- ICC Combination Inspector
- ICC Building Inspector
- ICC Fire Inspector
- ICC Mechanical Inspector
- ICC Electrical Inspector
- CalGreen Inspector
- ICC Permit Technician
- NACA Professional Code Administrator
- LEED Accredited Professional
- CASp Certified

**Building plan review/inspection:**  
Architectural, plumbing, green building, mechanical, electrical, energy, accessibility, fire life-safety, OSHPD III. Multi-story office buildings, commercial buildings, retail outlets, single-family and multi-family residential developments.

## References

CLIENT NAME	PROJECT DESCRIPTION	PROJECT DATES	CONTACT	ADDRESS
<b>City of Highland</b>	Building plan check and inspection services; fire life safety plan check and inspection services; engineering design services.	1987 - Present	Joseph Hughes City Manager 909.864.2136 jhughes@cityofhighland.org	27215 Baseline Highland, CA 92346
<b>City of Loma Linda</b>	Building Official services, plan check and inspection services. Building permit counter services. Map Checking	1980 - Present	Konrad Bolowich Community Development Director 909.799.2810 kbolowich@lomalinda-ca.gov	25541 Barton Road Loma Linda, CA 92354
<b>City of Moreno Valley</b>	Building plan check and inspection services. Building permit counter services.	1995 - Present	Allen Brock Community Development Director 951.413.3000	14177 Frederick Moreno Valley, CA 92552
<b>City of San Bernardino</b>	Building plan check and inspection services. Fire life safety plan check. Building permit counter services. Interim Building Official services. Engineering plan check.	2009 - Present	Mark Persico Community Development Director 909.384.5357 Persico_ma@sbcity.org	300 North "D" Street, 4 <sup>th</sup> Floor San Bernardino, CA 92418

## Cost

Willdan will provide plan review services at a 75% of the fee collected by the City as indicated below. Revisions and reviews beyond the 3<sup>rd</sup> review will be billed at an hourly rate of \$110/hr per the fee schedule below.

SERVICE PROVIDED	FEE
Plan review for projects with a valuation less than \$3,000,000	75% of fee collected by City
Plan review for projects with a valuation greater than \$3,000,000	75% of fee collected by City
Hourly Plan Review Rate: (Revisions, 4 <sup>th</sup> Review and Beyond)	\$110 per hour
CASp Services	\$110 per hour



## Appendix

- **Resumes**
- **Current Certificate of Insurance**
- **Sample Correction Lists**

## **PATRICK JOHNSON, PE, CBO** **Deputy Director of Building and Safety**

### **Education**

*University of Iowa,  
Iowa City, IA  
Bachelor and Science,  
Structural Engineering  
California State Polytechnic  
University-Pomona  
Master of Engineering*

### **Affiliations**

*ASCE (American Society of  
Civil Engineers)*

### **Registrations**

*California Professional  
Engineer, CE#67960  
Arizona  
Professional Engineer,  
CE#50435  
Colorado  
Professional  
Engineer, CE#43704  
Nevada  
Professional  
Engineer, CE#20699*

*OIC#2738*

*ICC Building Official  
5280450*

*ICC Plans Examiner,  
5280450-60*

*ICC Building Inspector,  
5280450-10*

*Certified Disaster Response  
Team Member, California  
Building Officials*

### **Experience**

**20 Years**

**Mr. Patrick Johnson**, a registered Civil Engineer in California, Arizona, Nevada, and Colorado, is Deputy Director for the Building and Safety Division. Patrick has more than 20 years of experience in the construction and engineering field. He has more than ten years plan check experience with Willdan, and is responsible for structural plan review and overseeing plan review services company wide.

Mr. Johnson's primary focus has been on structural engineering of lightweight commercial, industrial, and residential structures. Since employed with Willdan, he has attended a number of code enforcement and seismic application seminars and has received his Master of Engineering degree, specializing in Structures, from California State Polytechnic University. His extensive experience includes plan checking numerous projects that vary in size and complexity.

Mr. Johnson's previous engineering experience includes the position of a Design Engineer with KLP Consulting Engineers of Centennial, Colorado. In this capacity, he specialized in the design of lightweight commercial, multi and single-family housing. At times he would be called out to the field as a forensic engineer to justify the probable cause of structural damages caused by expansive soils. Mr. Johnson also has engineering experience in the design of variety of transportation projects including single and multi-span bridges, pedestrian tunnels, retaining walls, and concrete box culverts.

Other than residential and commercial timber framed structures, Mr. Johnson has plan checked several tilt up warehouse buildings that range in size up to 2.3 million square feet. He has also plan checked numerous structures consisting of braced and moment frames for lateral resistance, prestressed concrete structures, and multi-story buildings up to 6 stories in height.



## DAREN RASKIN, PE Plan Check Engineer

### Education

*California State Polytechnic  
University-Pomona  
BS Engineering*

**Mr. Daren Raskin**, a registered Civil Engineer in California, is a Plan Check Engineer for the Building and Safety Division. Daren has more than 23 years of experience in the construction and engineering field. He has more than 15 years design and plan check experience.

### Affiliations

*ASCE (American Society of  
Civil Engineers)*

Mr. Raskin is also experienced in the design of various multi-story structures, shopping centers, commercial buildings, parking structures, and residential units. He has organized, scheduled, and supervised staff of engineers, draftsmen, and technicians. His expertise encompasses knowledge of all major building materials including cold-formed steel, structural steel, concrete and masonry, as well as the design of specialized systems of corrugated cold-formed shear walls, concrete shear walls, masonry shear walls, structural steel moment frames, braced frames and rigid diaphragm analysis.

### Registrations

*California Professional  
Engineer, CE#57577*

*ICC Plans Examiner*

Mr. Raskin's previous engineering experience includes the position of Project Engineer with a southern California engineering firm. In this capacity, he performed structural design, analysis and calculations for the repair of fire damaged buildings (residential and commercial), room additions and custom homes, and ensure structural drawings met design and code requirements.

### Experience

*24 Years*



## AARON COWEN, PE Plan Check Engineer

### Education

California State University-  
Long Beach  
BS Civil Engineering

**Mr. Aaron Cowen**, a registered Civil Engineer in California, is a Plan Check Engineer for the Building and Safety Division. Aaron has more than 23 years of experience in the engineering field including design, drafting and plan check experience.

### Registrations

California Professional  
Engineer, CE#58878

Mr. Cowen's experience includes the design of wood structures, cantilevered concrete decks, thin-wall concrete shells, retaining walls, foundation systems, and design calculations.

### ICC Plan Examiner

Prior to joining Willdan, Mr. Cowen's previous engineering experience includes the position of Senior Engineer with a Southern California engineering firm. In this capacity, he was design lead on numerous projects; provided on-site field inspections; and was responsible for the management and administration of all engineering data and information.

### Experience 23 Years

### Relevant Project Experience

#### PLAN CHECK

- City of Adelanto
- City of Big Bear
- City of Colton
- City of El Monte
- City of Grand Terrace
- City of Highland
- City of Loma Linda
- City of Moreno Valley
- City of Norco
- City of Ontario
- City of Orange
- City of Rialto
- City of Redlands
- City of Rosemead
- City of San Bernardino
- City of San Luis Obispo
- City of Tustin
- County of San Bernardino
- County of Orange
- University of California Irvine
- Irvine Community Housing Authority
- March Joint Powers Authority
- Morongo Band of Mission Indians

## ARNE LOVNASETH, CASp, ARCHITECT Plan Check Architect

### Education

*Cal Poly Pomona, Bachelor  
of Science, Bachelor of  
Architecture*

### Registrations

*California Licensed  
Architect, #C18833  
I.C.C. Plans Examiner  
#0877794-B3*

*OIC# 2737*

**Mr. Arne Lovnaseth**, a registered Architect in California, is a Plan Check Architect for Willdan's Building and Safety Division. He has 26 years' experience in the construction field specializing in design work and plans examining. As a 1983 and 2001 graduate of Cal Poly Pomona his primary focus has been on architectural design of lightweight commercial and residential structures. He has attended a number of code enforcement seminars and currently is compiling a NCARB record for certification nationwide. He has extensive experience in ADA compliance.

During his tenure with Willdan, Mr. Lovnaseth has provided Counter Plan Review services to the City of Redlands, City of South El Monte, and the March Joint Powers Authority, a redevelopment agency located at March Air Force Base.

### Relevant Project Experience

**Experience  
26 Years**

Projects include single and multi-family homes, industrial buildings, commercial warehouses, restaurants, fitness centers, motels, medical facilities and numerous tenant improvements.

Mr. Lovnaseth's previous architectural and plan checking experience includes the position of Senior Plans Examiner for a large Inland Empire City for more than five years. In this capacity, he specialized in the plan checking of lightweight commercial, multi and single-family housing. He supervised a staff of 5 plans examiners and permit technicians, issuing over 3,000 building permits a year.

Prior experience includes project manager at John McInnes Architect in Laguna Beach for five years and job captain at Sumich Design in San Juan Capistrano for eight years.

## DANA REED, CASp Senior Plans Examiner/Deputy Building Official

### Education

Riverside Community  
College  
Construction Technology

### Affiliations

International Conference of  
Building Officials  
International Association of  
Electrical Inspectors  
International Association of  
Plumbing and Mechanical  
Officials

### Registration

Certified Access Specialist  
CASp-#287  
FFPA Plan Check  
Certificate  
DSA – Fire Life Safety Plans  
Examiner Certificate  
ICC Certified Building  
Inspector, #37018  
ICC Certified Plans  
Examiner, #75985  
ICC Certified Combination  
Inspector, #99561  
ICC Certified Electrical  
Inspector, #87340  
ICC Certified Plumbing  
Inspector, #97093  
ICC Certified Mechanical  
Inspector, #90760

### Experience

32 Years

Mr. Dana Reed is a Senior Plans Examiner/Deputy Building Official for Engineering. He has more than 30 years of plan review, inspection and construction experience. His extensive experience includes plan review of numerous projects in compliance with the California Building, Plumbing, Mechanical, Electrical, and Fire Codes, as well as review of projects under ADA Title II, OSHPD, and Titles 19 & 25.

Mr. Reed's plan check projects include single and multi-family homes, industrial buildings, commercial warehouses, restaurants, fitness centers, motels, medical facilities, dialysis clinics, casinos and numerous tenant improvements.

Prior to joining Willdan, Mr. Reed served the County of Riverside as a plans examiner for the Building Department and as a building inspector for the Cities of Mission Viejo and Laguna Niguel. In this capacity, he reviewed plans for compliance with County ordinances and State requirements and codes; assisted with permit issuance at the public counter, and answered technical questions from design professionals and the general public.



## BRIAN GUMPERT, CBO Building Official/Sr. Plans Examiner

### Education

*Associate of Science in  
Construction Technology  
Riverside Community  
College*

*Associate of Science in Civil  
Engineering Riverside  
Community College*

### Registrations

*ICC Building Official: Cert  
#5126657*

*ICC Plans Examiner Cert  
#5126657*

*ICC Building Inspector:  
Cert#5126657*

*IAPMO Plumbing Inspector:  
Cert#N98954*

*IAPMO Mechanical  
Inspector: Cert#N91180*

### Experience

**10 Years**

**Mr. Brian Gumpert** is a Willdan Engineering building official/senior plans examiner with 10 years of experience. Mr. Gumpert is experienced in plan check, reports, customer service, department management, building inspections, and building and municipal code enforcement.

### Relevant Project Experience

**Interwest Group, Huntington Beach, CA.** Chief Building Official/Plan Reviewer/Building Inspector. Responsible for plan check, reports, customer service, department management, building inspections for the City of Wildomar, building and municipal code enforcement.

**The Willdan Group, San Bernardino, CA.** Building Inspector. Responsible for plan check, daily building inspections as a contracted inspector for various municipalities throughout Southern California and independent inspections and reporting for buildings under March JPA lease.

**City of Moreno Valley, CA, Building Department.** Building Inspector II. Responsible for daily building inspections, data input recording, research, permit issuance, customer service, and plan review.



## DAN CHUDY, CBO, CASp Principal Project Manager/Building Official

### Education

*Brigham Young University  
Bachelor of Science  
Construction Management*

*University of Redlands  
Masters of Business  
Administration*

*Century University  
Doctorate in Public  
Administration*

### Certifications

*ICC Building Official  
ICC Plan Examiner  
ICC Plumbing Inspector  
ICC Combination Inspector  
ICC Building Inspector  
ICC Fire Inspector  
ICC Mechanical Inspector  
ICC Electrical Inspector  
CalGreen Inspector  
ICC Permit Technician  
NACA Professional Code  
Administrator  
LEED Accredited  
Professional  
CASp Certified*

### Affiliations

*International Code Council  
ICC Citrus Belt Chapter  
ICC CALBO Chapter*

### Experience

**30 Years**

**Mr. Chudy** has more than 30 years of municipal Building and Safety experience. He has extensive experience in managing engineering and technical staff and served as the Building Official/Assistant Building Official for plan check and inspection services. Dan has received a number of awards during his tenure in the Building and Safety field including Building Inspector of the Year, Building Official of the Year and a two-time recipient of the California Building Department of the Year Award.

Prior to joining Willdan, Mr. Chudy was the Building Official for the City of Riverside from 1990 to 2014. He was responsible for the day-to-day operations of the department and was responsible for 23 full-time employees.

### Relevant Project Experience

#### *City of Riverside*

**Building Official** – Managed the Division of Building and Safety, supervising inspectors, plan checkers, permit technicians, as well as establishing policies and procedures. Also served as the Interim Community Development Director from 2011 to 2012.

#### *City of Corona*

**Assistant Building Official** – Assisted the Building Official in the administration of the Building and Safety Division, supervised various functions of Division staff (plan check, inspection, etc.). Assisted in developing training programs for staff.

#### *City of Corona*

**Senior Building Inspector** – Supervised and directed the activities of the plan check staff, inspection staff and permit counter technician staff. Provided training and code interpretations to Department staff.





## Current Certificate of Insurance



### CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)  
10/31/2017

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).

<b>PRODUCER</b> Aon Risk Insurance Services West, Inc. Los Angeles CA Office 707 Wilshire Boulevard Suite 2600 Los Angeles CA 90017-0460 USA	<b>CONTACT NAME:</b> PHONE (A/C. No. Ext): (866) 283-7122      FAX (A/C. No.): (800) 363-0105	
	<b>E-MAIL ADDRESS:</b>	
<b>INSURED</b> Willdan Engineering 2401 East Katella Avenue Suite 300 Anaheim CA 92806 USA	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> Travelers Property Cas Co of America	25674
	<b>INSURER B:</b> Lexington Insurance Company	19437
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	

Holder Identifier : AU

**COVERAGES**      **CERTIFICATE NUMBER:** 570069105316      **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, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. 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"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Employee Benefits Liability GENL AGGREGATE LIMIT APPLIES PER. <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			63073366586TIL17	11/09/2017	11/09/2018	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 - COMPROP AGG \$2,000,000
A	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <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 UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED    RETENTION			BA-7J365332-TIL-17	11/09/2017	11/09/2018	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
A	<input type="checkbox"/> <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			UB9J558819TIL17	11/09/2017	11/09/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE-EA EMPLOYEE \$1,000,000 E.L. DISEASE-POLICY LIMIT \$1,000,000
B	<input type="checkbox"/> <b>Archit&amp;Eng Prof</b>			028174912 SIR applies per policy terms & conditions	11/09/2017	11/09/2018	Aggregate \$2,000,000 Per Claim \$1,000,000 SIR \$250,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
 RE: Building and Safety inspection services. City of Beaumont, its directors, officials, officers, employees, agents and volunteers are included as Additional Insureds with respects to the General Liability and Automobile Liability policies; General Liability and Automobile Liability policies evidenced herein are Primary and Non-Contributory to other insurance available, in accordance with the policy provisions. (San Bernardino) General liability policy excludes claims arising out of the performance of professional services. Independent contractors are included as respects to General Liability.

<b>CERTIFICATE HOLDER</b> City of Beaumont Attn: Rebecca Deming 550 E. 6th Street Beaumont CA 92223 USA	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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Certificate No : 570069105316



## Sample Correction List – Tenant Improvement

### COMMENT LETTER

<b>Date</b>	
<b>Jurisdiction</b>	
<b>Plan Check/Permit Number</b>	B1800290
<b>Project Description</b>	TENANT IMPROVEMENT
<b>Site Address</b>	
<b>Review Number</b>	First
<b>Plans Examiner/Phone Number</b>	Daren Raskin, P.E. / 909-963-0552

<b>Occ. Group: S-2/B</b>	<b>Occ. Load: 1136</b>	<b>Const. Type: III-B</b>	<b>Sprinkler: Yes</b>	<b>S.F.: 483,744</b>
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These design documents have been reviewed to help ensure conformance with California Administrative Code, Title 24, primarily part 2, the California Building Code, 2016 Edition.

**PLANS ARE REVIEWED FOR BUILDING CODES ONLY. CONTACT JURISDICTION FOR ADDITIONAL OUTSTANDING CLEARANCES.**

#### Procedure for Resubmittal:

<input type="checkbox"/> Provide a written response to all plan check corrections.	<input type="checkbox"/> Identify all revisions made on the plans being resubmitted.
<input type="checkbox"/> Return the marked set with 2 corrected plans for recheck.	<input type="checkbox"/> Return plans/calculations marked "Check Set."

#### Electronic Submittal:

*Willdan offers Electronic Plan Review. The electronic plan review service is user friendly, saves time on submitting plans, and reduces cost on shipping and plotting plans. If you are interested in signing up and submitting your plans electronically please send an email to [ecope@willdan.com](mailto:ecope@willdan.com) titled "Electronic Plan Review" stating that you are interested in submitting your plans electronically or call Estelle Cope in our Willdan Office at 909.963.0571. There is no additional cost on submitting your plans electronically. Note the final sets will have to be plotted, stamped and wet-signed once they are approved electronically.*

#### NON-STRUCTURAL REVIEW COMMENTS:

- 1) Any comments specific to a sheet, page, detail, note or area are applicable throughout the project. Please address for all similar conditions.
- 2) (2-TI-A0.1) – Please list all deferred submittal items on cover page. It appears fire sprinklers will require modification for tenant improvement and building additions. Also, no plans, details or calcs were provided for I.M.P. (Insulated Metal Panels).
- 3) (2-TI-A0.1) - Provide load calculations justifying the required minimum number of plumbing fixtures in accordance with CPC Table 422.1. The total occupant load and occupancy classification shall be determined in accordance with CPC Occupant Load Factor Table A within Chapter 4 of the CPC. Subject to further review.
- 4) (2-TI-A0.3) – Please review dimensions in detail 1. Dimensions on lavatory, urinals and several dispensers are shown as 0" or 1" which are clearly erroneous.

## COMMENT LETTER

- 5) (2-TI-A0.3, Det.11) - Tactile characters on signs shall be located 48 inches minimum above the finish floor, measured from the baseline of the lowest Braille cells and 60 inches maximum above the finish floor, measured from the baseline of the highest line of raised characters. (CBC 11B-703.4.1)
- 6) (2-TI-A2.2) – It appears most wall types in schedule have a placeholder for a reference (notes show “See X/X”). Keynote #17 is also incomplete. Please complete all references and provide details for construction of all non-bearing walls.
- 7) (2-TI-A2.2) – Please show compliance with disabled access requirements for locker room. A minimum of 5 percent of each type of locker are to be accessible with operable parts, coat hooks and shelving within reach ranges of 11B-308. Operable parts shall comply with 11B-309. Fully dimension path of travel to accessible lockers and show minimum turning space per 11B-304. (11B-205, 11B-222.1 & 11B-803)
- 8) (2-TI-A2.2) – Please clearly dimension minimum 60” clear width for disabled access toilet compartments. (11B-604.8)
- 9) Provide an exiting plan for the improved building, the exiting plan shall include, but not limited to the following:
  - a) Identify the means of egress from any occupied point in the building to an exit.
  - b) Means of egress doors must swing in the direction of egress travel for occupant loads exceeding 50. Exit doors through vestibules (B/2-TI-A2.5) of 0 deg. area do not appear to comply. (CBC Sec. 1010.1.2.1)
  - c) Provide exit signs at required exits and where necessary to direct the path of egress when two exits are required. No point shall be more than 100’ from the nearest visible exit sign.
  - d) The means of egress, including the exit discharge, shall be illuminated at all times when the building spaced served by the means of egress is occupied. All illuminated areas shall be identified on the drawing plans per CBC Section 1008.3.
  - e) Indicate travel distances in compliance with CBC Section 1018.
  - f) Calculate and dimension egress widths in compliance with CBC Section 1005. See CBC Chapter 11B, Division 4 for Corridor and hallway widths.
  - g) Provide occupant load calculations for each area per CBC Table 1004.1.2
- 10) (2-TI-A3.1) – Please complete all references within plans. Several keynotes have erroneous references.
- 11) (2-TI-A5.1) – Please include door hardware schedule and/or minimum door hardware requirements to comply with 11B-404 and Chapter 10 for items provided by others. It appears door notes cover most requirements except hardware heights per 11B-404.2.7 and smooth finish for bottom 10-inches per 11B-404.2.10. Also, all references to codes refer to an older code. Please review and revise as necessary. Additional comments may apply.
- 12) (2-TI-A5.1) – Doors with closers shall be adjusted to so that from an open position of 90 degrees, the time required to move the door to a position of 12 degrees from the latch is 5 seconds minimum. Please revise door note #17. (11B-404.2.8)
- 13) (2-TI-A5.3 & 2-TI-A5.4) – Grab bars serving accessible water closets shall be 33" min. to 36" max. above the finished floor measured to the top of the bar. Provide dimension range on the restroom elevations. Due to code requirement listed as a range, there is no tolerance for grab bar placed below the 33-inch height dimensioned on plan per 11B-104.1. (CBC 11B-604.5, 11B-609.4)

## COMMENT LETTER

- 14) (E-1.0) – Please update code reference under single line diagram general note #16 from 2011 NEC to 2014 NEC.
- 15) (E-1.0) – Panel schedule for panel 2APA shown in single line diagram could not be found. Please review and revise as necessary.
- 16) (E-2.0) – Please update code reference under general note #1 to 2016 CEC. Update all references throughout the project to current code(s), tables and sections.
- 17) (E-2.0) – Exit signs could not be identified. Please coordinate with architect and provide exit signs per CBC Section 1013.
- 18) (E-4.0) – Please provide panel schedule for panel 1PH and show in single line diagram. Also, conductors and conduits from battery chargers appear to run to 1LH panel. This panel location could not be found on plans, in single line diagram or panel schedules.
- 19) (Refrigeration) – Refrigeration plans to be stamped and signed by a design professional licensed in California. Or by a licensed mechanical contractor.
- 20) (R-1.1) – Please identify emergency shut-off in accordance with CMC Section 1108.3.
- 21) (R-1.4) – Please provide calculations for ventilation of refrigeration machine room per CMC Section 1107.
- 22) (R-1.5 & R-1.6) – Please identify the refrigeration capacity for each piece of equipment for sizing of minimum condensate pipe diameter per CMC Section 310.3. Provide sums of refrigeration capacity for all equipment tributary to each condensate line. Identify and consider slope of condensate lines. Clearly identify location and details for condensate line(s) points of discharge per 310.5 and cleanouts per 310.3.1. (CMC 1105.7)
- 23) (P3.0) – Domestic water piping does not appear to be provided to all urinals and water closets. Please review and revise as necessary.
- 24) (P3.1) – Water closet designations on domestic water isometric diagram does not match plan. Please review and revise as necessary.
- 25) (Refrigeration) – Please identify and show compliance with stop valves per CMC Section 1110.2.
- 26) (Refrigeration) – Please show compliance with CMC Section 1112.10 for discharge of pressure-relief devices. It is unclear if discharge occurs inside or outside of building.
- 27) Plumbing plans do not appear to show locations for condensate drains coordinated with refrigeration plan sheets R-1.5 and R-1.6. Please review and revise as necessary.

### STRUCTURAL REVIEW COMMENTS:

- 1) Any comments specific to a sheet, page, detail, note or area are applicable throughout the project. Please address for all similar conditions.
- 2) Please provide copy of soils report for reference.
- 3) Please provide specifications including strength for rigid insulation placed under slab to ensure slab can support future loads. Plans currently note for rack engineer to verify adequacy of new slab. It would appear rigid insulation strength would be required by rack engineer.

## COMMENT LETTER

- 4) (2-S1.1) – Detail callout R/1-SD2 along line 1 appears to be incorrect. Sheet 1-SD2 was not found and R/2-SD2 does not appear applicable.
- 5) (2-S1.1) – Please provide calculations for in-plane shear transfer from existing tilt walls into new slab system.
- 6) (2-S1.3) – Elevation reference F/2-SD5 along line H does not appear to be correct. Detail is showing masonry but location appears to be an elevation at existing tilt-wall. Please review and revise as necessary.
- 7) (2-S1.5) – Elevation callout G/S-SD5 along line A does not appear to be correct. Detail shows a concrete ramp wall. Please review and revise as necessary.
- 8) (2-S2.0) – Please provide calculations and details for retrofit of purlins and girders. Or list retrofit as a deferred submittal item and provide any special requirements for retrofit engineer. Unlike a standard open-web steel joist design where the design is performed by the E.O.R. and then shop drawings are provided by the truss manufacturer, the retrofit plans, details and calculations will be required to be stamped and signed by the engineer responsible for the retrofit design. The E.O.R. will then be required to review submittal for general conformance with overall design.
- 9) (2-S2.7) – Noted scale does not match plan. Please review and revise as necessary.
- 10) (2-S2.7) – Please provide calculations to justify 2" separation distance between new CMU walls and existing exterior tilt walls. It appears from tilt-wall calculations that tilt wall deflection exceeds 2" without consideration of building drift.
- 11) (A/2-SD3) – Please provide calculations and specify required anchorage of all equipment in excess of 400 lbs. Detail references anchorage per tank manufacturer. If anchorage is not included in this submittal, list as a deferred submittal item.
- 12) (B/2-SD3) – Anchors information references detail D/SD2. Detail D/SD2 is for slab step. Please review and revise as necessary. Also, provide calculation to justify seismic anchorage.
- 13) (N/2-SD6) – Reference to detail F/2-SD3 for curb information is incorrect. Detail F/2-SD3 is blank. Please review and revise as necessary.
- 14) (G/2-SD6) – Please provide calculations for reinforcing new tilt-wall openings.
- 15) (Calcs W-99 of 100) – It appears this calculation for slab dowels at deep panels corresponds with detail D/2-SD6, section 1A. Calcs call for #4 dowels @ 12" o/c. Plans call for #4 dowels @ 18" o/c. Please coordinate.
- 16) (Calcs E-2 of 101) – Please clarify use of engine room roof. Sheet S-2.7 identifies plan as floor framing plan and calcs use a live load of 125 psf. If this is a storage load, seismic design shall incorporate 25% of live load per ASCE 7-10 Section 12.7.2.
- 17) (Calcs E-7 of 101) – Beam "CRB-5" design calls for 32 welded studs. Plans specify 31. Please review and revise if necessary.
- 18) (Calcs E-9 of 101) – Beam "CRB-6" design calls for 32 welded studs and 3/4" camber. Plans specify 31 studs and no camber. Please review and revise if necessary. Review for all beams.
- 19) (Calcs E-27 to E-30) – Beams "CRG-1" & "CRG-2" welded studs do not appear to coordinate with plans. Also, please clarify "NG-upsize beam" result for pre-composite section on page E-27. Please review and revise as necessary.

## COMMENT LETTER

- 20) (Calcs E-71 & E-72) – Please clarify what shearwall footing this calculation is for and how loading was obtained.
- 21) Please provide calculations and details for anchorage of evaporative condensers on machine room roof.

Note: In order for a complete plan check to be conducted, the calculations and the drawing plans marked “Check-Set” shall be returned, and a detailed written response should be provided for all comments. (Notes on “Check-Set” have been transposed onto this list). Specify the page number within the calculations to where the comment has been addressed and the sheet number in the plans to where the changes have occurred for the addressed comment. Cloud and delta any changes to the plans. Additional comments may apply.

## Sample Correction List – New Single-Family Residence

### COMMENT LETTER

<b>Date</b>	
<b>Jurisdiction</b>	
<b>Plan Check/Permit Number</b>	B18-00235
<b>Project Description</b>	New single family
<b>Site Address</b>	
<b>Review Number</b>	1
<b>Plans Examiner/Phone Number</b>	Arne Lovnaseth, R.A., CAsp, 909-963-0556

<b>Occ. Group :R-3</b>	<b>Occ. Load:</b>	<b>Const. Type: VB</b>	<b>Sprinkler: REQUIRED**</b>	<b>S.F.: 1,387 R-3, 430 U, 63 Porch</b>
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These design documents have been reviewed to help ensure conformance with California Administrative Code, Title 24, primarily part 2, the California Building Code, 2016 Edition.

**PLANS ARE REVIEWED FOR BUILDING CODES ONLY. CONTACT JURISDICTION FOR ADDITIONAL OUTSTANDING CLEARANCES.**

#### Procedure for Resubmittal:

<input type="checkbox"/> Provide a written response to all plan check corrections.	<input type="checkbox"/> Identify all revisions made on the plans being resubmitted.
<input type="checkbox"/> Return the marked set with 2 corrected plans for recheck.	<input type="checkbox"/> Return plans/calculations marked "Check Set."

#### Electronic Submittal:

*Willdan offers Electronic Plan Review. The electronic plan review service is user friendly, saves time on submitting plans, and reduces cost on shipping and plotting plans. If you are interested in signing up and submitting your plans electronically please send an email to [ecope@willdan.com](mailto:ecope@willdan.com) titled "Electronic Plan Review" stating that you are interested in submitting your plans electronically or call Estelle Cope in our Willdan Office at 909.963.0571. There is no additional cost on submitting your plans electronically. Note the final sets will have to be plotted, stamped and wet-signed once they are approved electronically.*

#### NON-STRUCTURAL REVIEW COMMENTS:

- 1) Provide matching address on plans per permit application.
- 2) Identify the required fire sprinklers under deferred submittals.
- 3) Identify site drainage/ grading under separate permit on cover sheet.
- 4) Dimension locations of all window openings; example given; kitchen window.
- 5) Windows within 24" of a vertical edge of a door require safety glazing. Demonstrate compliance at kitchen window.
- 6) The energy modeling does not reflect plans, examples given;
  - a) Could not correlate fenestration orientation quantities with plans, verify coordination of azimuths; e.g.; east has 68 sq. ft. of door & windows at pg. 3 & RMS-1, verify all.

## COMMENT LETTER

- b) Re-register AND reprint within plans the modeling prior to resubmittal.
- c) Verify all inputs match between plans and calculations. Modeling fully reviewed at resubmittal.
- 7) Provide attic ventilation calculations within the plans in accordance with R 806.
- 8) Slab base does not meet CGBSC 4.505.2.1.
- 9) Provide ALL the required Residential Mandatory Measures within the plans.
  - a) 4.410.1, Operations & Maintenance manual.
  - b) 4.504.1, Covering of duct openings & HVAC protection.
  - c) 4.506.1, Bath exhaust fans.
  - d) Document is viewable at Ca. Bldg. Stds. Comm. Website.

### STRUCTURAL REVIEW COMMENTS:

- 1) Provide a soil report not more than 12 months old for subject site, identified at cover sheet of plans.
- 2) Provide geotechnical engineer foundation review letter.
- 3) Verify all soil report recommendations are incorporated within the plans.
- 4) Provide Climatic & Geographic Design Data per R & T-R301.2 (1) on the cover sheet.
- 5) Clarify detail referencing such as 1/S-3 at framing plan, verify all.
- 6) Portions of the design do not meet conventional construction, requiring engineering by a California licensed engineer or architect. Examples given;
  - a) Holdowns at Method PFH requires two holdowns capable of 3,500 lb. uplift. Specified model does not meet the capacity requirement for SDC D per manufacturer.
  - b) 2 x 6 DF-L #2 roof rafters at 16" o.c. spanning 17 feet does not meet T-R802.5.1 due to the 9 PSF dead load of roof tiles only, not taking into account roof diaphragm, underlayment and insulation proposed at rafters.
  - c) Rafter/ ceiling joist heel joint connections do not meet T R802.5.1(9).
  - d) Ceiling joist design does not meet T R 802.4(2).
  - e) The garage door header does not meet T R602.7(1).
  - f) Demonstrate with calculations that braced wall panels/ lines meet the seismic adjustment factors of SDC D2 of T R602.10.3(4) at living/ kitchen. See R602.10.6.5.1.

Note: In order for a complete plan check to be conducted, the calculations and the drawing plans marked "Check-Set" shall be returned, and a detailed written response should be provided for all comments. (Notes on "Check-Set" have been transposed onto this list). Specify the page number within the calculations to where the comment has been addressed and the sheet number in the plans to where the changes have occurred for the addressed comment. Cloud and delta any changes to the plans. Additional comments may apply.



**EXHIBIT "B"**

**RFP**



**Website:**  
[www.ci.beaumont.ca.us](http://www.ci.beaumont.ca.us)

**Address:**  
550 E. 6<sup>th</sup> Street  
Beaumont, CA 92223

**Phone:**  
951.769.8520

# Request for Proposals for Building & Safety Plan Check Services

**Proposals Due By:**

12:00 pm  
April 4, 2018

**Contact:**

Rebecca Deming  
Community Development Director  
[rdeming@ci.beaumont.ca.us](mailto:rdeming@ci.beaumont.ca.us)  
951-769-8518

**RFP Available Online:**

[www.publicpurchase.com](http://www.publicpurchase.com)

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## Introduction

The City of Beaumont (“City”) Community Development Department requests written responses to a Request for Proposal (RFP) for selection of a qualified firm (“Consultant”) to provide Building & Safety Plan Check Services on behalf of the City’s Building & Safety Department.

The Consultant will be responsible for Building Plan review of structural, electrical, plumbing, mechanical, and disabled access. The City adopted and enforces the current California Building Codes with additional Municipal Code requirements for plan review of permitted residential and non-residential projects. The City is seeking qualified firms for enforcement of said codes.

The successful Consultant will have demonstrated expertise in plan review, turnaround time, and accurate corrections based on the current adopted codes.

## Background

Founded at the turn of the 20th century, Beaumont is proud of its rich history and rural charm. The town served as a welcome “stopping-off point” for early travelers making their way from the Mohave desert to Los Angeles, and later for L.A. residents eager to vacation in Palm Springs. Some, however, set down roots, drawn by the beautiful mountain vistas; clean, crisp air; and the abundance of cherry and apple orchards. The City is located in the western portion of Riverside County and is bounded on the west by Calimesa and unincorporated areas, on the north by the unincorporated County areas (Cherry Valley), on the south by unincorporated County areas and the City of San Jacinto, and on the east by the City of Banning. The land area within the City’s boundaries is approximately 26 square miles.

Beaumont provides the very best of rustic, rural beauty and charm, combined with the planned growth, abundant recreational opportunities, and rich community life offered by the finest Southern California cities. The progressive city of over 45,000 people, sits at 2,612 feet in elevation between Riverside and Palm Springs in the Inland Empire. The city contains 16 city parks, including a 20-acre sports park and a municipal pool, as well as an extensive trails system. The Beaumont School District, with 10 schools, has an outstanding reputation, and it ranks highly in the Pass Area. The city is rounded out with various local service clubs, a new state of the art community recreation center, a library, two four-star golf courses, and multiple churches.

The City interacts with numerous other government agencies, including but not limited to the California Department of Parks and Recreation, the California Department of Transportation, the County of Riverside, and the Santa Ana Regional Water Quality Control Board.

## The City Government

The Beaumont City Council is comprised of five Council members, each sharing equal voting powers on all items coming before the Council. Council members are elected to at-large



positions for four-year terms, with elections held in November of even-numbered years. The City Council meets annually to select one of its members to serve as Mayor and another to serve as Mayor Pro Tem for one year but no more than two consecutive years.

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

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

## Scope of Services

Consultant shall provide services as described in this Scope of Services and the manner in which they are performed will be in accordance with specific requirements of the City's Building Official.

1. Review Plans for compliance with applicable model codes
2. Review plans for compliance with any state or locally mandated regulations for energy conservation and disabled access.
3. Preparation of written corrections submitted to the City and applicant.
4. Recheck and approval of the final plans after all corrections have been incorporated in the plans.
5. Submittal of approved plans and supporting documents to the City.
6. Additional staffing services when so assigned or requested by the City's Building Official.

### Building Plan Review

Perform both structural and non-structural plan review of residential, industrial, and commercial buildings for compliance to all local ordinances and state code amendments that pertain to local enforcement of building and safety, and for compliance to the adopted California Building Code, Plumbing and Mechanical Code, and Electrical Code. The scope of review may be subject to the direction of the City's Building Official.



**State Energy Regulations**

Provide energy calculation review in accordance with the energy law requirements. Consultant will incorporate the proper documents in the plans for use by both the inspector and the builder, facilitating improved field regulations and quality of end product.

**State Noise Ordinance**

Provide checking to see that both interior (and exterior, when so directed by the City) noise intrusion are properly addressed by the designer and that the necessary assemblies provide the required degree of sound attenuation in accordance with State law. If noise contour maps are submitted, plan check as to whether or not the buildings are subject to such regulations.

**Federal Flood Plain Regulations**

The applicability of federal flood plain regulations shall be checked and addressed during the plan review stage. This alerts the developer at the earliest possible time in order for advance planning.

**Soils Engineering**

Respond to the critical nature of proper building pad and site design as they apply to proposed structures by anticipating potential problems and addressing them at the plan review stage. Consultant will review soils reports and verify implementation of their design recommendations and parameters into structural design of the building as part of the building plan review. When subject to Flood Plain or Liquefaction Zone criteria, consultant will review for such compliance when so directed by the City's Building Official.

**Certified Access Specialist**

Consultant shall provide CASp certified plan check services including Disabled Access Regulations in Chapter 11-B and Multi-Family Disabled Access Regulations in Chapter 11-A as required under Senate Bill 1608. Consultant must have a CASP certified staff member to perform these portions of the plan checks. Consultant will be required to interpret and enforce state law and review requests for "Unreasonable Hardship" applications and recommend action should the City so desire.

**General Assistance**

Consultant will aid the City with general information and departmental assistance when needed in addition to providing plan check review services.

**The selected consulting firm must be prepared to effectively address the following:**

- A. Assist City staff in managing the plan check services for residential and non-residential projects, regular interface with City staff and other City consultants, and attendance at meetings as necessary when work is in progress.



- B. Communicate, cooperate and team with City staff and other City consultants as necessary.
  - C. Demonstrate the depth and breadth of the firm to provide a full range of plan check services capable of meeting the needs of any given private development or City initiated project.
  - D. Provide strong emphasis on the management of multiple projects and competing priorities while maintaining quality, meeting schedules and staying within budget.
1. Subconsultants may be utilized as necessary. The City must approve all subconsultants and does not permit the use of subconsultants that have not been approved by the City.

### Tentative Timeline

TIMELINE	DATE
Request for Proposals Released	March 2, 2018
Last Day to Submit Questions for Clarification	March 14, 2018 @ 5:00 pm
City’s Responses to Questions Due to Vendors	March 21, 2018
Deadline for Submission of Proposals	April 4, 2018 @ 12:00 pm
Consultant Interviews	Week of April 30, 2018
City Council to Award Agreement	June 5, 2018 Council Meeting

### Additional Responsibilities

The Consultant shall be responsible for completing the specified services in accordance with the City’s Professional Services Agreement (Exhibit A).

### Proposal Format

Firms are encouraged to keep their proposals brief and relevant to the specific information requested herein. Proposals should be straightforward, concise and provide “layman” explanations of technical terms that are used.

Proposals must be presented in a format and order that corresponds to the numbering and lettering contained herein with minimal reference to supporting documentation so that proposals can be accurately compared. All proposals shall include the following:

- A. Cover Letter: Maximum of two pages serving as an Executive Summary which shall



include an understanding of the scope of services. The RFP shall be transmitted with a cover letter that must be signed by an official authorized to bind the consultant contractually. That letter accompanying the RFP shall also provide the name, title, address, email, and telephone number of individuals with the authority to negotiate and contractually bind the consultant. The cover letter constitutes certification by the consultant, under penalty of perjury, that the consultant complies with nondiscrimination requirements of the State and Federal Government. An unsigned proposal or one signed by an individual unauthorized to bind the consultant may be rejected.

- B. Introduction/Information: Introduction of the service proposal, including a statement of understanding for the types of services contemplated. Provide a discussion on how the objectives of the scope of services will be accomplished. Provide the name of the firm submitting the proposal, its mailing address, telephone number, and the name of the individual to contact if further information is required. Any participating firms and proposed sub-consultants shall be identified and included in the proposal (all sub-consultants must be approved by City prior to signing the agreement with City).
- C. The Firm's Approach to delivering the scope of services. Provide a description of the firm's approach to communicating effectively with City staff and officials, other jurisdictional stakeholders, and the public, to facilitate successful delivery of assigned tasks. Include a copy of firms residential and non-residential plan check correction lists.
- D. Firm Profile: Provide a description of the firm, including number of professional personnel, taxpayer identification number, years in business, office location(s), organizational structure (e.g., corporation, partnership, sole practitioner, etc.), areas of particular expertise, etc.
- E. Location of principal office that will be responsible for the implementation of this contract.
- F. Resume of the Lead Consultant.
- G. Key Personnel: Provide a summary description of the key personnel who will be involved in this project, their roles and responsibilities, and their experience in similar past projects. The proposal must name a project manager. In addition to this summary, full resumes should be provided.
- H. References: Three (3) to five (5) references for similar services within the last three (3) years, which include: name, address, contact person and phone number of the company, length of time services were provided, and a description of the services provided.



- I. Scope of Services: Provide a description of the tasks, sub-tasks, and deliverables that will be provided. The Scope of Work Program should be presented in a logical format that can be easily attached to the Professional Services Agreement.
- J. Cost: Cost proposal (including hourly rate) shall be submitted. As part of your proposal, provide both a percentage of the plan check fee collected and an hourly rate for all other plan checks. Please include hourly rates for additional staffing services if available.
- K. Term: The firm shall propose their requested Contract Term period for review by the City in the proposal. The City reserves the right to amend the proposed term prior to the award of contract.
- L. Any other information which should be considered, such as any special services or customer service philosophy which define your firm's practice. Please include your firm's success in securing funding as well as other meaningful outcomes related to the proposed scope of services.
- M. The firm will be required to have professional liability insurance including liability at a minimum of one million per occurrence, worker's compensation, and vehicle coverage including comprehensive and collision insurance naming the City of Beaumont as additional insured. The proposal shall state whether such insurances will be in force at time of contract execution.

## Submittal

Six (6) bound copies, one (1) unbound copy and one (1) color digital PDF copy of the proposal must be submitted no later than 12:00pm, Wednesday, April 4, 2018. Postmarks and faxes are not acceptable. Proposal must be titled "RFP for Building Plan Check Services." Proposals and questions regarding this RFP shall be directed in writing to:

Rebecca Deming  
Community Development Director  
City of Beaumont  
550 E. 6th Street  
Beaumont, CA 92223

No postmarked proposals will be accepted. Once submitted, proposals, including the composition of the consulting staff, cannot be altered without prior written consent of the City.

All costs associated with preparation of any proposal shall be the sole responsibility of the proposer. Each proposal shall be limited to a maximum of 25 pages (not including resumes),





using minimum 12-point font size. Electronic copies of the proposal will not be accepted.

**\*DUE DATE FOR QUESTIONS IS Wednesday, March 14, 2018, AT 5:00pm.**

All questions shall be submitted on PublicPurchase.com. Answers will be posted on the same website to allow all users to review the City's responses to all questions within one week of the question due date.

## Confidentiality

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

## Amendments to Request for Proposals

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

## Non-Commitment to City

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

## Term

The term of the agreement shall be determined upon need of services and consistent with the City's policies. The initial period of the contract is for one year, with extensions as approved by City Council, subject to agreement terms and the Beaumont Municipal Code.

## Conflict of Interest

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



## Proposal Evaluation/Selection

The City intends to engage the most qualified consultant available that demonstrates a thorough understanding of the City’s needs. City staff will use the following criteria to evaluate the proposals:

Criteria	Points
Understanding of the Scope of Services	5
Demonstrated Professional Skill and Credentials	5
Related Experience	20
Quality of Proposal	10
Approach to Performing this Type of Service	10
Familiarity with City, County, and State Procedures	10
References/Satisfaction of previous clients	20
Costs of Services	20
<b>Total</b>	<b>100</b>

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

## Exhibits

- A. Sample Professional Services Agreement