



AGENDA
SPECIAL MEETING OF THE MAYWOOD CITY COUNCIL
AND THE SUCCESSOR AGENCY TO THE MAYWOOD COMMUNITY
REDEVELOPMENT AGENCY

WEDNESDAY, SEPTEMBER 9, 2020 AT 5:00 P.M.

I. CALL TO ORDER/ROLL CALL

CALL TO ORDER
ROLL CALL

II. CITY OFFICIALS

MAYOR

Eduardo De La Riva

CITY CLERK

Gerardo Mayagoitia

MAYOR PRO TEM

Ricardo Lara

CITY TREASURER

Gloria Viramontes

COUNCIL MEMBERS

Ramon Medina

Carlos Alvarez

Heber Marquez

CITY MANAGER

Jennifer E. Vasquez

CITY ATTORNEY

Roxanne Diaz

III. COVID-19 MEETING PROCEDURES

PUBLIC ADVISORY: THE CITY COUNCIL CHAMBERS WILL NOT BE OPEN TO THE PUBLIC

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, the adjourned meeting of the City Council for September 9, 2020 will be conducted telephonically through Zoom and broadcast live on the City's Facebook page. Please be advised that pursuant to the Executive Order, and to ensure the health and safety of the public by limiting human contact that could spread the COVID-19 virus, the Council Chambers will not be open for the meeting. Council Members will be participating telephonically and will not be physically present in the Council Chambers.

If you would like to speak on an agenda item, you can access the meeting remotely via zoom:

Join by phone 1-669-900-6833 Enter Meeting ID: 898 1016 3779 Passcode: 569088

OR

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/89810163779?pwd=N2RQYnY1UXhKbjl1MXFtUkxRMXRndz09>

Passcode: 569088

If you want to comment during the public comment portion of the agenda, Press *9 on your phone or raise your hand  in the zoom controls and we will select you from the meeting cue. NOTE: Your phone number will appear on the screen unless you first dial *67 before dialing the numbers as shown above.

The City wants you to know that you can also submit your comments by email to shirley.quinones@cityofmaywood.org. To give adequate time to print out your comments for consideration at the meeting, please submit your written comments prior to 1:30 p.m.; or if you are unable to email, please call the City Clerk's Office at (323) 562-5714 by 1:30 p.m.

If you wish to have your comments read to the Council Members during the appropriate Public Comment period, please indicate in the **Subject Line "FOR PUBLIC COMMENT"** and list the item number you wish to comment on. Comments that you want read to the Council will be subject to the three minute time limitation (approximately 350 words). Written comments that are only to be provided to Council and not read at the meeting will be distributed to the Council prior to the meeting.

Pursuant to the Executive Order, and in compliance with the Americans with Disabilities Act, if you need special assistance to participate in the Council meeting, please contact the City Clerk's Office, (323) 562-5723 within 48 hours of the meeting.

IV. MAYOR, COUNCILMEMBERS AND STAFF COMMENTS

V. PUBLIC PARTICIPATION (Agenda Items; Time allotted: 3 minutes)

Speakers wishing to address the City Council on an item on the agenda may use the following:

Join by phone 1-669-900-6833 Enter Meeting ID: 898 1016 3779 Passcode: 569088

OR

Please click the link below to join the webinar:

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VI. PRESENTATIONS

VII. PUBLIC HEARING

1. Continued Public Hearing and first reading of an Ordinance of the City of Maywood adding a new chapter to the Maywood Municipal Code to create a Sidewalk Vending Program.

VIII. CONSENT CALENDAR

All matters listed under CONSENT CALENDAR are considered to be routine and can be acted on by one roll call vote. There will be no separate discussion of these items unless members of the City Council request specific items to be removed from the Consent Calendar for separate discussion or action.

1. Minutes for 08/26/2020 Adjourned City Council Meeting.
2. Resolution No. 6140 of the City Council of the City of Maywood and Successor Agency to the Maywood Community Redevelopment Agency Approving the Warrants for Payment.
3. Consideration of Award for Building and Safety Services Including Plan Checking, Building Inspection and Counter Technician Personnel to Interwest Consulting Group, Inc. and Approval of The Professional Services Agreement.
4. Consideration of Awarding a Contract for Pavement Rehabilitation Project FY 2019-2020 On Various Streets to Onyx Paving Company, Inc. and Approval of Resolution No. 6141 to Amend the Fiscal Year (FY) 2020-2021 in the Measure R Special Revenue Fund and Measure M Special Revenue Fund.
5. Consideration of Appointing a Delegate and up to Two Alternates for the League of California Cities' Annual Conference and Expo.
6. Resolution Approving an Amendment to the Fiscal Year (FY) 2020-2021 Community Development Block Grant (CDBG) Program Budget to Allocate \$215,668 in Unallocated/Unprogrammed Funds for the Emergency Rental Assistance Program.

IX. DISCUSSION/ACTION ITEMS

7. Consideration of approving the Special Event and Temporary Use Application for the Use of the Courtyard and Baseball Field at Maywood Park by the South East Rio-Vista YMCA (YMCA).
8. Discussion Regarding Eligible Housing Activities and Selection of an activity for the City's 2020-2021 Permanent Local Housing Allocation (PLHA).

X. CLOSED SESSION

1. Conference with Legal Counsel Pursuant to Government Code Section 54956.9(D)(2) - Anticipated Litigation, Significant Exposure to Litigation. 1 Case. There are facts and circumstances creating significant exposure to litigation against the City but which the City believes are not yet known to the potential Plaintiff(s).

XI. PUBLIC PARTICIPATION (Non-Agenda Items; Time allotted: 3 minutes)

Speakers wishing to address the City Council on an item not on the agenda may use the following:

Join by phone 1-669-900-6833 Enter Meeting ID: 898 1016 3779 Passcode: 569088

OR

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/89810163779?pwd=N2R0YnY1UXhKbjl1MXFtUkxRMXRndz09>

Passcode: 569088

If you want to comment during the public comment portion of the agenda, Press *9 on your phone or raise your hand  in the zoom controls and we will select you from the meeting cue. NOTE: Your phone number will appear on the screen unless you first dial *67 before dialing the numbers as shown above.

XII. ADJOURNMENT - The next Adjourned Meeting of the Maywood City Council is September 23, 2020 at 5:00 p.m.

PUBLIC ACCESS TO CITY COUNCIL MEETING AGENDA AND AGENDA PACKETS



I, _____, Gerardo Mayagoitia, City Clerk or Guillermo Padilla or Shirley Quinones, Deputy City Clerk, hereby certify that this agenda was duly posted by law at 4319 E. Slauson Avenue, Maywood, CA 90270 and the City Website. Any public record, relating to an open session agenda item, that is distributed within 72 hours prior to the meeting is available for public inspection at the Maywood City Hall, 4319 E. Slauson Avenue, Maywood CA 90270. If you challenge in court any discussion or action taken concerning an item  on this Agenda, you may be limited to rising only those issues you or someone else raised during the meeting or in written correspondence delivered to the City at or prior to the City's consideration of the item at the meeting. In compliance with the ADA, if you need special assistance for the meeting, call (323) 562-5723 within 72 hours prior to the meeting so the City can make reasonable arrangements to ensure accessibility.



**MINUTES FOR THE ADJOURNED MEETING OF
THE MAYWOOD CITY COUNCIL
AND THE SUCCESSOR AGENCY TO THE MAYWOOD COMMUNITY
REDEVELOPMENT AGENCY**

WEDNESDAY, AUGUST 26, 2020 AT 3:00 P.M.

I. CALL TO ORDER/ROLL CALL

CALL TO ORDER
ROLL CALL

II. CITY OFFICIALS

MAYOR

Eduardo De La Riva (Present)

CITY CLERK

Gerardo Mayagoitia (Teleconference)

MAYOR PRO TEM

Ricardo Lara (Teleconference)

CITY TREASURER

Gloria Viramontes (Absent)

COUNCIL MEMBERS

Ramon Medina (Teleconference)

Carlos Alvarez (Teleconference)

Heber Marquez (Teleconference)

CITY MANAGER

Jennifer E. Vasquez (Present)

CITY ATTORNEY

Roxanne Diaz (Teleconference)

Staff Present:

David Mango, Director of Building and Planning

Hrant Manuelian, Director of Finance

Guillermo Padilla, Deputy City Clerk

Shirley Quinones, Deputy City Clerk

Gisselle Delgado, Community Services Liaison

Edith Carrillo, Administrative Analyst

Abel Hernandez, Public Works Coordinator

III. COVID-19 MEETING PROCEDURES

PUBLIC ADVISORY: THE CITY COUNCIL CHAMBERS WILL NOT BE OPEN TO THE PUBLIC

PURSUANT TO GOVERNOR GAVIN NEWSOM'S EXECUTIVE ORDER N-29-20 THIS MEETING
WAS HELD AS A TELECONFERENCE MEETING

OBSERVERS WERE ABLE TO VIEW THE MEETING LIVESTREAMED VIA THE CITY'S
FACEBOOK AT:

<https://www.facebook.com/cityofmaywood>

OR BY ZOOM TELECONFERENCE AT:

*67 1-669-900-6833

Zoom Meeting Access Code: 856 9896 7889

Comments may have been submitted via e-mail to shirley.quinones@cityofmaywood.org
by 1:30 p.m. prior to meeting and by teleconference any time prior to closure of the public
comment portion of the item(s) under consideration

IV. COUNCILMEMBER COMMENTS

Mayor, Council Members and City Manager provided community updates.

V. PUBLIC PARTICIPATION (Agenda Items; Time allotted: 3 minutes)

The following spoke on Agenda Items:

- 1) Matt Blackburn (Submitted comment by teleconference);
- 2) Melissa Demirci (Submitted comment by teleconference);
- 3) Gerry Mayagoitia (Submitted comment by teleconference);
- 4) Steve Foster (Submitted comment by teleconference);
- 5) Denise Campos (Submitted comment by teleconference);
- 6) Adrian Garcia (Submitted comment by teleconference);

VI. PRESENTATIONS

None

VII. PUBLIC HEARING

1. Public Hearing and First Reading of an Ordinance of the City of Maywood adding a new chapter to the Maywood Municipal Code to Create a Sidewalk Vending Program. **Motion to continue the Public Hearing item to the next City Council meeting on September 9, 2020 by Mayor De La Riva. Second by Alvarez. AYES: Marquez, Alvarez, Medina, Lara, De La Riva. PASSES.**

VIII. CONSENT CALENDAR

All matters listed under CONSENT CALENDAR are considered to be routine and can be acted on by one roll call vote. There will be no separate discussion of these items unless members of the City Council request specific items to be removed from the Consent Calendar for separate discussion or action.

1. Minutes for 08/12/2020 Adjourned City Council Meeting. **Motion to approve Adjourned Meeting Minutes by Lara. Second by Medina. AYES: Marquez, Alvarez, Medina Lara, De La Riva. PASSES**

2. Resolution 6135 of the City Council of the City of Maywood and Successor Agency to the Maywood Community Redevelopment Agency Approving the Warrants for Payment. **Motion to adopt Resolution 6135 by Lara. Second by Medina. AYES: Marquez, Alvarez, Medina Lara, De La Riva. PASSES**

3. A Resolution Of The City Council Of The City Of Maywood Fixing The Amount Of Revenue From A Property Tax Levy Approved By The Voters Of Maywood City For The Purpose Of Paying The Cost To The City For The Public Employees Retirement Systems (PERS) At The Same Rate Of Such Taxes As Last Year And Levying Such Taxes For The Fiscal Year Beginning July 1 , 2020. **Motion to adopt Resolution 6136 by Lara. Second by Medina. AYES: Marquez, Alvarez, Medina, Lara, De La Riva. PASSES**

4. Consideration of Awarding a Professional Services Agreement for Professional Engineering Services, Including Public Works Plan Check and Inspections.

Motion to award a Professional Services Agreement for Professional Engineering Services, including Public Works Plan Check and Inspections to Infrastructure Engineers by Medina. Second by Alvarez. AYES: Alvarez, Medina. NYES: Marquez, Lara, De La Riva. FAILED MOTION

Motion to award a Professional Services Agreement for Professional Engineering Services, including Public Works Plan Check and Inspections with the following; (i) waive any minor regularities pursuant to Section 6E of the RFP in the bid submitted by Transtech Engineering, Inc.; and (ii) award the Professional S`ervices Agreement to Transtech Engineering, Inc. for a three (3) year term beginning September 1, 2020 with the option to renew up to two (2) additional one-year periods by Lara. Second by Marquez. AYES: Marquez, Lara, De La Riva. NYES: Alvarez, Medina. PASSES

5. Resolution Amending the Community Benefit Fund Guidelines Revising the Community Benefit Fund Allocation **Motion to adopt Resolution 6138 Amending the Community Benefit Fund Guidelines Revising the Community Benefit Fund Allocation by Mayor De La Riva. Second by Lara. AYES: Marquez, Alvarez, Medina, Lara, De La Riva. PASSES**

IX. DISCUSSION/ACTION ITEMS

6. Consideration of a Franchise Agreement with Universal Waste Systems, Inc. for Integrated Solid Waste Management Services **Motion to adopt Resolution 6139 approving the Franchise Agreement with Universal Waste Systems, Inc. for Integrated Solid Waste Management Services and directing the Mayor to execute the Agreement by Lara. Second by Alvarez. AYES: Marquez, Alvarez, Medina, Lara, De La Riva. PASSES**

7. Consideration of Establishing Guidelines for the City of Maywood Emergency Rental Assistance Program. **Direction given to staff to establish Guidelines for the City of Maywood Emergency Rental Assistance Program.**

8. Consideration to Adopt A Resolution of the City of Maywood Supporting Balanced Energy Solutions and Maintaining Local Control of Energy Solutions. **Motion to adopt**

Resolution 6137 Supporting Balanced Energy Solutions and the maintaining of Local Control of Energy Solutions by Lara. Second by Marquez. AYES: Marquez, Alvarez, Medina, Lara, De La Riva. PASSES

X. CLOSED SESSION

None

XI. PUBLIC PARTICIPATION (Non-Agenda Items; Time allotted: 3 minutes)

The following spoke on Agenda Items:

1. Angelica De La Mora (Submitted comment by email);
2. Jaime Lopez (Submitted comment by email);
3. Veronica Guardado (Submitted comment by teleconference);

XII. ADJOURNMENT – Meeting adjourned in the memory of Luz Solache at approximately 6:10 p.m. on August 26.



Eduardo De La Riva, Mayor

ATTEST:



Gerardo Mayagoitia, City Clerk

Shirley Quinones, Deputy City Clerk

COUNCIL AGENDA

ITEM No. 2

RESOLUTION NO. 6140

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MAYWOOD AND SUCCESSOR AGENCY TO THE MAYWOOD COMMUNITY REDEVELOPMENT AGENCY APPROVING THE WARRANTS FOR PAYMENT

WHEREAS, the following listed demands have been reviewed by the Director of Finance, and

WHEREAS, the Director of Finance has certified to the accuracy and availability of funds for payment thereof, and

WHEREAS, the register of audited demands is hereby submitted to the City Council of the City of Maywood and Successor Agency to the Maywood Community Redevelopment Agency for approval.

NOW, THEREFORE, BE IT RESOLVED, that the listed Warrants and Wire Transfers/Automated Clearing House (ACH) Transactions for \$255,766.40 are hereby ratified:

- Exhibit A – Summary of Warrants and Wire Transfers/ACH Transactions
- Exhibit B – Detail of Warrants

PASSED, APPROVED AND ADOPTED THIS 9th day of September, 2020.


Eduardo De La Riva, Mayor

ATTEST:


Gerardo Mayagoitia, City Clerk

Shirley Guinones, Deputy City Clerk

APPROVED AS TO FORM:


Roxanne Diaz, City Attorney

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF MAYWOOD

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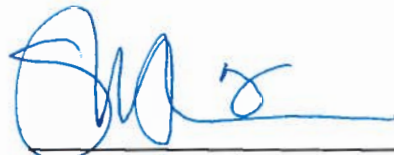
I, Gerardo Mayagoitia, City Clerk of the City Council of the City of Maywood, do hereby certify that foregoing Resolution No. 6140 was duly passed and adopted by the City Council of the City of Maywood, at a regular meeting of the City Council held on the 9th of September, 2020 by the following roll call vote, to wit:

AYES: MARQUEZ, ALVAREZ, MEDINA, LARA, DE LA RIVA

NAYES:

ABSENT:

ABSTAINED:



Gerardo Mayagoitia, City Clerk

Shirley D. Amores, Deputy City Clerk

City of Maywood
Summary Warrants for Payment and Wire Transfers/ACH Transactions
Council Meeting Date
Wednesday, September 9, 2020

Accounts Payable

Accounts Payable prepaid warrants for payment: Checks No. 087460 - 087487	\$ 14,088.23
Accounts Payable regular warrants for payment: Checks No. 087488 - 087503	\$ 64,431.65
Sub-total	\$ 78,519.88

Wire Transfers/ACH Transactions

08/21/20	CalPERS Employer Contribution - Pay Period 8/2/2020-8/15/2020	\$ 7,204.05
08/21/20	ADP Payroll Fee	\$ 6.46
09/01/20	California Joint Powers Insurance Authority (CJPIA) repayment plan agreement - Sept 2020	\$ 12,000.00
09/01/20	US Bank - Merchant Fees	\$ 313.80
09/02/20	CalPERS Unfunded Liability Payment Plan - Safety & Misc. Employees	\$ 118,010.88
09/02/20	CalPERS Health Premium September 2020	\$ 31,469.35
09/02/20	CalPERS GASB 68 Reporting Service Fee	\$ 1,050.00
09/02/20	CalPERS Employer Contribution - Pay Period 8/16/2020-8/29/2020	\$ 7,191.98
Sub-total		\$ 177,246.52

Total Demands **\$ 255,766.40**

City of Maywood
Detail Warrants for Payment
Warrants No. 087460 to 087503

Check No.	Prepays	Date	Vendor Name	Check Amt	Transaction Description
087460	P	9/2/2020	American Paper Plastic	806.97	Janitorial Supplies: City Hall
087461	P	9/2/2020	Hi Tech Enterprise dba Anaya's Service Center	263.62	Parts and Labor: Passenger Side Mirror City Fleet Vehicle
087462	P	9/2/2020	Angel Villegas	525.39	Retiree Medical Reimbursement September 2020
087463	P	9/2/2020	AT&T	21.83	MTA Line 07/17/20 to 08/16/20
087464	P	9/2/2020	Brent Talmo	296.74	Retiree Medical Reimbursement September 2020
087465	P	9/2/2020	Bruce Leflar	1,189.78	Retiree Medical Reimbursement September 2020
087466	P	9/2/2020	California Building Standards Commission	103.50	BSASRF Fee: 2nd Quarter 2020 (CA Bldg Standards Admin)
087467	P	9/2/2020	Calnex Graphics	131.40	Business Cards
087468	P	9/2/2020	Christine M. Locher	245.78	Retiree Medical Reimbursement September 2020
087469	P	9/2/2020	Dave And Frank Automotive	329.36	City Fleet Vehicle: Road Side Service & Tire Mount/Balance
087470	P	9/2/2020	Edward Ahrens	1,189.78	Retiree Medical Reimbursement September 2020
087471	P	9/2/2020	HF&H Consultants, LLC	*8719.78	Solid Waste Consulting Services April 2020
087472	P	9/2/2020	KBJ Auto Detail	330.00	City Vehicle Fleet: Car Wash June 2020
087473	P	9/2/2020	Los Angeles County Clerk	2.00	Request for certified copies
087474	P	9/2/2020	L.B. Johnson Hardware Co.	434.40	Public Works Supplies
087475	P	9/2/2020	Mapcon Technologies, Inc.	83.00	Mapcon Building & Planning Software
087476	P	9/2/2020	Tri-City Mutual Water Company	1,504.40	Various Locations 06-20-2020 to 08-25-2020
087477	P	9/2/2020	OnTrac	13.04	Document Shipping/Delivery Service: Building & Planning
087478	P	9/2/2020	Paul Pine	1,588.41	Retiree Medical Reimbursement September 2020
087479	P	9/2/2020	Petty Cash	141.86	Petty Cash Reimbursement
087480	P	9/2/2020	Robert Leach	1,005.00	Retiree Medical Reimbursement September 2020
087481	P	9/2/2020	Ronald Lindsey	1,176.90	Retiree Medical Reimbursement September 2020
087482	P	9/2/2020	Scott C. Anderson	1,189.78	Retiree Medical Reimbursement September 2020
087483	P	9/2/2020	Southern California Edison	79.20	5317 Atlantic PED 07/18/2020-08/19/2020

EXHIBIT 'B'

City of Maywood
Detail Warrants for Payment
Warrants No. 087460 to 087503

Check No.	Prepays	Date	Vendor Name	Check Amt	Transaction Description
087484	P	9/2/2020	Sparklets Drinking Water Corp	87.52	City Hall Office Water
087485	P	9/2/2020	Sprint	588.50	Cell Phone Service: 07/24/2020-08/23/2020
087486	P	9/2/2020	Staples Business Advantage	684.84	Office Supplies
087487	P	9/2/2020	Vernon, City of	75.23	Slauson & Downey 07-13-2020 to 08-11-2020
087488		9/2/2020	Alta Environmental	13,679.86	MS4 Database Development-MS4 Permit Compliance
087489		9/2/2020	California City Management Foundation	400.00	CCMF Membership FY July 2020- June 2021
087490		9/2/2020	County of Los Angeles Department of Animal Control	2,024.02	Animal Control Services July 2020
087491		9/2/2020	Crosstown Electrical & Data, Inc.	1,932.00	Preventive Maintenance Street Light Inspections August 2020
087492		9/2/2020	Daily Journal Corporation	2,550.00	Publication of Official Notices
087493		9/2/2020	Diana Cho & Associates	1,912.50	CDBG Consulting July 2020
087494		9/2/2020	Expert Building Maintenance	900.00	Additional Janitorial Services August 2020
087495		9/2/2020	Gladwell Governmental Services, Inc.	1,500.00	Elections Consulting
087496		9/2/2020	HF&H Consultants, LLC	5,255.33	Solid Waste Consulting Services July 2020
087497		9/2/2020	Interwest Consulting Group	18,408.51	Building & Safety Plan Review Services July 2020
087498		9/2/2020	JCL Traffic Services	2,555.97	28" Orange Cones Red Curb Paint
087499		9/2/2020	LGP Equipment Rentals	439.05	Rental Wheel Barrel and Concrete purchase 14" Gas Concrete Saw Rental - Public Works
087500		9/2/2020	Municipal Management Association of Southern California	25.00	Webinar LAWA Covid-19 Response Training
087501		9/2/2020	North Star Landcare	9,831.25	Landscape Services August 2020
087502		9/2/2020	Phoenix Group Information Systems	715.00	Android Mobile Unit-Stolen Device Reimburse-Code Enforcement
087503		9/2/2020	U.S. Bank Corporate Payment System	2,303.16	Credit Card Expense
TOTAL:				\$78,519.88	

*Reissue check - already approved in prior Council meeting

AGENDA REPORT

CITY OF MAYWOOD



AGENDA 3
ITEM NO. _____

DATE: SEPTEMBER 9, 2020

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER E. VASQUEZ, CITY MANAGER *JV*

BY: DAVID MANGO, DIRECTOR OF BUILDING AND PLANNING

SUBJECT: CONSIDERATION OF AWARD FOR BUILDING AND SAFETY SERVICES INCLUDING PLAN CHECKING, BUILDING INSPECTION AND COUNTER TECHNICIAN PERSONNEL TO INTERWEST CONSULTING GROUP, INC. AND APPROVAL OF THE PROFESSIONAL SERVICES AGREEMENT

RECOMMENDATION:

Staff recommends that the City Council award a contract for building and safety services to Interwest Consulting Group, Inc. ("Interwest") and approve the professional services agreement in the form approved by the City Attorney.

BACKGROUND:

On May 27, 2020, the City Council approved the issuance of a request for proposals ("RFP") for building and safety services. The RFP was released on May 29, 2020 and closed on June 29, 2020. Four (4) proposals were received before the closing deadline.

DISCUSSION:

The four proposals were graded and scored based on the review of mandatory proposal contents, as detailed in the RFP. Consideration of the size, experience and qualifications of staff, as well as the office locations and general organizational structure of the proposing firm provided a key influence in the proposers grading and scoring. Understanding the City's requirements and translating these into a cogent work plan was also a significant factor in this assessment. Lastly, the quality of the proposed services was measured against the individual cost proposals and the hourly rates of key personnel, to complete this ranking.

Of the four proposers, the top three (3) were then invited to deliver a short presentation and to participate in an interview, all via Zoom. This was scored and then combined with the proposal scoring to create the following composite scores:

Building and Safety RFP – composite scores			
	Transtech Engineers	Interwest	Wildan Engineering
Proposal Score	84.83	89.83	82.33
Interview Score	88.89	86.78	86.89
TOTAL	86.86	88.31	84.61

Interwest received the highest score which was 88.31 out of a possible 100.

Another deciding factor for the staff recommendation is the City's experience with Interwest who have been providing plan check services which started in October 2016. Building Inspection and counter technician services were added in November of 2019. The Interwest plan check division has been providing thorough plan checks which for the most part, are returned to the applicant within the promised turnaround time. If there has been an issue, it has been in the transfer and transport of the plan check documents. However, this will no longer create issues, because starting on July 1 of this year, the Building and Planning Department shifted a long standing policy by no longer accepting hard copies of blueprints and other plan check documents. All submissions and subsequent plan checks must be sent as a PDF or other electronic file and all transfer is accomplished via the internet.

Interwest has also provided competent inspection and counter technician services over the past ten months. Interwest has maintained the same staff over this period. This prevents the inefficiency caused when personnel who are unfamiliar with the City are cycled in and out. Even when the building inspector has training commitments or other leave that requires extended absences, the replacement inspector has always been the same person.

LEGAL REVIEW:

The City Attorney has reviewed this report.

FISCAL IMPACT:

The cost associated with building and safety services is included in the budget and no adjustment to the budget is expected. The fees collected from the issuance of plan checks and other related fees help to offset these costs.

F.Y. 20-21 Impact: \$50,000	Current F.Y. Budget: \$ 50,000
Fund Impacted: General Fund	Budget adjustment requested: None
Source of funds: General Fund	Updated Account Budget: \$50,000
Account number:01-645-5430	For fiscal year: 2020-2021

ATTACHMENTS:

- Attachment No. 1: Request for Proposals
- Attachment No. 2: Professional Services Agreement Template
- Attachment No. 3: Interwest Engineering Proposal
- Attachment No. 4: Transtech Proposal
- Attachment No. 5: Willdan Proposal
- Attachment No. 6: Infrastructure Engineers

ATTACHMENT NO. 1

CITY OF MAYWOOD
REQUEST FOR PROPOSALS FOR
BUILDING AND SAFETY SERVICES



May 29, 2020
RESPONSES MUST BE RECEIVED NO LATER THAN
3:00 PM on June 29, 2020

DELIVER OR MAIL TO:
City of Maywood
The Office of the City Clerk
Attn: Shirley Quiñones
4319 E. Slauson Avenue
Maywood, CA 90270

TABLE OF CONTENTS

I.	PURPOSE.....	1
II.	BACKGROUND.....	1
III.	GENERAL REQUIREMENTS.....	1
IV.	SCOPE OF SERVICES.....	1
V.	SCHEDULE.....	3
VI.	LIST OF INTERESTED PROPOSERS.....	3
VII.	QUESTIONS	4
VIII.	SUBMITTAL PROCEDURES	4
IX.	SUBMITTAL FORMAT	4
X.	AGREEMENT FOR PROFESSIONAL SERVICES	6
XI.	GENERAL ADMINISTRATIVE INFORMATION	7
XII.	SUBMITTAL DUE DATE	7
XIII.	SELECTION PROCESS.....	8
XIV.	AUTHORITY TO WITHDRAW.....	8
XV.	AWARD OF CONTRACT	9
XVI.	ATTACHMENTS.....	9

I. PURPOSE

The purpose of this Request for Proposals (RFP) is to select the most-qualified Consultant to Provide Building and Safety Department Services including Building Department administration, permit issuance, plan checking, inspection, building code enforcement and public counter services, under a Professional Services Agreement. The City will award no more than one contract on a not-to-exceed basis.

II. BACKGROUND

The City of Maywood is a General Law City, with a Council/Manager form of government. Founded in 1924, the City has a land area of approximately 1.18 square miles and is the third-smallest incorporated city in Los Angeles County. Maywood is bordered by the cities of Bell on the south, Vernon on the north and west, Huntington Park on the southwest, and Commerce on the east.

City Hall is open Monday through Friday from 8:00 a.m. to 5:00 p.m. Currently, the City contracts for Building Department counter, plan check and building inspection personnel with supervision provided by the Director of Building and Planning, who is a City employee. It is unknown if the future workload will increase or decrease the manpower needs within the department. An increase is possible depending upon the future need for special services such as a CASp, or deputy special inspection required for capital improvement projects.

III. GENERAL REQUIREMENTS

- A. Respondents shall have at least five (5) years of consecutive experience in the field of Building and Safety department staffing.
- B. The proposed term of the contract under this RFP shall be for three years with the option to renew for two additional one-year periods at the discretion of the City.
- C. Respondents shall comply with the insurance requirements set forth in the form professional services agreement.
- D. All education and certification requirements must be met and continuously maintained by the selected firm.

IV. SCOPE OF SERVICES

Building Plan Check Services

The ideal firm will provide highly qualified plan check professionals to provide accurate and timely plan check services with sufficient staffing to meet the City's needs. The staff should have previous experience working for cities and be customer-service oriented, and perform the following:

- Plan check shall be performed for all structural, architectural, plumbing, electrical, and mechanical plans for buildings and

structures submitted to the City by developers or other applicable government agencies.

- All plans, calculations, reports or other types of submissions are to be accepted and checked in electronic form only. Plan check personnel are encouraged to exchange plans and correction sheets for rechecks directly with applicants. However, the City must receive all correction sets and revised plans via email, Dropbox or a similar electronic means.
- Respondents must create and maintain an accurate and up-to-date plan check log in a form approved by the City. Continuous access to this log must be provided for City staff use.
- Plans will be checked according to the California Building Codes and all other applicable codes, statutes and project conditions of approval.
- Plan check personnel will not be provided office space within City Hall. All plan checking is to be performed offsite. However, Plan check personnel are encouraged to meet face-to-face with architects and applicants and may do so at Maywood City Hall during normal business hours.
- All plan changes/corrections must be clearly and accurately identified, documented and addressed prior to plan check approval.
- Plan check services must also have a process in place that ensures consistent and efficient communication between City staff, Plan Check staff and the applicant to avoid delays.
- CASp certification is highly desired.

The standard turnaround time expected for initial plan reviews is 10 working days, with a turn-around time of five (5) working days for re-checks.

Building Inspection and Counter Technician Services

The ideal firm will provide an ICC-certified Building Inspector who is qualified and able to perform on-site inspection services to ensure compliance with approved plans and project conditions of approval, and to enforce all provisions of the Building Code and provide assistance to City staff, including but not limited to:

- Ability to coordinate the inspection of commercial and residential construction, alteration and demolition in accordance with all applicable Building Codes, project conditions of approval, etc.
- Ability to provide counter services including minor plan check (i.e. solar installations, tenant improvements, small room additions and HVAC systems).
- Building permit issuance and consultation Monday through Friday during assigned counter hours.
- Availability of emergency off-hours services.

- Ability to enforce a variety of applicable local and state building codes and ordinances pertaining to zoning, land use, nuisances, housing, health and safety, and other matters of public concern.
- Ability to serve as a resource and provide information on City regulations to property owners, residents, businesses, the general public and other City departments, as well as outside agencies (i.e. the Los Angeles County Fire Department).
- Ability to review construction drawings to ensure compliance with Building Codes, project conditions of approval, etc.
- Ability to issue, track and final building, electrical, plumbing, mechanical and other types of required permits.
- Knowledge of modern office procedures and equipment, including computers and supporting word processing and spreadsheet applications.
- Possession of a state of California Class C driver's license

The selected firm must also be able to provide coverage if the regularly assigned building inspector or counter technician is absent due to illness, vacation, etc.

V. SCHEDULE

	<u>Deadlines</u>
Release of Requests for Proposals	May 29, 2020
Submittal of Questions	June 8, 2020 by 3:00 pm
Response to Questions	June 16, 2020 by 5:00 pm
Proposal Due Date	June 29, 2020 by 5:00 pm
Proposal Review/Evaluation	Week of July 6, 2020
Optional Interview (if required)	Week of July 13, 2019
Tentative award of contract	July 2020
Tentative Start date	August 1, 2020*

*These dates are anticipated and may change.

VI. LIST OF INTERESTED PROPOSERS

The full content of the RFP is available through the City website at www.cityofmaywood.org. If addendums are necessary, they will be posted onto the

previously mentioned websites as well. All respondents interested in proposing on this RFP are encouraged to sign-up on the "List of Interested Proposers" for the project. This list will be used to email any project updates, addendums, changes or responses to written inquiries and will be distributed to all interested contractors. To get on the list please email guillermo.padilla@cityofmaywood.org or call, (323) 562-5723.

VII. QUESTIONS

All questions regarding this RFP shall be submitted in writing by email to David Mango at david.mango@cityofmaywood.org. The date and time when questions must be submitted are shown in "Section V-Schedule" of this RFP. Questions with their answers will be posted on the City website by the date and time set forth in this RFP.

VIII. SUBMITTAL PROCEDURES

Submittals shall comply with all conditions, requirements and specifications contained herein, with any departure rendering the proposal non-responsive and may serve as grounds for rejection of the proposal at the City's sole discretion. The submittal shall contain the name of this RFP and Respondents shall provide four (4) copies of the proposal (three bound and one unbound), single sided.

All proposal submittals shall be mailed or delivered and received by the City no later than June 29, 2020 at 3:00 p.m. addressed as follows:

City of Maywood
The Office of the City Clerk
Attention: Shirley Quiñones
4319 Slauson Avenue
Maywood, CA 90270

For delivery purposes, the City Clerk's phone number is (323) 562-5714. In addition to the submission of the hard copies of the proposal, Respondents shall also submit one electronic copy (searchable PDF format) by the same date and time to David Mango at david.mango@cityofmaywood.org.

IX. SUBMITTAL FORMAT

All Respondents must submit qualifications according to the specifications set forth below. Proposals should be prepared in such a way as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of this RFP. Responses should emphasize the Respondent's demonstrated capability to perform work of this type. Proposals shall be valid for a minimum of 90 days following submission. Expensive bindings, colored displays, promotional materials, etc., are not necessary or desired. EMPHASIS SHOULD BE ON COMPLETENESS AND CLARITY OF CONTENT. The proposal shall not exceed 30 pages. The City reserves the right to request additional information that, in the City's opinion, is necessary to ensure that the Proposer's competence, qualified employees, business organization and financial resources are adequate for the performance of the services under this RFP.

A. WORK PROPOSAL

1. Cover Letter

- a. Provide a cover letter including the Respondent's name, address and telephone number of the contact person(s) who is authorized to submit the proposal on behalf of the Respondent. The cover letter shall include a brief general statement of intent to perform the services and correspondent that all elements of the RFP have been reviewed and understood. The letter should include a brief description of the Respondent's Respondent. The letter should be signed by an individual who can bind the Respondent contractually.
- b. There shall be one person from the Respondent identified in the proposal who shall be the Respondent's designated representative and who is responsible for the services listed in "Section IV - Scope of Services" of this RFP ("Point of Contact").
- c. If applicable, Respondent shall acknowledge receipt of any addendum to the RFP.

2. Table of Contents

- a. Include a table of content identifying the contents of the proposal in a format consistent with the proposal requirements and format set forth herein.

3. Experience and Qualifications

- a. Describe the Respondent, its size and organization, the number and location of offices, and general operational structure, as well as its management and key personnel. Provide a description of the Respondent's Respondent, its size and organization, the number and location of offices and general operational structure. Include a discussion demonstrating that the Respondent has the resources (financial, equipment, labor and capacity) available to provide services under this RFP from the first day at the start of the work.
- b. Provide a summary of Respondents qualification and experience in building and safety contract services. At a minimum, Respondent should have at least five (5) years of consecutive experience.
- c. Provide at least three references that received similar services from your Respondent at a minimum over the last five years. Include name of organization, contact name, telephone number and email address.
- d. Demonstrate the qualifications of all personnel to be assigned to the City, including key personnel, by providing resumes and/or relative experience summaries describing their education, credentials, licensing, training and related experience and their proposed roles for this contract.

- e. Provide an organization chart of the proposed team, including a contingency plan should a member of the proposed team be unable to fulfill their responsibilities.
- f. Respondent shall hold the required license(s) to perform the work and provide proof of required license for itself and its personnel.

4. Approach to Scope of Services

- a. This section should set forth a comprehensive description of the approach to providing the Scope of Services and should clearly demonstrate an understanding of the City's requirements, the work to be done and the objectives to be accomplished.
- b. Provide a description of the work plan for the services describing how each task under the Scope of Services will be accomplished. This may be used as an Exhibit for the Scope of Services to the agreement.
- c. Provide any other information or tasks that Respondent believes necessary to complete the Scope of Services.

B. COST PROPOSAL

1. Detailed Cost Proposal

- a. Plan checking will be compensated at a flat rate equal to 65% of the plan check fee collected by the City. Also provide an hourly rate for plan check personnel when excessive rechecks are to be charged to an applicant, or if the plan check is for a City project. For all other tasks, respondent shall submit a cost proposal providing the hourly rates for personnel that will be required to complete the all other tasks identified in the Scope of Services.
- b. Respondent shall also submit a rate sheet detailing the hourly rate for all other types of building and safety personnel that will be available, in the event that the City requests work not listed in the scope of services.

X. AGREEMENT FOR PROFESSIONAL SERVICES

The City of Maywood's Agreement for Professional Services (Attachment 2) is included for review and comment. The Respondent's submission of a proposal indicates Respondent's compliance of such terms, unless the proposal indicates that compliance is not possible. Proposed revisions should be addressed in the cover letter; however, the City maintains discretion to accept or reject the Respondent's request for revisions. The City reserves the right to make any revisions to the proposed professional services agreement.

XI. GENERAL ADMINISTRATIVE INFORMATION

All respondents are advised to become familiar with all conditions, instructions and specifications of this RFP. By submitting a proposal, Respondent represents that it has thoroughly examined and become familiar with the work required under this RFP and that the Respondent has conducted such additional investigation as it deems necessary and convenient (i.e. visiting the locations), that Respondent is capable of providing the equipment, goods and services necessary to furnish landscape maintenance in a manner that meets the City's objectives in this RFP. Once the contract has been made, a failure to have read the conditions or conduct any investigations of the properties shall not be cause to alter the contract or for Respondent to request additional compensation.

Each Respondent understands and agrees that the City, its departments, its officers, employees or agents are not responsible for:

- Any costs incurred by a Respondent in the preparation, delivery or presentation of a proposal.
- Any costs incurred by a Respondent in meeting the criteria as a result of making or submitting a proposal or subsequently in entering into a formal agreement with the City; and
- Any errors, inaccuracies or misstatements related to the information or data supplied to any contractor by the City. The use of such information or data provided by the City, its officers, employees or agents is intended to be used at the sole discretion and risk of the Respondent in the preparation of a proposal pursuant to this Request for Proposals only.

The selected Respondent shall comply with any and all Federal and State laws applicable to the services. All proposals submitted to the City of Maywood in response to this RFP shall become the property of the City and will not be returned and such proposals, after the agreement is awarded, are subject to the California Public Records Act.

The City reserves the right to accept, reject, modify or cancel in whole or in part, this RFP. The City reserves the right to accept or reject any or all proposals, negotiate modifications to proposals that it deems acceptable, to request and consider additional information from any proposer, and to waive irregularities and technical defects in the proposal process, all in its sole discretion. The City has no obligation, express or implied, to make an award.

The City may reject proposals from Respondents who cannot satisfactorily provide the experience and qualifications required by this RFP and/or provides the scope of services required herein. The City reserves the right to seek new proposals when it determines that it is in the best interest to do so.

XII. SUBMITTAL DUE DATE

The submittal package must be received prior to the submittal date specified in "Section V - Schedule" of this RFP. Respondents mailing a proposal must allow sufficient delivery time to ensure timely receipt of the proposal by the date and time specified. Submittals arriving after the deadline will not be considered.

XIII. SELECTION PROCESS

All proposals timely received shall be reviewed to verify that the proposal meets the minimum requirements and qualifications. Proposals that have not complied with requirements, do not meet minimum content and quality standards, or take unacceptable exceptions to the professional services agreement, may be eliminated from further consideration at the discretion of the City. Proposals will be reviewed and evaluated by an evaluation committee comprised of City of Maywood personnel.

The City will be the sole and exclusive judge of quality and compliance with proposal specifications in any of the matters pertaining to this RFP. The City's final selection will not be dictated on any single factor or criteria including price. The City reserves the right to award the contract(s) in any manner it deems to be in the best interest of the City and make the selection based on its sole discretion, notwithstanding the criteria set forth herein, including negotiating with one or more of the Respondents for the same services.

City will evaluate the proposals provided in response to this RFP based on the following criteria:

1. The City will evaluate Respondents based on meeting all of the City's requirements and who offers the most advantageous combination of cost and high-quality service. In addition to cost, however, the City will consider the quality of services proposed, the financial qualification of, and the work experience of the proposer in determining the best value to the City.
2. Other criteria shall include, but not be limited to:
 - a. Quality and completeness of proposal
 - b. Qualifications and experience of proposer, including experience and qualifications of key personnel and staff
 - c. Similar experience and expertise in the type of work required, with the City or with other public agencies
 - d. Demonstrated understanding of the scope of services requested as well as capacity of respondent
 - e. References
 - f. Financial stability of proposer
 - g. Cost to the City
 - h. Oral interviews, if applicable.
 - i. Any other factors determined by the City to be relevant to the performance of these services.

XIV. AUTHORITY TO WITHDRAW

The City of Maywood reserves the right to withdraw this Request for Proposals without prior notice. The City of Maywood makes no representation that any agreement will be awarded to any Respondent as a result of having responded to this request. All proposals submitted to the City of Maywood in response to this RFP shall become the property of the City and will not be returned.

XV. AWARD OF CONTRACT

Based on the outcome of the evaluation committee's evaluation of the proposals, a recommendation will be submitted to the City Council for consideration of award. An award of a contract occurs when the contract is approved by the Maywood City Council. Selection of a respondent with whom the City enters into contract negotiations with or a recommendation of an award by the evaluation committee or any other party, does not constitute an award of a contract. The contract shall be in accordance with the attached Agreement.

XVI. ATTACHMENT

Attachment 1. Form Professional Services Agreement

ATTACHMENT NO. 2

PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement ("Agreement") is dated _____ 2020 ("Effective Date") and is between the City of Maywood, a California municipal corporation ("City") and _____ ("Consultant"). City and Consultant are sometimes referred to herein as the "Parties", and individually as a "Party".

RECITALS

A. City desires to utilize the services of Consultant as an independent Consultant to perform Building and safety services.

B. Consultant represents that it is fully qualified to perform such services by virtue of its experience and the training, education and expertise of its principals and employees.

C. City desires to retain Consultant and Consultant desires to serve City to perform these services in accordance with the terms and conditions of this Agreement.

The Parties therefore agree as follows:

1. Consultant's Services.

A. Scope of Services. Consultant shall perform the services described in the Scope of Services (the "Services"), attached as **Exhibit A**. City may request, in writing, changes in the Scope of Services to be performed. Any changes mutually agreed upon by the Parties, and any increase or decrease in compensation, shall be incorporated by written amendments to this Agreement.

B. Party Representatives. For the purposes of this Agreement, the City Representative shall be the City Manager, or such other person designated in writing by the City Manager (the "City Representative"). For the purposes of this Agreement, the Consultant Representative shall be _____ (the "Consultant Representative"). The Consultant Representative shall directly manage Consultant's Services under this Agreement. Consultant shall not change the Consultant Representative without City's prior written consent.

C. Time for Performance. Consultant shall commence the Services on the Effective Date and shall perform all Services by the deadline established by the City Representative or, if no deadline is established, with reasonable diligence.

D. Standard of Performance. Consultant shall perform all Services under this Agreement in accordance with the standard of care generally exercised by like professionals under similar circumstances and in a manner reasonably satisfactory to City.

E. Personnel. Consultant has, or will secure at its own expense, all personnel required to perform the Services required under this Agreement. All of the Services required under this Agreement shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such Services.

F. Compliance with Laws. Consultant shall comply with all applicable federal, state and local laws, ordinances, codes, regulations and requirements.

G. Permits and Licenses. Consultant shall obtain and maintain during the Agreement term all necessary licenses, permits and certificates required by law for the provision of Services under this Agreement, including a business license.

2. Term of Agreement. The term of this Agreement shall be from the Effective Date through _____, unless sooner terminated as provided in Section 12 of this Agreement or extended.

3. Compensation.

A. Compensation. City agrees to compensate Consultant, and Consultant agrees to accept in full satisfaction for the services required by this Agreement, _____, as more particularly described in Exhibit B ("Consideration"). Said Consideration shall constitute reimbursement of Contactor's fee for the services as well as the actual cost of any staff time, other direct or indirect costs or fees, including the work of employees, consultants and subcontractors, equipment, materials, and supplies necessary to provide the service (including all labor, materials, delivery, tax, assembly, and installation, as applicable). In no event shall the Consultant be paid more than \$_____ (which includes expenses and additional services (if any) during the term of this Agreement.

B. Expenses. The City will not reimburse Consultant for any expenses, unless expenses are agreed upon in advance in writing by both parties and/or set forth in the Exhibit B.

C. Unauthorized Services and Expenses. City will not pay for any services not specified in the Scope of Services, unless the City Council or the City Representative, if applicable, and the Consultant Representative authorize such services in writing prior to Consultant's performance of those services or incurrence of additional expenses. Any additional services or expenses authorized by the City Council or the City Representative shall be compensated at the rates set forth in **Exhibit B**, or, if not specified, at a rate mutually agreed to by the Parties. City shall make payment for additional services and expenses in accordance with Section 4 of this Agreement.

4. Method of Payment.

A. Invoices. Consultant shall submit to City an invoice, on a monthly basis, for the Services performed pursuant to this Agreement. Each invoice shall itemize the Services rendered during the billing period, hourly rates charged, if applicable, and the amount due. City shall review each invoice and notify Consultant in writing within ten Business days of receipt of any disputed invoice amounts.

B. Payment. City shall pay all undisputed invoice amounts within 30 calendar days after receipt up to the Maximum Compensation set forth in Section 3 of this Agreement or within such other reasonable time dependent on the City's warrant run procedures. City does not pay interest on past due amounts. City shall not withhold federal payroll, state payroll or other taxes, or other similar deductions, from payments made to Consultant. Notwithstanding the preceding sentence, if Consultant is a nonresident of California, City will withhold the amount required by the Franchise Tax Board pursuant to Revenue and Taxation Code Section 18662 and applicable regulations.

C. Audit of Records. Consultant shall make all records, invoices, time cards, cost control sheets and other records maintained by Consultant in connection with this Agreement available during Consultant's regular working hours to City for review and audit by City.

5. Independent Consultant. Consultant is, and shall at all times remain as to City, a wholly independent Consultant. Consultant shall have no power to incur any debt, obligation, or liability on behalf of City. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not, at any time, or in any manner, represent that it or any of its officers, agents or employees are in any manner employees of City.

6. Information and Documents.

A. Consultant covenants that all data, reports, documents, discussion, or other information (collectively "Data") developed or received by Consultant or provided for performance of this Agreement are deemed confidential and shall not be disclosed or released by Consultant without prior written authorization by City. City shall grant such authorization if applicable law requires disclosure. Consultant, its officers, employees, agents, or subconsultants shall not without written authorization from the City Manager or unless requested in writing by the City Attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement or relating to any project or property located within the City. Response to a subpoena or court order shall not be considered "voluntary," provided Consultant gives City notice of such court order or subpoena.

B. Consultant shall promptly notify City should Consultant, its officers, employees, agents or subconsultants be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for

admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the work performed thereunder or with respect to any project or property located within the City. City may, but has no obligation to, represent Consultant or be present at any deposition, hearing or similar proceeding. Consultant agrees to cooperate fully with City and to provide City with the opportunity to review any response to discovery requests provided by Consultant. However, City's right to review any such response does not imply or mean the right by City to control, direct or rewrite the response.

C. All Data required to be furnished to City in connection with this Agreement shall become City's property, and City may use all or any portion of the Data submitted by Consultant as City deems appropriate. Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, designs, drawings, maps, models, computer files containing data generated for the Services, surveys, notes, and other documents prepared in the course of providing the Services shall become City's sole property and may be used, reused or otherwise disposed of by City without Consultant's permission. Consultant may take and retain copies of the written products as desired, but the written products shall not be the subject of a copyright application by Consultant.

D. Consultant's covenants under this Section shall survive the expiration or termination of this Agreement.

7. Conflicts of Interest. Consultant and its officers, employees, associates and subconsultants, if any, shall comply with all conflict of interest statutes of the State of California applicable to Consultant's Services under this Agreement, including the Political Reform Act (Gov. Code § 81000, *et seq.*) and Government Code Section 1090. During the term of this Agreement, Consultant may perform similar Services for other clients, but Consultant and its officers, employees, associates and subconsultants shall not, without the City Representative's prior written approval, perform work for another person or entity for whom Consultant is not currently performing work that would require Consultant or one of its officers, employees, associates or subconsultants to abstain from a decision under this Agreement pursuant to a conflict of interest statute. Consultant shall incorporate a clause substantially similar to this Section into any subcontract that Consultant executes in connection with the performance of this Agreement.

8. Indemnification, Hold Harmless, and Duty to Defend.

A. Indemnities.

1) To the fullest extent permitted by law, Consultant shall, at its sole cost and expense, defend, hold harmless and indemnify City and its elected officials, officers, attorneys, agents, employees, designated volunteers, successors, assigns and those City agents serving as independent Consultants in the role of City officials (collectively "Indemnitees"), from and against any and all damages, costs, expenses,

liabilities, claims, demands, causes of action, proceedings, expenses, judgments, penalties, liens, and losses of any nature whatsoever, including fees of accountants, attorneys, or other professionals and all costs associated therewith and the payment of all consequential damages (collectively "Liabilities"), in law or equity, whether actual, alleged or threatened, which arise out of, are claimed to arise out of, pertain to, or relate to the acts or omissions of Consultant, its officers, agents, servants, employees, subconsultants, materialmen, consultants or their officers, agents, servants or employees (or any entity or individual that Consultant shall bear the legal liability thereof) in the performance of this Agreement, including the Indemnitees' active or passive negligence, except for Liabilities arising from the sole negligence or willful misconduct of the Indemnitees as determined by court decision or by the agreement of the Parties. Consultant shall defend the Indemnitees in any action or actions filed in connection with any Liabilities with counsel of the Indemnitees' choice, and shall pay all costs and expenses, including all attorneys' fees and experts' costs actually incurred in connection with such defense. Consultant shall reimburse the Indemnitees for any and all legal expenses and costs incurred by Indemnitees in connection therewith.

2) Consultant shall pay all required taxes on amounts paid to Consultant under this Agreement, and indemnify and hold City harmless from any and all taxes, assessments, penalties, and interest asserted against City by reason of the independent Consultant relationship created by this Agreement. Consultant shall fully comply with the workers' compensation law regarding Consultant and Consultant's employees. Consultant shall indemnify and hold City harmless from any failure of Consultant to comply with applicable workers' compensation laws. City may offset against the amount of any fees due to Consultant under this Agreement any amount due to City from Consultant as a result of Consultant's failure to promptly pay to City any reimbursement or indemnification arising under this subparagraph A.2).

3) Consultant shall obtain executed indemnity agreements with provisions identical to those in this Section from each and every subconsultant or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. If Consultant fails to obtain such indemnity obligations, Consultant shall be fully responsible and indemnify, hold harmless and defend the Indemnitees from and against any and all Liabilities at law or in equity, whether actual, alleged or threatened, which arise out of, are claimed to arise out of, pertain to, or relate to the acts or omissions of Consultant's subconsultant, its officers, agents, servants, employees, subconsultants, materialmen, consultants or their officers, agents, servants or employees (or any entity or individual that Consultant's subconsultant shall bear the legal liability thereof) in the performance of this Agreement, including the Indemnitees' active or passive negligence, except for Liabilities arising from the sole negligence or willful misconduct of the Indemnitees as determined by court decision or by the agreement of the Parties.

B. Workers' Compensation Acts not Limiting. Consultant's indemnifications and obligations under this Section, or any other provision of this Agreement, shall not be

limited by the provisions of any workers' compensation act or similar act. Consultant expressly waives its statutory immunity under such statutes or laws as to City, its officers, agents, employees and volunteers.

C. Insurance Requirements not Limiting. City does not, and shall not, waive any rights that it may possess against Consultant because of the acceptance by City, or the deposit with City, of any insurance policy or certificate required pursuant to this Agreement. The indemnities in this Section shall apply regardless of whether or not any insurance policies are determined to be applicable to the Liabilities, tax, assessment, penalty or interest asserted against City.

D. Survival of Terms. Consultant's indemnifications and obligations under this Section shall survive the expiration or termination of this Agreement.

9. Insurance.

A. Minimum Scope and Limits of Insurance. Consultant shall procure and at all times during the term of this Agreement carry, maintain, and keep in full force and effect, insurance as follows:

1) Commercial General Liability Insurance with a minimum limit of \$1,000,000.00 per occurrence for bodily injury, personal injury and property damage and a general aggregate limit of \$1,000,000.00 per project or location. If Consultant is a limited liability company, the commercial general liability coverage shall be amended so that Consultant and its managers, affiliates, employees, agents and other persons necessary or incidental to its operation are insureds.

2) Automobile Liability Insurance for any owned, non-owned or hired vehicle used in connection with the performance of this Agreement with a combined single limit of \$1,000,000.00 per accident for bodily injury and property damage. If Consultant does not use any owned, non-owned or hired vehicles in the performance of Services under this Agreement, Consultant shall provide insurance in the amount required by California law.

3) Workers' Compensation Insurance as required by the State of California and Employer's Liability Insurance with a minimum limit of \$1,000,000.00 per accident for bodily injury or disease. If Consultant has no employees while performing Services under this Agreement, workers' compensation policy is not required, but Consultant shall execute a declaration that it has no employees.

B. Acceptability of Insurers. The insurance policies required under this Section shall be issued by an insurer admitted to write insurance in the State of California with a rating of A:VII or better in the latest edition of the A.M. Best Insurance Rating Guide or such other rating as approved by the City Manager. Self insurance shall not be considered to comply with the insurance requirements under this Section.

C. Additional Insured. The general liability policy shall contain an endorsement naming City and its elected and appointed officials, officers, employees, agents and volunteers as additional insureds. This provision shall also apply to any excess/umbrella liability policies.

D. Primary and Non-Contributing. The insurance policies required under this Section shall apply on a primary non-contributing basis in relation to any other insurance or self-insurance available to City. Any insurance or self-insurance maintained by City, its elected and appointed officials, officers, employees, agents or volunteers, shall be in excess of Consultant's insurance and shall not contribute with it.

E. Consultant's Waiver of Subrogation. The insurance policies required under this Section shall not prohibit Consultant and Consultant's employees, agents or subconsultants from waiving the right of subrogation prior to a loss. Consultant hereby waives all rights of subrogation against City.

F. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by City. At City's option, Consultant shall either reduce or eliminate the deductibles or self-insured retentions with respect to City, or Consultant shall procure a bond guaranteeing payment of losses and expenses.

G. Cancellations or Modifications to Coverage. Consultant shall not cancel, reduce or otherwise modify the insurance policies required by this Section during the term of this Agreement. The commercial general and automobile liability policies required under this Agreement shall be endorsed to state that should the issuing insurer cancel the policy before the expiration date, the issuing insurer will endeavor to mail 30 days' prior written notice to City. If any insurance policy required under this Section is canceled or reduced in coverage or limits, Consultant shall, within two Business Days of notice from the insurer, phone, fax or notify City via certified mail, return receipt requested, of the cancellation of or changes to the policy.

H. City Remedy for Noncompliance. If Consultant does not maintain the policies of insurance required under this Section in full force and effect during the term of this Agreement, or in the event any of Consultant's policies do not comply with the requirements under this Section, City may either immediately terminate this Agreement or, if insurance is available at a reasonable cost, City may, but has no duty to, take out the necessary insurance and pay, at Consultant's expense, the premium thereon. Consultant shall promptly reimburse City for any premium paid by City or City may withhold amounts sufficient to pay the premiums from payments due to Consultant.

I. Evidence of Insurance. Prior to the performance of Services under this Agreement, Consultant shall furnish City's Risk Manager or such other official designed by the City Manager with a certificate or certificates of insurance and all original endorsements evidencing and effecting the coverages required under this Section. The endorsements are subject to City's approval. Consultant may provide complete, certified

copies of all required insurance policies to City. Consultant shall maintain current endorsements on file with City's Risk Manager. Consultant shall provide proof to City's Risk Manager that insurance policies expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Consultant shall furnish such proof at least two weeks prior to the expiration of the coverages.

J. Indemnity Requirements not Limiting. Procurement of insurance by Consultant shall not be construed as a limitation of Consultant's liability or as full performance of Consultant's duty to indemnify City under Section 8 of this Agreement.

K. SubConsultant Insurance Requirements. Consultant shall require each of its subconsultants that perform Services under this Agreement to maintain insurance coverage that meets all of the requirements of this Section.

10. Mutual Cooperation.

A. City's Cooperation. City shall provide Consultant with all pertinent Data, documents and other requested information as is reasonably available for Consultant's proper performance of the Services required under this Agreement.

B. Consultant's Cooperation. In the event any claim or action is brought against City relating to Consultant's performance of Services rendered under this Agreement, Consultant shall render any reasonable assistance that City requires.

11. Records and Inspections. Consultant shall maintain complete and accurate records with respect to time, costs, expenses, receipts, correspondence, and other such information required by City that relate to the performance of the Services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Consultant shall provide free access to City, its designees and representatives at reasonable times, and shall allow City to examine and audit the books and records, to make transcripts therefrom as necessary, and to inspect all work, data, documents, proceedings and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three years after receipt of final payment.

12. Termination of Agreement.

A. Right to Terminate. City may terminate this Agreement at any time, at will, for any reason or no reason, after giving written notice to Consultant at least ten calendar days before the termination is to be effective. Consultant may terminate this Agreement at any time, at will, for any reason or no reason, after giving written notice to City at least 60 calendar days before the termination is to be effective.

B. Obligations upon Termination. Consultant shall cease all work under this Agreement on or before the effective date of termination specified in the notice of

termination. In the event of City's termination of this Agreement due to no fault or failure of performance by Consultant, City shall pay Consultant based on the percentage of work satisfactorily performed up to the effective date of termination. In no event shall Consultant be entitled to receive more than the amount that would be paid to Consultant for the full performance of the Services required by this Agreement. Consultant shall have no other claim against City by reason of such termination, including any claim for compensation.

13. Force Majeure. Consultant shall not be liable for any failure to perform its obligations under this Agreement if Consultant presents acceptable evidence, in City's sole judgment, that such failure was due to acts of God, embargoes, inability to obtain labor or materials or reasonable substitutes for labor or materials, governmental restrictions, governmental regulations, governmental controls, judicial orders, enemy or hostile governmental action, civil commotion, fire or other casualty, or other causes beyond Consultant's reasonable control and not due to any act by Consultant.

14. Default.

A. Consultant's failure to comply with the provisions of this Agreement shall constitute a default. In the event that Consultant is in default for cause under the terms of this Agreement, City shall have no obligation or duty to continue compensating Consultant for any work performed after the date of default.

B. In addition to the right to terminate pursuant to Section 12, if the City Manager determines that Consultant is in default in the performance of any of the terms or conditions of this Agreement, City shall serve Consultant with written notice of the default. Consultant shall have ten calendar days after service upon it of the notice in which to cure the default by rendering a satisfactory performance. In the event that Consultant fails to cure its default within such period of time, City may, notwithstanding any other provision of this Agreement, terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement.

15. Notices. Any notice, consent, request, demand, bill, invoice, report or other communication required or permitted under this Agreement shall be in writing and conclusively deemed effective: (a) on personal delivery, (b) on confirmed delivery by courier service during Consultant's and City's regular business hours, or (c) three Business Days after deposit in the United States mail, by first class mail, postage prepaid, and addressed to the Party to be notified as set forth below:

If to City:
Attn: City Manager

If to Consultant:

City of Maywood
4319 East Slauson Avenue
Maywood, California 90270

16. Non-Discrimination and Equal Employment Opportunity. In the performance of this Agreement, Consultant shall not discriminate against any employee, subConsultant or applicant for employment because of race, color, religious creed, sex, gender, gender identity, gender expression, marital status, national origin, ancestry, age, physical disability, mental disability, medical condition, genetic information, sexual orientation or other basis prohibited by law. Consultant will take affirmative action to ensure that subconsultants and applicants are employed, and that employees are treated during employment, without regard to their race, color, religious creed, sex, gender, gender identity, gender expression, marital status, national origin, ancestry, age, physical disability, mental disability, medical condition, genetic information or sexual orientation.

17. Prohibition of Assignment and Delegation. Consultant shall not assign any of its rights or delegate any of its duties under this Agreement, either in whole or in part, without City's prior written consent. City's consent to an assignment of rights under this Agreement shall not release Consultant from any of its obligations or alter any of its primary obligations to be performed under this Agreement. Any attempted assignment or delegation in violation of this Section shall be void and of no effect and shall entitle City to terminate this Agreement. As used in this Section, "assignment" and "delegation" means any sale, gift, pledge, hypothecation, encumbrance or other transfer of all or any portion of the rights, obligations, or liabilities in or arising from this Agreement to any person or entity, whether by operation of law or otherwise, and regardless of the legal form of the transaction in which the attempted transfer occurs.

18. No Third Party Beneficiaries Intended. This Agreement is made solely for the benefit of the Parties to this Agreement and their respective successors and assigns, and no other person or entity may have or acquire a right by virtue of this Agreement.

19. Waiver. No delay or omission to exercise any right, power or remedy accruing to City under this Agreement shall impair any right, power or remedy of City, nor shall it be construed as a waiver of, or consent to, any breach or default. No waiver of any breach, any failure of a condition, or any right or remedy under this Agreement shall be (1) effective unless it is in writing and signed by the Party making the waiver, (2) deemed to be a waiver of, or consent to, any other breach, failure of a condition, or right or remedy, or (3) deemed to constitute a continuing waiver unless the writing expressly so states.

20. Final Payment Acceptance Constitutes Release. The acceptance by Consultant of the final payment made under this Agreement shall operate as and be a release of City from all claims and liabilities for compensation to Consultant for anything done, furnished or relating to Consultant's work or services. Acceptance of payment shall be any negotiation of City's check or the failure to make a written extra compensation claim within ten calendar days of the receipt of that check. However, approval or payment

by City shall not constitute, nor be deemed, a release of the responsibility and liability of Consultant, its employees, subconsultants and agents for the accuracy and competency of the information provided and/or work performed; nor shall such approval or payment be deemed to be an assumption of such responsibility or liability by City for any defect or error in the work prepared by Consultant, its employees, subconsultants and agents.

21. Corrections. In addition to the above indemnification obligations, Consultant shall correct, at its expense, all errors in the work which may be disclosed during City's review of Consultant's report or plans. Should Consultant fail to make such correction in a reasonably timely manner, such correction may be made by City, and the cost thereof shall be charged to Consultant. In addition to all other available remedies, City may deduct the cost of such correction from any retention amount held by City or may withhold payment otherwise owed Consultant under this Agreement up to the amount of the cost of correction.

22. Non-Appropriation of Funds. Payments to be made to Consultant by City for services performed within the current fiscal year are within the current fiscal budget and within an available, unexhausted fund. In the event that City does not appropriate sufficient funds for payment of Consultant's services beyond the current fiscal year, this Agreement shall cover payment for Consultant's services only to the conclusion of the last fiscal year in which City appropriates sufficient funds and shall automatically terminate at the conclusion of such fiscal year.

23. Exhibits. Exhibits A and B constitute a part of this Agreement and are incorporated into this Agreement by this reference. If any inconsistency exists or arises between a provision of this Agreement and a provision of any exhibit, or between a provision of this Agreement and a provision of Consultant's proposal, the provisions of this Agreement shall control.

24. Entire Agreement and Modification of Agreement. This Agreement and all exhibits referred to in this Agreement constitute the final, complete and exclusive statement of the terms of the agreement between the Parties pertaining to the subject matter of this Agreement and supersede all other prior or contemporaneous oral or written understandings and agreements of the Parties. No Party has been induced to enter into this Agreement by, nor is any Party relying on, any representation or warranty except those expressly set forth in this Agreement. This Agreement may not be amended, nor any provision or breach hereof waived, except in a writing signed by both Parties.

25. Headings. The headings in this Agreement are included solely for convenience of reference and shall not affect the interpretation of any provision of this Agreement or any of the rights or obligations of the Parties to this Agreement.

26. Word Usage. Unless the context clearly requires otherwise, (a) the words "shall," "will" and "agrees" are mandatory and "may" is permissive; (b) "or" is not exclusive; and (c) "includes" or "including" are not limiting.

27. Time of the Essence. Time is of the essence in respect to all provisions of this Agreement that specify a time for performance; provided, however, that the foregoing shall not be construed to limit or deprive a Party of the benefits of any grace or use period allowed in this Agreement.

28. Business Days. "Business days" means days Maywood City Hall is open for business.

29. Governing Law and Choice of Forum. This Agreement, and any dispute arising from the relationship between the Parties to this Agreement, shall be governed by and construed in accordance with the laws of the State of California, except that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not be applied in interpreting this Agreement. Any dispute that arises under or relates to this Agreement (whether contract, tort or both) shall be resolved in a superior court with geographic jurisdiction over the City of Maywood.

30. Attorneys' Fees. In any litigation or other proceeding by which a Party seeks to enforce its rights under this Agreement (whether in contract, tort or both) or seeks a declaration of any rights or obligations under this Agreement, the prevailing Party shall be entitled to recover all attorneys' fees, experts' fees, and other costs actually incurred in connection with such litigation or other proceeding, in addition to all other relief to which that Party may be entitled.

31. Severability. If a court of competent jurisdiction holds any provision of this Agreement to be illegal, invalid or unenforceable for any reason, the validity of and enforceability of the remaining provisions of this Agreement shall not be affected and continue in full force and effect.

32. Counterparts. This Agreement may be executed in multiple counterparts, all of which shall be deemed an original, and all of which will constitute one and the same instrument.

33. Corporate Authority. Each person executing this Agreement on behalf of his or her Party warrants that he or she is duly authorized to execute this Agreement on behalf of that Party and that by such execution, that Party is formally bound to the provisions of this Agreement.

[SIGNATURE PAGE FOLLOWS]

The Parties, through their duly authorized representatives are signing this Agreement on the date stated in the introductory clause.

City:

City of Maywood,
a California municipal corporation

Consultant:

By: _____
Eduardo De La Riva
Mayor of the City of Maywood

By: _____
Name: _____
Title: _____

ATTEST:

By: _____
Gerardo Mayagoitia, City Clerk

APPROVED AS TO FORM:

By: _____
City Attorney

EXHIBIT A SCOPE OF SERVICES

PLAN CHECKING

- Plan check shall be performed for all structural, architectural, plumbing, electrical, and mechanical plans for buildings and structures submitted to the City by developers or other applicable government agencies.
- All plans, calculations, reports or other types of submissions are submissions are to be accepted and checked in electronic form only. Plan check personnel are encouraged to exchange plans and correction sheets for rechecks directly with applicants. However, the City must receive all correction sets and revised plans via email, Dropbox or a similar electronic means.
- Respondents must create and maintain an accurate and up-to-date plan check log in a form approved by the City. Continuous access to this log must be provided for City staff use.
- Plans will be checked according to the California Building Codes and all other applicable codes, statutes and project conditions of approval.
- Plan check personnel will not be provided office space within City Hall. All plan checking is to be performed offsite. However, Plan check personnel are encouraged to meet face-to-face with architects and applicants and may do so at Maywood City Hall during normal business hours.
- All plan changes/corrections must be clearly and accurately identified, documented and addressed prior to plan check approval.
- Plan check services must demonstrate consistent and efficient communication between City staff, Plan Check staff and the applicant to avoid delays.
- The standard turnaround time expected for initial plan reviews is 10 working *days*, with a turn-around time of five (5) working days for re-checks.

BUILDING INSPECTION AND COUNTER TECHNICAL

- Coordinate the inspection of commercial and residential construction, alteration and demolition in accordance with all applicable Building Codes, project conditions of approval, etc.

- Provide counter services including minor plan check (i.e. solar installations, tenant improvements, small room additions and HVAC systems).
- Building permit issuance and consultation Monday through Friday during assigned counter hours.
- Provide emergency off-hours services.
- Enforce a variety of applicable local and state building codes and ordinances pertaining to zoning, land use, nuisances, housing, health and safety, and other matters of public concern.
- Serve as a resource and provide information on City regulations to property owners, residents, businesses, the general public and other City departments, as well as outside agencies (i.e. the Los Angeles County Fire Department).
- Review construction drawings to ensure compliance with Building Codes, project conditions of approval, etc.
- Issue, track and final building, electrical, plumbing, mechanical and other types of required permits.
- Utilize modern office procedures and equipment, including computers and supporting word processing and spreadsheet applications.
- Must Possess a state of California Class C driver's license
- Provide coverage if the regularly assigned building inspector or counter technician is absent due to illness, vacation, etc.

EXHIBIT B

COMPENSATION

ATTACHMENT NO. 3

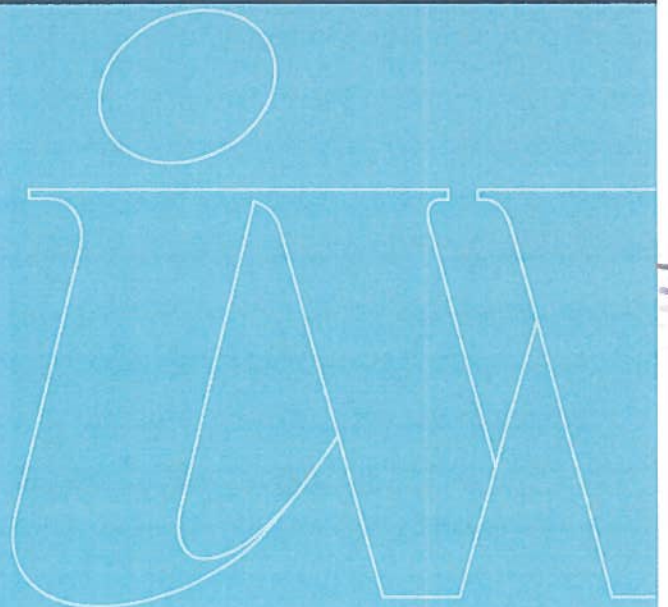


CITY OF MAYWOOD

Response to Request for Proposals for Building and Safety Services

June 29, 2020

TERRY RODRIGUE, PE, TE
Chief Executive Officer
15140 Transistor Lane
Huntington Beach, CA 92649
714.899.9039
www.interwestgrp.com



INTERWEST

June 29, 2020

Response to Request for Proposals for
Building and Safety Services



Prepared for the

City of Maywood

Department of Building and Planning

Building Division

4319 E. Slauson Avenue

Maywood, California 90270

By

Interwest Consulting Group, Inc.



Terry Rodrigue, PE, TE

Chief Executive Officer

15140 Transistor Lane

Huntington Beach, CA 92649

O | 714.899.9039

C | 303.549.7776

June 29, 2020

David Mango, Director of Building and Planning
City of Maywood
Department of Building and Planning, Building Division
4319 E. Slauson Avenue
Maywood, California 90270



RE: Proposal for Building and Safety Services

Dear Mr. Mango,

We have appreciated the opportunity to serve the City of Maywood for the last four years and we are pleased to present our proposal to continue providing Building and Safety Services. With nearly 500 employees, we are large enough to provide qualified staff in a variety of municipal specialties, yet our local office can provide personal, responsive, and customized services uniquely tailored to the needs of the City of Maywood. We currently serve over 200 cities, counties and state agencies, including the municipalities of South Pasadena, Pomona, Eastvale, Anaheim, Irvine, Costa Mesa, Lomita, El Monte, Rosemead and Rancho Palos Verdes, just to name a few.

Since 2016, we have represented the City as City Engineer and provided key services to the Department of Building and Planning and the Department of Public Works. We have learned about your internal processes, forged relationships with City staff, local agencies, and stakeholders, and have interacted with, served, and gotten to know and appreciate your community. During our tenure with the City, we have provided a range of building and safety services to support the City of Maywood's Department of Building and Planning, Building Division, including building plan check, building inspection and counter technician services.

We are dedicated to improving the quality of life in Maywood, not just in our roles at City Hall, but also in supporting the residents that make up your community. In 2019, the Interwest Community Foundation partnered with the City to begin a scholarship program that helps high school seniors in the City of Maywood pursue their dreams of higher education. Now in its second year, this program was scheduled to award scholarship funding to ten students at the City's virtual Council Meeting on Wednesday, May 27th.

Our understanding of the City's current needs for the proposed services have led us to propose the provision of building inspection services for eight (8) hours per day on Tuesdays and Thursdays, with an option to reallocate those hours in consultation with the City. An Interwest Permit Technician currently provides services at the City counter two (2) hours per day, five (5) days per week. We propose to continue that level of service, but would be happy to modify the schedule at the City's behest. Our counter technician will continue to provide minor plan check services at the City counter as needed.

Building plan check services will continue to be provided on an as-needed basis for a flat rate of the plan check fee collected by the City, as detailed in our Cost Proposal. Interwest's plan review engineers and ICC plan reviewers will continue to review plans electronically, offsite at Interwest's regional plan check offices.

Our keys to serving the City of Maywood are to:

- *Provide all services in a coordinated, timely, cost-effective and transparent manner*
- *Provide a high level of customer service for internal and external customers*
- *Balance the need to ensure conformance to standards and regulations with the need for predictability, uniformity and efficiency*

I will continue to serve as Principal-in-Charge and management contact to the City. I am Interwest's Chief Executive Officer and I have the authority to sign all necessary agreements. Interwest's Building Safety Regional Manager, **Jay Elbetta**, will oversee the project team as Project Manager and be responsible for all staff assignments.

Our contact information follows.

Terry Rodrigue, Chief Executive Officer

15140 Transistor Lane

Huntington Beach, CA 92649

303.549.7776 | trodrique@interwestgrp.com

Jay Elbetta, Building Safety Regional Manager

15140 Transistor Lane

Huntington Beach, CA 92649

714.975.9068 | jelbetta@interwestgrp.com

Thank you for the opportunity to continue serving the City of Maywood. Should you have any questions or concerns, please do not hesitate to contact me or Jay directly.

Sincerely,



Terry Rodrigue, PE, TE

Chief Executive Officer

Table of Contents

A. WORK PROPOSAL

SECTION 1

Cover Letter	1
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SECTION 2

Table of Contents	3
--------------------------------	----------

SECTION 3

Experience and Qualifications	4
Overview of Interwest Consulting Group	4
Summary of Qualifications and Experience.....	5
Client References	6
Qualifications of Assigned Personnel.....	8
Key Personnel.....	8
Additional Personnel	9
Project Organization Chart	14
Staffing Continuity Plan.....	15
Proof of Required Licenses	15

SECTION 4

Approach to Scope of Services	18
Project Understanding.....	18
Project Work Plan.....	19
Building Plan Check Services.....	19
Building Inspection Services	24
Counter Technician Services	26

B. COST PROPOSAL

Plan Review Services Fees	27
Building Inspection and Counter Technician Services Fees.....	27
Schedule of Hourly Billing Rates	27
Expedited Plan Review Fees	28

Experience and Qualifications

OVERVIEW OF INTERWEST CONSULTING GROUP



Interwest Consulting Group (Interwest) has extensive experience and a proven track record of successfully providing plan review services to public agencies. Interwest has been in business since 2002 and was founded by individuals with a passion for serving municipalities. Our more than 500 employees span a multitude of disciplines, roles and job placements to municipalities within building and safety and public works departments throughout California and Nevada.

Our services are specifically tailored to fit the needs of our clients, which is why we can provide a single staff member or a complete team to help you reach your goals. We provide a full range of services to more than 200 public agencies throughout California including:

- Building & Safety
- Municipal Engineering
- Construction Management & Inspection
- Traffic Engineering
- Organizational Leadership & Development
- Geographic Information System (GIS)
- Information Technology (IT)
- City Planning
- Emergency Management
- Water Policy and Planning
- Real Estate and Right of Way Acquisition

Interwest is comprised of Civil and Structural Engineers, Electrical Engineers, Fire Protection Engineers, and Mechanical Engineers registered in the State of California, Building Officials, Plans Examiners and Inspectors of various disciplines certified by the International Code Council, Certified Access Specialist (CASP), Architects, and other professionals specializing in providing complete plan review and inspection services to local government agencies. Interwest has the necessary resources available on all levels to provide the services we propose to the City of Maywood throughout the term of the contract.

Interwest currently has 19 total offices, with 16 offices in California. Our Northern California offices include Elk Grove, Fremont, Fresno, Modesto, Roseville and Vallejo. Our Southern California offices include Escondido, Huntington Beach, Long Beach, Ontario, Palm Springs, Palos Verdes Estates, Perris, Rancho Santa Margarita, San Diego and Ventura. The primary Interwest office for this engagement to the City of Maywood is located in **Huntington Beach**.

Interwest's business model is built on simple yet vital customer service principles—offering professional, thorough, quality and timely services, with transparent processes and communications. Interwest does not offer design services and as a result, plan review comments and corrections are unbiased, and conflicts of interest are never a concern.

SUMMARY OF QUALIFICATIONS AND EXPERIENCE

Interwest currently provides Building Safety Services to more than 100 California clients. Below, we list a sampling of Southern California clients to whom we currently provide related Building Safety Services.

CLIENT	SCOPE OF WORK	CLIENT SINCE	POPULATION
City of Anaheim	Plan Review, Inspection, Permit Technician	2015	351,043
City of Beaumont	Plan Review	2018	119,114
City of Chino Hills	Building & Accessibility Plan Review & Inspection	2015	80,374
City of Corona	Building & Fire Plan Check & Inspection	2016	167,836
City of Costa Mesa	Interim Building Official, Plan Review & Inspection	2007	113,825
City of Eastvale	Building Official, Plan Review, Inspection, Permit Technician	2010	63,211
City of El Monte	Plan Review, Inspection, Permit Technician	2018	115,586
City of Garden Grove	Plan Review	2017	172,646
City of Irvine	Plan Review, Inspection, Permit Technician	2007	266,122
City of Lake Elsinore	Building Official, Plan Review, Inspection, Permit Technician	2016	68,183
City of Lake Forest	Building Official, Plan Review, Inspection, Permit Technician	2009	84,294
City of Long Beach	Plan Review, Inspection	2009	470,130
City of La Quinta	Plan Review	2016	41,304
City of Monterey Park	Plan Review	2016	61,044
City of Murrieta	Plan Review, Inspection	2013	113,326
City of Pomona	Building Official, Building and Grading Plan Review, Inspection, Permit Technician	2009	152,939
City of Rancho Cucamonga	Plan Review	2016	177,452
City of Rancho Palos Verdes	Plan Review, Inspection, Building Code Enforcement, Permit Technician	2017	41,928
City of Rialto	Plan Review	2016	106,562

CLIENT	SCOPE OF WORK	CLIENT SINCE	POPULATION
City of Rosemead	Building Official, Plan Review, Inspection, Permit Technician, Front Counter Support	2017	54,554
City of Santa Clarita	Plan Review, Inspection	2014	210,888
City of South El Monte	Plan Review	2017	20,767
City of South Gate	Plan Review	2017	94,443
City of Tustin	Plan Review, Inspection	2007	80,498
City of Upland	Building Official, Building & Fire Plan Review, Inspection, Permit Technician	2013	76,999
City of Vernon	Plan Review, Inspection	2011	114
City of Wildomar	Building Official, Plan Review, Inspection, Permit Technician	2008	36,932
City of Yorba Linda	Plan Review, Inspection	2010	68,229
County of Los Angeles	Inspection, Permit Technician	2010	10.16 Million
County of Mono	Plan Review	2009	14,168
County of Riverside	Plan Review, Inspection	2015	2.423 Million

CLIENT REFERENCES

Interwest provides complete Building Safety Services, including building official, plan review, field inspection, fire safety plan review and inspection, permit technician, CASp and administrative assistance.

Below, we provide service descriptions and reference contact information for selected Southern California clients to which we provide similar services to those proposed to the City of Maywood.

CITY OF ANAHEIM

Interwest Consulting Group was selected in 2015 by the City of Anaheim to assist the building safety division with as needed plan review, inspections and permit processing services. We currently provide Building Plan Review and Permit Processing services.



Contact **Alberto Pavia**, Plan Review Manager
714.765.4311 | apavia@anaheim.net

CITY OF CHINO HILLS

Interwest Consulting Group was selected in 2015 by the City of Chino Hills to assist the building safety division with building inspection services and in 2019 began providing building and accessibility plan review services. We currently provide Building Plan Review and Building Inspection Services.



Contact **Winston Ward**, Building Official
909.364.2780 | communitydevelopment@chinohills.org

CITY OF POMONA

Interwest Consulting Group began serving the City of Pomona in September 2009. Traditionally a full-service city, Pomona examined a number of cost-saving strategies, including contracting for services that had historically been provided by in-house staff. Interwest Consulting Group successfully transitioned all building and safety services from the City's in-house staff and implemented new, streamlined processes and procedures. The change resulted in a higher level of service for the City's customers at a significant cost savings to the city.



Contact **Linda Lowry**, City Manager
909.620.2051 | llowry@ci.pomona.ca.us

CITY OF CORONA

Interwest has been providing staff augmentation to the City of Corona since 2016. We have provided a full-time Plan Review Manager, two Building Inspectors, two Permit Technicians and one on-site, part-time Plan Review Engineer. We provide a high level of service to meet the City's goals and have worked seamlessly with city staff. Our field inspectors use hand held devices to track all inspections and inspection results allowing up to date information as to project progress.



Contact **Chris Milosevic**, Acting Building Official/Building Inspection Manager
951.279.3568 | chris.milosevic@coronaca.gov

CITY OF GARDEN GROVE

Interwest has provided two full-time building inspectors for staff augmentation since 2017. Interwest has been highly adaptive to all processes and procedures. The inspectors are cross-trained in municipal operations to successfully bridge across departments and are accustomed to partnering, assisting, and coordinating with Planning, Public Works, Code Enforcement and other vital City staff and departments.



Contact **David Dent**, Building Official
714.741.5343 | ddent@ci.garden-grove.ca.us

QUALIFICATIONS OF ASSIGNED PERSONNEL

We have assembled a robust team of experienced professionals to provide these proposed services to the City of Maywood. Having served the City since 2016, we understand your specific needs and preferences. As noted in the “*Staffing Contingency Plan*” section which follows the project organization chart, Interwest has the staffing resources to address and rectify any situation in which a specific team member is unable to provide services for any period of time.

Key Personnel

Below, we have provided brief experience summaries for each of our proposed key personnel. Each of the key personnel listed below are currently providing or have recently provided services to the City of Maywood.

TERRY RODRIGUE, PE, TE

PRINCIPAL-IN-CHARGE

The founder and Chief Executive Officer of Interwest Consulting Group, Terry has more than 35 years of experience in city engineering, city traffic engineering, public works, operations, design and special district financing. He provides technical and strategic assistance and support to city managers, elected officials, and the community on public works programs, policies and activities, and projects. He has successfully negotiated and resolved sensitive, political, and controversial program, policy, staffing, and project issues. His approach is to ensure he is meeting the needs of the client in the most effective and efficient way possible and to work with individual communities and to focus on what is possible through creativity, expertise and relationships.

JAY ELBETTAR, PE, CBO, LEED-AP, CASP, ICC

PROJECT MANAGER

Jay has served as Interwest Consulting Group’s Building Safety Regional Manager since 2018. He is a California Registered Professional Civil Engineer, and is a licensed Professional Engineer in 7 States. Jay is also a California Certified Access Specialist. From 2010 to 2018, he was a Regional Director for Charles Abbott Associates, and served as the Building Official for multiple municipalities, including Mission Viejo, CA, Lyons, CO, Wheat Ridge, CO, Bennet, CO, Carson City, NV and Sparks, NV. From 1997 to 2010, Jay served as the Director of Building & Safety for the City of Newport Beach, CA. From 1990 to 1997, he served the City of Glendale in multiple roles, as a Principal Engineer, a Structural Engineering Associate, a Civil Engineer and Plan Check Supervisor, and finally the City’s Building Official. Jay was the President of his own consultancy, Bettar & Associates, Consulting Engineers & Architects, from 1983 through 1997. Jay currently holds 11 active certifications from the International Code Council.

GREG OWENS, ICC

ICC BUILDING INSPECTOR

Greg currently provides inspection services to Interwest’s Southern California clients. Since joining Interwest, Greg had primarily served the City of Maywood, the City of Pomona, and the City of Whittier, where he was employed by the City as a Building Inspector for two years. Greg provides inspection services for residential, commercial and industrial buildings to ensure that structures are safe and in compliance with municipal, state and international code. His duties include reading blueprints and conducting field inspections. He also provides over-the-counter plan check for solar, patio, fencing and

voluntary retrofits. Greg holds an active certification from the International Code Council as a Residential Building Inspector. Prior to becoming an inspector, he spent more than 25 years as a real estate appraiser.

ARTEMIO OROZCO, CBO, ICC

ICC BUILDING INSPECTOR

Artemio is an ICC Certified Building Official and ICC Building Inspector with 19 years of industry experience working closely with cities and school districts. Artemio currently provides inspection services to the City of Maywood. His experience allows him to bring clear understanding and considerable depth to any project, contributing to the timely completion and safety of all projects. Artemio holds multiple active certifications from the International Code Council. He is fluent in English and Spanish. Artemio makes a difference by developing solid partnerships with contractors, construction management firms, school districts and city representatives, architects and engineers to achieve the goals of the clients. He maintains a productive environment by providing thorough inspections and reporting, and by making accuracy and timeliness his top priorities.

CAROLINA RODRIGUEZ

PERMIT TECHNICIAN

Since 2019, Carolina has assisted the City of Maywood in processing encroachment permits at the public counter, as well as performing periodic field inspections. She is a recent graduate with a BS in Civil Engineering from UC Irvine. In addition to serving the City of Maywood, Carolina has gained relevant experience serving the Cities of Bell, Eastvale and Santa Ana, both administratively and as an engineering intern. As a Permit Technician for the City of Santa Ana, Carolina processed project awards and project proposals for the City. Her responsibilities included compiling bid bonds and obtaining certificate of insurance documentation and notices to proceed along with notice of completion paperwork. She also provided all required documentation for the City's pre-construction meetings. Carolina's background in counter administration and her passion for serving communities translates into a high level of service for applicants, the public and jurisdictions.

Additional Personnel

The additional members of our team have been chosen to provide sufficient coverage to address the needs of the City of Maywood for building plan check, building inspection and counter technician services.

ALI NAJI, PE, ICC

PLAN REVIEW ENGINEER

Ali is a California Registered Civil Engineer with more than 40 years of industry experience in design, production, and plan review. He provides plan review of commercial, residential and industrial projects and is well versed in all relevant codes, ordinances, standards and state laws. His career includes more than 15 years spent serving the City of Newport Beach's Building Department, and decades of experience supervising staff and interfacing with the public and development community, representing municipal agencies. Ali holds certifications from the International Code Council as a Building Plans Examiner, Residential Fire Sprinkler Inspector/Plans Examiner, Commercial Building Inspector, California Residential Building Inspector, and Building Inspector.

SAL KADDORAH, PE, ICC**PLAN REVIEW ENGINEER**

Sal is a California Registered Civil Engineer with more than 30 years of industry and municipal experience, serving major metropolitan governmental agencies throughout Southern California. He spent 18 years of his career serving the Southern California City of Manhattan Beach, beginning as a Senior Plan Check Engineer and progressing to become the City's Building Official and filling in as the Director of Community Development as-needed. This has given him a valuable perspective on working in a municipality at multiple levels. This insight allows him to problem-solve and work effectively within this environment to the satisfaction of existing City staff and the development community. Sal is an ICC certified Building Plans Examiner.

CHANDRA DESAI, PE, ICC**PLAN REVIEW ENGINEER**

Chandra is a California Registered Civil Engineer with more than 30 years of experience in structural engineering, which includes design of structures for residential, commercial and industrial facilities. He has designed steel and concrete structures for nuclear, petro-chemical and gas plants. His experience also includes more than 15 years of plan checking for the County of Riverside for engineering and non-structural plans for all types of buildings. Chandra has a calm, diplomatic management style where he concentrates on the complicated task at hand resolving issues and solving problems quickly and easily to the satisfaction of all parties involved. Chandra holds an active certification from the International Code Council as a Building Plans Examiner.

OLIVER ROAN, SE**PLAN REVIEW ENGINEER**

Oliver is a California Registered Structural and Civil Engineer who possesses over 30 years of plan review and structural engineering experience bringing a considerable depth and knowledge to all projects. He has provided plan review services for a variety of commercial, industrial, and residential building designs in conformance with the California Building Codes, City of Los Angeles Building Codes, and County of Los Angeles Building Codes. His structural design and project management experience includes various low to mid-rise commercial, industrial, and residential buildings using wood, masonry, steel, and concrete construction. Oliver's background has provided him with the knowledge of city engineering policies and procedures, which is a proven asset when providing technical assistance to engineers, architects, contractors, city personnel, and the public.

TOM CAMPBELL, PE**PLAN REVIEW ENGINEER**

Tom is a California Registered Civil Engineer with nearly 40 years of experience in the industry who has participated at the highest level in developing and disseminating the building codes with 15 years in management of ICBO's Education Program. He led and directed work assignments relating to the development of technical publications based on the UBC, IBC and IRC for use in classroom training of architects, engineers, inspectors and code regulators. In addition, Tom delivered classroom instructional material to code enforcement personnel, architects, engineers and contractors, and was a staff liaison and ICBO representative to one of five code development committees charged with developing the 2000 International Building Code. Tom's experience in the industry includes four years in the evaluation of new building materials and methods of construction; six years in the design, detail

and plan review stages of industrial, commercial and residential structures; and more than two years instruction of fundamental building design to graduate and senior level college architectural students.

SANDRA SCHMITZ, PE**PLAN REVIEW ENGINEER**

Sandra is a California Registered Civil Engineer with more than 10 years of experience. During her tenure with Interwest, she has provided plan review services for numerous clients, including the Cities of Pomona, Upland, and Lake Forest. Sandra utilizes her code knowledge and engineering skills to facilitate efficient plan review services on behalf of the clients she serves, from performing complex structural analysis and calculations, to internally managing the plan check approval process.

BILL TEWFIK, PE, CBO, CASP, ICC**PLAN REVIEW ENGINEER | CASP**

Bill is a registered engineer and CASp professional with more than 36 years of industry experience, including 23 years serving the City of Garden Grove's Building Division. As Building Official to the City of Garden Grove, Bill was responsible for the planning and managing daily operations of the City's Building Division, including the plan check section, permit counter and inspection activities. Bill also served the City as a Plan Check Engineer, providing architectural and structural review of commercial, industrial, and residential buildings for compliance with State regulations and City ordinances pertaining to model codes. Bill holds certifications from the International Code Council as a Certified Building Official, Building Code Specialist, Building Plans Examiner and Building Inspector.

TONY DORMANESH, PE, CBO**PLAN REVIEW ENGINEER**

Tony is a California Registered Civil Engineer who brings decades of Southern California knowledge and experience to the jurisdictions we serve. Tony is also licensed as a Civil Engineer in the State of Nevada. He spent 31 years in the City of Irvine with 20 years in the Department of Public Works and the Department of Community Development as a Senior Engineer. During this time, Tony also served as the Acting Building Official for the City of Morgan Hill. He has 16 years of experience as a Principal Engineer Certified Inspector and has worked as a Code Consultant. Tony's background and familiarity with the design process keeps his plan review skills sharp and insightful.

HOSSEIN AFROUZEH, ME, EE**PLAN REVIEW ENGINEER - MEP**

Hossein is a California Registered Electrical Engineer and Mechanical Engineer with a rich background in the industry, including over 10 years of construction experience and more than 35 years of design, construction management support experience, and plan review engineering. As the Senior Mechanical, Electrical & Plumbing Plan Review Engineer for Interwest Consulting Group, Hossein reviews plans for Mechanical, Electrical, Plumbing, and Energy Engineering for numerous California clients including the Cities of Long Beach, Pomona, Tustin, Corona, Roseville, Lake Forest, Monterey Park, Irvine and Fresno. His project experience has included midrise Residential and Hotels with subterranean parking garages, manufacturing facilities, wineries, industrial facilities including hazardous areas, shopping centers, private medical facilities, private schools, Port of Long Beach Pier and Terminal facilities including medium voltage distribution system, pump station projects and administration buildings, midrise

office buildings, oil and gas facilities, regular shell and TI for various facilities, restaurant and fast food entities, retailers and grocery stores.

WAYNE WEBB, ICC

ICC PLAN REVIEWER - MEP

Wayne has more than 25 years of industry experience relating to mechanical, electrical, and plumbing (MEP) systems. He is familiar with all MEP requirements and the complexities of code compliance including Title 24 codes. He has worked with and within municipalities, filling both the City employee and consultant role, and has cultivated a productive approach that balances a commitment to compliance with all City requirements and a partnership with the design community. Having started as an inspector, Wayne brings field experience and hands-on expertise to his plan reviews. Wayne holds certifications from the International Code Council as a Building Plans Examiner, California Building Plans Examiner, Electrical Plans Examiner, and Commercial Electrical Inspector.

MARK BERG, CBO, ICC

ICC PLAN REVIEWER | BUILDING INSPECTOR

Mark is an ICC Certified Building Official, Plans Examiner and Building Inspector with experience performing life-safety, architectural, mechanical, plumbing, electrical, and structural reviews in residential, multi-family and commercial projects. Mark has successfully guided department staff with inspection and plan review of all phases of complex construction projects. He is experienced utilizing building department permit tracking software and managing all common building department responsibilities, including plan review, multi-discipline inspections, plan review and inspection scheduling, field supervision, regulatory compliance, code interpretation, and project acceptance. Mark also makes a difference to our clients and those he works with through his skills in complaint resolution, problem solving, damage assessment and team building. Mark holds multiple active certifications from the International Code Council.

DAVE MARCUM, CASP, ICC

ICC BUILDING INSPECTOR | CASP

Dave is a Certified Access Specialist (CASP) and Building Inspector with nearly 35 years of experience. He has provided complex commercial building inspection services for clients including the City of Compton's Brickyard Project, various commercial projects for the City of Costa Mesa, multi-story office buildings in the City of Tustin, and accessibility evaluations for the City of Buena Park. Dave served the City of Garden Grove for more than 26 years – from 2008 to 2015, as the Supervising Building Inspector, and from 1989 through 2008, as a Senior Building Inspector. During this time, he was increasingly responsible for all commercial and residential combination building inspection and performed advanced duties including residential tract inspection, multi-family high-density projects including podium style construction. Dave performed commercial inspection on projects including high-rise residential, theaters, restaurants, and places of worship and tenant improvements. He gained extensive experience in wood, steel, masonry, tilt-up, cast-in-place and type V/ one-hour, wood-frame construction practices. From 1986 to 1989, Dave was a Building Inspector for the City of Tustin, where he performed residential and commercial combination building inspection and gained varied experience including restaurants, "clean-rooms," auto dealers, R/D facilities, light industrial, multi and single-family dwellings. Dave holds multiple active certifications from the International Code Council.

OSCAR BARRAZA, ICC**ICC BUILDING INSPECTOR**

Oscar has more than 20 years of construction industry experience, with nearly 17 years as a Building Inspector and Code Enforcement Officer. He is highly knowledgeable of Housing and Zoning Ordinances, and has worked in both the public and private sectors. Oscar holds ICC certifications as a Building Inspector, Residential Electrical Inspector, California Commercial Building Inspector, California Residential Building Inspector, California Residential Electrical Inspector, California Residential Plumbing Inspector, and Residential Plumbing Inspector. He is fluent in English and Spanish.

SYLVIA HOLLOWAY, ICC**ICC BUILDING INSPECTOR | PERMIT TECHNICIAN**

With 18 years of experience working as a government employee, Sylvia has cultivated a valuable level of industry expertise, from working the public counter and issuing all required permits to owners, architects, contractors and engineers, to answering multi-phone lines and assisting public with building code requirements. Additionally, her 12 years as an Agency Processor/Construction Coordinator has given her experience on both sides of the counter. This has allowed her the opportunity to analyze typical scenarios, propose creative solutions, and develop good rapport with Governing Agencies and fellow employees. She had also worked in the County of Los Angeles Building and Safety Division as a Housing Rehabilitations Inspector or otherwise known as Code Enforcement Officer/Inspector in other agencies. Sylvia holds certifications from the International Code Council as a California Commercial Building Inspector, California Residential Building Inspector, and Building Inspector.

GAY REECE, ICC**ICC PERMIT TECHNICIAN**

An ICC certified Permit Technician, Gay currently serves the City of Pomona. She has more than 16 years of experience as a Permit Technician, with extensive experience in permit issuance, customer service, office and computer software. Gay's responsibilities include screening and processing project submittals, including commercial buildings, tenant improvements and tract housing plan checks as well as development fees, agency clearances and permits from ground up. She assesses and calculates all department related fees and creates monthly, quarterly, and annual building reports and development fee audits for distribution in State and Local agency reporting. Gay also processes refunds, and participates in City-wide audits resolving customer requests, complaints, and inquiries.

PROJECT ORGANIZATION CHART



Staffing Contingency Plan

We considered staffing contingencies in the process of selecting staff to provide these services to the City of Maywood. In the event that any member of our team is unable to perform due to illness, incapacity, or other reasons, we have equally qualified and available staff who would be ready to assume project duties for the City of Maywood.

In addition to those staff listed in the project organization chart above, Interwest has many highly qualified staff (more than 200 in the Building Safety group alone) available to provide contingency staffing services to ensure that services to the City of Maywood are uninterrupted.

PROOF OF REQUIRED LICENSES

Name	Current Licenses & Certifications	License & Certification Number
Terry Rodrigue, PE, TE <i>Professional Engineer</i> <i>Principal-in-Charge</i>	CA Registered Professional Civil Engineer	C38694
	CA Registered Professional Traffic Engineer	T1497
	CO Registered Professional Civil Engineer	30697
Jay Elbettar, PE, CBO, LEED-AP, CASp, ICC <i>Professional Engineer</i> <i>Project Manager</i>	CA Registered Professional Civil Engineer	36388
	Licensed PE in 7 States	
	Certified Access Specialist	CASp-117
	ICC Certified Building Official	860995
	ICC CALGreen Inspector	860995
	ICC Building Plans Examiner	860995
	ICC Certified Sustainability Professional	860995
	ICC CALGreen Plans Examiner	860995
	ICC CA Commercial Building Inspector	860995
	ICC Accessibility Inspector/Plans Examiner	860995
	ICC Commercial Building Inspector	860995
	ICC Permit Technician	860995
	ICC Permit Specialist	860995
	ICC CALGreen Inspector/Plans Examiner	860995
	LEED Accredited Professional, USGBC	
Greg Owens, ICC <i>Inspection</i>	ICC Residential Building Inspector	8325703
Artemio Orozco, CBO, ICC <i>Building Official</i> <i>Inspection</i>	ICC Certified Building Official	5299397
	ICC Building Inspector	5299397
	ICC CA Commercial Building Inspector	5299397
	ICC CA Residential Building Inspector	5299397
	ICC Building Codes and Standards Module	5299397
Ali Naji, PE, ICC <i>Professional Engineer</i> <i>Plan Review</i>	CA Registered Professional Civil Engineer	60580
	ICC CA Commercial Building Inspector	1027320
	ICC Building Plans Examiner	1027320
	ICC Residential Fire Sprinkler Inspector/ Plans Examiner	1027320
	ICC CA Residential Building Inspector	1027320
	ICC Building Inspector	1027320
Sal Kaddorah, PE, ICC <i>Professional Engineer</i> <i>Plan Review</i>	CA Registered Professional Civil Engineer	C43757
	NV Registered Professional Civil Engineer	20795
	ICC Building Plans Examiner	861125

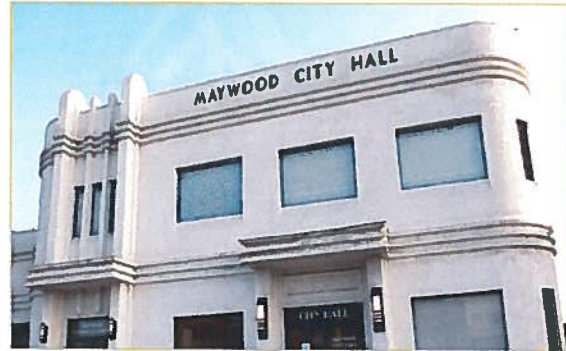
<i>Name</i>	<i>Current Licenses & Certifications</i>	<i>License & Certification Number</i>
Chandra Desai, PE, ICC <i>Professional Engineer Plan Review</i>	CA Registered Professional Civil Engineer ICC Building Plans Examiner	C47213 5123683
Oliver Roan, SE <i>Structural Engineer Plan Review</i>	CA Registered Professional Civil Engineer CA Registered Professional Structural Engineer	C33484 S3173
Tom Campbell, PE <i>Professional Engineer Plan Review</i>	CA Registered Professional Civil Engineer NV Registered Professional Civil Engineer ID Registered Professional Civil Engineer UT Registered Professional Civil Engineer CA Registered Professional Civil Engineer	C37948 018414 P-14808 8317415-2202 C83448
Sandra Schmitz, PE <i>Professional Engineer Plan Review</i>		
Bill Tewfik, PE, CBO, CASp, ICC <i>Professional Engineer Certified Access Specialist Building Official Plan Review</i>	CA Registered Professional Civil Engineer Certified Access Specialist ICC Certified Building Official ICC Building Code Specialist ICC Building Plans Examiner ICC Building Inspector	C50505 CASp-367 863979 863979 863979 863979
Tony Dormanesh, PE, CBO <i>Professional Engineer Plan Review</i>	CA Registered Professional Engineer NV Registered Professional Engineer ICBO Certified Building Official	C31619 019497 3807
Hossein Afrouzeh, ME, EE <i>Mechanical & Electrical Plan Review</i>	CA Registered Professional Mechanical Engineer CA Registered Professional Electrical Engineer	M27117 E11588
Wayne Webb, ICC <i>Plan Review Inspection</i>	ICC Building Plans Examiner ICC CA Building Plans Examiner ICC Commercial Electrical Inspector ICC Electrical Plans Examiner	8003920 8003920 8003920 8003920

<i>Name</i>	<i>Current Licenses & Certifications</i>	<i>License & Certification Number</i>
Mark Berg, CBO, ICC <i>Building Official</i> <i>Plan Review</i> <i>Inspection</i>	ICC Certified Building Official	0859362
	ICC Building Code Official	0859362
	ICC Electrical Inspector	0859362
	ICC Certified Fire Code Official	0859362
	ICC Plumbing Inspector UPC	0859362
	ICC Mechanical Inspector UMC	0859362
	ICC Fire Plans Examiner	0859362
	ICC Combination Inspector - Legacy	0859362
	ICC Fire Inspector I	0859362
	ICC Fire Inspector II	0859362
	ICC Building Inspector	0859362
	ICC Residential Combination Inspector	0859362
	ICC Building Plans Examiner	0859362
	ICC Combination Dwelling Inspector - Uniform Codes	0859362
	ICC Building Code Specialist	0859362
	ICC Fire Code Specialist	0859362
Dave Marcum, CASp, ICC <i>Certified Access Specialist</i> <i>Inspection</i>	ICC Residential Energy Inspector/Plans Examiner	0859362
	ICC Accessibility Inspector/Plans Examiner	0859362
	Certified Access Specialist	CASp-179
	ICC Building Inspector	818128
	ICC Mechanical Inspector (UMC)	818128
	ICC Plumbing Inspector (UPC)	818128
Oscar Barraza, ICC <i>Inspection</i>	ICC Residential Combination Inspector	818128
	Licensed General Contractor	426240
	ICC Building Inspector	5173156
	ICC Residential Electrical Inspector	5173156
	ICC CA Commercial Building Inspector	5173156
	ICC CA Residential Building Inspector	5173156
	ICC CA Residential Electrical Inspector	5173156
	ICC CA Residential Plumbing Inspector	5173156
Sylvia Holloway, ICC <i>Inspection</i> <i>Permit Technician</i>	ICC Residential Plumbing Inspector	5173156
	Disaster Safety Assessment-CA	SAPC51147
	ICC CA Commercial Building Inspector	8169904
	ICC CA Residential Building Inspector	8169904
	ICC Building Inspector	8169904
Gay Reece, ICC <i>Permit Technician</i>	ICC Permit Technician	5240861

Approach to Scope of Services

PROJECT UNDERSTANDING

We have reviewed the RFP's Scope of Services and propose a diverse team of qualified professional building and safety consultants to provide these services to the City of Maywood.



Building Plan Check Services

Building Plan Reviewers will provide plan check services offsite at Interwest's regional plan check offices. At the request of the Director of Building and Planning, one or more Building Plan Reviewers can be made available to provide plan check services on-site at City Hall.

All plan check services will be completed within the timeframe defined by the City.

General Plan Check Services responsibilities include:

- *Plan checking includes code, accessibility, structural, architectural, plumbing, electrical, mechanical, etc..*
- *Plan check monitoring, permit issuance for grading, building, electrical, mechanical, and plumbing, etc.*
- *Handle project inquiries and resolve complaints*

Building Inspection Services

Building Inspectors will be available to provide building inspection services on an as-needed basis, working with the Director of Building and Planning.

General Building Inspector responsibilities include:

- *Inspection services (residential, commercial, and other nonresidential projects) for building code, accessibility, grading, building, electrical, mechanical, plumbing, etc.*
- *Maintain permit forms and handout materials related to permit requirements and issuance*
- *Handle project inquiries and resolve complaints*
- *Maintain records and files concerning construction permits and building code administration (including documents for storage and/or imaging)*

Building Inspectors will handle all aspects of the inspection process, including required documentation and schedule management.

Our building inspectors will be available to conduct inspections eight (8) hours per day on Tuesdays and Thursdays, or on a similar schedule agreed to by the City and Interwest.

Counter Technician Services

Counter Technicians will be available to provide front counter services at City Hall on an as-needed/on-call basis, at the direction of the Director of Community and Economic Development.

We understand that an Interwest Permit Technician is currently serving the public counter for two hours a day Monday through Friday. Additional hours will be provided at the request of the Director of Building and Planning.

General Counter Technician responsibilities include:

- *Review permit applications, calculate fees in accordance to established fee schedule, receive permit application/plans for plan check processing, and issue permits*
- *Handle project inquiries and resolve complaints*
- *Provide minor plan check services (solar installations, tenant improvements, small room additions and HVAC systems).*
- *Maintain records and files concerning construction permits and building code administration (including documents for storage and/or imaging)*

PROJECT WORK PLAN

BUILDING PLAN CHECK SERVICES

Interwest will provide the City with comprehensive and timely plan review services to ensure compliance with the building laws of the City and State as part of the City of Maywood's permitting process. Plan review services will be provided offsite by our deep bench of available plan reviewers as required. Minor plan check services may be provided by our Counter Technicians over-the-counter onsite at City Hall. All plan reviews will be monitored to ensure our services are completed within agreed upon timeframes.



All plan review services will be performed by a licensed civil or structural engineer, an ICC-certified plans examiner, CASp-certified plans examiner, licensed electrical engineer and licensed mechanical engineer as required depending on the scope and complexity of the given project. Our plans examiners understand and are intimately familiar with applicable building codes and plan review procedures and policies and will readily assist with solutions to complicated plan review issues. Staff assigned to the City will be appropriately qualified and licensed and meet all requirements.

Our plans examiners will provide plan check services, including building, accessibility, architectural, civil, electrical, energy conservation, green building standards, mechanical, plumbing, stormwater/NPDES, structural, geotechnical and seismic to confirm compliance with all applicable codes and amendments, including the latest adopted versions of the California Building Code (CBC), California Residential Code (CRC), California Mechanical Code (CMC), California Plumbing Code (CPC), California Electrical Code (CEC), California Fire Code (CFC), California Energy Efficiency Standards, CALGreen, (California Green Building Code), Accessibility and Energy Conservation requirements as mandated by State Title 24, and City specific regulations and policies, as applicable.

Customer Service | Responsiveness

Our staff will work with project applicants and the City staff in a collaborative and professional manner to quickly identify and resolve any violations of codes, standards or local ordinances. We will provide thorough plan reviews in an effort to provide complete and accurate construction documents to minimize questions and problems during the construction phase of projects. Plan review comments will be specific, detailed, complete, and will reference plan sheet numbers and code sections where applicable. Interwest will provide a clear, concise and thorough document from which clients, designers, contractors and owners can work. Comment letters will be delivered to the City and other designated recipients via email, FAX, and/or reliable overland carrier. Our staff will coordinate plan review comments and rechecks directly with project applicants to ensure efficient and timely services.

Interwest Consulting Group's staff of engineers and plans examiners are always available and willing to discuss plan review issues for projects that we have reviewed with City staff, applicants, designers and/or contractors via meetings, phone, FAX or e-mail as required to resolve issues. Voice mails, e-mails and faxes will be responded to as quickly as possible, usually within 24 hours.

Upon completion of our final review, our staff will update the City's permit tracking system and coordinate with other City departments to ensure all applicable entities have approved the project for permit issuance. In addition, the approval letter will document all red-marked revisions made to the documents by our staff, (with the approval of the City and project designers) and specify any and all conditions of approval that need to be completed by the applicant prior to permit issuance. The final transmittal will indicate any deferred submittals, special inspection forms, etc. to be submitted to the City during construction. The final approved documents will be delivered by Interwest to the City at no additional expense to the City.

Maximum Proposed Turnaround Time

We consistently complete plan reviews within the timeframes (or faster!) listed below as our standard business practice. We work hard to accommodate any turn-around schedule desired by the jurisdiction. Multi-disciplinary reviews are typically performed in our offices but we are available for onsite work when required and whenever possible. We can furnish the following tiered turnaround:

Maximum Turn Around Time		
RESIDENTIAL	First Check	Re-Check
New Construction	10 Working Days	5 Working Days
Addition	10 Working Days	5 Working Days
Remodel	10 Working Days	5 Working Days
NON-RESIDENTIAL	First Check	Re-Check
New Construction	10 Working Days	5 Working Days
Addition	10 Working Days	5 Working Days
Remodel (T.I.)	10 Working Days	5 Working Days

Special Projects and Accelerated Services

Interwest is able to accommodate special project plan review needs such as fast-track, multi-phased, or accelerated plan reviews. We establish project specific turn-around goals and procedures with City staff for these types of projects based on the complexity of the projects as well as the construction schedule. Our staff of engineers and plans examiners will work with the City to resolve all plan review issues. Our staff will deal directly with applicants and their designers during the plan review process to resolve all issues in a collaborative manner to resolve plan review issues as quickly as possible.

Electronic Plan Review Services

The City of Maywood requires that all plans, calculations, reports and other types of submissions be accepted and checked in electronic form only. Our staff is experienced providing electronic plan review and will work closely with the City on any electronic plan check method that is utilized by the City. Our goal is always to collaborate with and support the building department by providing thorough, accurate and timely plan reviews.

Code Interpretations

Code interpretations are subject to final review and approval by the Director of Building and Planning. Interwest's engineers and plans examiners will utilize their extensive experience and background to assist in the development of reasonable solutions to code interpretation issues. Interwest staff will act as a liaison to the City's Director of Building and Planning. All plan review comments are subject to review and approval by the City.

Plan Review Tracking

For plan review services performed in our offices, we will create and maintain a Jurisdiction File containing our research and procedural information utilized by the City to maintain a consistent high level of service to the City's customers. We will utilize this information to ensure the services we provide are seamless, consistent, and meet the City's expectations and standards.

Technology – Internal Plan Review Tracking System

For plan reviews performed in our local office, Interwest will utilize our custom designed plan review tracking system to track all information pertinent to each plan review project. Information such as the project name, city project number, date project was received, date all services were completed, resubmitted dates, assigned plans examiners, plan review cycle, and current plan review status are tracked. Our plan review tracking system provides remote access, allowing real-time plan review status information to be available to the City's Permit Technician and clients. We will provide a private and secure login that allows our City-based staff to check, at any time, the status of a plan review project.

Plan Check-Related Meetings

Our plans examiners are available for pre-construction or pre-design meetings, field visits, meetings with the design team, the construction team and project owners for assigned projects as needed at no cost to the City. Interwest's staff will be available to attend pre-construction or pre-design meetings associated with projects that we will review. These meetings are considered as part of our plan review

services. Our team of plans examiners and inspectors are always willing to meet with applicants, designers, contractors and City staff as required to resolve plan review or construction-related issues.

Our Staff's Technical Capabilities for Plan Review

ARCHITECTURAL

Interwest's non-structural plans examiners furnish plan review services for a vast array of projects including large residential, commercial, institutional, industrial, retail, and OSHPD 3 medical office buildings. Many of our plans examiners are CASp certified. Completed plan review projects range from single-story residential projects to complex high rise buildings and numerous building additions and remodels. We are experienced and familiar with the use and application of the most current editions of the following model codes:

- California Building Standards Code
- International Building Code (IBC)
- Americans with Disabilities Act Standards for Accessible Design
- ANSI Standards
- NFPA Codes & Standards
- CA Code of Regulations (CCR) Titles 19 and 25
- Jurisdiction-adopted amendments or ordinances
- CA Code Disabled Access Standards

STRUCTURAL

Our California-licensed Structural Engineers have experience designing and reviewing projects utilizing virtually all building materials:

- Wood
- Masonry
- Heavy Timber / Timber Frame
- Concrete
- Structural Steel
- Cold-Formed Steel Framing
- Straw Bale
- Rammed Earth
- Aluminum

Our engineers have designed or reviewed a wide array of lateral force resisting systems including:

- Steel Moment Frames
- Buckling Restrained Braced Frames
- Eccentric Braced Frames
- Concentric Braced Frames
- Concrete Moment Frames
- Wood Shearwall Systems
- Masonry Shearwall Systems
- Concrete Shearwall Systems
- Cantilevered Column Systems
- Various Proprietary Lateral Force Resisting Systems

Our structural engineers are experienced with the provisions of most model codes including, but not limited to, current versions of:

- CCR Title 24, Part 2, Volume 2
- International Building Code (IBC)
- AISC 341, 358 and 360
- ASCE 7
- ASCE 41
- AISI Standards for Cold Formed Steel
- ANSI / AF&PA NDS for wood framing
- ACI 318
- ACI 530 / TMS 402/602
- CA Historic Building Codes
- CA Existing Building Codes

MECHANICAL, PLUMBING & ELECTRICAL

Interwest's California-licensed Mechanical and Electrical Engineers are well-versed in the application of California Mechanical, Plumbing, Electrical, Energy and Green Building Standards Codes:

- California Building Code
- California Residential Code
- California Plumbing Code
- California Mechanical Code
- California Electrical Code
- Jurisdiction-adopted amendments or ordinances

Other review services are provided based on current editions of local or national standards such as:

- International Building Code
- International Residential Code
- International Mechanical Code
- International Plumbing Code
- NFPA Standards 13 (automatic fire sprinkler systems)
- NFPA Standards 14 (standpipes)
- NFPA Standards 20 (fire pumps)
- NFPA Standards 72 (fire alarms)
- NFPA Standards 99 (medical gases)
- NFPA 101 Life Safety Code
- NEHRP Requirements for Existing Building

ENERGY COMPLIANCE

Our engineers and plan reviewers are up-to-date on all California Energy requirements as they relate to both new and remodel construction on large residential and commercial projects. The Energy Efficiency Standards for Residential and Nonresidential Buildings were established in 1978 in response to a legislative mandate to reduce California's energy consumption. These standards are updated periodically to allow consideration and possible incorporation of new energy efficiency technologies and methods.

GREEN BUILDING STANDARDS

Our staff is familiar with the incorporation of CALGreen building criteria into project designs and the resulting potential impact as related to the building codes. In addition, staff members have participated in the development of various "green" standards for super adobe, rammed earth, and straw bale construction, to name a few.

LEED

Developed by the US Green Building Council (USGBC), LEED provides building owners and operators a framework for identifying and implementing measurable green building design, construction, operations and maintenance solutions. LEED certification consists of a number of different rating systems that apply to many building types, commercial as well as residential, and measures how well a building performs across many sustainability metrics including: energy savings, water efficiency, CO₂ emissions reduction, improved indoor environmental quality, and stewardship of resources and sensitivity to their impacts.

ACCESS COMPLIANCE – CASP REVIEW AND ADA EVALUATION

All of Interwest's CASp-certified professionals are knowledgeable of state and federal accessibility laws and regulations and possess the expertise necessary to promote access to facilities for persons with

disabilities. Our goal is to provide experts in the industry who can perform services for building departments in a seamless manner by customizing our services to correspond with our client's expectations and needs. We work collaboratively with our clients to resolve plan review and inspection related issues as efficiently as possible, ultimately resulting in an expedited process and successful project.

Our architects and plans examiners are fully trained and familiar with CA Building Code Accessibility requirements and ADA compliance regulations, and are available for plan review and/or evaluations and consultation. We offer support to municipalities for compliance enforcement and/or developing a transition plan, and successfully partner with the disabled community to address the needs and requirements for both entities. We can assist our clients in interpreting various issues relating to access compliance, such as access compliance obligations, transition planning, construction costs, construction phasing, code/law 'interpretation,' hardship and code/law changes.

FLOOD ZONES

Interwest's staff of engineers and plans examiners have experience in providing plan reviews for projects located in flood zones, as several of our clients have developments that occur in areas prone to flooding. Interwest's staff has provided numerous plan reviews for projects located in flood zones using FEMA's Technical Bulletins as well as the local jurisdictions ordinances. In addition, members of Interwest's staff have participated in state-sponsored committees to establish guideline and regulations for construction in areas designated as flood zones.

OSHPD 3

Our staff of plans examiners have extensive experience in providing plan reviews for OSHPD 3 projects. Our staff are well versed with the OSHPD 3 requirements contained in the California Building Code. We also employ an OSHPD certified inspector who has recently provided inspection services on behalf of our clients for hemodialysis, outpatient surgery, hyperbolic chamber and general medical clinics.

BUILDING INSPECTION SERVICES

Interwest will provide ICC-certified inspectors as needed to perform all Building Division inspections, as needed. We understand that occasionally inspections may be required over weekends and holidays and outside of normal hours, which we can accommodate with reasonable notice. Multiple inspection staff are available to address peak inspection workload demands.

Interwest's staff of ICC-certified inspectors have performed inspection services on a wide variety of construction projects including many large custom homes, new residential developments, and commercial, institutional, essential service buildings and industrial projects such as power plants and electrical wind turbines. When necessary for large or fast-track projects, multiple inspectors are available. We will provide our inspectors with all hand tools, reference materials, equipment, and cell phones as needed for performance of their duties at no additional charge to the City. The City shall provide City-specific policy training and provide the necessary City maps, forms and data entry training.



We understand that personality and customer service is crucial to on-the-job success, therefore, when backup inspectors are needed, we will select inspectors who are well versed in customer service and skilled in dealing with people both at the public counter and in the field. All inspection personnel assigned will be ICC and/or CASp certified as required. Our inspectors are be able to read, understand and interpret construction documents, truss drawings and calculations, prepare and maintain accurate records and reports, communicate effectively orally and in writing and work effectively with contractors, the public and City staff. Inspectors will possess knowledge of approved and modern methods, materials, tools and safety used in building inspection and the most current building standards.

Our inspection services include but are not limited to:

- Performing all necessary building inspections in a timely and courteous manner.
- Resolving code interpretation issues in the field.
- Enforcing compliance with the conditions of approval and the code requirements set forth on the plans for which a permit was issued.
- Observing each project at the completion of the various stages of construction for compliance with the appropriate building code, State disabled access and energy regulations.
- Identifying issues of non-compliance with applicable building codes.
- Ensuring that adequate records are maintained for all building inspection activities.
- Performing administrative duties including but not limited to scheduling of inspections and record keeping.
- Coordinating with Public Works Inspectors on matters involving public water, sewer, storm drainage and street improvements.

Inspections performed by Interwest's inspectors will be in accordance with the City's adopted version of the California Building Code, California Residential Code, California Green Building Code, California Mechanical Code, California Plumbing Code and the California Electrical Code. Projects will also be inspected for conformance with the accessibility, noise and energy conservation requirements as mandated by State of California Title 24 and all applicable ordinances. We will inspect projects for conformance with approved drawings and specifications which will include review of the permit documents to verify that onsite conditions are consistent with the approved documents for square footage, setbacks, heights and any other applicable conditions. At the completion of inspections, our inspectors will complete all necessary City forms and documents as required to provide seamless service and enter all inspection records into the City's permit tracking system. Our inspectors will participate in and attend inspection staff meetings and training events sponsored by the City.

Staff assigned to the City will work with the Building Official for interpretations, local ordinances, local preferences, alternate materials exceptions/alternates to the model codes. They will report directly to the person designated for all project-related work, items (if any), which cannot be resolved between the project inspector(s) and the contractor. Interwest's inspectors will coordinate on all certificates of occupancy to ensure that all City departments and regulatory agencies have approved the project.

COUNTER TECHNICIAN SERVICES

Interwest staff will provide experienced Permit Technicians who have a working knowledge of the City's permit processing system, state laws associated with building permit issuance, and a detailed knowledge of the City's development related policies and processes. Our assigned Permit Technicians have knowledge of construction terms and operations, development and building code requirements necessary to process plans and permits. Our Permit Technicians are exceptionally qualified and appropriately certified to provide coverage of the City's front counter to issue permits, accept plan checks, answer technical questions and provide prompt and timely response to the public.



Interwest permit technicians will be available to provide City counter support as needed during normal business hours (8:00 a.m. to 5:00 p.m., Monday through Friday). One of our staff currently provides two (2) hours per day, five (5) days per week. At the start of the contract, we will establish a regular schedule with the Director of Building and Planning. We understand that demand patterns are subject to change, and we will remain flexible to accommodating the needs of the Department of Building and Planning.

Our permit technicians are familiar with construction terms and operations, development and building codes and have demonstrated working knowledge of EnerGov permit tracking software. Our Permit Technicians work collaboratively with applicants and have a “can do” attitude to help resolve issues and minimize anxiety for applicants. Our staff will:

- Provide customer support and assistance at the permit center counter and over the phone
- Assist the public in completing permit applications and other necessary forms
- Provide minor plan check services (solar installations, tenant improvements, small room additions and HVAC systems).
- Determine permit, plan and process requirements for permit applicants and notify the applicant when construction documents or permits are ready for pick up or issuance
- Answer questions from the public quickly and correctly, including questions received via phone calls and emails
- Receive, process and issue building permits and coordinate the plan review and inspection process, including tracking, routing and storage of plans
- Review permit applications and other pertinent information to verify accuracy and completeness of information
- Maintain a variety of public records and filing systems necessary for tracking in-progress applications, permits issued, plan checks in progress, approved plans and other items
- Prepare documents for storage and/or imaging
- Verify projects have obtained all necessary approvals before issuing permits
- Create public informational documents including handouts explaining technical issues or requirements for permit issuance, if needed
- Welcome and receive customers at the public services counter in a professional and courteous manner.

B. COST PROPOSAL

BUILDING PLAN CHECK SERVICES FEES

For complete plan review services for commercial and residential projects reviewed in our offices, we propose a fee equal to **65%** of the plan review fees based on the City of Maywood's adopted fee schedule. Plan review services will include an initial first review and two back check reviews of the plans. Any additional plan review services required beyond the third review will be billed at our hourly rates listed within the Schedule of Hourly Billing Rates shown below.

For partial reviews such as structural only, foundation only, mechanical only, electrical only, etc., any combination of partial reviews and/or for repetitive reviews, we propose to negotiate a mutually agreeable fixed fee based on the specific services requested, or provide services on an hourly basis using the rates listed in our Schedule of Hourly Billing Rates shown below.

BUILDING INSPECTION AND COUNTER TECHNICIAN SERVICES FEES

All building inspection services, including CASp services when requested, will be provided at the hourly rates listed in our Schedule of Hourly Billing Rates below. There is a minimum 8-hour daily inspection charge for all on-call inspection services. Vehicle mileage for building inspection services provided on behalf of the City shall be charged at the current IRS rate. Counter technician services will be provided at the hourly rates listed in our Schedule of Hourly Billing Rates below.

SCHEDULE OF HOURLY BILLING RATES

BUILDING AND SAFETY SERVICES

CLASSIFICATION	HOURLY BILLING RATE
Certified Building Official	\$ 135
Senior Structural Engineer	125
Senior Plan Review Architect	125
Senior Plans Examiner	83
Fire Plans Examiner	99
Certified Access Specialist (CASp)	94
Senior Permit Technician	68
Permit Technician	57
Inspector III	83
Inspector II	68
Inspector I	62
Code Enforcement Officer	83

- Approved Inspection Overtime will be charged at 125% of above-listed Hourly Rates.
- Miscellaneous charges will include mileage (if City vehicle is not provided) at the current IRS Rate.
- There is no additional charge for courier or shipping services.

EXPEDITED PLAN REVIEW FEES

Interwest Consulting Group can provide expedited or fast-track plan review services based on the availability of staff. Fees for expedited plan reviews will be charged at a rate of 1.25 times the rate specified for typical plan reviews as noted above. We propose that expedited fees, for larger complex projects where the valuation exceeds \$5 million, be negotiated on a case-by-case basis. Time frames for performance of expedited or fast-track plan review services will be negotiated based on the needs of the City and applicant.

ATTACHMENT NO. 4

Submitted To
City of MAYWOOD
4319 E. Slauson Avenue
Maywood, CA 90270
The Office of the City Clerk
Attn: Shirley Quiñones



Due Date: 6-29-2020, 3:00 pm

Submittal by Transtech:
4 copies (3 bound and 1 unbound), 1 pdf file on thumb drive

Work Proposal

BUILDING AND SAFETY SERVICES



TRANSTECH

13367 Benson Ave
Chino, CA 91710
www.transtech.org
855.595.2495 (toll-free)

Submitted By
TRANSTECH Engineers, Inc.

Contact Person:
Dennis Tarango, CBO, Principal Building Official
E: dennis.tarango@transtech.org
C: 909-821-7117, O: 909-595-8599

or
Ahmad Ansari, PE, Principal
E: ahmad.ansari@transtech.org
C: 949-702-5612, O: 909-595-8599

Transtech Services and Actions COVID-19 & CORONAVIRUS UPDATE

Transtech Responds to Recent Health Concerns & Economic Challenges

On behalf of the Transtech Team, we would like to take this time to let you know that we are closely monitoring the events, and assure our current client Cities and all Cities, City Staff, and the community that the Transtech Team is fully committed and standing by your organization and community during this critical time. Transtech is here for the City's needs as they continue to navigate through and monitor the novel coronavirus (COVID-19) situation.

Whether or not we are your current vendor, or our service is on an "on-call" basis, we are available to support you. We are here for you if and when you need us.

At Transtech, the safety and well-being of Transtech Team Members and our client Cities is always our priority, and we recognize the important role we play in providing services to our client Cities during this critical time. Internally, we have issued notices to all our Transtech Team Members working inside City Halls, field project sites, and across our Transtech Offices emphasizing social distancing, following CDC preventative guidelines, and staying home if feeling sick. Protective gear, including masks and gloves have been made available to all Transtech Team Members. **Furthermore, relevant CDC guidelines and recommended posters have been posted throughout our offices.**

Additionally, we have created a designated email, health@transtech.org; in which any email sent to this address will be distributed to our management team. This in effect is our own activated Emergency Operations Center (EOC) to effectively deal with the ongoing developments as they may arise – please feel free to [email us](mailto:health@transtech.org) with any Information, 24-7.

Adapting Our Services to Our Current Client Cities

In addition to the above items, below are highlights of our response to our current client Cities and how we are adapting and customizing our services as a result of the COVID-19 Pandemic.

- ✓ Transtech has long implemented all necessary and vital electronic tools, software and remote workflows to provide its services. Having such tools and software deployed, Transtech has been able to provide essential services with no service disruption to its client Cities during COVID-19.
- ✓ All Transtech personnel have work laptops and smartphones. Transtech's virtual workstations and cloud servers allow all Transtech personnel to work remotely virtually anywhere.
- ✓ Transtech utilizes Microsoft Teams virtual video/audio meeting system, and conducts client meetings virtually with all stakeholders.
- ✓ Transtech retains all work files electronically on its cloud servers, providing real -time access to all project stakeholders. Ease of access to information provided by Transtech minimizes face to face meetings during COVID-19.
- ✓ Transtech utilizes electronic/online bid management systems providing electronic bid/proposal submittal options, which eliminates or minimizes City walk-ins. Transtech has helped some of our client Cities transition to fully electronic bid/proposal submittals during City Hall closures.
- ✓ Transtech has implemented electronic/online permit issuance portal at no additional cost to its various client City's Building & Safety and Public Works Departments.
- ✓ Transtech has been instrumental in adopting electronic plan check workflows by using its own electronic plan check system to its various client City's Building & Safety and Public Works Departments at no additional cost. Transtech team has prepared and successfully implemented custom plan check portals for their client Cities and has delivered electronic plan checks throughout City Hall closures during COVID-19.
- ✓ During electronic permit and plan check system implementations to its client Cities, Transtech staff worked closely with City Finance and IT Departments to implement electronic/online payment workflows, and provided training to City Staff to eliminate any service disruption.
- ✓ Above tools and services have been implemented at no additional cost to our client Cities. This service will also be extended to new cities at no additional cost.
- ✓ Virtual Inspections have been implemented on a case by case basis for occupied buildings and home inspections by our Building and Safety Department.
- ✓ Building inspections continue for non-occupied structures.
- ✓ We have set up designated toll-free numbers with assigned operators and email distribution lists for continuity of virtual government services.



June 29, 2020

City of MAYWOOD
4319 E. Slauson Avenue
Maywood, CA 90270
The Office of the City Clerk
Attn: Shirley Quiñones

WORK PROPOSAL - Building and Safety Services

Dear Ms. Quiñones:

Transtech is pleased to submit this proposal for the subject services. This Cover Letter provides an executive summary of our qualifications.

Company Profile: Established in 1989, Transtech (a California Corporation) is a multi-disciplinary engineering consulting firm. **Transtech is currently providing similar municipal services to approximately 50 agencies, and has extensive experience working in a mixed staff/consultant environment for over 30 years.** We consider our staff as extension of City staff, and work in the same structure and hierarchy as other City staff, and coordinate and interact with various City staff members.

Service Capabilities: Transtech is a full-service Municipal Consulting Firm. Our service capabilities include:

- Building & Safety Services, Building Inspection, Plan Check, Building Evaluations, City Building Official, Code Enforcement
- Civil Engineering, Freeways and Interchanges, Local Streets and Roads, Sewerage, Water and Storm Drain, Pavement Management System, Grading Studies
- Staff Augmentation
- CIP Program Management
- Construction Management and Inspection; Federally Funded Project Management
- Grant Writing
- CDBG Project Management
- City Engineer, City Traffic Engineer, Development Review, Public Works Engineering, Plan Check, Inspection
- Labor Compliance
- Planning Support
- Traffic and Transportation Planning and Engineering
- Water Resources Engineering
- Surveying, Mapping, ALTA, Right-of-way Engineering
- Emergency and Disaster Response, Support and Recovery Services

Knowledge of Local Area, Region: Transtech has extensive experience in the local area. Our firm is currently providing municipal services to approximately 15 cities within 10-mile radius of Maywood.

Experience with Los Angeles County and County Fire Department: We coordinate many projects at our client Cities with County of Los Angeles. Also, we were recently selected by the County of Los Angeles as one of the qualified firms to provide Building and Safety and Plan Check Services.

Our staff members are involved in many local and national ICC and CALBO committees, and are involved in the development of local and national guidelines and codes:

- Chair; ICC Sustainability Membership Council
- Chair; ICC LA Chapter Inspection Committee
- Commissioner; ICC Codes & Standards Council
- Commissioner; CALBO Green Committee
- ICC Los Angeles Basin Chapter Board of Directors
- ICC Building Officials Membership Governing Council
- ICC Code Development Committee Vice Chair
- ICC Technology/Web Advisory Group

- Commissioner; ICC/CALBO CA Exam Committee
- Commissioner; CALBO Outreach/Communications Committee
- IAS Accreditation Committee
- ICC LA Chapter Accessibility Committee
- Commissioner; CALBO State Licensing Boards Committee

Innovative and Advanced Technology: Transtech has integrated many technological assets into its services to provide most efficient and cost-effective service. We provide fully automated electronic plan submittal, checking and tracking. We provide this on our company portal, as well as offer same portal to our client cities on their web sites. As a result of recent impacts of Novel Covid-19 pandemic, we have also implemented issuance of permits for certain types of projects thru complete on-line submittal and review, and without direct face-to-face interaction with applicants. We have provided toll free numbers, video conference call with applicants to discuss any questions and review plans on common screens as necessary, set-up electronic/credit card payment options, and issued permits on-line.

- **Electronic Plan Check:** Transtech provides Electronic Plan Check. [Click here](#) for a sample of our electronic plan check portal at one of our contract cities.
- **Virtual Counter:** We offer virtual meetings with plan checkers. To explore the virtual plan check counter appointment calendar for one of the Cities, [click here](#). To see closing statement of virtual counter with an applicant, [click here](#).
- **Virtual Inspection:** We offer virtual inspections, [click here](#) to watch virtual interior inspection. For reroof, solar and rooftop equipment, inspections can be performed with the use of drones, [click here](#) to watch a drone inspection.

Transtech will install ELECTRONIC PLAN CHECK portal and VIRTUAL COUNTER portal on City's Web Site at NO COST to City.

Quality, Responsive, Customer-friendly Service:

- Our services are founded on the principals of **Total Quality Management for Total Customer Care**.
- We start by **working with the applicant early on** and during plan review to help him or her prepare a set of plans which have all the required information clearly and logically presented, which helps **eliminate complicated details, reduce construction costs, and/or provide details which are easy to verify in the field**. This policy reduces the number of plan review rechecks required, allows the applicant to **obtain a permit much sooner**.
- Experience has taught us well that inspection time and applicant frustration can both be substantially reduced, while increasing overall compliance, by producing a better set of plans during plan review process. And in the case of homeowners, this policy often demonstrates early on that **the City really is here to help**.

Key Project Staff Members: Our key staff members have extensive experience in working with Public Agencies, and serve as Building Officials, Plan Checkers, Inspectors for several agencies under Transtech's Municipal Contracts.

DENNIS TARANGO, Principal Building Official, CBO, ICC Certified Plans Examiner and Inspector

- ✓ Over 20 years of experience.
- ✓ Serves as Contract Building Official at various agencies under Transtech's Municipal Service Contracts.
- ✓ ICC Certified Building Official; Building Plans Examiner; Fire Plans Examiner; ICC Certified Building Inspector.

AYLA JEFFERSON, Principal Building Official, CBO, ICC Certified Plans Examiner and Inspector

- ✓ Over 20 years of experience.
- ✓ Serves as Building Official at various contract Cities under Transtech Municipal Contracts.



- ✓ ICC Certified Building Code Official; Certified Building Official; Certified Sustainability Professional; Accessibility Inspector; Accessibility Plans Examiner; Building Plans Examiner; CalGreen-California Green Building Plans Examiner, Building Inspector; CBC Building Inspector, UBC Building Inspector; California Commercial Building Plans Examiner, Plumbing Inspector, Residential Plumbing Inspector, Residential Mechanical Inspector; UPC Plumbing Inspector; IAPMO Certified Plumbing Inspector, Mechanical Inspector.

WILLIAM R. DORMAN, Building Official, CBO, ICC Certified Plans Examiner and Inspector

- ✓ 35 years of experience.
- ✓ Serves as Building Official, Plan Checker and Inspector for various Transtech Contract Cities.
- ✓ Previously served as Senior Structural Building Inspector, Supervising Engineering Plan Check Coordinator, and Building Official/Code Administrator for the City of Pasadena.
- ✓ ICC Certified Building Official; Building Inspector; Building Plans Examiner.

JEFFREY KAO, Sr. Eng/Building Official, PE, CASp, CBO, ICC Certified Plans Examiner and Inspector

- ✓ 20 years of experience.
- ✓ CASp Certified.
- ✓ Licensed Civil Engineer.
- ✓ ICC Certified Building Official; Plans Examiner; Inspector; CalGreen Inspector and Plans Examiner.

CEM AYAN, Sr. Engineer, PE, ICC Certified Plans Examiner and Inspector

- ✓ 20 years of experience.
- ✓ Experience at Transtech's contract cities include City of Alhambra, City of South Pasadena and City of West Hollywood.
- ✓ Licensed Civil Engineer
- ✓ ICC Certified Plans Examiner, Building Inspector.

CALVIN CHANG, Sr. Engineer, PE, ICC Certified Plans Examiner

- ✓ 30 years of experience.
- ✓ Licensed Civil Engineer.
- ✓ Performed plan checks for a variety of residential and commercial projects in Cities of Alhambra, Temple City, Huntington Park, San Manuel Indian Reservation and San Bernardino.
- ✓ Prior to joining Transtech, he was a Sr. Plans Examiner at the City of Burbank.

ROBERT HERNANDEZ, ICC Certified Plans Examiner and Inspector

- ✓ 30 years of experience.
- ✓ Serves as Plans Examiner at various Transtech Contract Cities.
- ✓ ICC Certified ICC Certified Plans Examiner; Residential Building Inspector; Commercial Building Inspector; Residential Plumbing Inspector; Commercial Plumbing Inspector

CRAIG MELICHER, QC/QA, Staff Training, PE

- ✓ 35 years of experience.
- ✓ Licensed Civil Engineer.
- ✓ Served as Building Official and City Engineer/Deputy City Engineer at various Transtech Client Cities.
- ✓ Provides in-house training and consultation to Building Staff in code issues and resolutions.

Subconsultant: Transtech may use the following specialty sub consultant, if needed:

- GEO-ADVANTEC, INC. www.geoadvantec.com, Geotechnical/Soils Engineering Review Support

Licenses and Certificates in Diversified Fields:

- ICC Certified Building Official
- ICC Certified Plumbing Inspector UPC ICC Certified



- ICC Certified Building Code Official
- ICC Certified Sustainability Professional
- ICC Certified Building, Electrical, Mechanical & Plumbing Electrical Plans Examiner
- ICC Certified Commercial Building, Electrical, Mechanical & Plumbing Inspector
- ICC Certified Residential Building, Electrical, Mechanical & Plumbing Inspector
- ICC Certified Combination Inspector
- ICC Certified Fire Plans Examiner
- ICC Certified Permit Technician
- ICC Certified CalGreen - California Green Building Plan Examiner
- ICC Certified CalGreen - California Green Building Inspector
- ICC Certified CA Residential Mechanical Inspector
- CA Commercial and Res Plumbing Inspector
- ICC Certified Accessibility Plans Examiner
- ICC Certified Accessibility Inspector
- CASp, California Access Specialist
- IAPMO Certified CA Residential Mechanical Inspector
- Qualified Storm Water Pollution Prevention Plan Developer (QSD)
- Qualified Storm Water Pollution Prevention Plan Practitioner (QSP)
- General Permit Qualified Industrial Stormwater Practitioner (QISP)
- Professional Licensed Engineer (PE)
- Professional Licensed Traffic Engineer (TE)
- Professional Licensed Land Surveyor (PLS)
- Professional Transportation Planner (PTP)
- Licensed General Contractor A and B

Quick turn around and expedited service: Transtech will provide plan checks on a quick turn-around schedule. Transtech also provides expedited service when requested. Transtech has resources to provide emergency and/or expedited services when needed, on weekends, off work hours.

Readily available experienced in-house staff: Transtech has well experienced in-house staff readily available to commence with the services upon City's authorization.

Community Benefit Enhancement: Supporting civic and community activities demonstrates Transtech's commitment to the progress, health, and well-being of the communities we serve. This is something that we take pride in as a company. In services and partnership with our client cities, we have a proven record of active engagement in City and Community events. This could include involvement or presence at City programs or events, supporting local businesses through the chamber, youth events, hosting workshops, sports, scholarship opportunities, community service, managing homelessness challenges, public safety, crime prevention, or any other community benefit that the City wishes us to be a part of. Our goal is not just to serve as an engineering consultant which is what we are best at, but also in being an active partner with our clients, to further enhance the City's reputation as an ideal community to live, invest, work, and play in. This service could also be for consulting services for potential city staff training or workshops, funding strategy advisement, future development projects, attendance of special meetings on behalf of the city, or any unanticipated programs beyond our scope of services on which the City normally would not consult with us. We are deeply committed to maintaining our partnership with our valued customers, its community, and remain open and enthusiastic to receiving input on how to best serve the City's needs today and in the future to further enhance the City's reputation as an ideal community to live, invest, work, and play in. **Below are some recent CBE programs we have started, facilitated and/or were part of.**

Agreement for Professional Services: The RFP indicates that City of Maywood's Agreement for Professional Services is included for review and comment. The Respondent's submission of a proposal indicates Respondent's compliance of such terms, unless the proposal indicates that compliance is not possible. Proposed



revisions should be addressed in the cover letter; however, the City maintains discretion to accept or reject the Respondent's request for revisions. The City reserves the right to make any revisions to the proposed professional services agreement. Our comments are included in the following page attached to Cover Letter.

We believe our team is well qualified to perform the services requested: One of the unique qualifications of Transtech and its staff is that we work as Contract City Engineers, Traffic Engineers and Building Officials for several agencies. We have extensive experience working with Public Agencies in similar assignments, including experience in dealing with Public Agency Staff, Council, and Commissions. We are accustomed to working with governmental agencies, and have a good understanding of public agency issues, procedures, and policies. We are accustomed to working with governmental agencies, and have a good understanding of public agency issues, procedures, and policies. We have extensive experience in managing projects as City staff extension with a turn-key service approach.

- ✓ Successfully providing **similar services to many agencies** for over 30 years.
- ✓ Proven track record in **on time and within budget** project delivery.
- ✓ **Multi-disciplinary** engineering consulting service capabilities to provide an array of municipal services.
- ✓ Ability to **work collaboratively** with agencies, project applicants, and other stake holders, and **communicate effectively** with diverse audiences and stakeholders at public forums.
- ✓ Committed to producing a **high-quality work product and deliver a high level of customer care.**
- ✓ Commitment of **principal level management** and involvement throughout the contract duration.
- ✓ Well experienced **in-house staff readily available** to commence with the services upon City's authorization.

Thank you for the opportunity to submit this proposal.

Should you have any questions, or require additional information, please contact:

- Dennis Tarango, CBO, Principal Building Official, E: dennis.tarango@transtech.org C: 909-821-7117, O: 909-595-8599;127

Sincerely,



Dennis Tarango, CBO, Principal Building Official
E: dennis.tarango@transtech.org
C: 909-821-7117, O: 909-595-8599;127



Ayla Jefferson, CBO, Principal Building Official
E: ayla.jefferson@transtech.org
C: 909-851-5765, O: 909-595-8599;123



Ahmad Ansari, PE, Principal
ahmad.ansari@transtech.org
C: 949-702-5612; O: 909-595-8599



Cover Letter Attachment - Agreement for Professional Services

Agreement for Professional Services: The RFP indicates that City of Maywood's Agreement for Professional Services is included for review and comment. The Respondent's submission of a proposal indicates Respondent's compliance of such terms, unless the proposal indicates that compliance is not possible. Proposed revisions should be addressed in the cover letter; however, the City maintains discretion to accept or reject the Respondent's request for revisions. The City reserves the right to make any revisions to the proposed professional services agreement.

Following are comments we received on the contract from our insurance agency for City's review. If selected by the City, we will appreciate a discussion with the City's contract administrator to discuss the final contract language.

C. Time for Performance. Consultant shall commence the Services on the Effective Date and shall perform all Services by the deadline established by the City Representative or, if no deadline is established, with reasonable diligence. City agrees that Consultant shall not be responsible for delays caused by factors beyond the Consultant's reasonable control, including but not limited to delays because of strikes, lockouts, work slowdowns or stoppages, accidents, acts of God, failure of any governmental or other regulatory authority to act in a timely manner, failure of City to furnish timely information or approve or disapprove of the Consultant's services or work product promptly, or delays caused by faulty performance by City or by City of any level.

When such delays beyond the Consultant's reasonable control occur, City agrees the Consultant is not responsible for damages, nor shall the Consultant be deemed to be in default of this Agreement

D. Consultant's covenants under this Section shall survive the expiration or termination of this Agreement. Notwithstanding any provision to the contrary in this Agreement, Consultant shall not be restricted from disclosing any information that is reasonably necessary for Consultant to disclose: (1) to Consultant's employees, subconsultants and the General Contractor and subcontractors, if appropriate, or information in whatever form that is in the public domain; or (2) as part of the permitting and public entity approval process; or (3) if required as required by law or complying with an order to provide information or data when such an order is issued by a court, administrative agency or other legitimate authority; or (4) if reasonably necessary for Consultant to defend itself from any legal action or claim.

9. INDEMNIFICATION, HOLD HARMLESS, AND DUTY TO DEFEND.

A. Indemnity for Design Professional Services. To the fullest extent permitted by law, Consultant shall, ~~at its sole cost and expense, protect, indemnify, and hold harmless City and its elected officials, officers, attorneys, agents, employees, designated volunteers, successors, assigns and those City agents serving as independent contractors in the role of City officials (collectively "Indemnitees"), from and against any and all damages, costs, expenses, liabilities, claims, demands, causes of action, proceedings, judgments, penalties, liens, and losses of any nature whatsoever, including reimbursement of reasonable fees of accountants, attorneys, or other professionals if the services of such other professionals is deemed reasonable by a court of competent jurisdiction or by agreement of the parties and all costs associated therewith, and reimbursement of reasonable attorney's fees and costs of defense (collectively "Liabilities"), whether actual, alleged or threatened, which arise out of, are claimed to the extent found to arise out of, pertain to, or relate to, in whole or in part, the negligence, recklessness or willful misconduct of Consultant, its officers, agents, servants, employees, subcontractors, material men, contractors or their officers, agents, servants or employees (or any entity or individual that Consultant shall bear the legal liability thereof) in the performance of design professional services under this Agreement by a "design professional," as the term is defined under California Civil Code Section 2782.8(c).~~

3) Consultant shall obtain executed indemnity agreements with provisions identical to those in this Section from each and every subcontractor or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. If Consultant fails to obtain such indemnities, Consultant shall be fully responsible and indemnify, and hold harmless and defend the Indemnitees from and against any and all Claims in law or equity, whether actual, alleged or threatened, which arise out of, are claimed to the extent found to arise out of, pertain to, or relate to the negligent acts or omissions of Consultant's subcontractor, its officers, agents, servants, employees, subcontractors, materialmen, consultants or their officers, agents, servants or employees (or any entity or individual that Consultant's subcontractor shall bear the legal liability thereof) in the performance of this Agreement, including the Indemnitees' active or passive negligence, except for Claims arising from the sole negligence or willful misconduct of the Indemnitees, as determined by court decision or by the agreement of the Parties.

D. Primary and Non-Contributing. The General Liability and Automobile Liability insurance policies required under this Section shall apply on a primary non-contributing basis in relation to any other insurance or self-insurance available to City. Any insurance or self-insurance

B. Consultant's Cooperation. In the event any claim or action is brought against City relating to Consultant's performance of Services rendered under this Agreement, Consultant shall render any reasonable assistance that City requires. Notwithstanding the foregoing, Consultant's assistance and/or participation shall be given to City only if authorized by Consultant's insurance carrier(s) and/or legal counsel.

16. NOTICES. ANY NOTICE, CONSENT, REQUEST, DEMAND, BILL, INVOICE, REPORT OR OTHER COMMUNICATION REQUIRED OR PERMITTED UNDER THIS AGREEMENT SHALL BE IN WRITING AND CONCLUSIVELY DEEMED EFFECTIVE: (A) ON PERSONAL DELIVERY, (B) ON CONFIRMED DELIVERY BY COURIER SERVICE DURING CONSULTANT'S AND CITY'S REGULAR BUSINESS HOURS, OR (C) ~~THREE BUSINESS DAYS AFTER DEPOSIT IN THE UNITED STATES MAIL, BY FIRST-CLASS CERTIFIED MAIL, RETURN-RECEIPT REQUESTED,~~ POSTAGE PREPAID, AND ADDRESSED TO THE PARTY TO BE NOTIFIED AS SET FORTH BELOW:

31. ATTORNEYS' FEES. IN ANY LITIGATION OR OTHER PROCEEDING BY WHICH A PARTY SEEKS TO ENFORCE ITS RIGHTS UNDER THIS AGREEMENT (WHETHER IN CONTRACT, TORT OR BOTH) OR SEEKS A DECLARATION OF ANY RIGHTS OR OBLIGATIONS UNDER THIS AGREEMENT, THE PREVAILING PARTY SHALL BE ENTITLED TO RECOVER ALL ATTORNEYS' FEES, EXPERTS' FEES, AND OTHER COSTS ACTUALLY INCURRED IN CONNECTION WITH SUCH LITIGATION OR OTHER PROCEEDING, IN ADDITION TO ALL OTHER ~~AS PART OF TOTAL RELIEF TO WHICH THAT PARTY MAY BE ENTITLED AS DETERMINED BY A COURT OF COMPETENT JURISDICTION OR AS AGREED UPON BY THE PARTIES IN SETTLEMENT.~~





TABLE OF CONTENTS

TABLE OF CONTENTS

SECTION	PAGE
1. EXPERIENCE AND QUALIFICATIONS	1.1 – 1.23
a. Firm Qualifications	1.1
b. Experience in Building and Safety Services	1.3
c. References	1.5
d. Staff Resumes	1.12
e. Organization Chart	1.22
f. Licenses and Certifications	1.23
2. APPROACH TO SCOPE OF SERVICES	2.1 – 2.8
a. Approach	2.1
b. Work Plan	2.5
c. Other Information	2.6





1. EXPERIENCE AND QUALIFICATIONS

a. Firm Qualifications

Company Profile: Established in 1989, Transtech (a California Corporation) is a multi-disciplinary engineering consulting firm. Transtech is currently providing similar municipal services to approximately 50 agencies, and has extensive experience working in a mixed staff/consultant environment for over 30 years. We consider our staff as extension of City staff, and work in the same structure and hierarchy as other City staff, and coordinate and interact with various City staff members.

Service Capabilities:

Transtech is a full-service Municipal Consulting Firm. Our service capabilities include:

- Building & Safety Services, Building Inspection, Plan Check, Building Evaluations, City Building Official, Code Enforcement
- Civil Engineering, Freeways and Interchanges, Local Streets and Roads, Sewerage, Water and Storm Drain, Pavement Management System, Grading Studies
- Staff Augmentation
- CIP Program Management
- Construction Management and Inspection; Federally Funded Project Management
- Grant Writing
- CDBG Project Management
- City Engineer, City Traffic Engineer, Development Review, Public Works Engineering, Plan Check, Inspection
- Labor Compliance
- Planning Support
- Traffic and Transportation Planning and Engineering
- Water Resources Engineering
- Surveying, Mapping, ALTA, Right-of-way Engineering
- Emergency and Disaster Response, Support and Recovery Services

Providing similar municipal services to approximately 50 agencies:

City of Temple City

- ✓ **Building & Safety Services:** Building Official, Plan Review, Inspection, Permit Technician
- ✓ **City Engineering Services:** City Eng, Traffic Eng, Design, CIP and Construction Management, PW Insp, Fed Proj Management

City of Commerce

- ✓ **Building & Safety Services:** Building Official, Plan Review, Inspection, Permit Tech
- ✓ **Engineering Services:** City Eng, Traffic Eng, Design, CIP and Construction Management, PW Insp, Fed Proj Management

City of Cudahy

- ✓ **Building & Safety Services:** Plan Review Services
- ✓ **Engineering Services:** Traffic Eng, Design, CIP and Construction Management, PW Insp, Fed Funded Proj Management

City of South Pasadena

- ✓ **Building & Safety Services:** Building Official, Plan Review, Inspection, Permit Tech

City of Seal Beach

- ✓ **Building & Safety Services:** Building Official, Plan Review, As-needed Inspection
- ✓ **Public Works Services:** Public Works/CIP Inspection

City of Claremont

- ✓ **Building & Safety Services:** Building Official, Plan Review, Inspection

City of Azusa

- ✓ **Building & Safety Services:** Building Plan Review, As-needed Insp

San Manuel Indian Reservation

- ✓ **Building & Safety Services:** Building Official, Plan Review, Inspection

San Manuel Casino

- ✓ **Building & Safety Services:** Building Official, Plan Review, Inspection

City of Burbank

City of Alhambra

- ✓ **Building & Safety Services:** Building Official, Plan Review, Inspection, Permit Technician
- ✓ **City Engineering Services:** City Eng, Traffic Eng, Design, CIP and Construction Management, PW Insp, Fed Proj Management

City of South El Monte

- ✓ **Building & Safety Services:** Building Official, Plan Review, As-needed Inspection, As-Needed Permit Technician
- ✓ **City Engineering Services:** City Eng, Traffic Eng, Design, CIP and Construction Management, PW Insp, Fed Proj Management

City of West Covina

- ✓ **Engineering Services:** City Eng, Traffic Eng, Design, CIP and Construction Management, PW PC, Fed Proj Management

City of Rosemead

- ✓ **City Engineering Services:** City Engineering, Traffic Engineering, Design, Construction Management, CIP Management, PW Inspection, Plan Check, Fed Proj Management

City of Big Bear Lake

- ✓ **Building & Safety Services:** Building Official, Plan Review
- ✓ **City Engineering Services:** City Eng, Traffic Eng, Design, CIP and Construction Management, PW PC/Insp, Fed Proj Management

City of Bell

- ✓ **Building & Safety Services:** Building Official, Plan Review, Inspection, As-Needed Permit Technician

City of West Hollywood

- ✓ **Building & Safety Services:** Inspection, Plan Review, Permit Technician

City of Hawaiian Gardens

- ✓ **Building and Safety Services:** Building Official, Plan Review, Inspection, Permit Technician



b. Experience in Building and Safety Services

Company Profile: Established in 1989, Transtech (a California Corporation) is a multi-disciplinary engineering consulting firm. Transtech is currently providing similar municipal services to approximately 50 agencies, and has extensive experience working in a mixed staff/consultant environment for over 30 years. We consider our staff as extension of City staff, and work in the same structure and hierarchy as other City staff, and coordinate and interact with various City staff members.

Knowledge of Local Area, Region: Transtech has extensive experience in the local area. Our firm is currently providing similar services to approximately 15 cities within 10 mile radius of Maywood, i

Experience with Los Angeles County and County Fire Department: We coordinate many projects at our client Cities with County of Los Angeles. Also, we were recently selected by the County of Los Angeles as one of the qualified firms to provide Building and Safety and Plan Check Services.

Examples of various Building and Safety Relevant Projects that Transtech provided Building Plan Check and Inspection Services (Partial List):



San Manuel Band of Mission Indians-Building and Safety, Plan Check, Inspection Services for Casino Expansion/Development Project (\$700M): Transtech serves as the Building Official, Plan Checker and Inspector for the Tribe. Currently we are providing Plan Check and Inspection services for Casino's expansion program, which includes casino renovation, hotel, entertainment center, parking structure, pedestrian bridges, alignment of entry and exit roads, and various other improvements.



The Alhambra (Project Value: \$57.8M): Located at 88 S Garfield Avenue, 2 S Garfield Avenue, 100 & 150 E Main St. Transtech provided full plan review as well as inspection services of for this development which includes 260 apartment units, 4-story parking garage, 72,000 sq ft 2-story retail building, 16,730 sq ft 1-story retail building, and 23,000 sq ft 1-story retail building. This project is located in Alhambra. Transtech also provided Map Check, and PW Off-site Improvements PW Plan Check and Inspection.



The Terraces (Mixed-Use Development (Project Value: \$19M): Located at 5935-5953 Temple City Blvd in Temple City. Transtech is currently providing full plan review for the 4 Story Mixed-Use Development which includes a one level basement garage, 61 condominium units as well as ground level and basement parking and 7,250 SF of commercial retail space/restaurant. Transtech also provided Map Check, and PW Off-site Improvements PW Plan Check and Inspection.



Temple City Camellia Square (Project Value: \$15M): Transtech provided full plan review as well as inspection services, the project included a shopping center with an underground garage and 4 total buildings as follows: a one-story 6,600 SF building; a two-story 25,700 SF building, a two-story 4,500 SF building; and, a two-story 43,400 SF building. Transtech also provided Map Check, and PW Off-site Improvements PW Plan Check and Inspection.



Linden Walk Residential Development (Project Value: \$18.5M): Transtech provided full plan review as well as inspection services for this development which included 74 Single Family Dwellings. This project is located in Temple City. Transtech also provided Map Check, and PW Off-site Improvements PW Plan Check and Inspection.



Blossom Walk Residential Development (Project Value: \$5.7M): Transtech provided full plan review as well as inspection services of for this development which includes 24-unit condominiums and 4 single family homes. This project is located in Temple City. Transtech also provided Map Check, and PW Off-site Improvements PW Plan Check and Inspection.



Pacific Plaza (Project Value: \$30.3M): Located at 11 S 3rd St (condo) and 300 W Main St (retail). Transtech provided full plan review as well as inspection services of for this development which includes 120 condo units and retail space below. This project is located in Alhambra. Transtech also provided Map Check, and PW Off-site Improvements PW Plan Check and Inspection. Transtech also provided Map Check, and PW Off-site Improvements PW Plan Check and Inspection.



Midwick Collection (Project Value: \$13M): Located at 2400 S Fremont Avenue. Transtech provided full plan review as well as inspection services of for this development which includes 36 single family dwellings and 28 townhomes. This project is located in Alhambra. Transtech also provided Map Check, and PW Off-site Improvements PW Plan Check and Inspection.



Casita de Zen (Project Value: \$21M): Located at 28 N 3rd St (condo) and 235 W Main St (retail). Transtech provided full plan review as well as inspection services of for this development which includes mixed use project with 92 condos on top, and retail on bottom. This project is located in Alhambra. Transtech also provided Map Check, and PW Off-site Improvements PW Plan Check and Inspection.



Alta Med Medical Group (Project Value: \$4M): Located at 1900 E Slauson Ave. Transtech provided full plan review as well as inspection services of for this development which includes a new mixed-use building of office space and an adult day care with new on grade parking. This project is located in Huntington Park. Transtech also provided Map Check, and PW Off-site Improvements PW Plan Check and Inspection.



Main Street Collection (Project Value: \$23M): Located at 410 W Main Street. Transtech provided full plan review as well as inspection services of for this development which includes 4-story mixed-use project with 8,200 s ft retail space, 52 condos, 9 live/work units, 19 townhomes, and 6 shopkeeper units. This project is located in Alhambra. Transtech also provided Map Check, and PW Off-site Improvements PW Plan Check and Inspection.



DaVita Alhambra Dialysis Center (Project Value: \$2M): Located at 1237 E Main St. Transtech provided full plan review as well as inspection services of for this development which includes 1-story 14,125 sq ft medical office. This project is located in Alhambra. Transtech also provided Map Check, and PW Off-site Improvements PW Plan Check and Inspection.



820 Mission Development LLC (Project Value: \$10M): Located at 820 Mission St. Transtech provided full plan review as well as inspection services of for this development which includes construction of new office building with one residential unit above, new 15 unit townhome cluster with office fronting Mission Street with one-level subterranean parking, convert existing 3-story industrial building into 9 residential units, construct 13 townhome units. This project is located in South Pasadena.



County of Riverside Economic Development Agency, Facility Evaluation: Located at 41888 Motor Car Pkwy Transtech provided Facility Evaluation Services including an accessibility compliance review to allow the 297,033 SF 5-story office building to operate as an essential services facility.



PROJECT PICTURES NOT AVAILABLE
DUE TO SECURITY RESTRICTIONS.

HAL-HAYS Construction, Inc., Industrial Facilities Maintenance Building and Safety Services: Transtech is an exclusive team partner with Hal-Hays Construction, which provides maintenance services to industrial facilities and utility companies. Transtech serves as the Building and Safety Services Team providing all necessary services to, including plan check, inspection and permitting. **One of the clients is UTC Corporation/City of Riverside: Building & Safety Services:** Transtech serves as UTC's Riverside Manufacturing Facility's Building Official, and manages and processes all necessary permits for this approximately 15 acre closed building area high security industrial facility thru the City of Riverside. With annual revenues around \$75B, UTC serves customers in the commercial aerospace, defense and building industries and ranks among the world's most respected and innovative companies. UTC's Riverside Facility is part of the Aerostructures business unit and produces composite bond components for the world's newest airplane platforms, such as the Airbus A350 XWB and A320neo, the Boeing 787 Dreamliner, Bombardier C Series, the Mitsubishi Regional Jet and the Embraer E2.

c. References

Client Name: City of South El Monte (Year started and completed: 2018 – Ongoing Service)

- Services Provided: **Building Official, Building and Safety Plan Check, Inspection**, City Engineer, Traffic Engineer, Map/Plan Check and Inspection, CIP Management, Design, Construction Management, Inspection, Federally Funded Project Management
- Contact: Rene Salas, Public Works Director; T: 626-579-6540, Ext. 3040; E: rsalas@soelmonte.org

Client Name: City of Bell (Year started and completed: 2015 – Ongoing Service)

- Services Provided: **Building Official, Building and Safety Plan Check, Inspection**
- Contact: Manuel Acosta, Director of Development; T: 323-528-6211; E: macosta@cityofbell.org

Client Name: City of Commerce (Year started and completed: 2003 – Ongoing Service)



- Services Provided: **Building Official, Building and Safety Plan Check, Inspection**, City Engineer, Traffic Engineer, Map/Plan Check and Inspection, CIP Management, Design, Construction Management, Inspection, Federally Funded Project Management
- Contact: Daniel Hernandez, Public Works Director; T: 626-322-4805; E: dhernandez@ci.commerce.ca.us

Client Name: City of Downey (Year started and completed: 2019 – Ongoing Service)

- Services Provided: **Building and Safety Plan Check, as-needed Inspection**
- Contact: Richard Hicks, Building Official; T: (562) 904-7142; E: rhicks@downeyca.org

Client Name: City of Temple City (Year started and completed: 2012 – Ongoing Service)

- Services Provided: **Building Official, Building and Safety Plan Check, Inspection**, City Engineer, Traffic Engineer, Map/Plan Check and Inspection, CIP Management, Design, Construction Management, Inspection, Federally Funded Project Management
- Contact: Bryan Cook, City Manager; T: 626-285-2171; E: bcook@templecity.us

Client Name: City of Alhambra (Year started and completed: 1993 – Ongoing Service)

- Services Provided: **Building Official, Building and Safety Plan Check, Inspection**, City Engineer, Traffic Engineer, Map/Plan Check and Inspection, CIP Management, Design, Construction Management, Inspection, Federally Funded Project Management
- Contact: Marc Castagnola, Dev Services Director, 626-570-5041; E: mcastagnola@cityofalhambra.org

Client Name: City of Azusa (Year started and completed: 2019 – Ongoing Service)

- Services Provided: **Building and Safety Plan Check, as-need Inspection, Permit Technician, Building Official**
- Contact: Matt Marquez, Director of Development; T: 626-812-5236; E: mmarquez@azusaca.gov

Client Name: City of South Pasadena (Year started and completed: 1997 – Ongoing Service)

- Services Provided: **Building Official, Building and Safety Plan Check, Inspection**
- Contact: Joanna Hankamer, Director of Planning & Community Development; T: 626-403 7220; E: jhankamer@southpasadenaca.gov

Please see following pages for few reference letters from few of our client cities:



May 29, 2019

Subject: Transtech Reference Letter for Contract City Engineering, Traffic Engineering, CIP Project Management, and Public Works Plan Review and Inspection Services

Transtech Engineers, Inc. was selected and currently provides full-service City Engineering Services, including a designated on-site City Engineer and Public Works Permit Technician and Inspector. The Transtech Team provides all engineering related services to the Public Works Department including CIP Project Management, Bid Analysis, Traffic Engineering, Grant Writing and Administration, and other engineering related services.

The staff have provided excellent quality of services to the City of South El Monte, with a high attention to detail and customer service. As Public Works Director, I work directly with their staff and based on my professional experience with Transtech as well as my staff's and the City's, we are very satisfied with their services. I can confidently recommend them for their services.

Transtech provides the high-quality professional staff and work. Transtech team is professional, efficient, and cost effective, while having the best interest of the City in their mind.

Please feel free to contact me if you have any questions.

Sincerely,

Rene Salas

Public Works Director

City of South El Monte - Department of Public Works
1415 N. Santa Anita Avenue, South El Monte, CA 91733
(626) 579-6540 Ext. 3040
rsalas@soelmonte.org

**CITY of BELL***Home...in the center of it all*

September 26, 2018

Subject: City of Bell Letter for Transtech Engineers, Inc.

To Whom It May Concern:

I am pleased to write this letter of recommendation for Transtech Engineers, Inc.

Transtech Engineers, Inc. provides Building and Safety Services in the capacity of Building Official, Building Inspector, and Building Plan Check/Review to the City of Bell.

Based on mine and other staff's professional experience with Transtech and their staff, the City of Bell is satisfied and would recommend their services. They provide high quality work, are professional, efficient, and cost effective. Their team has always been responsive to the City in a timely manner on all their assignments or questions we may have.

If you should have any further questions, please do not hesitate to contact me directly.

Best Regards,



Howard W. Brown, Jr., ICMA-CM
City Manager
City of Bell


6330 Pine Avenue
Bell, CA 90201


Phone:
323.588.6211





CITY OF SOUTH PASADENA

PLANNING AND BUILDING DEPARTMENT
1414 MISSION, SOUTH PASADENA, CA 91030
TEL: 626.403.7220 • FAX: 626.403-7221

June 16, 2020

Subject: Reference Letter for Transtech, Inc.

To Whom it May Concern:

Transtech, Inc. has been providing contract Building and Safety Services, including Building Official, Permit Technician, Building Inspector, and Building Plan Checker services to the City of South Pasadena for over twenty years.

The City of South Pasadena is extremely satisfied with Transtech's services, especially most recently as the City has transitioned to remote working conditions in response to COVID-19. Transtech has led the City in innovation and implementation of online and digital-based services, allowing the City to continue to provide all building-related services throughout the recent crisis. For example, Transtech transitioned the City to providing E-Plan Submittal within a few days of LA County's Safer at Home Order.

Transtech provides high quality services in an efficient and cost-effective manner. They are responsive, professional and timely on all of their assignments.

Based on my professional experience with Transtech, I highly recommend their Building and Safety services.

Please feel free to contact me with any questions.

Sincerely,

Joanna Hankamer
Director of Planning & Community Development
jhankamer@southpasadenaca.gov
626-403 7220





9701 LAS TUNAS DRIVE | TEMPLE CITY | CALIFORNIA | 91780-2249 | (626) 285-2171

June 25, 2018

Subject: Transtech Engineers, Inc. Reference Letter for Services Provided to Temple City

To Whom It May Concern:

As the Community Development Director for Temple City, I highly recommend Transtech Engineers, Inc. for building and city engineering services. Transtech has provided contract Building and Safety Services and City Engineering Services to Temple City since 2012, and the City has been very satisfied with their services. Transtech staff have consistently provided high quality service in an efficient and cost-effective manner. They are highly responsive to any issues or requests that the City may have, and their work is consistently completed in a timely and professional manner.

Transtech provides full building and engineering services for Temple City in the capacity of Building Official, Building Inspection (as needed), Building Plan Check/Review, City Engineering, Traffic Engineering, Public Works Engineering, Capital Projects Management, Construction Management, Grant Management, and related professional services as requested.

Transtech provides excellent customer care and service not only internally to City staff but also to the public who frequently interacts with them through their Building and Safety Services. Based on my experience with Transtech and based on positive feedback I have received from my staff and our customers, I highly recommend Transtech for building and city engineering services.

If you have any questions, please feel free to contact me directly.

Sincerely,

Michael D. Forbes
Community Development Director
(626) 285-2171 x4305
mforbes@templecity.us





*Gateway
to the
San Gabriel Valley*

*111
South First Street
Alhambra
California
91801*

City of Alhambra
Development Services Department

February 13, 2018

I am pleased to write this letter of recommendation for Transtech Engineers, Inc.

Transtech Engineers, Inc. has been providing full Contract Building and Safety Services as well as City Engineering Services in the capacity of Building Official, Permit Technician, Building Inspector, Building Plan Check, City Engineering, City Traffic Engineering, Public Works Plan Checks, CIP Management, Construction Management, Grant Management, , and as-needed Professional Services inclusive of planning, design, project management, and construction management to the City of Alhambra for nearly 25 years.

Based on mine and other staff's professional experience with Transtech and their staff, the City of Alhambra is extremely satisfied with their services over the years. They continue to provide the highest quality work, have always been professional, efficient, cost effective, while having the best interest of the City in their mind.

Their commitment to quality and quick responsiveness for any needs the City may have sets them apart from others. I can confidently recommend them for their services.

Please feel free to contact me if you have any questions.

Best Regards,

Marc Castagnola
Development Services Director
City of Alhambra
(626)570-5041 / mcastagnola@cityofalhambra.org

d. Staff Resumes

DENNIS TARANGO, CBO, Principal, Building & Safety Services. ICC Certified Building Official, Plans Examiner, Inspector



Mr. Tarango has over 20 years of experience in the building and safety division. He is experienced in managing building and safety departments of different municipalities. Currently he is serving as Building Official for Transtech Contract Cities. At Transtech, Mr. Tarango is responsible for the Building and Safety Division as well as business development, client relations, and management oversight. With his analytical and strategic management skills, he provides strong leadership and develops staff to enhance the Departments abilities. Prior to working for Transtech, Mr. Tarango served as Deputy Building Official, Plans Examiner, and Senior Building Inspector for various local cities including the City of Diamond Bar, City of Yorba Linda, and City of Hemet.

EDUCATION

- Cal Poly, Engineering
- Fresno State BA
- Rio Honda College

ICC CERTIFICATIONS

- Certified Building Official, Plans Examiner, Commercial Building Inspector
- Building Inspector UBC
- Fire Plans Examiner

HIGHLIGHTS

- ICC Sustainability Membership Council Governing Committee



AYLA JEFFERSON, CBO, Principal, Building & Safety Services. ICC Certified Building Official, Plans Examiner, Inspector



Ms. Jefferson has over 25 years of experience in private and governmental sector. She has extensive experience in managing building and safety departments of different municipalities under Transtech contracts. She has served as Building Official, Deputy Building Official, Plan Checker, Code Enforcement Official, Community Improvement Coordinator, Planning Technician, and Inspector for various municipalities.



EDUCATION

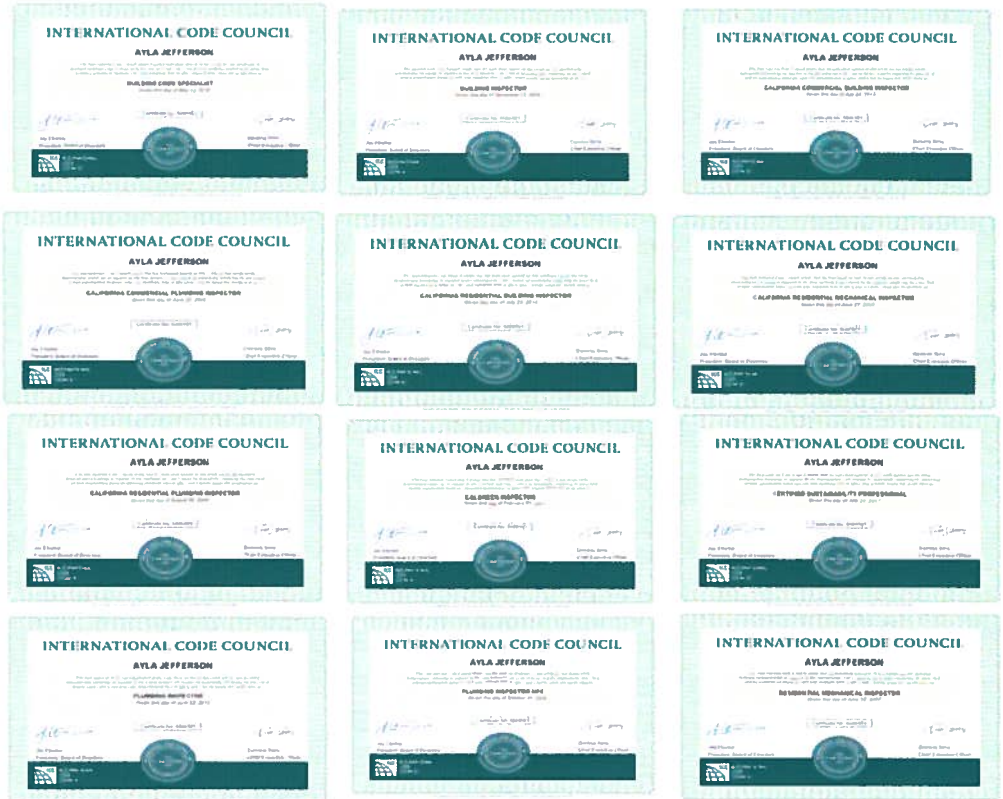
- Rio Honda College, CE
- Bosphorous Univ, Turkey
- Athanee Royal, Belgium

CERTIFICATIONS

- ICC Certifications:



Building Code Official,
 Certified Building Official,
 Certified Sustainability
 Professional,
 Accessibility Inspector,
 Accessibility Plans Examiner,
 Building Plans Examiner,
 California Building Plans
 Examiner,
 CalGreen Plans Examiner and
 Inspector,
 Building Inspector CBC,
 Building Inspector UBC,
 Plumbing Inspector UPC,
 California Commercial
 Plumbing Inspector,
 Residential Mechanical
 Inspector,
 California Residential
 Mechanical Inspector,
 Permit Technician
 • IAPMO Plumbing,
 Mechanical Inspector



JEFFREY KAO, PE, CASp, CBO, ICC Certified Building Official, Plans Examiner, Inspector



Mr. Kao has over 20 years of experience and has been working at Transtech as Deputy Building Official, Senior Plans Examiner, On-Site Over the Counter Plans Examiner and performed plan checks for a variety of residential and commercial projects in Cities of Alhambra, South Pasadena and Temple City. Mr. Kao has broad knowledge of building and safety operations, including working in the capacity of Deputy Building Official and Plans Examiner. His past experience includes working as a structural engineer for 4 years at a structural design firm.

EDUCATION

- MS Civil Engineering
- BS Civil Engineering, Cal Poly

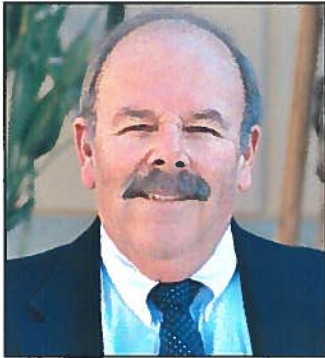
REGISTRATION

- Registered Civil Engineer
- CASp

ICC CERTIFICATIONS

- Building Official, California Building Plans Examiner, CalGreen Inspector, CalGreen Plans Examiner, Mechanical Plans Examiner, Plumbing Plans Examiner, Building Inspector



BILL DORMAN, CBO, ICC Certified Building Official, Plans Examiner, Inspector

Mr. Dorman has over 30 years of experience in Building and Safety. He serves as Building Official/Plan Checker/Inspector at various Transtech contract cities. He has extensive experience in construction codes, building and safety plan review and inspection, code interpretations, and resolving code related construction and plan review problems on a broad range of projects. Prior to joining Transtech, he has served in various capacities, including as Building Official/Code Administrator for the City of Pasadena.

EDUCATION

- AS, Architecture - East Los Angeles College
- BA, University of La Verne

ICC CERTIFICATIONS

- Building Official, Plans Examiner, Building Inspector

**ROBERT HERNANDEZ, ICC Certified Plans Examiner and Inspector**

Mr. Hernandez has over 30 years of experience and has served as Inspector and Plan Checker. His prior experience includes:

- City of San Clemente, Community Development Specialist: Plan check, provide backup counter coverage for over the counter reviews.
- City of Hemet, Plans Examiner
- D & J Engineering, Diamond Bar, Building Inspector
- Radco, Long Beach, Consultant Plan Checker
- County of San Bernardino, Building Inspector, Plan Checker
- City of Fullerton: Building Inspector, Plan Checker
- City of Beverly Hills: Building Inspector, Plan Checker
- City of Long Beach, Combination Building Inspector Aide: Building inspector trainee, code enforcement.

EDUCATION

- Coastline College, Electrical and mechanical code classes.
- Fullerton College, Building construction cod.

ICC CERTIFICATIONS

- Plans Examiner, Inspector-Res Building, Commercial, Res Plumbing, Commercial Plumbing



CEM AYAN, PE, ICC Certified Plans Examiner and Inspector

Mr. Ayan has approximately 20 years of experience in engineering and construction. He works at various Transtech Contract Cities as Plan Checker and Deputy Building Official. His experience also includes both working for a construction company as construction engineer and for consulting firms design firms as design/field construction engineer. His field construction experience includes site start-up, site grading/paving/concrete work, excavation, backfill, vertical survey, storm & wastewater collection, shallow/deep foundation, structural work, M&E, brick work, gable/hip/flat roof, interior/exterior architectural finish and CM/PM activities.

**EDUCATION**

- M.S., B.S. in Civil Engineering

REGISTRATION

- Registered Civil Engineer
- ICC Plans Examiner, Inspector

HIGHLIGHTS

- Experience includes working as Structural Design Engineer.

CALVIN CHANG, PE, ICC Certified Plans Examiner and Inspector

Mr. Chang has 30 years of experience and has been working at Transtech as Deputy Building Official, Senior Plans Examiner, On-Site Over the Counter Plans Examiner. He has performed plan checks for a variety of residential and commercial projects in Cities of Alhambra, Temple City, Huntington Park, San Manuel Indian Reservation and San Bernardino. Prior to joining Transtech, he was a Sr. Plans Examiner at the City of Burbank. Mr. Chang has extensive experience in Building Codes, code interpretations and resolving code related construction and plan check problems on a broad range of residential and commercial projects.

**EDUCATION**

- MS, BS Civil Engineering

REGISTRATION

- Registered Civil Engineer
- ICC Plans Examiner

HIGHLIGHTS

- Chinese Cantonese and Mandarin Speaker
- Extensive experience in Structural Plan Check

ROBERT MENDOZA, ICC Certified Building Inspector

Mr. Mendoza has 15 years of experience in construction, and approximately 5 years as a Building Inspector. He has served as a Building Inspector at various Transtech Contract Cities. His local agency experience at Transtech's current contract cities include providing building and safety related services for the Building and Safety Division/Departments to the Cities of Alhambra, and South Pasadena. As a Building Inspector he performs inspections for residential, commercial, and industrial projects. Some of Mr. Mendoza's tasks include answering code questions; inputting results of field inspections into Excel; contacting utility providers for electrical and gas meter releases; and assisting permit technicians at the counter with issuing permits.

EDUCATION

- A.A. Liberal Arts

CERTIFICATIONS

- ICC Certified Inspector, Permit Tech

HIGHLIGHTS

- Proficient in Microsoft Excel, PowerPoint, Word, & Outlook

**JASON ROBBINS, ICC Certified Building Inspector**

Mr. Robbins has over 6 years of experience working in governmental environments. He is assigned to various Transtech Contract Cities. He has served as Permit Technician and as Building Inspector under Transtech's contract cities, including at the City of Alhambra, City of South Pasadena, City of Temple City, City of Montebello and City of Seal Beach. Mr. Robbins also has experience working alongside Los Angeles County Staff at City of Commerce as a Permit Technician.

EDUCATION

- A.A. and A.S. Degrees
- Ca State LA, Computer Science (In Progress)

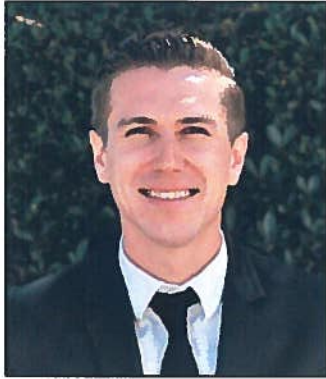
CERTIFICATIONS

- ICC Certified Bldg Inspector, Commercial Bldg Inspector, Res. Combo, Bldg, Electrical, Mechanical, Plumbing Inspector, Permit Technician

HIGHLIGHTS

- Proficient in Microsoft Excel, PowerPoint, Word, & Outlook



JONATHAN TARANGO, ICC Certified Building Inspector**EDUCATION**

- Construction Management, Fullerton College
- General Education, Mount San Antonio College

ICC CERTIFICATIONS

- ICC Building Inspector

HIGHLIGHTS

- Proficient in Microsoft Excel, PowerPoint, Word, & Outlook

Mr. Tarango has over 8 years of City government experience working in many diverse communities. His experience includes working as a Building Inspector and Permit Technician at various Transtech contract cities. With a strong background in construction, excellent customer service skills, and broad range of computer abilities he has been a great asset to the Building Division. His duties include answering building code questions along with general building questions (which include plan submittal, permits, etc) over the phone or at the counter; working closely with permit technicians to maintain communication on various projects that should be brought to attention; and filing away permits at the end of the day after finishing up inspections. In addition to his duties, Mr. Tarango also goes above and beyond by helping and assisting the permit technicians with issuing permits, taking in plan check submittals, as well as entering permits into a database. Prior to working for Transtech Engineers Mr. Tarango worked in the City of Diamond Bar as a Building Inspector Technician.

**VINCENT ALTUNA, ICC Building Inspector****EDUCATION**

- Electrical Code, Blueprint Reading, Intro to Building Code, Community College, Fountain Valley,

CERTIFICATIONS

- ICC Certified Building Inspector

HIGHLIGHTS

- Proficient in Microsoft Excel, PowerPoint, Word, & Outlook

Mr. Altuna is a Building Inspector with 15 years of experience. He is available to provide a combination of building inspector services to many of our Southern California clients. Mr. Altuna has served as a Building Inspector at various Transtech Contract Cities including largely at the City of Commerce. As a building inspector he provides building and safety related services for the Building Division/Departments in the areas of residential, commercial, and industrial related projects. Some of Mr. Altunas' responsibilities as a building inspector include building, electrical, mechanical, and plumbing inspections; ensuring that all proper documents are obtained prior to finalization of permits; and answering questions that contractors, developers, engineers, or homeowners might have regarding code requirements. He has broad knowledge of municipal governmental operations and building related codes and ordinances. Prior to working for Transtech Engineers, Mr. Altuna worked as a Senior Building Inspector for various consulting groups across Southern California. During this time, he worked in the Building & Safety Departments at the Cities of Huntington Beach, Industry and Cudahy.



CAN GOZUBUYUK, ICC Certified Residential Building Inspector, Mechanical Inspector, Plumbing Inspector

Mr. Gozubuyuk has been working in Transtech's Building and Safety Department as a Building Inspector for various contract Cities. Mr. Gozubuyuk quickly gained his ICC Residential, Plumbing, and Mechanical Certifications and continuously serves as a Building Inspector for the City of South Pasadena, Seal Beach, Alhambra, Temple City, Huntington Park and many more. Some of his roles as a building inspector include conducting building, electrical, mechanical, and plumbing inspections; ensuring that all proper documents are obtained prior to finalization of permits; and answering questions that contractors, developers, engineers, or homeowners may have regarding code requirements. In addition to this, Mr. Gozubuyuk tasks also include answering code questions, inputting results of field inspections into Excel, contacting utility providers, and assisting permit technicians at the counter. Mr. Gozubuyuk also works closely with contractors, developers, engineers, and residents to answer any questions they might have regarding code requirements or in general.

EDUCATION

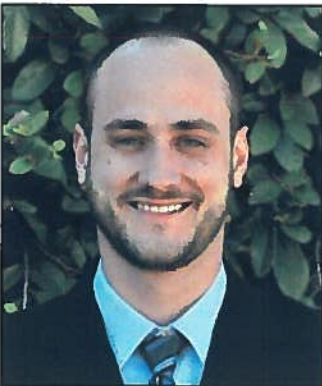
- MBA, Southern States University (SSU)

CERTIFICATIONS

- ICC Certified Residential Building Inspector, Residential Mechanical Inspector, Plumbing Inspector, Residential Inspector,

HIGHLIGHTS

- Proficient in Microsoft Excel, PowerPoint, Word, & Outlook

**JEREMY REED, ICC Certified Building Inspector, ICC Certified Permit Technician**

Mr. Reed has over 5 years of experience working in governmental environments. He is assigned to various Transtech Contract Cities. Mr. Reed has served as a Permit Technician and a Building Inspector under contract cities such as City of South Pasadena, Alhambra, and Hawaiian Gardens. Some of Mr. Reed's roles as a building inspector include conducting building, electrical, mechanical, and plumbing inspections; ensuring that all proper documents are obtained prior to finalization of permits; and answering questions that contractors, developers, engineers, or homeowners may have regarding code requirements.

EDUCATION

- Citrus College

CERTIFICATIONS

- ICC Certified Building Inspector, Permit Tech

HIGHLIGHTS

- Proficient in Microsoft Excel, PowerPoint, Word, & Outlook



AMY CHAN, ICC Certified Permit Technician, CalGreen Plans Examiner, CalGreen Inspector

Ms. Chan has approximately 5 years of City Government and Building and Safety experience. Ms. Chan has been working in Transtech's Building and Safety department in various contract cities performing various clerical and technical duties in support of Building Inspections, Plan Checkers, and the Building Official. Prior to working for Transtech Engineers Ms. Chan worked for the City of Arcadia as a Planning Intern. Some of her responsibilities included providing technical support to planning staff by conducting research, answering questions and providing information to the public, preparing agendas and reports for review boards and meetings. During her time there, Ms. Chan examined various types of applications received from the city (i.e. rebuilding, modifications, etc.), wrote up conditional use, approval, and staff report letters, and working on updates regarding the general plan, zoning, and municipal codes.

EDUCATION

- B.A., Cal State, Long Beach

HIGHLIGHTS

- Chinese Cantonese Speaker
- GIS certification
- Microsoft Excel, PowerPoint, Word, Outlook, QuickBase, Access

ICC CERTIFICATIONS

- Permit Tech, CalGreen Plans Examiner and Inspector

**ROCIO GONZALEZ, Permit Technician**

Mrs. Gonzales has served as a Permit Technician for two years at various Transtech Contract Cities which include City of Alhambra, City of South Pasadena, City of Temple City, and City of Huntington Park.

As a permit technician she receives and processes various permit applications, plans, and specifications, determining appropriate fees, routes plans, issues permit, provide other information of a general and technical nature.

Her prior experience includes 10 years as customer service representative and bookkeeper for a large retail corporation. Her responsibilities included processing store paperwork for corporate use, reporting daily finances to corporate office, and problem resolution.

EDUCATION

- Business Administration, United Education Institute

HIGHLIGHTS

- Proficient in Microsoft Excel, PowerPoint, Word, & Outlook, SharePoint, QuickBase, Access
- Spanish Speaker



NICHOLAS TARANGO, Home Inspector, ICC Permit Technician

Mr. Tarango's experience includes working as a Permit Technician at local public agencies including City of South Pasadena and City of Alhambra. As a permit technician he performs preliminary review of permit applications and plan submittals for completeness and accuracy and determines appropriate fees. In addition, he also routes plans, issues permits, and manages logs and records, and provides information to the public relating to the status of projects and permits.

**EDUCATION**

- Fullerton College

ICC CERTIFICATIONS

- Permit Technician, ICC

HIGHLIGHTS

- Proficient in Microsoft Excel, PowerPoint, Word, & Outlook

JOHN TUFAN, ICC Permit Technician

Mr. Tufan has been working in Transtech's Building and Safety Department and performing various clerical and technical duties in support of Building Inspection, Plan Checkers and Building Officials. Mr. Tufan acquired his ICC Permit Technician Certification and has largely worked in various contract cities including City of Alhambra, South Pasadena, Placentia, Commerce, Bell and many more. In addition to this, Mr. Tufan supports Transtech's Engineering Department in various contract cities such as West Covina, South El Monte, Banning and Big Bear.

**EDUCATION**

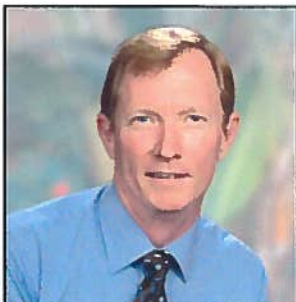
- University of Redlands MA in Management

CERTIFICATIONS

- ICC Permit Technician

HIGHLIGHTS

- Proficient in Microsoft Excel, PowerPoint, Word, & Outlook, Quickbase

CRAIG MELICHER, PE, CBO, Sr. VP, Building Official, Staff Training

Mr. Melicher has 35 years of experience in as Building Official, City Engineer and Construction Manager. Under Transtech's Municipal Service Contracts, he served for approximately 10 Cities in various capacities, such as Contract Building Official, Deputy Building Official, Plan Checker, Inspector, City Engineer and CIP Manager. He successfully implemented the transition of City Engineering and/or Building Department Services for a number of local agencies in California. He has extensive experience in construction, California Building Codes, building and safety plan check and inspection, code interpretations, and resolving code related construction and plan check problems on a broad range of residential, commercial and public works capital improvement projects.

EDUCATION

- BS in Civil Engineering,
- Various Construction Management Classes at UCLA

REGISTRATION

- Registered Civil Engineer

HIGHLIGHTS

- Served as City Engineer and Building Official for 6 Cities.

Mr. Melicher also provided his expertise in the construction field serving as an expert witnesses for construction claims and defects. He has a strong background on the legal aspects of project and construction management and is particularly well versed in California statutes regulating all types of publicly funded construction.

Mr. Melicher also provides training, and establishes procedures for project, construction and program management to local governmental agencies.

MELISSA DEMIRCI, RSP, Associate Engineer / Client Relations and Management Support**EDUCATION**

- BS, Civil Eng, Cal Poly

HIGHLIGHTS

- Assists Contract Principals in Client Relations and Admin

Ms. Demirci has approximately 10 years of experience. She assists Contract Principals in Client Relations and provides Management Support, and assists in preparing budgeting, contract management, staff report writing, and misc. items. Her prior experience includes working at the City of Los Angeles, Mayor's Office Energy and Environment Team while completing her civil engineering degree at Cal Poly Pomona. Her experience includes Project Management, Transportation and Traffic Engineering, and Grant Writing. She is well versed in Caltrans and Local Assistance Procedures. She has worked in the Public Works Department and assists in the preparation of staff reports, contract administration, RFP preparation, CIP Budget preparation, bid analysis, budgeting, traffic safety and calming studies, stop and signal warrants/studies, traffic impact studies, traffic calming reports, and responding to requests from Public and City Officials. She also prepares grant applications for transportation related projects including detailed figures, diagrams, and exhibits. Ms. Demirci regularly attends Traffic Commission and City Council Meetings presenting on various items.

AHMAD ANSARI, PE, Contract Principal**EDUCATION**

- BS Civil Eng & Arch, USC

REGISTRATION

- Registered Civil Engineer

HIGHLIGHTS

- 33 years in City Public Works

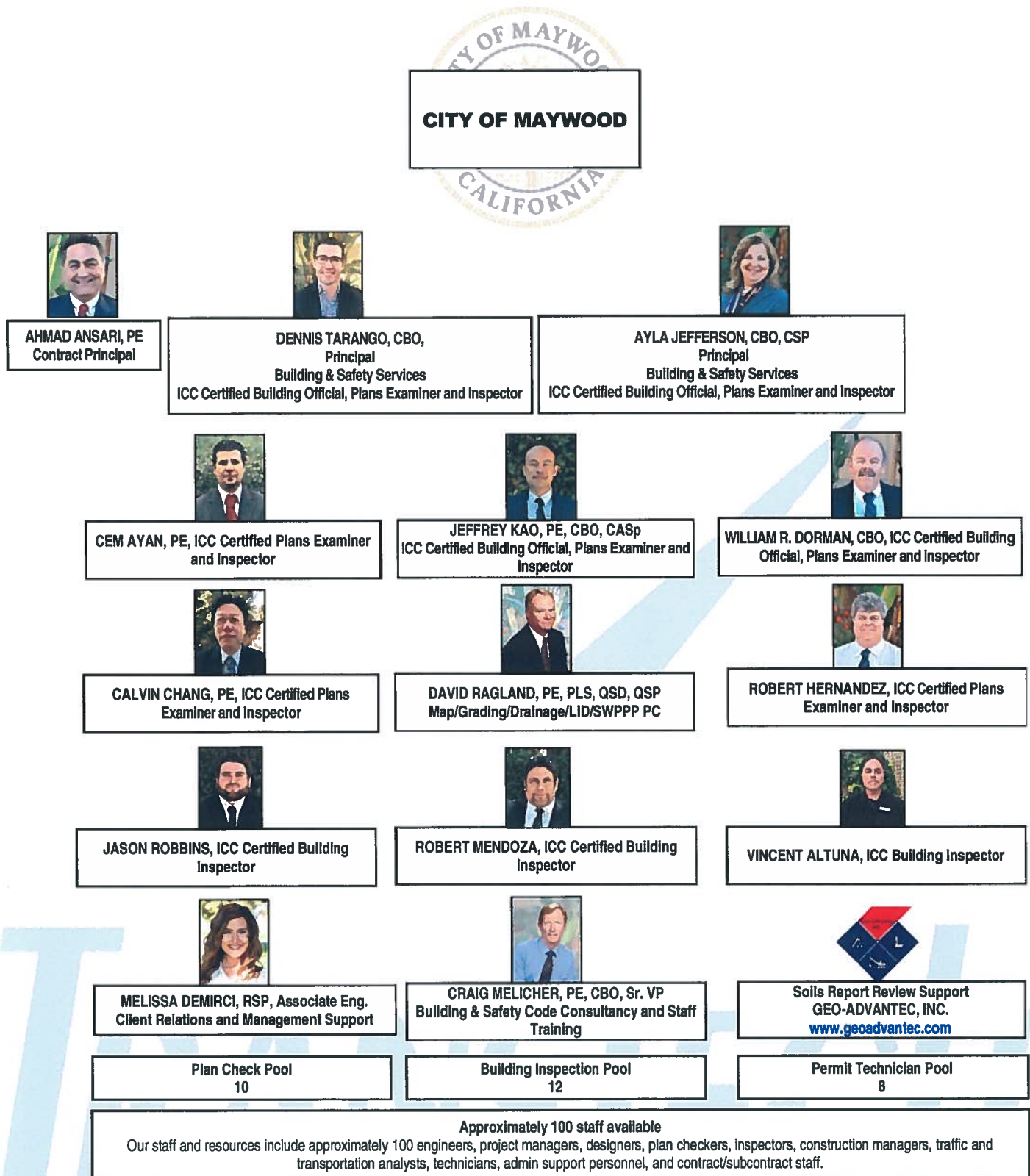
Mr. Ansari, a Principal at Transtech, provides any contractual or technical support and QC/QA if and when needed. Mr. Ansari has over 30 years of past experience in City and County Public Works and has worked for various Public Agencies as Public Works Director, City Engineer, Project Engineer, Plan Checker, Designer, including for the Cities of Moreno Valley, Rialto, Perris, Pomona and Burbank, as well as for the County of Orange Public Works Department as CIP Manager. He has a broad knowledge of municipal government operations, including preparation and presentation of staff reports/resolutions to city councils, committees and interaction with public, various city departments, city council and other governmental agencies. Mr. Ansari served at senior executive management staff at several municipalities in Southern California. Most recently, he managed the Orange County Public Works' 7-year Capital Improvement Program comprised of roads, flood and bikeway improvement projects throughout the County.

ALSO, AS PART OF THE TRANSTECH TEAM, THE FOLLOWING SUBCONSULTANT IS INCLUDED:

Soils Report Review Support, GEO-ADVANTEC, INC., www.geoadvantec.com

Geo-Advantec, Inc. offers comprehensive services in various areas from site feasibility evaluation through project completion for a wide range of projects and services, which include: Geotechnical Engineering; Engineering Geology; Geotechnical Earthquake Engineering; Geotechnical Instrumentation; Pavement Engineering; Forensic Geotechnical Engineering; Grading Monitoring and Field Testing; Soils & Materials Laboratory Testing; Special Inspection Services.

e. Organization Chart



f. Licenses and Certifications

Licenses and Certificates in Diversified Fields:

- ICC Certified Building Official
- ICC Certified Building Code Official
- ICC Certified Sustainability Professional
- ICC Certified Building, Electrical, Mechanical & Plumbing Electrical Plans Examiner
- ICC Certified Commercial Building, Electrical, Mechanical & Plumbing Inspector
- ICC Certified Residential Building, Electrical, Mechanical & Plumbing Inspector
- ICC Certified Combination Inspector
- ICC Certified Fire Plans Examiner
- ICC Certified Permit Technician
- ICC Certified CalGreen - California Green Building Plan Examiner
- ICC Certified CalGreen - California Green Building Inspector
- ICC Certified CA Residential Mechanical Inspector
- ICC Certified Plumbing Inspector UPC ICC Certified CA Commercial and Res Plumbing Inspector
- ICC Certified Accessibility Plans Examiner
- ICC Certified Accessibility Inspector
- CAsp, California Access Specialist
- IAPMO Certified CA Residential Mechanical Inspector
- Qualified Storm Water Pollution Prevention Plan Developer (QSD)
- Qualified Storm Water Pollution Prevention Plan Practitioner (QSP)
- General Permit Qualified Industrial Stormwater Practitioner (QISP)
- Professional Licensed Engineer (PE)
- Professional Licensed Traffic Engineer (TE)
- Professional Licensed Land Surveyor (PLS)
- Professional Transportation Planner (PTP)
- Licensed General Contractor A and B

Our staff members are involved in many local and national ICC and CALBO committees, and are involved in the development of local and national guidelines and codes:

- Chair; ICC Sustainability Membership Council
- Chair; ICC LA Chapter Inspection Committee
- Commissioner; ICC Codes & Standards Council
- Commissioner; CALBO Green Committee
- Commissioner; ICC/CALBO CA Exam Committee
- Commissioner; CALBO Outreach/Communications Committee
- ICC Los Angeles Basin Chapter Board of Directors
- ICC Building Officials Membership Governing Council
- ICC Code Development Committee Vice Chair
- ICC Technology/Web Advisory Group
- IAS Accreditation Committee
- ICC LA Chapter Accessibility Committee
- Commissioner; CALBO State Licensing Boards Committee





2. APPROACH TO SCOPE OF SERVICES

a. Approach

Transtech's "Customer Care" and "Methodology" Approach in delivering the services in an efficient, effective, and timely manner:

- Our services are founded on the principals of **Total Quality Management** for **Total Customer Care**.
- We have a **structured approach** to execute projects in an efficient manner that makes Transtech capable of providing the City with the highest quality product. Transtech has established guidelines and policies, including written manuals on quality control, project management, and design procedures for its staff and for its contract cities. These guidelines ensure a consistent approach to the execution of assignments undertaken by our organization in compliance with City's specific procedures, standards and requirements.
- We start by **working with the applicant early on** and during plan review to help him or her prepare a set of plans which have all the required information clearly and logically presented.
- Additionally, we never hesitate to make suggestions which help **eliminate complicated details, reduce construction costs, and/or provide details which are easy to verify in the field**. Experience has taught us well that inspection time and applicant frustration can both be substantially reduced, while increasing overall compliance, by producing a better set of plans during plan review process. And in the case of homeowners, this policy often demonstrates early on that the City really is here to help.
- Transtech provides all plan check **comments on electronic files**. All plan check comments are provided on scanned pdf format electronically, **as well as hard copies**. Plan review corrections are written clearly and are **fully detailed to explain the Code deficiency** (including all applicable code sections).
- To help the applicant better understand the problem, Transtech provides as much information during plan review as possible. We believe that if the applicant has a **clear understanding of the problem**, he or she can take the necessary steps to correct the condition. This policy reduces the number of plan review rechecks required, allows the applicant to **obtain a permit much sooner**, and reduces the overall time our staff is required to spend on that particular plan. Unclear and/or cryptic corrections are never written, and all correction lists, except those written over-the-counter, are typed and printed on a laser printer.
- Our plan checkers **confer early on and respond to questions** from the architect, engineer, designer, applicant, etc. When requested, our plan checkers also meet with the architect, engineer, designer, applicant, etc. at our offices to answer questions or for rechecks where the plan corrections.
- Our policy is to assist the architect, engineer, designer, applicant, etc. as much as possible, which helps **eliminate complicated details, reduce construction costs, and/or provide details which are easy to verify in the field**.
- Transtech performs necessary liaisons with City, and the permit applicant or applicant's designee either by telephone, mail, or meeting at our plan check office, or at City office, and perform necessary rechecks to **achieve compliance with applicable building laws, ordinances, and regulations**.
- All telephone calls or e-mails received are returned within same working day, or the following day. We take pride in our **"Same Day Response"** motto.
- **Responsiveness is an integral part** of Transtech's "customer friendly" service approach.
- Our Contract Principal will **meet with the Client's Project Manager regularly to monitor the service quality** and address any areas for improvements.
- We will strive to **enhance the City's image by public trust** to be the most a desirable community to live, invest and conduct business.
- Customer Care means highest quality customer service. Transtech is committed to providing **"Customer Care"** to the City, City's patrons, responding quickly and effectively to the walk-in, telephone, and electronic inquiries of the public related to our services.

Conflict Resolution: If critical disputes between Transtech's plan reviewer and applicant's/developer's engineer occurs, our standard procedure to resolve the conflict is outlined below:



- Transtech will write a letter to the Engineer of Record (EOR) documenting each design standard/code discrepancy with supporting design requirements. In our experience, this step merely by virtue of communication, alleviates most conflicts.
- If the developer's consultant has questions regarding our letter, Transtech plan reviewer will meet with the EOR to help explain issues as necessary. The City staff will be fully informed and kept up to date of all communications between our staff and the developer/EOR.
- If the dispute persists beyond the above initial steps, Transtech will suggest and schedule a meeting with City staff, developer and EOR. Having the developer at such meeting is important to hold the EOR accountable.
- City staff are the ultimate decision makers and have authority to waive or override standards to bring the conflict to a resolution such as alternative materials and/or methods of construction. During this process, Transtech will assist the City staff in negotiations and confidential recommendations and measurements of risks.

Electronic Plan Check:

- Transtech provides Electronic Plan Check, including ePlanSoft, Bluebeam, or PDF based files on Dropbox.
- We offer electronic plan check platforms at no cost.
- Transtech staff will meet with City staff to determine the electronic plan check workflow details to tailor to City's requirements. If ePlanSoft is desired by the City, we will assist the City in setting up a platform providing access to City and applicants via a web portal so that applicants may electronically submit plan review application and upload necessary documents.
- Following applicant's successful submittal of the electronic plan review application thru ePlanSoft portal, Transtech's plan reviewers automatically gets notified and conduct the plan review electronically.
- Transtech will provide access to City staff to plan check tracking data through ePlanSoft and Dropbox. City staff can access to the tracking system to check status of the plan reviews on real time.

Innovative and Advanced Technology: Transtech has integrated many technological assets into its services to provide most efficient and cost effective service. We provide fully automated electronic plan submittal, checking and tracking. We provide this on our company portal, as well as offer same portal to our client cities on their web sites. As a result of recent impacts of Novel Covid-19 pandemic, we have also implemented issuance of permits for certain types of projects thru complete on-line submittal and review, and without direct face-to-face interaction with applicants. We have provided toll free numbers, video conference call with applicants to discuss any questions and review plans on common screens as necessary, set-up electronic/credit card payment options, and issued permits on-line.

- **Virtual Counter:** We offer virtual meetings with plan checkers. To explore the virtual plan check counter appointment calendar for one of the Cities, [click here](#). To see closing statement of virtual counter with an applicant, [click here](#).
- **Virtual Inspection:** We offer virtual inspections, [click here](#) to watch virtual interior inspection. For reroof, solar and rooftop equipment, inspections can be performed with the use of drones, [click here](#) to watch a drone inspection.
- **Electronic Plan Check:** Transtech provides Electronic Plan Check. [Click here](#) for a sample of our electronic plan check portal at one of our contract cities.

Inspection Response: If an inspection request is received by 2 PM, Transtech will perform it on the following business day.

Transtech Plan Check Turnaround Times: The City has established the "Timeframes" for the delivery of Building and Safety Services as follows:



- The consultant agrees to provide adequate resources to achieve the following service delivery goals for timely performance of the work over which the Consultant has decision authority.
- The overall service goal to complete first plan check shall be set at 10 working days upon receipt of plans from the City.
- For large complex projects the service goal shall be set at 15 working days.
- The service goal for resubmittals shall be 5 days for smaller projects and may be up to 10 working days for larger complex projects.
- Service level goals are subject to modification upon mutual agreement of Consultant and City.

Transtech will provide adequate personnel, based on the level of development activity within any given time, to ensure that the desired timeframes are met.

Expedited/Off-Business Hours/Weekend Services: If the City receives a request from applicants for expedited plan check services, Transtech staff will provide additional resources to accommodate such a request. If the City requests inspection services, Transtech staff will provide additional resources to accommodate inspection requests during off business hours and weekends.

Plan Check Coordination:

- Our plan checkers respond to questions from the architect, engineer, designer, applicant, etc. When requested, our plan checkers also meet with the architect, engineer, designer, applicant, etc. at our offices to answer questions or for rechecks.
- Our policy is to assist the architect, engineer, designer, applicant, etc. as much as possible, which helps eliminate complicated details, reduce construction costs, and/or provide details which are easy to verify in the field. This pro-active approach reduces inspection time and questions, and applicant frustration, while increasing overall compliance, by producing a better set of plans during plan review process. Especially, when the applicant is a homeowner trying to improve his/her property, this policy often demonstrates early on that the City really is here to help.

Emergency Response: In the event of a local or regional emergency or disaster, personnel provided by the selected firm shall be accessible, available, and prepared to provide Building and Safety services as directed by the City.

Approach to Meeting with Applicants: Our staff is available to applicants by phone and through email for questions or available to meet for rechecks if necessary. Our policy is to meet with applicants at City Hall, but we also have an available facility at our office for over the counter reviews and meetings with applicants.

Initial Service Analysis: If selected by the City, within approximately 3 months of the approval of the contract, Transtech will complete a thorough review of existing City policies, ordinances, and conditions pertaining to relevant services, and perform an operational, service and quality assessment and efficiency review. Based on this review, we will provide any recommendations we may have for any improvements in service quality, efficiency, and effectiveness. Upon approval of a final recommendations, we will develop an implementation process and timetable and present a report to the City for review and consideration.

Performance Standards and Monitoring: Transtech will also develop and provide to the City monitoring information that shows achievement of the performance standards, and that personnel are providing helpful and courteous service to customers. The monitoring may include, but is not limited to, customer feedback through written questionnaires, interviews, and observations at the building counter and during building permit inspections and



monthly statistical reports.

Training Program: We offer any City staff, who are involved in inspection, plan check and permit issuance, an option to participate in our training program for code updates and process, as well as ICC certification training.

Job Opportunity for Local Residents: If the City selects Transtech, we will seek applicants from local residents for employment possibilities at our firm, and offer training for various administrative and technical support positions.

Timely and Accurate Invoicing: Transtech is on electronic staff time tracking and time card system. Employees are required to enter their time cards on daily basis electronically. The time cards are reviewed at the end the week by employees' direct supervisors, and then approved by Project Managers. Invoices are generated from the time cards, with backup time cards provided with the invoices.

Communication Approach due to Covid-19 Impacts: At Transtech, the safety and well-being of Transtech Team Members and our client Cities is always our priority, and we recognize the important role we play in providing services to our client Cities during this critical time. Internally, we have issued notices to all our Transtech Team Members working inside City Halls, field project sites, and across our Transtech Offices emphasizing social distancing, following CDC preventative guidelines, and staying home if feeling sick. Protective gear, including masks and gloves have been made available to all Transtech Team Members. **Furthermore, relevant CDC guidelines and recommended posters have been posted throughout our offices.** Additionally, we have created a designated email, health@transtech.org; in which any email sent to this address will be distributed to our management team. This in effect is our own activated Emergency Operations Center (EOC) to effectively deal with the ongoing developments as they may arise – please feel free to [email us](#) with any information, 24-7. In addition to the above items, below are highlights of our response to our current client Cities and how we are adapting and customizing our services as a result of the COVID-19 Pandemic.

1. Transtech has long implemented all necessary and vital electronic tools, software and remote workflows to provide its services. Having such tools and software deployed, Transtech has been able to provide essential services with no service disruption to its client Cities during COVID-19.
2. All Transtech personnel have work laptops and smartphones. Transtech's virtual workstations and cloud servers allow all Transtech personnel to work remotely virtually anywhere.
3. Transtech utilizes Microsoft Teams virtual video/audio meeting system, and conducts client meetings virtually with all stakeholders.
4. Transtech retains all work files electronically on its cloud servers, providing real -time access to all project stakeholders. Ease of access to information provided by Transtech minimizes face to face meetings during COVID-19.
5. Transtech utilizes electronic/online bid management systems providing electronic bid/proposal submittal options, which eliminates or minimizes City walk-ins. Transtech has helped some of our client Cities transition to fully electronic bid/proposal submittals during City Hall closures.
6. Transtech has implemented electronic/online permit issuance portal at no additional cost to its various client City's Building & Safety and Public Works Departments.
7. Transtech has been instrumental in adopting electronic plan check workflows by using its own electronic plan check system to its various client City's Building & Safety and Public Works Departments at no additional cost. Transtech team has prepared and successfully implemented custom plan check portals for their client Cities and has delivered electronic plan checks throughout City Hall closures during COVID-19.



8. During electronic permit and plan check system implementations to its client Cities, Transtech staff worked closely with City Finance and IT Departments to implement electronic/online payment workflows, and provided training to City Staff to eliminate any service disruption.
9. Above tools and services have been implemented at no additional cost to our client Cities. This service will also be extended to new cities at no additional cost.
10. Virtual Inspections have been implemented on a case by case basis for occupied buildings and home inspections by our Building and Safety Department.
11. Building inspections continue for non-occupied structures.
12. We have set up designated toll-free numbers with assigned operators and email distribution lists for continuity of virtual government services.

Service Transition: Transtech has completed several similar service transitions, and will be able to minimize any inconveniences. We do not see a need for an extensive overlapping work period with the current consultant. Our staff has done similar transitions before, and can handle any open issues left from the current consultant. The “overlapping work period” would only increase the City’s cost on staff time. Our expectation is to review the project files and address status of current/open plan checks, projects, and priority issues for transition.

b. Work Plan

Building Plan Check Services

Provide plan check services with sufficient staffing to meet the City's needs. The staff should have previous experience working for cities and be customer-service oriented, and perform the following:

- Plan check shall be performed for all structural, architectural, electrical, and mechanical plans for buildings and structures submitted to the City by developers or other applicable government agencies. All plans, calculations, reports or other types of submissions are to be accepted and checked in electronic form only. Plan check personnel shall exchange plans and correction sheets for rechecks directly with applicants. However, the City must receive all correction sets and revised plans via email, Dropbox or a similar electronic means.
- Create and maintain an accurate and up-to-date plan check log in a form approved by the City. Continuous access to this log must be provided for City staff use.
- Perform plan checks according to the California Building Codes and all other applicable codes, statutes and project conditions of approval.
- Provide plan checks offsite. (City will not provide office space within the City hall for plan checker. However, Plan check personnel can meet face-to-face with architects and applicants and may do so at Maywood City Hall during normal business hours.). All plan changes/corrections will clearly and accurately identified, documented and addressed prior to plan check approval.
- Maintain a plan check process in place that ensures consistent and efficient communication between City staff, Plan Check staff and the applicant to avoid delays.
- Perform necessary liaisons with the City's applicant's.

The standard turnaround time expected for initial plan reviews is 10 working days, with a turn-around time of five (5) working days for re-checks.

Building Inspection and Counter Technician Services

Provide ICC-certified Building Inspector to perform on-site inspection services to ensure compliance with approved plans and project conditions of approval, and to enforce all provisions of the Building Code and provide assistance to City staff, including but not limited to:



- Coordinate the inspection of commercial and residential construction, alteration and demolition in accordance with applicable Building Codes, project conditions of approval, etc.
- Provide counter services including minor plan check (i.e. solar installations, tenant improvements, small room additions and HVAC systems).
- Provide building permit issuance and consultation Monday through Friday during assigned counter hours.
- Be available for emergency and off-hours services when requested.
- Enforce a variety of applicable local and state building codes and ordinances pertaining to zoning, land use, nuisances, housing, health and safety, and other matters of public concern.
- Serve as a resource and provide information on City regulations to property owners, residents, businesses, the general public and other City departments, as well as outside agencies (i.e. the Los Angeles County Fire Department).
- As part of the inspection process review construction drawings to ensure compliance with Building Codes, project conditions of approval, etc.
- Issue, track and final building, electrical, plumbing, mechanical and other types of required permits.
- Utilize modern office procedures and equipment, including computers and supporting word processing and spreadsheet applications.
- Maintain State of California Class C driver's license

Other Services

- Maintain data base of plan checks.
- Assist the City in code adoptions when requested.
- Attend Planning Commission and City Council meetings when requested to assist in Building and Safety Related Items on the Agenda.
- Provide other services when requested.

c. Other Information

Transtech will install ELECTRONIC PLAN CHECK portal and VIRTUAL COUNTER portal on City's Web Site at NO COST to City (samples provided below):

Welcome to the City of Maywood

4319 East Slauson Avenue
Maywood, CA 90270
Phone (323)582-5700

Online Plan Submittal Portal

ATTENTION: Users submitting your plans through this portal, your project must be approved and released by the City Permit Council.

For instructions on how to file a permit application please click on the City Permit Council.

To Begin Using GoPost:

1. Create a user account. Link on the right.
2. Log out the Plan to view Apple Store page.
 - Select one of the various application types and complete the application page.
 - You can submit and track a single application or multiple documents.
 - For detailed instructions, please follow the [2023 MP SOP PDF Guidelines](#).
3. Upload your plans and required supporting documents in PDF format. ([Click Here for Detailed Submittal Requirements](#))
4. Projects can be submitted 24/7, but if they are submitted outside of business hours, they will not be accepted for review until the following business day.
5. Keep in mind, Submittal User who is working on a plan is the only user who can submit the plan.
6. The following must be paid for your submittal package to be accepted for plan check. Once everything is checked off, you are ready to submit.
 - Copy of application
 - Printed documents (i.e. plans, seals, etc.)
 - If applicable, Planning Decision letter from the Board of Approval

City of Maywood

City of Maywood
California

Email *

Username *

Login

Forgot Your Password?
Create an Account

eplansoft goPost

Document Submittal Requirements Support Center





Add your details

Building & Safety Virtual Plan Check Counter

Maywood Virtual Plan Check Meeting
30 minutes

June 30

< > June 2020

Su	Mo	Tu	We	Th	Fr	Sa	8:30 am	10:00 am	10:30 am
	1	2	3	4	5	6	11:00 am	11:30 am	12:00 pm
7	8	9	10	11	12	13	12:30 pm	1:00 pm	1:30 pm
14	15	16	17	18	19	20	2:00 pm	2:30 pm	4:30 pm
21	22	23	24	25	26	27			
28	29	30							

All times are in (UTC-08:00) Pacific Time (US & Canada)

Project Address:

Project Scope of Work:

Purpose of Virtual Counter Meeting:
 select an option

Development Type:

Type of Plans:
 select an option

Additional Comments (optional)

Book

Financial Stability: We have been in business for over 30 years. Transtech is a financially strong and stable company. Transtech also has a large revolving credit line available from its bank if needed. Transtech has the necessary financial resources to complete assignments.

Community Involvement: Supporting civic and community activities demonstrates Transtech's commitment to the progress, health, and well-being of the communities we serve. This is something that we take pride in as a company. In services and partnership with our client cities, we have a proven record of active engagement in City and Community events. This could include involvement or presence at City programs or events, supporting local businesses through the chamber, youth events, hosting workshops, sports, scholarship opportunities, community service, managing homelessness challenges, public safety, crime prevention, or any other community benefit that the City wishes us to be a part of. Our goal is not just to serve as an engineering consultant which is what we are best at, but also in being an active partner with our clients, to further enhance the City's reputation as an ideal community to live, invest, work, and play in. We are deeply committed to maintaining our partnership with our valued customers, its community, and remain open and enthusiastic to receiving input on how to best serve the City's needs today and in the future to further enhance the City's reputation as an ideal community to live, invest, work, and play in.

Below are some recent CBE programs we have started, facilitated and/or were part of.

TEMPLE CITY YOUTH



COMMITTEE PEDESTRIAN SAFETY

BOOTH The Transtech Team volunteer their time and at no cost to the City prepared traffic safety brochures working together with the youth committee to educate the community about road safety for motorists, pedestrians, and cyclists.



EMBRACING LATINA LEADERSHIP ALLIANCES (ELLAS)

Transtech annually hosts engineering workshops at the ELLAS Annual Empowerment Conference. The workshop is aimed to encourage students to pursue an academic career in a STEM field. Our team

This particular event was held to coincide with another City event to be able to capture many community members. Transtech joined the thee Temple City Youth Committee in hosting the booth that focused on pedestrian safety and included surveys for the community to fill out related to the types of traffic improvements they would like to see around the City, their frequency of using different modes of transportation (walking, cycling, driving), and other traffic related questions.

GIRLS LEADERSHIP AND MENTORING (GLAM) WORKSHOP AT BELL'S MAGNOLIA SCIENCE ACADEMY



The Transtech Team volunteered their Saturday to be part of an incredibly impactful and inspiring panel of women at the 6th Annual GLAM Workshop. Hosted by Magnolia Science Academy in the City of Bell, the workshop included young women between the ages of 10

and 17. The purpose of the workshop is to empower young women to advocate for themselves and others while making positive life choices so they can become the leaders we all know they can be!

shares their personal experiences in college majoring in Civil Engineering as well as their transition to their careers. The workshop is to empower young women in the community to advocate for themselves and others while making positive life choices. Transtech is a big supporter of the Embracing Latina Leadership Alliances (ELLAS) organization and has worked in partnership with this nonprofit for almost a decade through volunteering and mentoring.

HIGH SCHOOL ENLISTEE RECOGNITION CEREMONY THROUGH "OUR COMMUNITY SALUTES"



Transtech was honored to be part of the High School Enlistee Recognition Dinner Ceremony through the nonprofit organization "Our Community Salutes". The Ceremony took place in Pico

Rivera. It recognized and honored high school enlistees and their commitment to military service as well as provided parents and guardians of enlistees with community support as their son or daughter transition into military service.

Submitted To
City of MAYWOOD
4319 E. Slauson Avenue
Maywood, CA 90270
The Office of the City Clerk
Attn: Shirley Quiñones



Due Date: 6-29-2020, 3:00 pm

Submittal by Transtech:
4 copies (3 bound and 1 unbound), 1 pdf file on thumb drive

Cost Proposal

BUILDING AND SAFETY SERVICES



Submitted By
TRANSTECH Engineers, Inc.

Contact Person:
Ahmad Ansari, PE, Principal
E: ahmad.ansari@transtech.org
C: 949-702-5612
O: 909-595-8599

Transtech Services and Actions COVID-19 & CORONAVIRUS UPDATE

Transtech Responds to Recent Health Concerns & Economic Challenges

On behalf of the Transtech Team, we would like to take this time to let you know that we are closely monitoring the events, and assure our current client Cities and all Cities, City Staff, and the community that the Transtech Team is fully committed and standing by your organization and community during this critical time. Transtech is here for the City's needs as they continue to navigate through and monitor the novel coronavirus (COVID-19) situation.

Whether or not we are your current vendor, or our service is on an "on-call" basis, we are available to support you. We are here for you if and when you need us.

At Transtech, the safety and well-being of Transtech Team Members and our client Cities is always our priority, and we recognize the important role we play in providing services to our client Cities during this critical time. Internally, we have issued notices to all our Transtech Team Members working inside City Halls, field project sites, and across our Transtech Offices emphasizing social distancing, following CDC preventative guidelines, and staying home if feeling sick. Protective gear, including masks and gloves have been made available to all Transtech Team Members. **Furthermore, relevant CDC guidelines and recommended posters have been posted throughout our offices.**

Additionally, we have created a designated email, health@transtech.org; in which any email sent to this address will be distributed to our management team. This in effect is our own activated Emergency Operations Center (EOC) to effectively deal with the ongoing developments as they may arise – please feel free to [email us](mailto:health@transtech.org) with any information, 24-7.

Adapting Our Services to Our Current Client Cities

In addition to the above items, below are highlights of our response to our current client Cities and how we are adapting and customizing our services as a result of the COVID-19 Pandemic.

- ✓ Transtech has long implemented all necessary and vital electronic tools, software and remote workflows to provide its services. Having such tools and software deployed, Transtech has been able to provide essential services with no service disruption to its client Cities during COVID-19.
- ✓ All Transtech personnel have work laptops and smartphones. Transtech's virtual workstations and cloud servers allow all Transtech personnel to work remotely virtually anywhere.
- ✓ Transtech utilizes Microsoft Teams virtual video/audio meeting system, and conducts client meetings virtually with all stakeholders.
- ✓ Transtech retains all work files electronically on its cloud servers, providing real -time access to all project stakeholders. Ease of access to information provided by Transtech minimizes face to face meetings during COVID-19.
- ✓ Transtech utilizes electronic/online bid management systems providing electronic bid/proposal submittal options, which eliminates or minimizes City walk-ins. Transtech has helped some of our client Cities transition to fully electronic bid/proposal submittals during City Hall closures.
- ✓ Transtech has implemented electronic/online permit issuance portal at no additional cost to its various client City's Building & Safety and Public Works Departments.
- ✓ Transtech has been instrumental in adopting electronic plan check workflows by using its own electronic plan check system to its various client City's Building & Safety and Public Works Departments at no additional cost. Transtech team has prepared and successfully implemented custom plan check portals for their client Cities and has delivered electronic plan checks throughout City Hall closures during COVID-19.
- ✓ During electronic permit and plan check system implementations to its client Cities, Transtech staff worked closely with City Finance and IT Departments to implement electronic/online payment workflows, and provided training to City Staff to eliminate any service disruption.
- ✓ Above tools and services have been implemented at no additional cost to our client Cities. This service will also be extended to new cities at no additional cost.
- ✓ Virtual Inspections have been implemented on a case by case basis for occupied buildings and home inspections by our Building and Safety Department.
- ✓ Building inspections continue for non-occupied structures.
- ✓ We have set up designated toll-free numbers with assigned operators and email distribution lists for continuity of virtual government services.



June 29, 2020

City of MAYWOOD
4319 E. Slauson Avenue
Maywood, CA 90270
The Office of the City Clerk
Attn: Shirley Quiñones

COST PROPOSAL - Building and Safety Services

Dear Ms. Quiñones:

As required, Cost proposal is submitted in a separate envelope.

Thank you for the opportunity to submit this proposal.

Should you have any questions, or require additional information, please contact:

- Dennis Tarango, CBO, Principal Building Official, E: dennis.tarango@transtech.org C: 909-821-7117, O: 909-595-8599;127

Sincerely,

Dennis Tarango, CBO, Principal Building Official
E: dennis.tarango@transtech.org
C: 909-821-7117, O: 909-595-8599;127

Ayla Jefferson, CBO, Principal Building Official
E: ayla.jefferson@transtech.org
C: 909-851-5765, O: 909-595-8599;123

Ahmad Ansari, PE, Principal
ahmad.ansari@transtech.org
C: 949-702-5612; O: 909-595-8599

Below Section IX. SUBMITTAL FORMAT, Sub-Section B. COST PROPOSAL from City's RFP, and *our responses in BOLD ITALIC TYPESTYLE.*

- a. Plan checking will be compensated at a flat rate equal to 65% of the plan check fee collected by the City. ***Transtech Response: AS REQUIRED BY THE CITY, TRANSTECH WILL COMPLY WITH THIS 65% FLAT FEE FOR PLAN CHECK.*** Also provide an hourly rate for plan check personnel when excessive rechecks are to be charged to an applicant, or if the plan check is for a City project. ***Transtech Response: AS REQUIRED BY THE CITY, TRANSTECH'S STANDARD FEE SCHEDULE FOR VARIOUS STAFF CLASSIFICATIONS, WHICH INCLUDES BUILDING AND SAFETY PLAN CHECK HOURLY RATES IS ATTACHED.*** For all other tasks, respondent shall submit a cost proposal providing the hourly rates for personnel that will be required to complete the all other tasks identified in the Scope of Services. ***Transtech Response: AS REQUIRED BY THE CITY, TRANSTECH'S STANDARD FEE SCHEDULE FOR VARIOUS STAFF CLASSIFICATIONS IS ATTACHED.***
- b. Respondent shall also submit a rate sheet detailing the hourly rate for all other types of building and safety personnel that will be available, in the event that the City requests work not listed in the scope of services. ***Transtech Response: AS REQUIRED BY THE CITY, TRANSTECH'S STANDARD FEE SCHEDULE FOR VARIOUS STAFF CLASSIFICATIONS IS ATTACHED.***



Transtech's Standard SCHEDULE OF HOURLY RATES for all staff classifications
Effective through June 30, 2021

Rates are **AVERAGE, NEGOTIABLE** and can be modified to establish a fee for each assignment based on the specific project's scope, when such projects are identified by the City.



TRANSTECH ENGINEERS, INC.
SCHEDULE OF HOURLY RATES

ENGINEERING	
Field Technician	\$70
Engineering Technician	\$90
Assistant CAD Drafter	\$105
Senior CAD Drafter	\$125
Associate Designer	\$135
Senior Designer	\$145
Design Project Manager	\$175
Assistant Engineer	\$110
Associate Civil Engineer	\$135
Senior Civil Engineer	\$175
Traffic Analyst Technician	\$100
Associate Traffic Analyst	\$110
Senior Traffic Analyst	\$145
Professional Transportation Planner	\$165
Traffic Engineer Technician	\$95
Associate Traffic Engineer	\$135
Traffic Engineer	\$160
Senior Traffic Engineer	\$175
Project Manager	\$175
Senior Project Manager	\$185
Deputy City Engineer	\$155
Senior City Engineer	\$175
Principal Engineer	\$195

CONSTRUCTION MANAGEMENT	
Labor Compliance Analyst	\$130
Funds Coordinator	\$130
Utility Coordinator	\$145
Office Engineer	\$135
Construction Inspector	\$125
Senior Construction Inspector	\$140
Construction Manager	\$165
Resident Engineer	\$175
PUBLIC WORKS INSPECTION	
Public Works Inspector	\$125
Senior Public Works Inspector	\$140
Supervising PW Inspector	\$150
SURVEY AND MAPPING	
Survey Analyst	\$125
Senior Survey Analyst	\$135
2-Man Survey Crew	\$295
Survey & Mapping Specialist	\$165
Licensed Land Surveyor	\$185
FUNDING & GRANT WRITING	
Funds Analyst	\$115
Senior Funds Analyst	\$135
Graphic & Rendering Designer	\$120
Grant Writer	\$145
Funds & Grant Project Manager	\$165

BUILDING & SAFETY	
Permit Technician	\$70
Plan Check Technician	\$80
Building Inspector	\$95
Senior Inspector	\$115
Plans Examiner/Checker	\$125
Plan Check Engineer	\$145
Deputy Building Official	\$145
Building Official	\$160
PLANNING	
Community Development Technician	\$75
Planning Technician	\$75
Assistant Planner	\$110
Associate Planner	\$125
Senior Planner	\$145
Planning Manager	\$155
ADMINISTRATIVE STAFF	
Administrative/Clerical	\$70
Project Accountant	\$85

PER RFP, PRICING (FEE RATES) SHALL REMAIN FIRM FOR A MINIMUM OF TWO (2) YEARS.

After 2 years, the above fees will be increased each year July 1st automatically by the percentage change Los Angeles-Long Beach-Anaheim California Consumer Price Index-All Urban Consumers ("CPI-U") for the preceding twelve-month period as calculated for February by the U.S. Department of Labor Bureau of Labor Statistics and published by the United States Bureau of Labor Statistic



ATTACHMENT NO. 5

City of Maywood

Proposal

Building and Safety Services

June 29, 2020



Cover Letter

June 29, 2020

City of Maywood

Office of the City Clerk
Attn: Ms. Shirley Quiñones
4319 E Slauson Avenue
Maywood, CA 90270

Subject: Proposal – Building and Safety Services

Dear Ms. Quiñones:

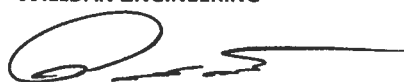
Willdan Engineering is pleased to present this proposal to the **City of Maywood** to provide Building and Safety services to the City. Willdan has been a consistent industry leader for more than 56 years providing all aspects of municipal and infrastructure engineering, including **building and safety**, public works, public financing, planning, and construction management services.

We have reviewed the City's RFP and have the staff and experience to provide all services requested. While our exceptional services are presented in this response, listed below are reasons why Willdan is uniquely qualified to provide these services to the **City of Maywood**.

- **Demonstrated Competence and Local Knowledge** – 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. **From 2010 to 2016, Willdan provided Building and Safety services to the City of Maywood and we are currently providing on-call Planning services to the Community Development Department.** Our staff has extensive experience working with the City's procedures and expectations for quality service to the community.
- **Electronic Plan Review** – Willdan Engineering offers **electronic plan review** which reduces foot traffic at City Hall and significantly expedites review as well as reduces shipping and printing costs for the applicant while promoting a paperless environment at no additional cost to the City or permit applicants.
- **CASp Certified Inspectors and Plans Examiners** – Willdan Engineering can provide CASp certified specialists to the City, as required by **Senate Bill No. 1608**, specifically **CHAPTER 549**.

Our approach to each assignment is to furnish the client with technical assistance and strong project management in a professional, efficient and economical manner. I, Patrick Johnson, am authorized to submit this proposal on behalf of Willdan and can bind Willdan contractually. Mr. Daren Raskin, PE, will serve as the Project Manager/Point of Contact and will be the responsible individual for the proposed services. Please feel free to contact me or Mr. Raskin should you have any questions or require additional information.

Respectfully submitted,
WILLDAN ENGINEERING



Patrick Johnson, PE, CBO
Director of Building and Safety
pjohnson@willdan.com
562.908.6200 x1938



Daren Raskin, PE, CBO
Principal Project Manager
draskin@willdan.com
562.908.6200 x1910

Table of Contents

Experience and Qualifications	1
Company Overview	1
Qualifications/Related Experience	3
References	5
Personnel	6
Scope of Services	10
Cost Proposal	15
Professional Services Agreement	15
Appendix	
▪ Résumés	

Experience and Qualifications

COMPANY OVERVIEW

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 – engineering services (Willdan Engineering), energy efficiency services (Willdan Energy Solutions), 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 1,400 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 currently serves approximately 1,100 distinct clients. 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.

Innovation

Willdan's understanding of public agency needs and issues is unique in the industry. Willdan has 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.

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

Building and Safety Services

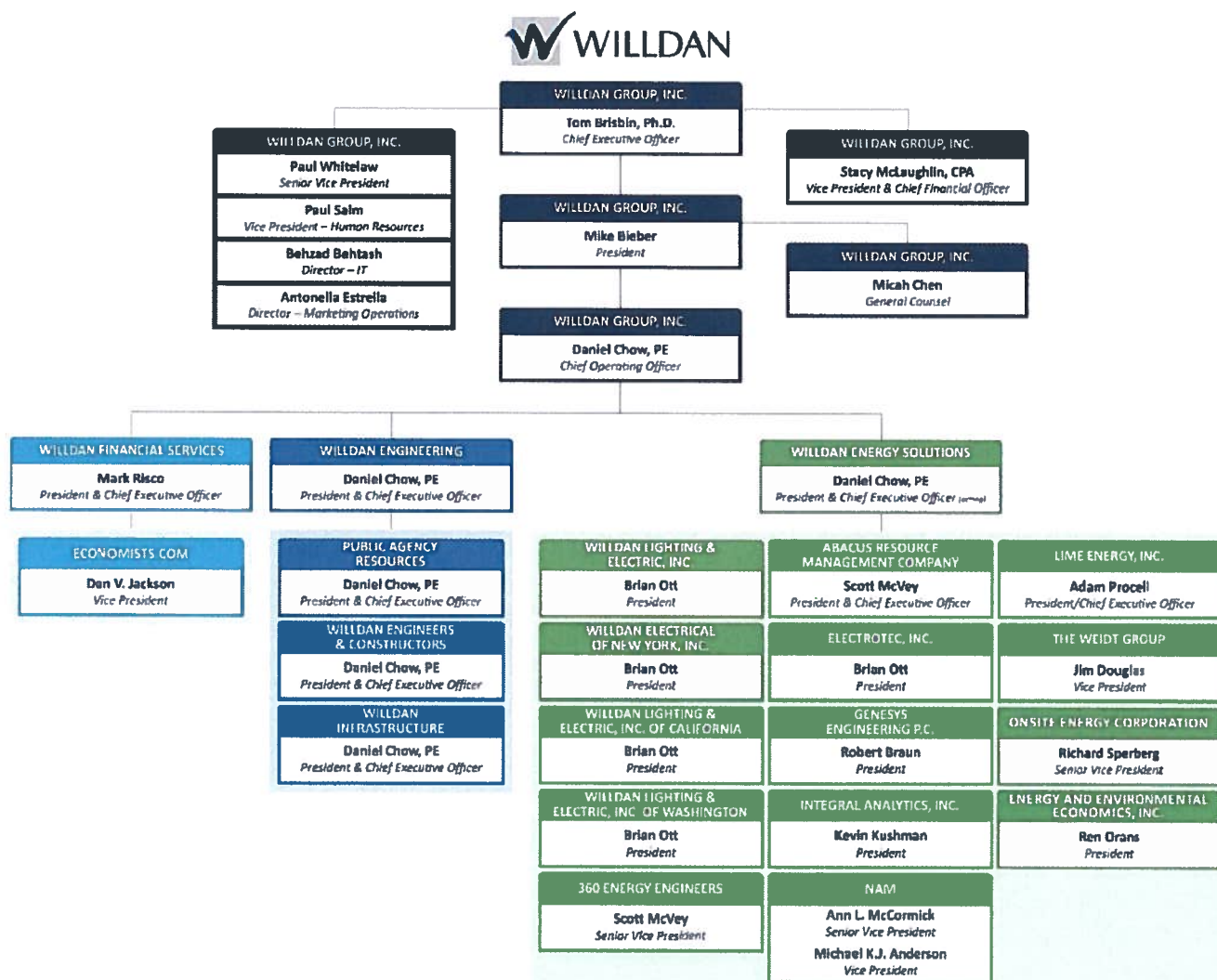
Willdan's experience and strength in building and safety encompasses the complete range of technical disciplines, including permit issuance, building inspection, grading inspection, accessibility inspection, CASp services, OSHPD III plan check and inspection, flood zone experience, building plan review,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

Financial Stability

Throughout our 56 years in business, Willdan has maintained a strong balance sheet with the financial and staffing resources to perform and complete all contractual obligations. We have continued to grow to better serve our clients by offering an expanding range of municipal services. Financial information, including information on revenue, earnings, and cash flow, are issued quarterly and can be found at www.willdan.com.

There are no pending conditions such as bankruptcy, pending litigation, planned office closures, impending merger, etc., that would impede Willdan's ability to complete the services proposed.

Corporate Organization Chart



QUALIFICATIONS/RELEVANT EXPERIENCE

City of Maywood Experience

From 2010 through 2016, Willdan provided building and safety services to the City. Currently, we are providing on-call planning services to the City Community Development Department.

Current Contracts

The following is a list of our current Building and Safety Services contracts for California municipalities and jurisdictions similar to the services requested.

CLIENT	CONTACT INFORMATION	DATES OF SERVICES
City of Avenal, CA	City Clerk 559.386.5782	2015 – Present
City of Bakersfield, CA	Chief Building Official 661.326.3720	2012 – Present
City of Banning	Community Development Director 951.922.3131	2019 – Present
City of Beaumont, CA	Community Development Director 951.572.3212	2011 – Present
City of Big Bear Lake, CA	City Manager 909.866.5832	2011 – Present
City of Coachella, CA	Development Services Director 760.398.3102	2017 – Present
City of Coalinga, CA	Building Official 559.935.1533	2007 – Present
City of Colton, CA	City Building Official 909.370.5079	2003 – Present
City of Colusa, CA	City Manager 458-5890	2013 – Present
City of Cudahy, CA	City Manager 323.773.5143	2012 – Present
City of Desert Hot Springs	Community Development Director 760.329.6411	2019 – Present
City of Dinuba	Building Official 559.591.5924	2017 – Present
CSU Monterey Bay	Facilities Department 831.582.3000	2011 – Present
CSU San Jose	Facilities Department 408.924.5980	2013 – Present
CSU Sonoma	Facilities Department 707.664.2947	2010 – Present
CSU Sacramento	Facilities Department 916.278.6296	2011 – Present
CSU Fresno	Facilities Department 209.278.2457	2008 – Present
City of Fontana, CA	Chief Building Official 909.350.7640	2013 – Present
City of Goleta	Community Development Director 805.961.7552	2011 – Present
City of Grand Terrace, CA	Community Development Director 909.825.3825	2013 – Present

County of Glenn, CA	Building Department 530.934.6546	2010 – Present
City of Highland, CA	Chief Building Official 909.864.6861	1994 – Present
City of Kerman	Assistant Planner 559.846.9386	2018 – Present
City of Laguna Woods, CA	Dev Program Analyst 949.639.0561	2018 – Present
City of Long Beach, CA	Chief Building Official 562.570.6555	2014 – Present
City of Loma Linda, CA	Community Development Director 909.799.2800	2013 – Present
City of La Puente, CA	Community Development Director 626.855.1500	2010 – Present
County of Lassen, CA	Chief Planner 530.251.8269	2012 – Present
City of Lindsay, CA	City Services Director 559.562.7102	2006 – Present
City of Moreno Valley, CA	Chief Building Official 951.413.3000	2013 – Present
March Joint Power Authority, Riverside, CA	Planning Director 951.656.7000	2013 – Present
Morongo Band of Mission Indians, CA	Construction Director 951.849.4697	2012 – Present
City of Murrieta	Sr. Plans Examiner 951.461.6054	2019 – Present
City of Norco, CA	Chief Building Official 951.735.3900	2013 – Present
City of Orange Cove	Interim City Manager 559.626.4488	2017 - Present
City of Palm Desert, CA	Chief Building Official 760.346.0611	2009 – Present
City of Parlier	Community Development Director 559.696.3545	2017 - Present
County of Placer, CA	Community Development 530.745.3000	2012 – Present
City of Redlands, CA	Chief Building Official 909.798.7536	2012 – Present
City of Rialto, CA	Dir. Development Services 909.820.2505	2011 – Present
City of Ridgecrest, CA	Dir. Development Services 760.499.5072	2017 – Present
County of Riverside, CA	Dir. of Building & Safety 951.955.1000	2013 – Present
City of Rolling Hills, CA	City Manager 310.377.1521	2012 – Present
City of Rolling Hills Estates, CA	Dir of Planning 310.377.1577	1989 – Present
City of San Bernardino, CA	Community Development 909.384.5057	1986 – Present
County of San Bernardino, CA	Community Development Director 909.387.4700	2013 – Present

City of San Luis Obispo, CA	Chief Building Official 805.781.7100	2013 – Present
City of Sierra Madre, CA	Community Development Director 626.355.7135	1992 – Present
Soboba Tribe	Chad Delgado 951.665.1000	2017 – Present
City of Indian Wells	Chief Building Official 559.684.4220	2015 – Present
City of Tustin	Asst Dir Comm. Dev. 714.573.3106	2017 – Present
City of Waterford	City Manager 209.874.2328 x103	2019 – Present
City of West Covina	City Manager 626.939.8401	2019 – Present
UC Riverside	Chief Building Official 951.827.1382	2018 – Present

REFERENCES

REFERENCE 1

COMPANY NAME:	City of Banning
ADDRESS:	99 E Ramsey Street Banning, CA 92220
CONTACT PERSON:	Adam Rush, Acting Building Official
EMAIL ADDRESS:	arush@banningca.gov
TELEPHONE ADDRESS:	951.922.3131
DATES WORKED PERFORMED:	2019 - Present
SCOPE OF SERVICES:	Building and Safety Plan Review and Inspection. Counter Technician Services.

REFERENCE 2

COMPANY NAME:	City of West Covina
ADDRESS:	1444 West Garvey Avenue South West Covina, CA 91790
CONTACT PERSON:	Jeff Anderson, Community Development Director
EMAIL ADDRESS:	JAnderson@westcovina.org
TELEPHONE ADDRESS:	626.939.8422
DATES WORKED PERFORMED:	2019 - Present
SCOPE OF SERVICES:	Building and Safety Building Official Services, Plan Review, Inspection, Counter Technician Services.

REFERENCE 3

COMPANY NAME:	City of Desert Hot Springs
ADDRESS:	11-999 Palm Drive Desert Hot Springs, CA 92240
CONTACT PERSON:	Rebecca Deming, Director of Community Development
EMAIL ADDRESS:	rdeming@cityofdhs.org
TELEPHONE ADDRESS:	760.329.6411
DATES WORKED PERFORMED:	2019 – Present
SCOPE OF SERVICES:	Building and Safety Plan Review, Inspection, Counter Technician Services.

REFERENCE 4

COMPANY NAME:	City of Loma Linda
ADDRESS:	25541 Barton Road Loma Linda, CA 92354
CONTACT PERSON:	Konrad Bolowich, Community Development Director
EMAIL ADDRESS:	kbolowich@lomalinda-ca.gov
TELEPHONE ADDRESS:	909.799.2810
DATES WORKED PERFORMED:	1980 - Present
SCOPE OF SERVICES:	Building Official services, plan check and inspection services, permit counter services, map checking, NPDES review.

PERSONNEL

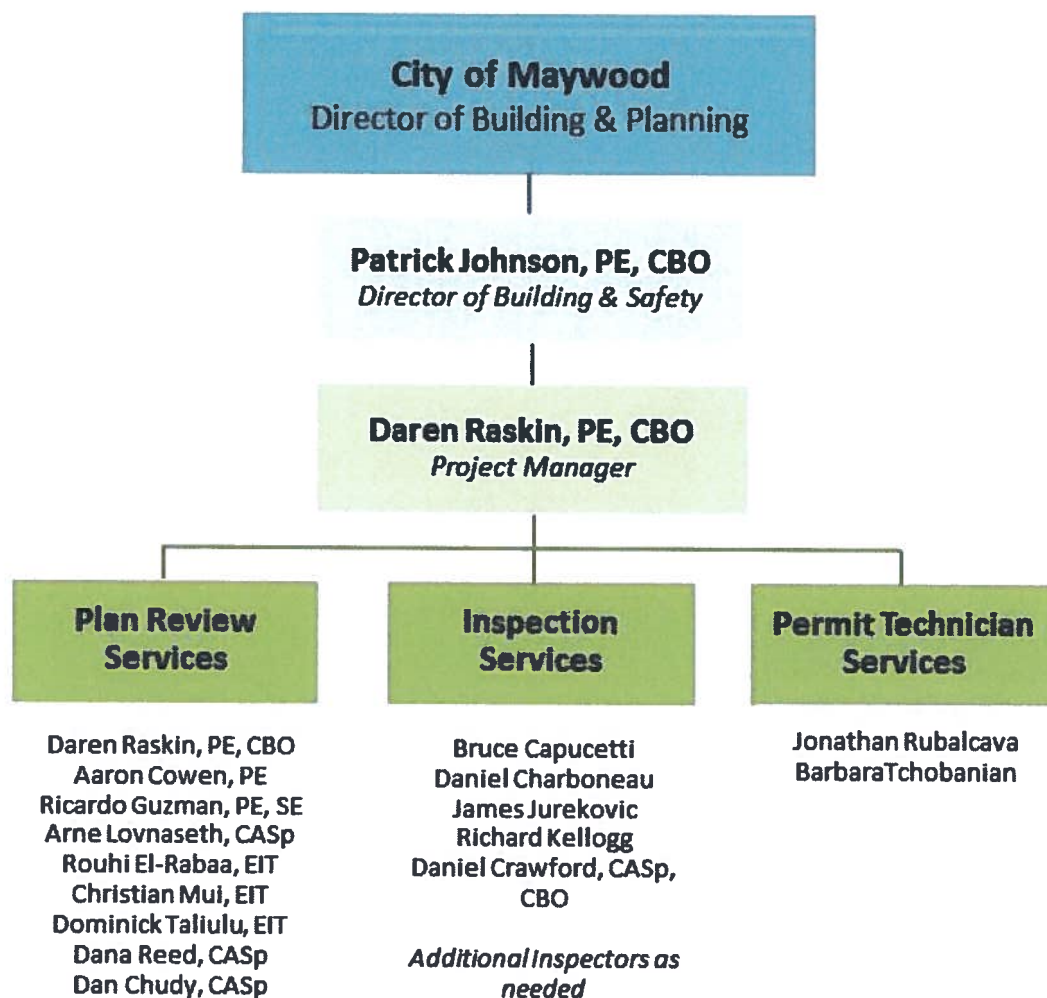
We recognize that the City's departmental workload fluctuates. Willdan hires professionals in three categories – full-time, modified full-time, and part-time. Part-time staff may work up to 40 hours per week. Our proposed staff are qualified registered engineers, architects and ICC certified plans examiners, building inspectors and permit technicians. All services will be provided from our local City of Industry office, with additional resources employed company-wide as necessary. **Mr. Daren Raskin, PE, will serve as Project Manager** for all services provided to the City. No subcontractors will be employed for these services to the City. Individual résumés are located in the Appendix herein.

Name/Title	Registrations/Certifications	Service Provided
Patrick Johnson, PE, CBO <i>Director</i>	▪ Civil Engineer, California No. CE#67960 ▪ Civil Engineer, Arizona No. 50435 ▪ Civil Engineer, Colorado No. 43704 ▪ ICC Plans Examiner ▪ ICC Building Inspector ▪ ICC Building Official	Director of Building & Safety

Daren Raskin, PE, CBO <i>Plan Check Manager/Project Manager</i>	- California Professional Engineer, CE#57577 - ICC Plans Examiner - ICC Building Official	Building Plan Review: Structural, architectural, plumbing, mechanical, electrical, energy, green building, accessibility, residential, and commercial.
Aaron Cowen, PE <i>Plan Check Engineer</i>	- California Professional Engineer, CE#58878 - ICC Plans Examiner	Building Plan Review: Structural, architectural, plumbing, mechanical, electrical, energy, green building, accessibility, residential, and commercial.
Arne Lovnaseth, CASp <i>Plan Check Architect</i>	- California Licensed Architect - CASp Certified - ICC Plans Examiner	Building Plan Review: Architectural, plumbing, mechanical, electrical, energy, accessibility, green building, fire life-safety.
Rouhi El-Rabaa, EIT <i>Plans Examiner II</i>	- ICC Plans Examiner - EIT Certification	Building Plan Review: Architectural, plumbing, mechanical, electrical, energy, accessibility, green building, fire life-safety.
Christian Mui, EIT <i>Plans Examiner</i>	- ICC Plans Examiner - EIT Certification	Building Plan Review: Architectural, plumbing, mechanical, electrical, energy, accessibility, green building, fire life-safety.
Dominick Taliulu, EIT <i>Plans Examiner</i>	- ICC Plans Examiner - EIT Certification	Building Plan Review: Architectural, plumbing, mechanical, electrical, energy, accessibility, green building, fire life-safety.
Dana Reed, CASp <i>Deputy Building Official</i>	- CASp Certified - ICC Plans Examiner	Building Plan Review: Architectural, plumbing, mechanical, electrical, energy, accessibility, green building, fire life-safety, OSHPD III.
Dan Chudy, BI, CBO, CASp <i>Project Manager II</i>	- CASp Certified - 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 - LEED Accredited Professional	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. CASp services.
Daniel Crawford, CASp, CBO <i>Plans Examiner</i>	- CASp Certified - ICC Plans Examiner - ICC Commercial Building Inspector - ICC Residential Building Inspector - ICC Residential Electrical Inspector - California General Building Contractor - PC832 Level III Certification	Building Plan Review: Architectural, plumbing, mechanical, electrical, energy, accessibility, green building, fire life-safety.

Ricardo Guzman, PE, SE <i>Plan Check Engineer</i>	▪ Structural Engineer, California #1833 ▪ Civil Engineer, California #21238	Building Plan Review: Structural, architectural, plumbing, mechanical, electrical, energy, green building, accessibility, residential, and commercial.
Daniel Charboneau <i>Sr. Building Inspector</i>	▪ ICC Building Inspector ▪ ICC Commercial Building Inspector ▪ ICC Residential Building Inspector ▪ ICC Reinforced Concrete Special Inspector	Building Inspection: Multi-story office buildings, commercial buildings, retail outlets, single-family, medical facilities, educational facilities and multi-family residential developments.
Bruce Capucetti <i>Sr. Building Inspector</i>	▪ ICC Building Inspector ▪ ICC Structural Steel Inspector ▪ ICC Welding Inspector ▪ ICC Masonry Inspector	Building Inspection: Multi-story office buildings, commercial buildings, retail outlets, single-family, medical facilities, educational facilities and multi-family residential developments.
James Jurekovic <i>Sr. Building Inspector</i>	▪ ICC Building Inspector ▪ ICC Plumbing Inspector ▪ ICC Mechanical Inspector	Building Inspection: Multi-story office buildings, commercial buildings, retail outlets, single-family, medical facilities, educational facilities and multi-family residential developments.
Richard Kellogg <i>Sr. Building Inspector</i>	▪ ICC Building Inspector ▪ ICC Plumbing Inspector ▪ ICC Residential Electrical Inspector ▪ ICC Mechanical Inspector	Building Inspection: Multi-story office buildings, commercial buildings, retail outlets, single-family, medical facilities, educational facilities and multi-family residential developments.
Jonathan Rubalcava <i>Sr. Permit Counter Technician</i>	▪ ICC Permit Technician	Permit Technician: Building department counter coverage, answer phone calls, respond to inquiries, issue permits.
Barbara Tchobanian <i>Sr. Permit Counter Technician</i>	▪	Permit Technician: Building department counter coverage, answer phone calls, respond to inquiries, issue permits.

ORGANIZATION CHART



Scope of Services

When it comes to serving the residents of the City of Maywood 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, while ensuring development complies with building codes and City standards. 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.

Our proven approach is based on over 42 years of experience and incorporates features enhancing the efficiency and quality of the following services:



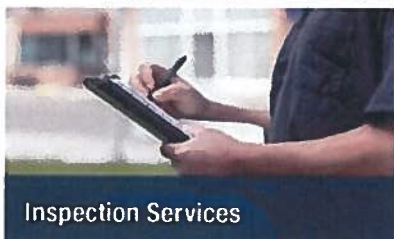
Building Official Services



Building Plan Review Services



Electronic Plan Review



Inspection Services



CASp Services



Permit Counter Technician

SCOPE OF WORK

BUILDING PLAN REVIEW

Willdan's plans examiners are ICC certified plans examiners, CAsp certified, licensed architects, and/or registered engineers. Our 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 Title 16 of the Stanislaus City Code and other 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**

"We really appreciate Willdan's timely responses and professional advice to our questions and concerns related to plan check comments and general code issues. Willdan's professionalism and knowledge of the plan check process was immensely helpful in cutting cost and schedule. It has been really great to work with Willdan and we hope we will keep working with them for future work."

Inkon Kim, PhD, LEED AP
HPA, Inc.

uphold an up-to-date comprehension of all code requirements and to maintain current certifications 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 additional 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 pick up plans from City Hall and/or 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 GSO account numbers.

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.

PLAN REVIEW SCHEDULE

Below is our standard schedule for plan review.

TYPE OF PROJECT	INITIAL REVIEW	SUBSEQUENT REVIEWS
 Residential (new construction, additions, remodels)	8 working days	5 working days
 Commercial/Industrial (new construction, additions, remodels)	10 working days	5 working days
 Solar Plans	2 - 3 working days	1 - 2 working days
 Expedited plan check	4 - 5 working days	3 working days

Expedited review will be provided at the request of City staff.

ELECTRONIC PLAN REVIEW

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

"Working with Willdan speeds up the installation of solar. They have quick and efficient plan reviews through an electronic review process. Complete Solar is happy to continue to work with Willdan on a regular basis."

Sarah Prado, Agent
Complete Solar

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

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

BUILDING INSPECTION

Our inspectors are ICC certified and fully experienced to perform residential, commercial and industrial inspections for compliance to the approved plans and related documents. The inspections will be performed in accordance 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 State and Federal regulations for Accessibility, Noise and Energy Conservation, California Fire Code and provisions of Title 19 and NFPA.

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

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

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

Our inspection staff are supplied with cell phones and laptops and/or iPads for email communication and document creation and record keeping.

CASp SERVICES

Willdan can provide CASp certified inspectors to the City as required by **Senate Bill No. 1608**, specifically **CHAPTER 549** which reads as follows:

(d) (1) Commencing July 1, 2010, a local agency shall employ or retain at least one building inspector who is a certified access specialist. The certified access specialist shall provide consultation to the local agency, permit applicants, and members of the public on compliance with state construction-related accessibility standards with respect to inspections of a place of public accommodation that relate to permitting, plan checks, or new construction, including, but not limited to, inspections relating to tenant improvements that may impact access. If a local agency employs or retains two or more certified access specialists to comply with this subdivision, at least one-half of the certified access specialists shall be building inspectors who are certified access specialists.

Our CASp certified inspectors will provide building and site evaluations for ADA and State Disabled Access requirements; provide evaluations and reporting for Applicable Construction Related Accessibility Standards; provide CASp Disability Access Certificates; provide expert witness and legal services support; and provide other services as required by the City.

PERMIT TECHNICIAN SERVICES

Under the supervision of the City, our provided permit technician will provide customer-friendly public counter service. Using the City's permitting software system for plan check tracking, permit issuance and report generation, Willdan provides quick, efficient service at the counter. Our knowledgeable staff, who always understand that this may be the first time that a citizen is applying for a permit, have the ability to help all applicants, from the least knowledgeable applicant for a simple home remodel to experienced owners who have many years of development experience.

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

Our building counter services include but are not limited to:

- Customer support at the counter and over the phone
- Permit application review to ensure completeness and accuracy
- Fee calculation
- Building permit processing and issuance
- Minor over-the-counter plan review
- Public assistance in completing permit applications
- Verification that projects have obtained all necessary approvals prior to permit issuance
- Applicant notification when construction documents and/or permits are ready for pick-up or issuance
- Coordination and routing of construction documents to the appropriate City staff for plan review and approval
- Resolution of resident inquiries, complaints
- Plan review monitoring, to ensure turnaround times and standards are being met
- Records maintenance, document preparation for storage and or imaging

Cost Proposal

<i>Services</i>	<i>Fee Schedule</i>
<i>Plan Review – Through three (3) reviews</i>	65% of fee collected
<i>Plan Review – subsequent reviews after three</i>	\$125/hour
<i>CASp Services</i>	\$115/hour
<i>Inspection</i>	\$ 95/hour
<i>Permit Counter Technician</i>	\$ 65/hour

Professional Services Agreement

Willdan has reviewed the City's Professional Services Agreement and suggests the following edits:

A. Indemnities

Consultant shall defend the Indemnitees in any action or actions filed in connection with any Liabilities with counsel ~~of the Indemnitees' choice~~ **selected with the acceptance of the City, which shall not be unreasonably withheld...**

Appendix

- Résumés

Patrick Johnson, PE, CBO

Director of Building and Safety/Building Official

Profile Summary

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

Registration: California Professional Engineer, CE#67960
Arizona Professional Engineer, CE#50435
Colorado Professional Engineer, CE#43704
Nevada Professional Engineer, CE#20699
ICC Building Official
ICC Plans Examiner
ICC Building Inspector

Experience: 20 Years

Mr. Patrick Johnson has 20 years of construction and engineering experience and is a registered engineer specializing in lightweight commercial, industrial, and residential structures. He has plan checked several tilt-up warehouse buildings up to 2.3 million square feet and numerous structures consisting of braced and moment frames for lateral resistance, prestressed concrete structures, and multi-story buildings up to six stories in height.

As Director of Willdan's Building and Safety Division, Mr. Johnson is responsible for overseeing all Building and Safety services company-wide as well as providing structural plan review. He has attended code enforcement and seismic application seminars and has received his Master of Engineering degree, specializing in structures, from California State Polytechnic University. Patrick has served as acting building official for the cities of Big Bear Lake, Loma Linda, and Rancho Mirage. He has served as a forensic engineer responsible for justifying probable causes of structural damage caused by expansive soils.

As a project manager for Willdan's On-call Building Official and Building and Safety Services contracts, Mr. Johnson works with City managers to plan, organize, direct, and administer the activities of their Building and Safety Departments, including building inspections; inspection of construction; and general rehabilitation or repair of commercial, residential, and industrial properties. He has overseen reviews of building plans, calculations, and specifications for proposed structures; administered building and safety code enforcement; and reviewed construction plans to ensure they meet building codes and zoning regulations. Mr. Johnson also oversees inspectors monitoring construction sites to determine whether structures and systems have been installed to meet all construction codes and ordinances for public safety.

Relevant Project Experience

Building Official Services, City of Loma Linda, California. Building Official responsible for working directly with the City Manager to plan, organize, direct, and administer the activities and operation of the Building and Safety Department, including building inspections, inspection of construction, and the general rehabilitation or repair of commercial, residential and industrial properties. Oversee the review of building plans, calculations and specifications for proposed structures. As administrator of Building and Safety Codes Enforcement, approve all construction plans to ensure they meet building codes and zoning regulations. Inspect and monitor construction sites to determine if structures and systems are installed to meet all construction codes and ordinances for public safety inspection. Supervise, train, evaluate and discipline employees; monitor and coordinate work. Oversee staff engaged in the preparation and maintenance of records of plans, inspection processes, letters and reports prepared or used in connection with building inspections; respond to questions from property and building owners; and interpret codes.

Daren Raskin, PE, CBO

Principal Project Manager

Profile Summary

Education:	California State Polytechnic University-Pomona BS Engineering
Registration:	California Professional Engineer, CE#57577 ICC Plans Examiner ICC Building Official
Experience:	24 Years

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

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

Relevant Project Experience

On-Call Plan Review and Inspection Services, City of San Bernardino, California. Plans Examiner responsible for plan reviews of multi-story office buildings, commercial buildings, retail outlets, single-family residences, medical facilities, educational facilities and multi-family residential developments.

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

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

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

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

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

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

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

Dundee Residence Hall and Glasgow Dining Hall, University of California, Riverside, California. Plans Examiner responsible for plans reviews in connection with improvements designed for the two halls.

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

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

Aaron Cowen, PE

Project Manager/Plan Check Engineer

Profile Summary

Education:	California State University-Long Beach BS Civil Engineering
Registration:	California Professional Engineer, CE#58878 ICC Plan Examiner
Experience:	23 Years

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.

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

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.

Relevant Project Experience

PLAN CHECK

Plan check projects include university buildings, single and multi-family homes, industrial buildings, commercial warehouses, restaurants, motels, solar plans and numerous tenant improvements.

City of Irvine East Campus Housing Structure project including over 600,000 SF of student housing units. He performed the complete structural plan check on this project which included a five-story wood framed housing structure and reinforced concrete and light gauge steel framed community center. Plans included 140 sheets of structural plans and details and over 2500 sheets of calculations. He numerically and conceptually spot checked all structural aspects of project including gravity, lateral, connections, superstructure, raised reinforced concrete slab, reinforced concrete columns, post-tension slab foundations, wood shear walls, retaining walls, trusses, steel stairs, parking structure, multi-level hold-downs. Over 100 issues were discovered and corrected including numerical, conceptual, and coordination errors between calculations and plans.

Arne Lovnaseth, CAsp, Architect

Plan Check Architect

Profile Summary

Education: Cal Poly Pomona, Bachelor of Science, Bachelor of Architecture
Registration: California Licensed Architect, #C18833
I.C.C. Plans Examiner #0877794-B3
Experience: 26 Years

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

Projects include university buildings, 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.

Rouhi El-Rabaa, EIT

Plans Examiner II

Profile Summary

Education: Bachelor's in Civil Engineering
California State University, Los Angeles

Registration: E.I.T. Certificate #152500
ICC Plans Examiner Certificate #8868081

Experience: 4 Years

Mr. Rouhi El-Rabaa is a Willdan Engineering Building Plans Examiner with 4 years of experience. Mr. El-Rabaa is a skilled professional accustomed to playing a vital role in civil engineering cycles. Highly trained in responding to the public, contractors, and design professionals. Experience includes; structural design and analysis, commercial, accessibility, and residential plan checking, structural calculation review, exceptional customer service, and building and municipal code enforcement.

Relevant Project Experience

Willdan Engineering, CA. Plans Examiner II. Responsible for plan check, structural calculation review, and liaison with design professionals and members of the public. Resolve difficult problems with building permit applicants regarding building code requirements and municipality regulations.

City of Redlands, CA. Plans Examiner. Plan check and calculation review, coordinating Division processes, supervising and training permit issuance staff, and public counter plan checking and query solving.

Arcadis Design & Consultancy, Building Department. Structural Design Engineer. Notable project: Doha Metro Red Line South Underground Rail Project

Project valuation: \$650 million

Oversight and management of five underground railway stations, ensured that shop drawings were delivered on time and within budget, scheduled and monitored the progress of a large team of CAD technicians, and provided dependable engineering and project resolution in a fast-paced design-build atmosphere.

Dana Reed, CAsp

Senior Plans Examiner

Profile Summary

Education: Riverside Community College
Construction Technology

Registration: Certified Access Specialist CAsp-#287
ICC Certified Building Inspector, #37018
ICC Certified Plans Examiner, #75985

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.

Relevant Project Experience

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

Mr. Reed also has extensive experience in CAsp related services including inspections for accessibility compliance.

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.

Dan Chudy, CASp, CBI

Principal Project Manager

Profile Summary

Education:	Brigham Young University Bachelor of Science, Construction Management
Registration:	Certified Access Specialist CASp-#091 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 LEED Accredited Professional
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.

Dan has been a member of the State Historical Building Safety Board for more than 20 years and has written a book on the subject titled "California Historical Building Code Commentary."

Relevant Project Experience

Willdan

Mr. Chudy provides Building Official related services to a number of client municipalities. He also provides CASp related services as well as inspection services.

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.

Daniel Crawford, CASp, CBO

Plans Examiner/CASp Specialist

Profile Summary

Education:	College of the Desert, Palm Desert, CA AA, Construction Management AA, Business Supervision & Management
Registration:	Certified Access Specialist CASp-#276 ICC Plans Examiner ICC Commercial Building Inspector ICC Residential Building Inspector ICC Residential Electrical Inspector California General Building Contractor PC832 Level III Certification
Experience:	33 Years

Mr. Daniel Crawford is a Willdan Engineering plans examiner with more than 33 years of experience including 25 years in Building and Safety. Mr. Crawford's experience includes plan review of numerous projects in compliance with the California Building, Plumbing, Mechanical, and Electrical Codes as well as providing inspections for residential, commercial and industrial buildings. Mr. Crawford also has extensive experience in CASp related services including inspections for accessibility compliance.

Relevant Project Experience

Daniel provides CASp inspection services to a number of our municipal clients. Projects include:

- Multi-family
- Commercial Warehouses
- City Parks

Prior to joining Willdan, Mr. Crawford served as a building inspector and plans examiner for the cities of Palm Desert and La Quinta. In this capacity, he reviewed plans for compliance with City ordinances and State requirements and codes; providing inspection services; and assisted with permit issuance at the public counter and answered technical questions from design professionals and the general public.

Ricardo Guzman, PE, SE

Plan Check Engineer

Profile Summary

Education:	MS, Structural and Earthquake Engineering, National University of Mexico Civil Engineer Degree (5 year Curriculum), National University of Mexico
Registration:	Structural Engineer, California, No. 1833 Civil Engineer, California, No. 21238 Arizona No. 38916 Mexico, No. 155901 Ohio, No. E-59652 Washington, No. 15338
Experience:	27 Years

Mr. Ricardo Guzman brings diverse industry strengths and experience in international business development and California state government oversight of public school and hospital designs to his employment with Willdan. As a skilled structural engineer, Ricardo has performed structural design of various commercial and agricultural light-gauge steel structures and their foundations in California; and offshore platforms, major port facilities, ore processing plants, and one major hotel in Mexico. His expertise includes management and supervision; plan review; forensic structural engineering; and performing earthquake engineering studies and seismic risk studies. Ricardo's structural expertise encompasses a wide range of industrial services: chemical plants, mining industry plants, spillways, several water supply projects, nuclear power plants, and oil industry facilities.

Relevant Project Experience

Plan checked many major California State University (CSU) buildings, including:

- The new Library for the CSU at Monterey Bay – a five-story concrete building with a modernistic complex structure.
- The three-story buckling restrained steel frame building for the Hornet Bookstore and CSU Foundation at CSU Sacramento.
- The new Parking Garage for the CSU at Sacramento – a six-story post-tensioned concrete building that involved 3-D linear and 2-D push-over dynamic analyses.
- The Canyon Village at CalPoly San Luis Obispo – a \$230,000.00 project with nine housing buildings and two post-tensioned parking structures.

Plan checked many major commercial buildings in Northern California, including:

- The new Wheatland Wal-Mart store.
- Roseville Galleria Mall additions, alterations and two post-tensioned parking structures.
- The new two-story Tracy City Hall.
- The new two-story Auburn Justice Center.

Plan checked five major hospital buildings and many school buildings, including:

UCSD Hospital – A 12-story (170' high) elevator tower with an eight-story corridor bridging structure and an approximately 25,000 sq. ft. three-story addition. The addition required dynamic analysis considerations due to the way it is attached to the existing building.

Christian Mui, EIT

Plans Examiner

Profile Summary

Education: California State University, Pomona
BS in Civil Engineering

Registration: EIT
ICC Plans Examiner

Experience: 4 Years

Mr. Christian Mui is a Willdan Engineering plans examiner with more than 4 years of experience. Mr. Mui's experience includes plan review of numerous projects in compliance with the California Building, Plumbing, Mechanical, and Electrical Codes. Christian reviews solar plans submitted to our electronic plan review portal and is able to complete the reviews within one – two days from date of submission.

Relevant Project Experience

PLAN CHECK

Mr. Mui's experience includes plan review of numerous projects in compliance with the California Building, Plumbing, Mechanical, and Electrical Codes. Christian reviews solar plans submitted to our electronic plan review portal and is able to complete the reviews within one – two days from date of submission. Plan check projects include university buildings, single and multi-family homes, industrial buildings, commercial warehouses, restaurants, motels, solar plans and numerous tenant improvements.

Dominick Taliulu, EIT

Plans Examiner I

Profile Summary

Education: South Dakota School of Mines & Technology
BS in Civil Engineering

Registration: EIT
ICC Building Plans Examiner

Experience: 2 Year

Mr. Dominick Taliulu is a Willdan Engineering plans examiner with 2 years of experience. Mr. Taliulu's experience includes plan review of numerous projects in compliance with the California Building, Plumbing, Mechanical, Energy, Green Building and Electrical Codes. Dominick reviews solar plans submitted to our electronic plan review portal and is able to complete the reviews within one – two days from date of submission.

Relevant Project Experience

PLAN CHECK

Dominick Taliulu's experience includes plan review of numerous projects in compliance with the California Building, Plumbing, Mechanical, and Electrical, Green Building, and Energy Codes. Plan check projects include single and multi-family homes, medical clinics, industrial buildings, commercial warehouses, commercial buildings, restaurants, motels, solar plans and various tenant improvements.

Bruce Capucetti

Sr. Building Inspector

Profile Summary

Registration: ICC/ UBC, Building Inspector
ICC Structural Steel & Bolting Inspector
ICC Structural Steel Welding Inspector
ICC / UBC Structural Masonry Inspector

Experience: 35 Years

Mr. Bruce Capucetti is a Willdan Engineering senior building inspector with 35 years of experience. Mr. Capucetti is bilingual, fluent in the Spanish language. Mr. Capucetti is available to provide combination building inspection services to our Southern California clients.

Relevant Project Experience

Cities of El Monte, Rolling Hills and Rolling Hills Estates. Building Inspector providing combination building inspection services.

Materials Control Section, Los Angeles, Department of Building & Safety, Los Angeles, California. Senior Building Inspector. Qualified and monitored testing agencies and fabricators applicants. Interview and qualify deputy inspector applicants. Prepare and administer the written test to welder applicants. Travel nationally and overseas to qualify fabricators or testing agencies.

Major Structures Inspection, Los Angeles, Department of Building & Safety, Los Angeles, California. Senior Building Inspector. Assigned to the very active 'Downtown' district from 4-'90 to 7-'01. Lead inspector on major projects: LA City Hall seismic retrofit, Our Lady Queen of the Angeles Cathedral, Colburn School of Music, City of Los Angeles' EOC, USC School of Electronics Engineering, USC School of Law, Metropolitan Water District Building, Pershing Square, L.A. Mission, i.e. Lead inspector with developments in the 'Warehouse', 'Garment', 'Toy', and 'Produce' districts. Inspector on many new, mix-use, mix-type, multi-level, apartment/retail buildings. Provided field training and tours for new hires and visiting staffs.

Disabled Access Division, Los Angeles, Department of Building & Safety, Los Angeles, California. Senior Building Inspector. Received training on Title 24 Accessibility Requirements as part of newly created Disable Access Division within the 'LADBS'. With a crew of two (2), satisfactorily addressed 75 specific accessibility complaints that had been filed against the City of Los Angeles, by the State of California's Deputy Attorney General. Assisted inspection staff with field training on Title 24 Accessibility requirements for new and remodeled construction projects.

Conservation Bureau, Los Angeles, Department of Building & Safety, Los Angeles, California. Building Inspector. Assigned to 'Dorothy Mae' task force. Pre-1943 apartment buildings with un-sprinklered and unprotected interior exitways were cited. Compliance obtained when a sprinkler system and rated exit paths were permitted, installed and approved.

Zoning Counter, Los Angeles, Department of Building & Safety, Los Angeles, California. Building Inspector. Provided Department guest with Zoning information at public counter or by phone. Provided 'Zoning' information on all plan check permit applications. Assist inspectors and plan checkers with locating requested Zoning information. Did follow-up on complaints and issued orders when Zoning was the issue.

James Jurekovic

Sr. Building Inspector

Profile Summary

Registration: ICC Building Inspector
ICC Plumbing Inspector
ICC Mechanical Inspector

Experience: 40 Years

Mr. Jim Jurekovic, CBI, has been involved with construction industry for over 40 years and is an accomplished Combination Inspector through ICC. He has been a licensed General Contractor in the State of California for 19 years. Mr. Jurekovic is available to provide complete building inspection services for our Southern California clients.

Mr. Jurekovic's experience as Building Inspector and General Contractor includes:

- Commercial and residential construction and building and demolition of commercial centers.
- Contracting commercial projects in Orange County and Los Angeles Counties, involving tenant improvements and site work.
- Design/layout and complete major tile and stone projects.
- Residential addition/remodels, specializing in design and building kitchens and baths.
- Design, layout, and plumb commercial and residential plumbing systems, water supply, DWV, building sewer and gas lines.
- Commercial and residential electrical experience; set switch gear, set and wire panels, re-wire homes.

Relevant Project Experience

Irvine Campus Housing Authority, Irvine, California. Building Inspector. Willdan was retained to provide the Irvine Campus Housing Authority (ICHA) with complete building department services for the ICHA University Hills Pool and Park Project including a six (6) lane pool, pool equipment and restroom with solar array, outdoor kitchen and other amenities. Our building department services include building and grading plan review, inspection and building official services.

Gomez Park Renovation, City of Placentia, California. Building Inspector. Willdan acted not only as the construction manager for the project, but also acted as the official building inspector on behalf of the City. Willdan provided construction management services for the complete renovation and expansion of the Gomez Park Community Center. The original 7,500 square foot building was gutted, and the existing 1000 square foot covered veranda was enclosed resulting in a totally renovated 3,500 square foot community center.

Kraemer Memorial Park Renovation, City of Placentia, California. Building Inspector. Willdan provided construction management services for a major renovation of Kraemer Memorial Park. The existing restroom structure was demolished and replaced with a prefabricated CMU block structure fully ADA compliant. This new structure was fabricated in two pieces, trucked to the site, and then set on a prepared graded site by crane. In addition to the restroom structure, a new regulation size all weather surface basketball court and a new regulation size sand volleyball court were constructed. Connecting these three new amenities were new paved concrete walkways that meander through new turf areas.

City of La Puente, California. Combination residential and commercial building inspection services.

Faculty Housing Project, Irvine Campus Housing Authority, Irvine, California. Full time resident inspector and quality assurance representative for both building and off-site improvements.

Daniel Charboneau

Sr. Building Inspector

Profile Summary

Registration: ICC Building Inspector
ICC Commercial Building Inspector
ICC Residential Building Inspector
ICC Reinforced Concrete Special Inspector

Experience: 26 Years

Mr. Daniel Charboneau is a Willdan Engineering building inspector and licensed general contractor over 26 years of commercial and residential experience in building trades, design, estimating and sales, supervision, and project management.

Relevant Project Experience

Consolidated Engineering Labs, San Ramon, California. Building Inspector. Performed special inspections for steel-reinforced concrete and structural framing components on a myriad of projects ranging from multi-family units, parking structures, and commercial buildings. Inspected and ensured compliance of California Building Codes for all trades of commercial and residential projects in the City of Foster City and Belmont as a contract building inspector. Job sites included:

- The Platform (multi-family complex structural shear and anchoring system inspections) - San Jose
- Google Pac Shores (reinforced concrete inspections) - Redwood City
- PG&E Livermore Lab (roof truss retrofit / repair inspection) - Livermore
- Gilead Complex which includes a parking garage, training center, and various other commercial buildings (reinforced concrete inspections) - Foster City

Owner, D Charboneau & Company Inc (Formerly Complete Finish) Santa Ana, Ca

General Contractor, License # B-748055, Currently in Nonactive status. Met with clients, design architects, and engineers to discuss project scope and budgets. Supervised and coordinated scheduling of sub-contractors and inspections from demo to final finishes. Managed multiple room addition/remodeling projects simultaneously in the Orange County region. Performed skilled-trade workmanship in foundations, framing, plumbing, electrical, mechanical, tile, flooring, cabinetry, door hanging and finish work.

Richard Kellogg

Sr. Building Inspector

Profile Summary

Registration: ICC Building Inspector
ICC Plumbing Building Inspector
ICC Electrical Building Inspector

Experience: 26 Years

Mr. Richard Kellogg has experience in building residential and commercial construction projects and renovations. Additional experience includes journeyman level carpentry, foundation concrete, plan reading, and bidding capabilities. Mr. Kellogg was a licensed general contractor for 18 years. Mr. Kellogg has worked extensively with various other city departments such as Planning, Public Works, and Code Enforcement to obtain compliance with various City requirements. Mr. Kellogg is available to assist our Southern California clients.

Relevant Project Experience

Mr. Kellogg has successfully provided combination building inspection services to the following Cities:

- Azusa
- Bradbury
- Hawaiian Gardens
- Montebello
- Norwalk
- Rosemead
- San Marino
- Sierra Madre

E&S Ring Management Corp., Culver City, CA. Lead Carpenter. Responsible for supervising the carpentry crew. Mr. Kellogg provided inspection of facilities/structures for preventative maintenance. He bid on alterations, additions, and repairs. Mr. Kellogg coordinated, inspected, and supervised all trades through completion.

General Contractor, Self-Employed. Mr. Kellogg specialized in room additions, remodeling, and custom homes.

Carpenter, Self-Employed. Mr. Kellogg was responsible for miscellaneous repairs, framing, etc. Mr. Kellogg provided extensive property maintenance for various landlords.

Fryburger Construction; K.C.G. Builders; and Day Construction, San Luis Obispo, CA. Mr. Kellogg was responsible for residential framing and finish carpentry, forming, pouring, and finishing concrete.

Jonathan Rubalcava

Sr. Permit Technician

Profile Summary

Education: 1969-70 attended Fresno City Community College Fresno, CA
Registration: ICC Permit Technician
Experience: 12 Years

Mr. Jonathan Rubalcava is an ICC certified Permit Technician with 12 years of experience. He is responsible for managing all building related activities such as monthly and annual reports, address inspection and code related issues. Mr. Rubalcava is proficient in computer programs including, Microsoft Word, Excel, Outlook, and PowerPoint, and HDL Permit Software. Mr. Rubalcava is available to provide permit technician services to our Southern California Cities.

Relevant Project Experience

Culver City, CA. Permit Technician. Answer Building and Safety calls and respond to emails. Processed permits and payments. Reviewed over the counter project submittals and plan check, prepare notice of completion and meter sets for local utility providers. Coordinated inspection and inspector assignment loads. Data entry, archiving and digitizing, processed permits on the City's administrative analysis and budgeting as assigned.

City of Laguna Woods, CA. Permit Technician. Mr. Rubalcava was responsible for assisting the public in any matters pertaining to Building and Safety within City's jurisdiction. Addressed complaints, scheduled inspections and plan check construction proposals. Routed blueprints to various departments for proper approval, issued construction permits for residential, and commercial alterations, additions, general rehabilitation, etc. Managed all building related activities, such as monthly and annual reports, addressed inspection and code related issues. Compiled, copied, sorted, and filed documents.

City of Baldwin Park, CA. Permit Technician. Assisted the general public, homeowners, and/or contractors in planning construction proposals. Pre-approved construction proposals, scheduled inspections. Scheduled meetings, routed blueprints to various departments for proper approval, and compliance (Health, Fire, Police, A.Q.M.D, Utility and County Sanitation Districts, etc.) Issued construction permits for residential, industrial, mixed use, and commercial properties.

Barbara Tchobanian

Sr. Permit Technician

Profile Summary

Education: MPA, University of La Verne, La Verne, CA
BA, Political Science, University of California, Irvine, CA

Experience: 6 Years

Ms. Barbara Tchobanian is available to assist our Southern California clients with permit technician and document specialist services. Ms. Tchobanian is fluent in Spanish and Armenian.

Relevant Project Experience

City of Carson, CA. Document Specialist. File, review, and prepare permit files for scanning. Organize building permit files by type, content, and chronology. Scan and electronically archive documents into a data management system. Group and index documents according to Building and Safety categories.

Cities of El Monte, La Puente and Rosemead, CA. Senior Construction Permit Specialist. Provides back up and interim permit tech services for these Willdan contract cities.

City of Rolling Hills Estates, CA. Construction Permit Specialist. Responsible for reviewing applications, issuing permits, maintaining records, and preparing status reports for the Building and Safety Department and Public Works Department.

City of Rolling Hills, CA. Construction Permit Specialist. Responsible for reviewing applications, issuing permits, maintaining records, and preparing status reports for the Building and Safety Department.

Willdan Engineering – Industry, CA. Construction Permit Specialist. Responsible for logging plans from Los Angeles County Willdan offices into the central PCTS system, invoicing for Building and Safety services for all Los Angeles County Willdan affiliated cities and filling in for other permit technicians in multiple cities as needed.

City of Rosemead, CA. Administrative Intern. Responsible for various projects for City Manager including drafting ordinances and staff reports and participating in and taking minutes for a Public Art ad hoc Committee. Responsible for various projects with the City Clerk's office, including City Council minutes and database upkeep. Responsible for various projects for the Public Safety Center, including dog licensing and database upkeep, dispatch, and canvassing. Responsible for various projects with the Community Development Department including document scanning and indexing. Provided administrative assistance in the reception area, including phones and support with residents, social media, research, and creating PowerPoint presentations.

Law Offices of Eric I. Michelman; Irvine, CA. Legal Secretary. Provided legal and administrative duties including proofreading, preparing, and filing legal documents. Responsible for data entry, correspondence with courts, clients, and opposing counsel.

ATTACHMENT NO. 6

PREPARED FOR



PROPOSAL FOR BUILDING AND SAFETY SERVICES

JUNE 29, 2020





June 29, 2020

David Mango
City of Maywood
4319 East Slauson Avenue
Maywood, CA 90270

Subject: Proposal to Provide Building and Safety Services

Dear Mr. Mango,

In response to the City's Request for Proposals (RFP), Infrastructure Engineers is pleased to present our proposal to provide Building and Safety Services. Our company is very familiar with the City of Maywood, having previously worked on various engineering and infrastructure projects in the City.

Infrastructure Engineers has been providing building and safety services to cities throughout Southern California since 1994. This experience and knowledge of cities' inner workings will allow our team to provide timely, accurate and consistent service to the City of Maywood's customers. We intend to perform building and safety plan check services for the City of Maywood off-site, from our San Gabriel Valley office, which is conveniently located in the City of Industry. We will also provide an on-site building inspector, counter plan checker and counter technician as set forth in the City's request for proposals (RFP).

We understand that quality of public services provided is the cornerstone of a community's trust in its government. As such, we deliver building inspection, plan check and counter support staff services at an exceptional level of customer service while applying City-adopted codes, regulations and policies reasonably and fairly to the entire process.

We believe Infrastructure Engineers is your best choice to provide the requested building and safety services for the following reasons:

Qualified personnel. We are offering the services of our most experienced plan reviewer and building official, Jay Shih, PE, CASp. Jay Shih will lead the offsite plan check services and will act as the single point of contact for matters related to counter plan check, building inspection, permitting, special inspection and Certified Access Specialist (CASp) services. Jay is a registered civil engineer, a certified building official and a CASp. He has ten years of experience as a building official and plan check engineer and four years as CASp.

Demonstrated experience and references. Infrastructure Engineers' staff exclusively service state and local agencies and we have an extensive history of successfully providing a wide range of municipal services. Our firm was founded on the idea of providing staff augmentation to local cities, beginning with building and safety services. We understand the needs of cities at the counter and what your expectations are regarding providing the highest level of customer service; our experience will minimize 'coming-up-to-speed' time, which will result in cost savings to the City.

Competitive rates. We understand cities are often faced with budget constraints. Infrastructure Engineers has a history of successfully delivering services within limited budgets. We are committed to working with the City to keep your applicants' projects reviewed and approved on time and within budget.

Infrastructure Engineers has reviewed and understands the elements of the City's RFP. We accept the terms and conditions prescribed by the RFP and the Agreement for Professional Services.

Jay Shih will be our designated representative and he will be responsible for the services listed in Section IV - Scope of Services" of this RFP ("Point of Contact"). Jay can be reached at 626-544-0400, or by email at jshih@infengr.com.

Sincerely,
Infrastructure Engineers



Steve Forster
Senior Vice President



Jay Shih, PE, CBO, CASp
Project Manager



Table of Contents

Experience and Qualifications	1
Firm Resources	1
Firm Experience	1
Personnel Qualifications and Experience.....	5
Approach to Scope of Services.....	10
Cost Proposal	13





Experience and Qualifications

Since our founding in 1994, Infrastructure Engineers has been committed to excellence. We stand behind our reputation to provide only the highest level of products and services to the cities we serve. For the past 26 years, our pursuit of excellence has shown us that one way we can be the best for our clients is to offer a broad spectrum of services. By doing so, Planning Directors, Public Works Directors and City Managers know they will experience consistency in plan review and inspections protocols, project management practices, staff familiarity and complete understanding of projects we engineer, since we take projects from initial concept through design to construction management to project acceptance by the City Council.

Infrastructure Engineers was established to provide professional engineering and municipal services to cities in Southern California. From the beginning, we have been committed to making a difference in the communities we serve by helping cities to perform the services that maintain and improve their communities and their infrastructure and by supporting their capital improvement programs.

Our staff of professionals have been employees of cities or have been in managing or supporting roles as out-sourced contractors to cities, many of them have served for decades. They all thoroughly understand city operations, budgets and priorities, which allows us to be a strong advocate for you.

Our Building & Safety Department, under the leadership of Senior Vice President, Steve Forster, currently provides building and safety services the Cities of Baldwin Park, Bell Gardens, Brea, Corona, Huntington Park, Lynwood, Montebello and Orange County. Jay Shih, Chief Building Official, will provide day-to-day management and quality control of our on-site and off-site staff; he will make arrangements to substitute for our on-site staff when they are absent, or to replace them if their performances are not up to the City's standard. Jay will also provide building official services off-site with no charge to the City. Over the past 26 years, Infrastructure Engineers has grown into a solid, financially secure corporation, with a building & safety staff of 23 servicing eight cities. We have the staffing and capacity to support even the most robust projects, including simultaneous on-call contracts.

Firm Resources

Over the past 26 years, Infrastructure Engineers has grown into a solid, financially secure corporation, with 85 staff operating in four offices, conveniently located in Brea, Industry, Anaheim and San Bernardino. We have 23 building and safety staff providing services to eight cities, with more than adequate capacity to service the City of Maywood.

Firm Experience

All of the contracts referenced below are still on-going and cover services that are directly relevant to the needs of the City of Maywood, including building plan reviews, code compliance and on-site staff including plans examiners, building inspectors and permit technicians.





City of Montebello – Building and Safety and Engineering Services



As an exclusive municipal, full-service contract provider to the City of Montebello since 2000, Infrastructure Engineers has been providing a building official, on-site and off-site building plan checks and building inspections in addition to engineering plan checks, engineering design, construction management, public works inspection, NPDES compliance, traffic engineering and staff augmentation to the City.

Jay Shih, as Infrastructure Engineers' chief building official, oversees our on-site building official and building inspectors. He also checks some of the City's building and engineering plans in our Industry office.

Faye Yuan is our on-site building official. She manages the Building Division, provides over-the-counter plan check and code interpretation, resolves disputes, checks building plans including architectural, structural, mechanical, electrical, plumbing, energy, disabled access, and cannabis, while supervising two City building inspectors and a permit technician.

Client Contact:

Joseph Palombi, Director of Planning and Community Development

Office: (323) 887-1200 Ext. 598 Cell: (323) 796-9670

Email: jpalombi@cityofmontebello.com

City of Bell Gardens – Building and Safety and Engineering Services



Since 2004, Infrastructure Engineers has been providing building and safety services as well as a broad spectrum of public works engineering. We are currently providing inspector coverage and off-site plan checks. Jay Shih is the City's off-site building official; he also checks some of the City's building and engineering plans in our Industry office.

Client Contact:

Gus Romo, Community Development Director

Office: (562) 806-7724 Cell: (909) 255-4017

Email: gromo@bellgardens.org





City of Baldwin Park – Building & Safety and City Engineering Services



Since 2014, Infrastructure Engineers has been providing the City of Baldwin Park with an on-site building official, building inspector coverage and off-site plan checks.

Jay Shih, our Director of Building & Safety, was the on-site building official and City Engineer in 2018. He managed the Building Division, provided over-the-counter plan check and code interpretation, resolved disputes, checked building plans including architectural, structural, mechanical,

electrical, plumbing, energy, disabled access, cannabis and fire, while supervised two City building inspectors and a permit technician. Jay also checked grading, drainage, low impact development, erosion control, and subdivision maps. Jay worked at the City until November 2018 when the City hired its own building official, but Jay continues to check its building and engineering plans in our Industry office.

Client Contact:

Benjamin Martinez, Director of Community Development

Phone: (626) 960-4011, Ext. 477

Email: bmartinez@baldwinpark.com

City of Lynwood - Building and Safety Services



Infrastructure Engineers has been providing a wide range of services to the City of Lynwood for almost a decade, and since 2014, we have been providing an on-site building official, building inspector, building inspector coverage, permit technicians as well as on-site and off-site plan checks.

Client Contact:

Michelle Ramirez, Director of Community Development,

Office: (310) 603-0220 Ext. 605 Cell: (562) 290-2157

Email: mr Ramirez@lynwood.ca.us





County of Orange – Plan Check and Permit Technician



Since 2016, Infrastructure Engineers has been providing the County of Orange with a full-time on-site plan checker and a permit technician.

Client Contact:

Hadi Tabatabaee, Building Official

Office: (714) 667-8843

Email: hadi.tabatabaee@ocpw.ocgov.com

City of Huntington Park - Plan Check, Inspection Services and Staff Augmentation



Infrastructure Engineers is currently providing an on-site building official, building inspector, permit technicians, CASp inspector and on-site and off-site plan checks for the Building Division.

Our building official provides onsite services two days a week, performs over-the-counter plan check, building code consultation, in-house plan check, and supervises two full-time permit technicians and a full-time building inspector.

He is also a certified building inspector, is proficient in

building, mechanical, electrical and plumbing inspections, and performs inspection supervision or works as senior building inspector to augment City staff.

Jay Shih oversees our onsite building official, building inspector, and permit technicians; he also checks some of the City's building and engineering plans in our Industry office.

Our full-time, onsite certified senior building inspector performs residential and commercial pre-sale and building inspections.

Client Contact:

Sergio Infanzon, Director of Community Development

Office: (323) 584-6318 Cell: (323) 715-0609

Email: sinfanzon@hpcg.gov





City of Corona - Staff Augmentation and Plan Check Services



Infrastructure Engineers is currently under a Professional Services Agreement to provide an on-site building inspector, permit technician, electrical plans examiner, CASp inspector and on-site and off-site plan checks.

Client Contact:

Chris Milosevic, Building Official
Office: (951) 736-2254 Cell: (951) 227-1601
Email: chris.milosevic@coronaCA.gov

Personnel Qualifications and Experience

Jay Shih, Jesus De Anda, and Faye Yuan will be assigned to check electronic plans offsite; they will exchange plans and correction sheets for rechecks directly with applicants and copy the City in all correspondences. Architects and applicants are encouraged to meet with us in our City of Industry office or at Maywood City Hall to discuss plan check comments. Our staff will finish initial plan reviews in 10 working days, rechecks in 5 working days, and then notify the applicants and the City.

Jay Shih will lead the offsite plan check team and will act as the single point of contact for matters related to counter plan check, building inspection, permitting, special inspection and CASp services. Jay is a registered civil engineer, a certified building official, and a CASp; he has had ten years of experience as building official and plan check engineer, and four years as CASp.

Building Inspection and Counter Technician Services

Jesus De Anda and Mirna Canales will be assigned to perform on-site inspection, counter plan check and counter technician services.

Jesus De Anda will be the designated building inspector and counter plans examiner. He will inspect commercial and residential construction, and perform minor plan checks over the counter, including roof-top solar, minor tenant improvements, small room additions and HVAC systems. Jesus speaks fluent English and Spanish and has two years of experience as permit technician at the Cities of Baldwin Park and Huntington Park. Jesus possesses excellent customer service skills; he will provide coverage for the regularly assigned counter technician, Mirna Canales.

Mirna Canales will be the designated counter technician. Mirna speaks fluent English and Spanish. She has eight years of experience as permit technician at the Cities of Huntington Park and Downey. Mirna provides superb customer service; she is knowledgeable in processing plan check applications, permitting process and computing valuations, plan check and permit fees. She understands the required jurisdictional approvals, such as LA County Fire Prevention, LA County Environmental Health and Sanitary District, prior to issuing permits.





Resumes

Jay Shih, PE, CBO, CASp - Chief Building Official

Education

MS, Geotechnical Engineering
BS, Civil Engineering

Registrations/Certifications

Registered Civil Engineer, CA,
No. 46841
Certified Access Specialist
No. CASp 683
ICC-Certified Building Official,
Building Plans Examiner,
Commercial Building Inspector, and
Fire Plans Examiner, No. 8356883

Years of Experience: 14

Career Summary

- ❖ Ten years as building official and plan check engineer
- ❖ Four years as Certified Access Specialist (CASp)

Jay Shih will lead the offsite plan check team and will act as the single point of contact for matters related to counter plan check, building inspection, permitting, special inspection, and CASp services. Jay is a registered civil engineer, a certified building official and a CASp.

Building Official for the City of Huntington Park. Provides counter plan check and building code consultation; check residential and commercial plans, including mechanical, electrical and plumbing; check grading, drainage, low impact development, erosion control and WQMP plans; review soil, compaction, hydrology analyses and SUSMP reports.

CASp Plan Checker, Inspector, and Instructor

Jay is an expert in disabled access. He is the City of Corona's designated CASp consultant to plan check and inspect 36 City parks restrooms, handicap parking and playgrounds. Jay has a Professional Service Agreement with Corona to review and inspect all existing City facilities for ADA compliance and make recommendations on required improvements. He provides inspection and certification for completed improvements, including final walk-through and punch list creation; provides design consultation and plan review services, from design through construction documents; prepares and provides appropriate training materials for engineering staff and provides expert witness testimony as needed.

Jesus De Anda - Building Inspector and Plans Examiner

Education

BA, Architecture
AS, Architecture
AS, Natural Sciences and
Mathematics
AS, Humanities and Fine Arts

Certifications

ICC Certified Residential Building
Plans Examiner and
Residential Building Inspector

Years of Experience: 7

Career Summary

- ❖ Two years as building inspector and plans examiner
- ❖ Two years as permit technician
- ❖ Three years as architectural designer

Jesus De Anda has two years of experience in checking and inspecting single family dwellings and tenant improvements, two years in permitting, and three years in designing residential and commercial buildings.

Plans Examiner and Building Inspector

Jesus is currently working as counter plans examiner and building inspector at the City of Montebello. His responsibilities include checking room additions, ADUs, roof-top solar and small tenant improvement plans over the counter, as well as conducting inspections of residential, commercial, structural, mechanical, electrical and plumbing.





Permit technician

Jesus worked as a permit technician for the Cities of Huntington Park and Baldwin Park, assisting customers in filling out permit applications; determining the occupancy group; calculating valuations, plan check and permit fees based on use, occupancy, types of construction, and floor areas; explaining plan check, permits and clearance requirements and timelines.

Faye Yuan, CBO - Building Plans Examiner

Education

MS, Architecture
BA, Urban Planning

Certifications

Certified Building Official,
No. 8388911
Certified Building Plans Examiner
No. 8356983
Commercial Building Inspector,
Plumbing Inspector, Mechanical
Inspector, and Fire Plans Examiner
No. 8932240

Years of Experience: 5

Career Summary

- ❖ Certified building official, building inspector and plans examiner
- ❖ On-site building official at the City of Montebello

Faye Yuan has five years of experience in checking residential and commercial plans, including architectural, structural, disabled access, mechanical, electrical, plumbing, energy and Cal Green. She is also an experienced certified building inspector; she will cover for the regularly assigned building inspector, Jesus De Anda, in his absence.

Building Official, Montebello. Checks residential, commercial and disabled access plans, including room additions, ADUs, roof-top solar

and tenant improvements. Coordinates with contract jurisdictions for plans intake, delivery, corrections and their specific requirements.

Performs inspections of residential, commercial, structural, mechanical, electrical and plumbing installations. Tracks plan check and permit status from plans submittal to permits issuance; logs inspection requests and prepares field files for daily building inspection; and issues Certificates of Occupancy upon final inspection sign-off.

Mirna Canales - Permit Technician

Education

St. Matthias Highschool, Downey

Years of Experience: 8

Career Summary

- ❖ Eight years of experience as a Permit Technician

Mirna is highly skilled at processing plan check applications, interacting with contractors, architects and the public at city Building and Safety counters and resolving questions regarding plan checks, construction inspections, permit fees or permit issuances.

Permit Technician, Cities of Huntington Park and Downey

Processes plan check applications, computes valuations, plan check and permit fees; provides information to customers on plan check and permit processes; issues, track and final building, mechanical, electrical, plumbing, demolition, sign, and pool permits.

Other Personnel to be Assigned to the City

Fady Kodsy will perform special inspection on an as-needed basis. Fady is our building inspector and deputy special inspector at Huntington Park. He is experienced and certified in performing special inspection of concrete, ductile moment-resisting concrete frame, reinforcing steel and prestressing steel, welding, high-strength bolting, structural masonry, reinforced gypsum concrete, insulating concrete fill, spray-on fireproofing, piling, drilled piers and caissons.





Fady Kodsy - Special Inspector

Education

Construction Management Cal Poly
Pomona

ICC Certifications

- Commercial Building Inspector
- Master of Special Inspection
- Structural Welding Special Inspector
- Structural Steel and Bolting Special Inspector
- Spray-Applied Fireproofing Special Inspector
- Structural Masonry Special Inspector
- Prestressed Concrete Special Inspector
- Reinforced Concrete Special Inspector
- AWS-Certified Welding Inspector (CWI),
- City of Long Beach Certified Concrete, Masonry, Structural Welding, Fire Proofing

Years of Experience: 20

Fady Kodsy is a building inspector and special inspector for Huntington Park and is the company's lead inspector for vertical construction.

Fady offers special inspection of concrete, ductile moment-resisting concrete frame, reinforcing steel and prestressing steel, welding, high-strength bolting, structural masonry, reinforced gypsum concrete, insulating concrete fill, spray-on fireproofing, piling, drilled piers and caissons.

Relevant Experience

The following are examples of Fady's experience in both public- and private-sector work:

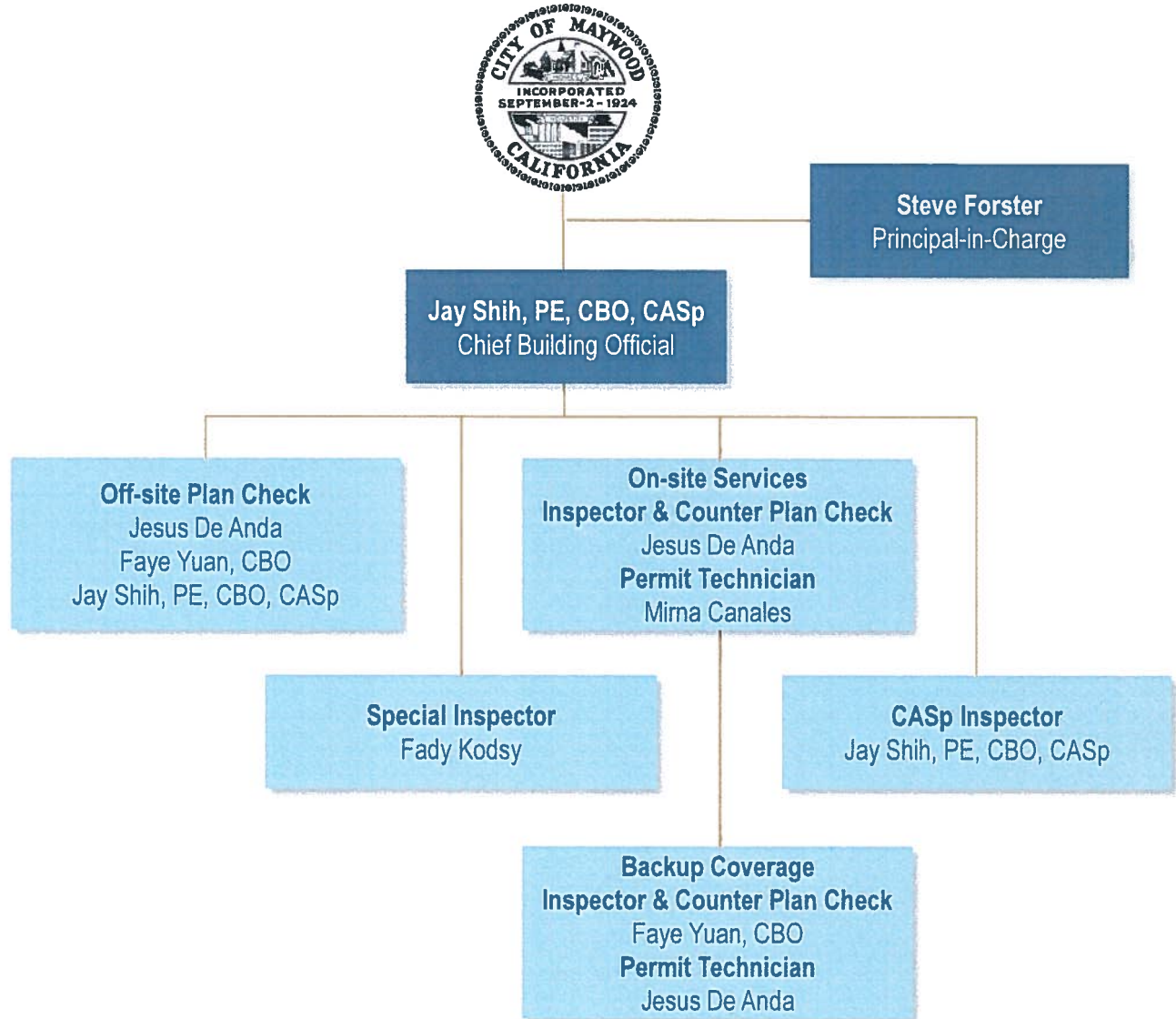
- ❖ Building inspector, City of Huntington Park
- ❖ Lead inspector for vertical construction, Infrastructure Engineers
- ❖ Special inspector, Patton State Hospital, \$23 Million
- ❖ Special inspector, Diego Garcia Pier, \$19 Million
- ❖ Building inspector, LA Federal Court Building, \$500 Million
- ❖ Building Inspector, Huntington Library, \$65 Million
- ❖ Special inspector, UCLA Dykstra Hall, \$26 Million
- ❖ Special inspector, Plaza Marina, \$4.5 Million
- ❖ Special inspector, Chaffey College Gym, \$4.9 Million
- ❖ Special inspector, Ocean View High School, \$4.2 Million





Project Organization

The organization chart below illustrates the team's lines of communication, with Jay Shih overseeing the contract and team assignments.





Approach to Scope of Services

Infrastructure Engineers will assume responsibility for operation of the City's Building Department counter plan check and building inspection and carry out day-to-day activities and functions of the Department, under the direction of the Maywood Director of Building and Planning.

Our team will check electronic plans off-site, exchange plans and correction sheets for rechecks directly with applicants and copy our on-site permit technician in all correspondences. Our on-site permit technician will log in all submittals and rechecks on a spreadsheet in order to maintain an up-to-date record of plan check status, then file all correction sheets and e-plans in e-folders. Architects and applicants are encouraged to meet with us at our City of Industry office or at Maywood City Hall to discuss plan check comments. We will finish initial plan reviews in 10 working days and rechecks in 5 working days or sooner.

Jesus De Anda, an ICC-certified bilingual building inspector and plans examiner, will coordinate the inspection of all commercial and residential constructions. He will also perform counter plan checks during assigned counter hours, including solar installations, tenant improvements, small room additions and HVAC systems. Jesus will issue permits, provide consultation to the public and perform other counter technician duties in the absence of or supplemental to the regularly assigned permit technician. Jesus will be available on a part-time or full-time basis depending on the needs of the Building Department.

Miriam Canales, an experienced and bilingual permit technician, will provide counter permitting services on a part-time basis during assigned counter hours. Miriam will assist applicants in filling out permit applications, explain plan check and permit procedures, determine valuations, collect plan check and permit fees, accept plan check submittals, forward electronic plans to off-site plan checkers, track all plan check submittals and resubmittals and issue permits.

Jay Shih, our chief building official, will resolve unusual or complex inspections, counter plan check and permitting issues off-site without additional charges to the City, modeled after our arrangement with the Cities of Montebello and Huntington Park.

Work Plan

Building Plan Check Services

We have had a great deal of experience checking e-plans and exchanging plans and correction sheets electronically with applicants until approval. The Cities of Lynwood, Montebello and Corona only accept plans in electronic format, while other cities we serve accept both paper and electronic plans. When plans are approved, we will electronically stamp approval on plan PDFs and email them back to the applicants and copy City staff. Applicants will submit three paper sets to the City counter to be stamped approved upon permit issuance.

We maintain a plan check log for each City we serve. These logs are available to City staff upon request. We will create and maintain a similar log for the City of Maywood.

We have a complete set of 2019 California Building Standards Code in our City of Industry office, including Building, Residential, Mechanical, Electrical, Plumbing, Fire, Energy, Green, Historical and Existing Building Codes, and we check plans according to these codes.





We will check plans at our City of Industry office. Architects and applicants are encouraged to meet with us in our office or at Maywood City Hall to discuss plan check comments.

We will mark at the bottom of each electronic plan whether it is 1st, 2nd, 3rd or subsequent submittal, we will also indicate on the plan check correction sheet and on the project log whether it is the 1st, 2nd, 3rd or subsequent check. We will identify, document and address all of the corrections prior to plan check approval.

After checking each e-plan submittal or resubmittal, we will email a transmittal to the applicant and copy our on-site permit technician indicating whether the plan is approved or there are corrections left and attach the correction sheets and the red-marked plans. We will respond to City staff's inquiries and questions regarding plan check comments within one business day.

CASp Services

Jay Shih will provide CASp services to Maywood as needed. Jay is an expert in disabled access and ADA standards. He will check and inspect new commercial and multi-family buildings and major tenant improvements to fulfill the requirements as a retained consultant per Senate Bill 1608. This law requires a local agency to employ or retain at least one building inspector who is a Certified Access Specialist. Jay will provide consultation to the local agency, permit applicants and members of the public on matters of compliance with state construction-related accessibility standards with respect to inspections of a place of public accommodation that relate to permitting, plan checks, or new construction, including but not limited to, inspections relating to tenant improvements that may impact access."

Building Inspection and Counter Technician Services

Jesus De Anda will perform inspection of commercial and residential construction for Maywood on a part-time basis. He will provide over-the-counter minor plan check including solar installations, tenant improvements, small room additions, patio covers, structural repairs, fire-damaged repair and HVAC system during assigned counter hours. Jesus will interact with the public and explain technical information to both technically and non-technically trained individuals and provide recommendations regarding interpretations of City, state, federal and construction standards. He will maintain accurate records to document inspections, test results and additional details pertaining to inspections. He will maintain computer logs of inspection reports, entering inspection results into permitting software.

Jesus will work closely with code enforcement officers to advise them on building code, zoning code, and municipal code violations or the lack thereof. Jesus will consult with Jay on complex zoning, land use, nuisance, housing, health and safety related issues. Jesus will be available for emergency off-hours inspection services such as fire damages, automobile crashes into buildings, natural disasters and other unforeseen events.

Mirna Canales will greet the public with exceptional customer service and, if necessary, refer them to the appropriate City department or assist them with any questions they may have pertaining to the permit process. She will assist customers in filling out permit applications, explain plan check submittal, permitting and inspection requirements; maintain and update building permit applications; calculate fees, permit-related monetary transactions, accounts receivable coding, billing inquiries and invoicing. Mirna will also log in plan checks, email e-plans to off-site plans examiners; answer phone calls and respond to email inquiries promptly; track plan check submittals on spreadsheets and file corrections in electronic folders; issue permits when the plans are approved by plan checkers and other jurisdictions;





establish and maintain systems to ensure all files, letters, reference manuals, field inspection reports, permits, drawings and other data are maintained in an organized fashion; and work with plan examiners and inspectors to develop and ensure consistent processes.

Optional Information or Tasks

The City may want to consider the following options regarding counter services, which may be adjusted as future workload increases or decreases:

- ❖ Jesus will work part-time as building inspector and counter plan checker, while Mirna works part-time as permit technician
or
- ❖ Jesus will work full-time as building inspector, counter plan checker and permit technician.
- ❖ CASp inspector Jay Shih and deputy special inspector Fady Kodsy are available for future needs





Cost Proposal

❖ Building plan check services hourly rate:

- Plan check fee will be 65% of the plan check fee collected by the City.
- 4th and subsequent plan check, or the plan check is for a City project: \$95

Building inspection and counter technician services hourly rates:

- Building inspector: \$85
- Counter plan checker: \$95
- Counter technician: \$75

Emergency off-hours inspection: \$100

❖ Other Building and Safety personnel hourly rates

- CASp inspector: \$110
- Special inspector: \$95
- Building official: \$135
- Plan check engineer: \$110
- Structural engineer: \$125



AGENDA REPORT

CITY OF MAYWOOD



AGENDA 4
ITEM NO. _____

DATE: SEPTEMBER 9, 2020

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER E. VASQUEZ, CITY MANAGER *Jm*

BY: KEVIN KO, CONTRACT CITY ENGINEER

SUBJECT: CONSIDERATION OF AWARDING A CONTRACT FOR PAVEMENT REHABILITATION PROJECT FY 2019/2020 ON VARIOUS STREETS TO ONYX PAVING COMPANY, INC. AND APPROVAL OF RESOLUTION NO. 6141 TO AMEND THE FISCAL YEAR (FY) 2020-2021 BUDGET IN THE MEASURE R SPECIAL REVENUE FUND AND MEASURE M SPECIAL REVENUE FUND.

RECOMMENDATION:

It is recommended that the City Council award a contract to Onyx Paving Company, Inc. for Pavement Rehabilitation Project FY 2019/2020 on Various Streets for a total amount not-to-exceed (NTE) \$1,255,000 and authorize the City Manager to execute the contract with Onyx Paving Company, Inc. It is also recommended that the City Council approve Resolution No. 6141 to amend the fiscal year 2020-2021 budget in the Measure R Special Revenue Fund and Measure M Special Revenue Fund.

BACKGROUND:

On June 24, 2020, the City Council adopted the FY 2020-2021 Capital Improvement Program (CIP) which included the Pavement Rehabilitation Project FY 2019/2020 on Various Streets.

On July 23, 2020, staff advertised a Notice Inviting Bids (NIB) on the City's website and in a newspaper of general circulation pursuant to the formal bidding procedures set forth in Section 3-4.10 of the Municipal Code. Bids were due on August 12, 2020 at 3:00 PM; a virtual bid opening was conducted.

DISCUSSION:

On August 12, 2020, a total of five (5) bids were received with Onyx Paving Company, Inc. as the apparent low bidder. The bid results are as follows:

Company Name	Bid Amount
Onyx Paving Company, Inc.	\$1,255,000.00
Hardy & Harper, Inc.	\$1,325,000.00
Excel Paving Company	\$1,473,568.10
Shawnan	\$1,481,070.00
All American Asphalt	\$1,691,205.75

Staff reviewed the bids and determined that Onyx Paving Company, Inc. is the lowest responsible and responsive bidder. As such, it is staff's recommendation to award the contract for the construction of the Pavement Rehabilitation Project FY 2019/2020 on Various Streets to Onyx Paving Company, Inc. for a total amount NTE \$1,255,000 and to be completed within 55 working days from the date of the Notice to Proceed.

LEGAL REVIEW:

The City Attorney has reviewed this report.

FISCAL IMPACT:

Total budgeted cost for this project is \$1,468,000 which is split into 3 funds, Measure R \$484,000, Measure M \$484,000, and SB1 \$500,000. The amount budgeted for the construction portion is a total of \$1,340,600. The amount of this contract plus a 10% contingency would be 1,380,500, therefore a budget amendment of 39,900 is needed. See details below.

F.Y. 20/21 Impact: \$1,340,600	Current F.Y. Budget: \$1,217,000 Budget and an additional \$123,600 for contingency Total: \$1,340,600
Funds Impacted: Measure R and Measure M	Budget adjustment requested: \$ 39,900
Source of funds: \$19,950 MEASURE R SPECIAL REVENUE FUND and \$19,950 MEASURE M SPECIAL REVENUE FUND	Updated Account Budget: \$ 1,380,500
Account number: 12-645-6000 20-645-6000	For fiscal year: 2020-2021

ATTACHMENT(S)

Attachment No. 1 – Agreement with Onyx Paving Company, Inc.

Attachment No. 2 – Onyx Paving Company, Inc. Bid

Attachment No. 3 – Resolution No. 6141

ATTACHMENT NO. 1

CONTRACT

CITY OF MAYWOOD CONTRACT FOR PAVEMENT REHABILITATION PROJECT FY 2019/2020 ON VARIOUS STREETS

THIS CONTRACT ("Contract") is made and entered this September 10, 2020 ("Effective Date"), by and between the CITY OF MAYWOOD, a California municipal corporation ("City") and Onyx Paving Company, Inc., a California corporation ("Contractor"). Contractor's California State Contractor's license number is 630360; Class A, C12). Contractor's DIR registration number is 1000004798.

In consideration of the mutual covenants hereinafter set forth, the parties hereto agree as follows:

1. Contract Documents. The Contract Documents consist of this Contract, the Notice Inviting Bids, Instructions to Bidders, Bid (including documentation accompanying the Bid and any post-Bid documentation submitted before the Notice of Award), the Bonds, permits from regulatory agencies with jurisdiction, General Provisions, Special Provisions, Plans, Standard Plans, Standard Specifications, Reference Specifications, Addenda, Change Orders, and Supplemental Agreements. The Contract Documents are attached hereto and incorporated herein by reference.
2. Scope of Services. Contractor shall perform the Work in a good and workmanlike manner for the project identified as Pavement Rehabilitation Project FY 2019/2020 on Various Streets ("Project"), as described in this Contract and in the Contract Documents.
3. Compensation. In consideration of the services rendered hereunder, City shall pay Contractor a not to exceed amount of one million two hundred and fifty-five thousand dollars (\$1,255,000.00) in accordance with the prices as submitted in the Bid.
4. Incorporation by Reference. All of the following documents are attached hereto and incorporated herein by this reference: Workers' Compensation Certificate of Insurance, Additional Insured Endorsement (Comprehensive General Liability), Additional Insured Endorsement (Automobile Liability), and Additional Insured Endorsement (Excess Liability).
5. Antitrust Claims. In entering into this Contract, Contractor offers and agrees to assign to City all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. § 15) or under the Cartwright Act (Business and Professions Code Section 16700 *et seq.*) arising from purchases of goods, services, or materials pursuant to the Contract. This assignment shall be made and become effective at the time City tenders final payment to Contractor without further acknowledgment by the parties.
6. Prevailing Wages. City and Contractor acknowledge that the Project is a public work to which prevailing wages apply.
7. Workers' Compensation. Labor Code Sections 1860 and 3700 provide that every contractor will be required to secure the payment of compensation to its employees. In accordance with the provisions of Labor Code Section 1861, by signing this Contract, the Contractor certifies as follows:

"I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the Work of this Contract."

8. Titles. The titles used in this Contract are for convenience only and shall in no way define, limit or describe the scope or intent of this Contract or any part of it.

9. Authority. Any person executing this Contract on behalf of Contractor warrants and represents that he or she has the authority to execute this Contract on behalf of Contractor and has the authority to bind Contractor to the performance of its obligations hereunder.

10. Entire Agreement. This Contract, including the Contract Documents and any other documents incorporated herein by specific reference, represents the entire and integrated agreement between City and Contractor. This Contract supersedes all prior oral or written negotiations, representations or agreements. This Contract may not be modified or amended, nor any provision or breach waived, except in a writing signed by both parties that expressly refers to this Contract.

11. Counterparts. This Contract may be executed in counterpart originals, duplicate originals, or both, each of which is deemed to be an original for all purposes.

IN WITNESS WHEREOF, the parties hereto have executed the Contract the day and year first above written.

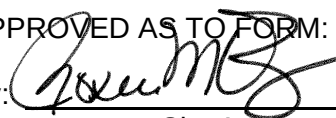
CITY OF MAYWOOD

By: _____
Mayor

ATTEST:

By: _____
City Clerk

APPROVED AS TO FORM:

By:  _____
City Attorney

Dated: _____

("CONTRACTOR")

By: _____

By: _____

Bond No. _____

**PAYMENT BOND
(LABOR AND MATERIALS)**

KNOW ALL PERSONS BY THESE PRESENTS that:

WHEREAS the City of Maywood ("City"), State of California, has awarded to _____

(Name and address of Contractor) ("Principal")

a contract (the "Contract") for the Work described as follows:

PAVEMENT REHABILITATION PROJECT FY 2019/2020 ON VARIOUS STREETS
(Project name)

WHEREAS, under the terms of the Contract, the Principal is required before entering upon the performance of the Work, to file a good and sufficient payment Bond with the City to secure the claims to which reference is made in Title 3 (commencing with Section 9000) of Part 6 of Division 4 of the Civil Code.

NOW, THEREFORE, we, the undersigned Principal, and _____

(Name and address of Surety)

("Surety") a duly admitted surety insurer under the laws of the State of California, as Surety, are held and firmly bound unto the City and all contractors, subcontractors, laborers, material suppliers, and other persons employed in the performance of the Contract and referred to in Title 3 (commencing with Section 9000) of Part 6 of Division 4 of the Civil Code in the penal sum of _____

Dollars (\$_____), for materials furnished or labor thereon of any kind, or for amounts due under the Unemployment Insurance Act with respect to this Work or labor, that the Surety will pay the same in an amount not exceeding the amount hereinabove set forth, and also in case suit is brought upon this Bond, will pay, in addition to the face amount thereof, costs and reasonable expenses and fees, including reasonable attorneys' fees, incurred by City in successfully enforcing this obligation, to be awarded and fixed by the court, and to be taxed as costs and to be included in the judgment therein rendered.

It is hereby expressly stipulated and agreed that this Bond shall inure to the benefit of any and all persons, companies, and corporations entitled to file claims under Title 3 (commencing with Section 9000) of Part 6 of Division 4 of the Civil Code, so as to give a right of action to them or their assigns in any suit brought upon this Bond.

Upon expiration of the time within which the California Labor Commissioner may serve a civil wage and penalty assessment against the principal, any of its subcontractors, or both the principal and its subcontractors pursuant to Labor Code Section 1741, and upon expiration of the time within which a joint labor management committee may commence an action against the principal, any of its subcontractors, or both the principal and its subcontractors pursuant to Labor Code Section 1771.2, if the condition of this Bond be fully performed, then this obligation shall become null and void; otherwise, it shall be and remain in full force and effect.

The Surety hereby stipulates and agrees that no change, extension of time, alteration, or addition to the terms of the Contract or the Specifications accompanying the same shall in any manner affect its obligations on this Bond, and it does hereby waive notice of any such change, extension, alteration, or addition.

IN WITNESS WHEREOF, two (2) identical counterparts of this instrument, each of which shall for all purposes be deemed an original hereof, have been duly executed by Principal and Surety, on the date set forth below, the name of each corporate party being hereto affixed and these presents duly signed by its undersigned representative(s) pursuant to authority of its governing body.

Dated: _____

“Principal”

“Surety”

By: _____
Its

By: _____
Its

By: _____
Its

By: _____
Its

(Seal)

(Seal)

*Note: This Bond must be executed in duplicate and dated, all signatures must be notarized, and evidence of the authority of any person signing as attorney-in-fact must be attached. **DATE OF BOND MUST NOT BE BEFORE DATE OF CONTRACT.** Surety companies executing Bonds must appear on the Treasury Department’s most current list (Circular 570 as amended) and be authorized to transact business in the State where the project is located.*

Bond No. _____

PERFORMANCE BOND

KNOW ALL PERSONS BY THESE PRESENTS that:

WHEREAS the City of Maywood ("City"), has awarded to _____

(“Principal”)

(Name and address of Contractor)

a contract (the "Contract") for the Work described as follows:

PAVEMENT REHABILITATION PROJECT FY 2019/2020 ON VARIOUS STREETS

(Project name)

WHEREAS, Principal is required under the terms of the Contract to furnish a Bond for the faithful performance of the Contract.

NOW, THEREFORE, we, the undersigned Principal, and

(Name and address of Surety)

("Surety") a duly admitted surety insurer under the laws of the State of California, as Surety, are held and firmly bound unto the City in the penal sum of

Dollars (\$ _____), this amount being not less than the total Contract Price, in lawful money of the United States of America, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, successors executors and administrators, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT, if the hereby bounded Principal, his, her or its heirs, executors, administrators, successors or assigns, shall in all things stand to and abide by, and well and truly keep and perform the covenants, conditions and provisions in the Contract and any alteration thereof made as therein provided, on the Principal's part, to be kept and performed at the time and in the manner therein specified, and in all respects according to their true intent and meaning, and shall indemnify and save harmless the City, its officers, agents and employees, as therein stipulated, then this obligation shall become null and void; otherwise, it shall be and remain in full force and effect.

As a part of the obligation secured hereby and in addition to the face amount specified therefor, there shall be included costs and reasonable expenses and fees, including reasonable attorneys' fees, incurred by City in successfully enforcing such obligation, all to be taxed as costs and included in any judgment rendered. Surety hereby waives any statute of limitations as it applies to an action on this Bond.

The Surety hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the Contract or of the Work to be performed thereunder or the specifications accompanying the same shall in anywise affect its obligations under this Bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the Contract or to the Work or to the specifications. Surety hereby waives the

provisions of California Civil Code Sections 2845 and 2849. The City is the principal beneficiary of this Bond and has all rights of a party hereto.

IN WITNESS WHEREOF, two (2) identical counterparts of this instrument, each of which shall for all purposes be deemed an original hereof, have been duly executed by Principal and Surety, on the date set forth below, the name of each corporate party being hereto affixed and these presents duly signed by its undersigned representative(s) pursuant to authority of its governing body.

Dated: _____

“Principal”

“Surety”

By: _____
Its

By: _____
Its

By: _____
Its

By: _____
Its

(Seal)

(Seal)

*Note: This Bond must be executed in duplicate and dated, all signatures must be notarized, and evidence of the authority of any person signing as attorney-in-fact must be attached. **DATE OF BOND MUST NOT BE BEFORE DATE OF CONTRACT.** Surety companies executing Bonds must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the State where the project is located.*

**WORKERS' COMPENSATION
CERTIFICATE OF INSURANCE**

WHEREAS, the City of Maywood ("City") has required certain insurance to be provided by:

NOW THEREFORE, the undersigned insurance company does hereby certify that it has issued the policy or policies described below to the following named insureds and that the same are in force at this time:

1. This certificate is issued to:

City of Maywood
City Hall
4319 East Slauson Avenue
Maywood, California 90270

The insureds under such policy or policies are:

-
2. Workers' Compensation Policy or Policies in a form approved by the Insurance Commissioner of California covering all operations of the named insureds as follows:

<u>Policy Number</u>	<u>Effective Date</u>	<u>Expiration Date</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

By: _____
Its Authorized Representative

**ADDITIONAL INSURED ENDORSEMENT
COMPREHENSIVE GENERAL LIABILITY**

Name and address of named insured ("Named Insured"):

Name and address of insurance company ("Company"):

General description of agreement(s), permit(s), license(s), and/or activity(ies) insured:

Notwithstanding any inconsistent statement in the policy to which this endorsement is attached (the "Policy") or in any endorsement now or hereafter attached thereto, it is agreed as follows:

1. The City of Maywood ("City"), its elected officials, officers, attorneys, agents, employees, and volunteers are additional insureds (the above named additional insureds are hereafter referred to as the "Additional Insureds") under the Policy in relation to those activities described generally above with regard to operations performed by or on behalf of the Named Insured. The Additional Insureds have no liability for the payment of any premiums or assessments under the Policy.

2. The insurance coverages afforded the Additional Insureds under the Policy shall be primary insurance, and no other insurance maintained by the Additional Insureds shall be called upon to contribute with the insurance coverages provided by the Policy.

3. Each insurance coverage under the Policy shall apply separately to each Additional Insured against whom claim is made or suit is brought except with respect to the limits of the Company's liability.

4. Nothing in this contract of insurance shall be construed to preclude coverage of a claim by one insured under the policy against another insured under the policy. All such claims shall be covered as third-party claims, i.e., in the same manner as if separate policies had been issued to each insured. Nothing contained in this provision shall operate to increase or replicate the Company's limits of liability as provided under the policy.

5. The insurance afforded by the Policy for contractual liability insurance (subject to the terms, conditions and exclusions applicable to such insurance) includes liability assumed by the Named Insured under the indemnification and/or hold harmless provision(s) contained in or executed in conjunction with the written agreement(s) or permit(s) designated above, between the Named Insured and the Additional Insureds.

6. The policy to which this endorsement is attached shall not be subject to cancellation, change in coverage, reduction of limits (except as the result of the payment of claims), or non-renewal except after written notice to City, by certified mail, return receipt requested, not less than thirty (30) Days before the effective date thereof. In the event of Company's failure to comply with this notice provision, the policy as initially drafted will continue in full force and effect until compliance with this notice requirement.

7. Company hereby waives all rights of subrogation and contribution against the Additional Insureds, while acting within the scope of their duties, from all claims, losses and liabilities arising out of or incident to the perils insured against in relation to those activities described generally above with regard to operations performed by or on behalf of the Named Insured regardless of any prior, concurrent, or subsequent active or passive negligence by the Additional Insureds.

8. It is hereby agreed that the laws of the State of California shall apply to and govern the validity, construction, interpretation, and enforcement of this contract of insurance.

9. This endorsement and all notices given hereunder shall be sent to City at:

City Manager
City of Maywood
City Hall
4319 East Slauson Avenue
Maywood, California 90270

10. Except as stated above and not in conflict with this endorsement, nothing contained herein shall be held to waive, alter or extend any of the limits, agreements, or exclusions of the policy to which this endorsement is attached.

TYPE OF COVERAGES TO WHICH THIS ENDORSEMENT ATTACHES	POLICY PERIOD FROM/TO	LIMITS OF LIABILITY

11. Scheduled items or locations are to be identified on an attached sheet. The following inclusions relate to the above coverages. Includes:

- | | |
|--|--|
| ☐ Contractual Liability | ☐ Explosion Hazard |
| ☐ Owners/Landlords/Tenants | ☐ Collapse Hazard |
| ☐ Manufacturers/Contractors | ☐ Underground Property Damage |
| ☐ Products/Completed Operations | ☐ Pollution Liability |
| ☐ Broad Form Property Damage | ☐ Liquor Liability |
| ☐ Extended Bodily Injury | ☐ _____ |
| ☐ Broad Form Comprehensive | ☐ _____ |
| ☐ General Liability Endorsement | ☐ _____ |

12. A ☐ deductible or ☐ self-insured retention (*check one*) of \$ _____ applies to all coverage(s) except: _____ *if none, so state*). The deductible is applicable ☐ per claim or ☐ per occurrence (*check one*).

13. This is an ☐ occurrence or ☐ claims made policy (*check one*).

14. This endorsement is effective on _____ at 12:01 a.m. and forms a part of Policy Number _____.

I, _____ (*print name*), hereby declare under penalty of perjury under the laws of the State of California, that I have the authority to bind the Company to this endorsement and that by my execution hereof, I do so bind the Company.

Executed _____, 20____

Telephone No.: (____) _____

Signature of Authorized Representative
(*Original signature only; no facsimile signature
or initialed signature accepted*)

**ADDITIONAL INSURED ENDORSEMENT
AUTOMOBILE LIABILITY**

Name and address of named insured ("Named Insured"):

Name and address of insurance company ("Company"):

General description of agreement(s), permit(s), license(s), and/or activity(ies) insured:

Notwithstanding any inconsistent statement in the policy to which this endorsement is attached (the "Policy") or in any endorsement now or hereafter attached thereto, it is agreed as follows:

1. The City of Maywood ("City"), its elected officials, officers, attorneys, agents, employees, and volunteers are additional insureds (the above named additional insureds are hereafter referred to as the "Additional Insureds") under the Policy in relation to those activities described generally above with regard to operations performed by or on behalf of the Named Insured. The Additional Insureds have no liability for the payment of any premiums or assessments under the Policy.

2. The insurance coverages afforded the Additional Insureds under the Policy shall be primary insurance, and no other insurance maintained by the Additional Insureds shall be called upon to contribute with the insurance coverages provided by the Policy.

3. Each insurance coverage under the Policy shall apply separately to each Additional Insured against whom claim is made or suit is brought except with respect to the limits of the Company's liability.

4. Nothing in this contract of insurance shall be construed to preclude coverage of a claim by one insured under the policy against another insured under the policy. All such claims shall be covered as third-party claims, i.e., in the same manner as if separate policies had been issued to each insured. Nothing contained in this provision shall operate to increase or replicate the Company's limits of liability as provided under the policy.

5. The insurance afforded by the Policy for contractual liability insurance (subject to the terms, conditions and exclusions applicable to such insurance) includes liability assumed by the Named Insured under the indemnification and/or hold harmless provision(s) contained or executed in conjunction with the written agreement(s) or permit(s) designated above, between the Named Insured and the Additional Insureds.

6. The policy to which this endorsement is attached shall not be subject to cancellation, change in coverage, reduction of limits (except as the result of the payment of claims), or non-renewal except after written notice to City, by certified mail, return receipt requested, not less than thirty (30) Days before the effective date thereto. In the event of Company's failure to comply with this notice provision, the policy as initially drafted will continue in full force and effect until compliance with this notice requirement.

7. Company hereby waives all rights of subrogation and contribution against the Additional Insureds, while acting within the scope of their duties, from all claims, losses and liabilities arising out of or incident to the perils insured against in relation to those activities described generally above with regard to operations performed by or on behalf of the Named Insured regardless of any prior, concurrent, or subsequent active or passive negligence by the Additional Insureds.

8. It is hereby agreed that the laws of the State of California shall apply to and govern the validity, construction, interpretation, and enforcement of this contract of insurance.

9. This endorsement and all notices given hereunder shall be sent to City at:

City Manager
City of Maywood
City Hall
4319 East Slauson Avenue
Maywood, California 90270

10. Except as stated above and not in conflict with this endorsement, nothing contained herein shall be held to waive, alter or extend any of the limits, agreements, or exclusions of the policy to which this endorsement is attached.

TYPE OF COVERAGES TO WHICH THIS ENDORSEMENT ATTACHES	POLICY PERIOD FROM/TO	LIMITS OF LIABILITY
_____	_____	_____
_____	_____	_____
_____	_____	_____

11. Scheduled items or locations are to be identified on an attached sheet. The following inclusions relate to the above coverages. Includes:

- | | |
|--|--|
| ☐ Any Automobiles | ☐ Truckers Coverage |
| ☐ All Owned Automobiles | ☐ Motor Carrier Act |
| ☐ Non-owned Automobiles | ☐ Bus Regulatory Reform Act |
| ☐ Hired Automobiles | ☐ Public Livery Coverage |
| ☐ Scheduled Automobiles | ☐ _____ |
| ☐ Garage Coverage | ☐ _____ |

12. A ☐ deductible or ☐ self-insured retention (*check one*) of \$_____ applies to all coverage(s) except: _____ (*if none, so state*). The deductible is applicable ☐ per claim or ☐ per occurrence (*check one*).

13. This is an ☐ occurrence or ☐ claims made policy (*check one*).

14. This endorsement is effective on _____ at 12:01 a.m. and forms a part of Policy Number _____.

I, _____ (*print name*), hereby declare under penalty of perjury under the laws of the State of California, that I have the authority to bind the Company to this endorsement and that by my execution hereof, I do so bind the Company.

Executed _____, 20____

Telephone No.: (_____) _____

Signature of Authorized Representative
(*Original signature only; no facsimile signature
or initialed signature accepted*)

**ADDITIONAL INSURED ENDORSEMENT
EXCESS LIABILITY**

Name and address of named insured ("Named Insured"):

Name and address of insurance company ("Company"):

General description of agreement(s), permit(s), license(s), and/or activity(ies) insured:

Notwithstanding any inconsistent statement in the policy to which this endorsement is attached (the "Policy") or in any endorsement now or hereafter attached thereto, it is agreed as follows:

1. The City of Maywood ("City"), its elected officials, officers, attorneys, agents, employees, and volunteers are additional insureds (the above named additional insureds are hereafter referred to as the "Additional Insureds") under the Policy in relation to those activities described generally above with regard to operations performed by or on behalf of the Named Insured. The Additional Insureds have no liability for the payment of any premiums or assessments under the Policy.

2. The insurance coverages afforded the Additional Insureds under the Policy shall be primary insurance, and no other insurance maintained by the Additional Insureds shall be called upon to contribute with the insurance coverages provided by the Policy.

3. Each insurance coverage under the Policy shall apply separately to each Additional Insured against whom claim is made or suit is brought, except with respect to the limits of the Company's liability.

4. Nothing in this contract of insurance shall be construed to preclude coverage of a claim by one insured under the policy against another insured under the policy. All such claims shall be covered as third-party claims, i.e., in the same manner as if separate policies had been issued to each insured. Nothing contained in this provision shall operate to increase or replicate the Company's limits of liability as provided under the policy.

5. The insurance afforded by the Policy for contractual liability insurance (subject to the terms, conditions and exclusions applicable to such insurance) includes liability assumed by the Named Insured under the indemnification and/or hold harmless provision(s) contained in or executed in conjunction with the written agreement(s) or permit(s) designated above, between the Named Insured and the Additional Insureds.

6. The policy to which this endorsement is attached shall not be subject to cancellation, change in coverage, reduction of limits (except as the result of the payment of claims), or non-renewal except after written notice to City, by certified mail, return receipt requested, not less than thirty (30) Days before the effective date thereto. In the event of Company's failure to comply with this notice provision, the policy as initially drafted will continue in full force and effect until compliance with this notice requirement.

7. Company hereby waives all rights of subrogation and contribution against the Additional Insureds, while acting within the scope of their duties, from all claims, losses and liabilities arising out of or incident to the perils insured against in relation to those activities described generally above with

regard to operations performed by or on behalf of the Named Insured regardless of any prior, concurrent, or subsequent active or passive negligence by the Additional Insureds.

8. It is hereby agreed that the laws of the State of California shall apply to and govern the validity, construction, interpretation, and enforcement of this contract of insurance.

9. This endorsement and all notices given hereunder shall be sent to City at:

City Manager
City of Maywood
City Hall
4319 East Slauson Avenue
Maywood, California 90270

10. Except as stated above and not in conflict with this endorsement, nothing contained herein shall be held to waive, alter or extend any of the limits, agreements, or exclusions of the policy to which this endorsement is attached.

<u>TYPE OF COVERAGES TO WHICH THIS ENDORSEMENT ATTACHES</u>	<u>POLICY PERIOD FROM/TO</u>	<u>LIMITS OF LIABILITY</u>

- ☐ Following Form
☐ Umbrella Liability
☐ _____

11. Applicable underlying coverages:

<u>INSURANCE COMPANY</u>	<u>POLICY NUMBER</u>	<u>AMOUNT</u>

12. The following inclusions, exclusions, extensions or specific provisions relate to the above coverages:

13. A ☐ deductible or ☐ self-insured retention (*check one*) of \$_____ applies to all coverage(s) except: _____ (*if none, so state*). The deductible is applicable ☐ per claim or ☐ per occurrence (*check one*).

14. This is an ☐ occurrence or ☐ claims made policy (*check one*).

15. This endorsement is effective on _____ at 12:01 a.m. and forms a part of Policy Number _____.

I, _____ (*print name*), hereby declare under penalty of perjury under the laws of the State of California, that I have the authority to bind the Company to this endorsement and that by my execution hereof, I do so bind the Company.

Executed _____, 20____

Telephone No.: (____) _____

Signature of Authorized Representative
(*Original signature only; no facsimile signature
or initialed signature accepted*)

ATTACHMENT NO. 2

CHECKLIST FOR BIDDERS

The following information is required of all Bidders at the time of Bid submission:

- ☒ Completed and Signed Bid Cover Form
- ☒ Completed and Signed Bid Sheets
- ☒ Completed, Signed and Notarized Questionnaire
- ☒ Completed References Form
- ☒ Resume of General Construction Superintendent/On-Site Construction Manager
- ☒ Completed Subcontractor Designation Form
- ☒ Completed and Signed Industrial Safety Record Form
- ☒ Completed, Signed and Notarized Bid Bond or Other Security Form
- ☒ Signed and Notarized Noncollusion Declaration Form
- ☒ Evidence satisfactory to the City indicating the capacity of the person(s) signing the Bid to bind the Bidder

Failure of the Bidder to provide all required information in a complete and accurate manner may cause the Bid to be considered non-responsive.

BID

CITY OF MAYWOOD

PAVEMENT REHABILITATION PROJECT FY 2019-2020

TO THE HONORABLE MAYOR AND CITY COUNCIL OF THE CITY OF MAYWOOD:

The undersigned, as Bidder, declares that: (1) this Bid is made without collusion with any other person and that the only persons or parties interested as principals are those named herein; (2) the undersigned has carefully examined the Contract Documents (including all Addenda) and the Project site; and (3) the undersigned has investigated and is satisfied as to the conditions to be encountered, the character, quality and quantities of Work to be performed, and the materials to be furnished. Furthermore, the undersigned agrees that submission of this Bid shall be conclusive evidence that such examination and investigation have been made and agrees, in the event the Contract be awarded to it, to execute the Contract with the City of Maywood to perform the Project in accordance with the Contract Documents in the time and manner therein prescribed, and to furnish or provide all materials, labor, tools, equipment, apparatus and other means necessary so to do, except as may otherwise be furnished or provided under the terms of the Contract Documents, for the following stated unit prices or lump-sum price as submitted on the Bid herein.

Bidder acknowledges receipt of all addenda, as follows:

Addendum No. 1 Date: 8/7/2020

Addendum No. _____ Date: _____

Addendum No. _____ Date: _____

Addendum No. _____ Date: _____

The undersigned submits as part of this Bid a completed copy of its Industrial Safety Record. This Safety Record includes all construction Work undertaken in California by the undersigned and any partnership, joint venture or corporation that any principal of the undersigned participated in as a principal or owner for the last five (5) calendar years and the current calendar year before the date of Bid submittal. Separate information is being submitted for each such partnership, joint venture, or corporate or individual Bidder. The undersigned may attach any additional information or explanation of data that it would like to be taken into consideration in evaluating the Safety Record. An explanation of the circumstances surrounding any and all fatalities is attached.

Accompanying this Bid is cash, a cashier's check, a certified check or a Bid Bond in an amount equal to at least ten percent (10%) of the total aggregate Bid price based on the quantities shown and the unit prices quoted. The undersigned further agrees that, should it be awarded the Contract and thereafter fail or refuse to execute the Contract and provide the required evidence of insurance and Bonds within fifteen (15) Days after delivery of the Contract to the undersigned, then the cash, check or Bid Bond shall be forfeited to the City to the extent permitted by law.

The undersigned certifies to have a minimum of three (3) consecutive years of current experience in the type of Work related to the Project and that this experience is in actual operation of the firm with permanent employees performing a part of the Work as distinct from a firm operating entirely by subcontracting all phases of the Work. The undersigned also certifies to be properly licensed by the State as a contractor to perform this type of Work. The undersigned possesses California Contractor's License Number 630360, Class A, C12, which expires on 10/31/21.

Bidder's Name: ONYX PAVING COMPANY, INC.

Signature: 	COREY R. KIRSCHNER - CEO, PRES, VP, SEC, TREA
	Title: _____ Date: <u>8/7/20</u>
Signature: 	COREY R. KIRSCHNER - CEO, PRES, VP, SEC, TREA
	Title: _____ Date: <u>8/7/20</u>

CITY OF MAYWOOD

BID SHEETS FOR

PAVEMENT REHABILITATION PROJECT FY 2019-2020

Bidder's Name: ONYX PAVING COMPANY, INC.

To the Honorable Mayor and Members of the City Council:

In compliance with the Notice Inviting Bids, the undersigned hereby agrees to execute the Contract to furnish all labor, materials, equipment and supplies for the Project in accordance with the Contract Documents to the satisfaction and under the direction of the City Engineer, at the following prices:

AMOUNT:

ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICES	EXTENDED AMOUNT
1.	Mobilization (5% Maximum of Total Bid Price)	LS	1	\$24,183.67	\$ 24,183.67
2.	Temporary Traffic Control	LS	1	\$ 76,000	\$ 76,000
3.	Cold Mill Existing AC Pavement (1.5" Depth)	SF	400,000	\$ 0.22	\$ 88,000
4.	Cold Mill Existing AC Pavement (2.5" Depth)	SF	85,600	\$ 0.32	\$ 27,392
5.	Construct Variable Thickness AC Surface Course (Type C2 PG 64-10)	TON	4,900	\$ 77	\$ 377,300
6A.	Reconstruct PCC Curb Ramp (Including Curb and Gutter and 2' AC Slot Patch; Contractor to Verify Case and Type)	EA	15	\$ 4,300	\$ 64,500
6B.	Reconstruct PCC Curb Ramp (Including Integral Cross Gutter Spandrel; Contractor to Verify Case and Type)	EA	25	\$ 5,500	\$ 137,500

ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICES	EXTENDED AMOUNT
7.	Reconstruct PCC Integral Curb and Cross Gutter Spandrel from BCR to ECR per SPPWC Std Plan 122-2	EA	9	\$ 3,700	\$ 33,300
8.	Furnish and Install 4' x 3' Detectable Warning Surface for Existing Curb Ramp	EA	37	\$ 567	\$ 20,979
9.	Grind Lip of Existing Curb Ramp Flush with Gutter Flow Line	LF	40	\$ 15	\$ 600
10.	Grind Existing Uplifted Sidewalk or Driveway Panels to Provide Smooth Transition	LF	340	\$ 15	\$ 5100
11.	Install Caltrans Type D and Type E Detector Loops	EA	44	\$ 277	\$ 12,188
12.	Remove and Replace PCC Curb and Gutter per SPPWC Std Plan 120-2, Type A2-8 (Variable Curb Face and Gutter Width to Match Existing)	LF	2,450	\$ 43	\$ 105,350
13.	Remove and Replace 6" Thick PCC Driveway per SPPWC Std Plan 110-2 (Type to Match Existing)	SF	2,350	\$ 11.50	\$ 27,025
14.	Remove and Replace 8" Thick PCC Cross Gutter per SPPWC Std Plan 122-2	SF	1,100	\$ 20.50	\$ 22,550
15.	Remove and Replace 4" Thick PCC Sidewalk per SPPWC Std Plan 112-2	SF	6,750	\$ 8.50	\$ 57,375
16.	Adjust Manhole Frame and Cover to Grade per SPPWC Std Plan 205-2	EA	57	\$ 600	\$ 34,200
17.	Adjust Utility Valve Frame and Cover to Grade	EA	79	\$ 100	\$ 7,900

ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICES	EXTENDED AMOUNT
18A.	Reconnect Curb Drain	EA	13	\$ 300	\$ 3,900
18B.	Reconnect Parkway Drain	EA	1	\$ 4,500	\$ 4,500
19.	Spray Weed Kill on All Cracks and Joints (with Growing Weed and Vegetation) on Entire Street within Project Limits from Right-of-Way to Right-of-Way	LS	1	\$ 5,000	\$ 5,000
20A.	Paint Stop Bar/Limit Line per Caltrans Std Plan A24E	EA	27	\$ 96.74	\$ 2611.98
20B.	Paint Crosswalk per Caltrans Std Plan A24F, Ladder Type (1' Wide Lines and 2' Gaps)	EA	23	\$ 471.13	\$ 10,835.99
20C.	Paint Crosswalk per Caltrans Std Plan A24F, Basic Type	EA	8	\$ 323.16	\$ 2,585.28
20D.	Paint Type IV Arrow per Caltrans Std Plan A24A	EA	20	\$ 44.03	\$ 880.60
20E.	Paint "STOP" Pavement Marking per Caltrans Std Plan A24D	EA	36	\$ 33.27	\$ 1,197.72
20F.	Paint "SCHOOL" Pavement Marking per Caltrans Std Plan A24D	EA	5	\$ 73.70	\$ 368.50
20G.	Paint "25" Pavement Marking per Caltrans Std Plan A24C	EA	48	\$ 40.89	\$ 1962.72
20H.	Paint "KEEP CLEAR" Pavement Marking per Caltrans Std Plan A24E	EA	2	\$ 105.54	\$ 211.08
20I.	Paint "RXR" Pavement Marking per Caltrans Std Plan A24B	EA	3	\$ 172.96	\$ 518.88

ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICES	EXTENDED AMOUNT
20J.	Paint Detail 2 (Centerline) per Caltrans Std Plan A20A	LF	2,650	\$ 0.64	\$ 1,696
20K.	Paint Detail 9 (Lane Line) per Caltrans Std Plan A20A	LF	4,500	\$ 0.64	\$ 2,880
20L.	Paint Detail 22 (Centerline) per Caltrans Std Plan A20A	LF	3,550	\$ 1.05	\$ 3,727.50
20M.	Paint Detail 27B (Right Edge Line) per Caltrans Std Plan A20B	LF	130	\$ 0.37	\$ 48.10
20N.	Paint Detail 38 (Channelization Line) per Caltrans Std Plan A20D	LF	950	\$ 0.85	\$ 807.50
20O.	Install Type H, Blue Reflective Fire Hydrant Marker	EA	30	\$ 15.29	\$ 458.70
20P.	Inventory and Paint Curb Marking (Red, Green)	LF	450	\$ 2	\$ 900
21.	Inventory and Paint Street Parking Space per Exhibit 2.2 and Exhibit 4	EA	605	\$ 6.05	\$ 3,660.25
22A.	Remove Existing Rubber Speed Hump and Replace with AC Speed Hump per Exhibit A & B	EA	9	\$ 3,000	\$ 27,000
22B.	Remove Existing PCC Speed Hump and Replace with AC Speed Hump per Exhibit C & D	EA	1	\$ 4,300	\$ 4,300
22C.	Install AC Speed Hump per Exhibit 5 & A & B	EA	3	\$ 2,700	\$ 8,100
22D.	Install W8-1 (30") and W16-7P(L) Sign Assembly on 2"x2" Galvanized Metal Post in Heavy-Duty Anchor into Existing Concrete Sidewalk with PCC Patch	EA	6	\$ 455.37	\$ 2,732.22

ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICES	EXTENDED AMOUNT
22E.	Install W84(CA) (30") and W13-3P (15 MPH) Sign Assembly on 2"x2" Galvanized Metal Post in Heavy-Duty Anchor into Existing Concrete Sidewalk with PCC Patch	EA	6	\$ 455.37	\$ 2732.22
22F.	Paint "HUMP" Pavement Marking per Caltrans Standards	EA	6	\$ 97.53	\$ 585.18
23.	Replace Pull Box and Adjust to Grade [Deletable Bid Item]	EA	10	\$ 550	\$ 5,500
24.	Construction Survey & Staking, Including Preservation & Restoration of Existing Monuments & Ties	LS	1	\$ 24,000	\$ 24,000
25.	House Address Painting	LS	1	\$ 2,856.91	\$ 2,856.91
26.	Base Repair (5" Deep "Dig-Out") [Deletable Bid Item]	SF	1000	\$ 7	\$ 7,000
TOTAL BASE AMOUNT					\$ 1,255,000

Note: Items may be adjusted or deleted. Therefore, regardless of total actual volume (percentage) compared to estimated quantities, the unit prices provided above by the Bidder shall be applied to the final quantity when payment is calculated for these items. No adjustment in the unit prices will be allowed. The City reserves the right to not use any of the estimated quantities; and if this right is exercised, the Contractor will not be entitled to any additional compensation. Cost of all export of material shall be included in the above unit costs; no additional compensation will be granted for such expenses.

TOTAL BID PRICE IN DIGITS: \$ 1,255,000

TOTAL BID PRICE IN WORDS: ONE MILLION TWO HUNDRED AND FIFTY FIVE THOUSAND DOLLARS.

Signature:  COREY R. KIRSCHNER - CEO, PRES, VP, SEC, TREASURER Title: 8/7/20 Date: 8/7/20

Signature:  COREY R. KIRSCHNER - CEO, PRES, VP, SEC, TREASURER Title: 8/7/20 Date: 8/7/20

QUESTIONNAIRE FORM

Fill out all of the following information. Attach additional sheets if necessary.

- (1) Bidder's Name: ONYX PAVING COMPANY, INC.
- (2) If the Bidder's name is a fictitious name, who or what is the full name of the registered owner? If the Bidder's name is not a fictitious name, write "N/A" in the response to this question. If you are doing business under a fictitious name, provide a copy of the filed valid Fictitious Business Name Statement.
N/A
- (3) Business Address: 2890 E. LA CRESTA AVE, ANAHEIM, CA 92806
- (4) Telephone: 714-632-6699 Facsimile: 714-632-1883
- (5) Type of Firm – Individual, Partnership, LLC or Corporation: CORPORATION
- (6) Corporation organized under the laws of the State of: CA
- (7) California State Contractor's License Number and Class: 630360, A, C12
Original Date Issued: 10/09/91 Expiration Date: 10/31/21
- (8) DIR Contractor Registration Number: 1000004798
- (9) List the name and title of the person(s) who inspected the Project site for your firm:
COREY R. KIRSCHNER - CEO, PRES, VP, SEC, TREA
- (10) Number of years' experience the company has as a contractor in construction work: 30
- (11) List the names, titles, addresses and telephone numbers of all individuals, firm members, partners, joint venturers, and company or corporate officers having a principal interest in this Bid:
- | | |
|--|---------------------|
| <u>COREY R. KIRSCHNER - CEO, PRES, VP, SEC, TREA</u> | <u>714-632-6699</u> |
| <u>2890 E. LA CRESTA AVE, ANAHEIM, CA 92806</u> | |
- (12) List all current and prior D.B.A.'s, aliases, and fictitious business names for any principal having interest in this Bid:
- N/A
- (13) List the dates of any voluntary or involuntary bankruptcy judgments against any principal having an interest in this Bid:
N/A

-
-
- (14) For all arbitrations, lawsuits, settlements and the like (in or out of court) that the company or any principal having an interest in this Bid has been involved with in the past five (5) years:

- a. List the names, addresses and telephone numbers of contact persons for the parties:

N/A

- b. Briefly summarize the parties' claims and defenses:

N/A

- c. State the tribunal (e.g., Superior Court, American Arbitration Association, etc.), the matter number, and the outcome:

N/A

- (15) Has the company or any principal having an interest in this Bid ever had a contract terminated by the owner or agency? If yes, explain.

NO

- (16) Has the company or any principal having an interest in this Bid ever failed to complete a project? If yes, explain.

NO

- (17) Has the company or any principal having an interest in this Bid ever been terminated for cause, even if it was converted to a "termination of convenience"? If yes, explain.

NO

- (18) For projects that the company or any principal having an interest in this Bid has been involved with in the last five (5) years, did you have any claims or actions:

- a. By you against the owner? Circle one: Yes ☐ No ☒
- b. By the owner against you? Circle one: Yes ☐ No ☒
- c. By any outside agency or individual for labor compliance?
Circle one: Yes ☐ No ☒
- d. By Subcontractors? Circle one: Yes ☐ No ☒
- e. Are any of these claims or actions unresolved or outstanding?
Circle one: Yes ☐ No ☒

If your answer is "yes" to any part or parts of this question, explain.

N/A

- (19) List the last three (3) projects you have worked on or are currently working on for the City of Maywood:

N/A

Upon request of the City, the Bidder shall furnish evidence showing a notarized financial statement, financial data, construction experience, or other additional information.

Failure to provide truthful answers to the questions above or in the following References Form may result in the Bid being deemed non-responsive.

The Bidder certifies under penalty of perjury under the laws of the State of California that the information provided above is true and correct.

Notary Public

Company

Subscribed and sworn to me: _____

MARIE AYALA, NOTARY PUBLIC

Signature: Marie Ayala

This 7th day of August, 2020

Title: _____

Signature: _____

Signature: _____

Title: COREY R. KIRSCHNER - CEO, PRES, VP, SEC, TREA

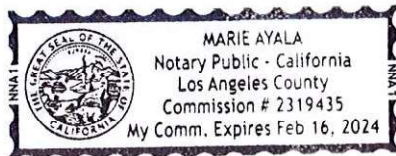
Date: 8/7/20

Signature: _____

Title: COREY R. KIRSCHNER - CEO, PRES, VP, SEC, TREA

Date: 8/7/20

(SEAL)



REFERENCES FORM

For all public agency projects in excess of \$15,000 that you are currently working on or have worked on in the past two (2) years, provide the following information:

Project 1 Name/Number 2019-20 PAVEMENT REHABILITATION
Project Description VARIOUS PAVEMENT REHABILITATION
Approximate Construction Dates From: 05/2020 To: IN PROGRESS
Agency Name: CITY OF ARCADIA
Contact Person: JAN BALANAY Telephone: 626-254-2726
Address: 240 W Huntington Dr, Arcadia, CA 91007
Original Contract Amount: \$ 2,128,000 Final Contract Amount: \$ TBD
If final amount is different from original amount, please explain (change orders, extra work, etc.).
N/A

Did you or any Subcontractor, file any claims against the Agency?
Circle one: Yes ☒ No

Did the Agency file any claims against you? Circle one: Yes ☒ No

If you answered yes to either of the above two questions, please explain and indicate outcome of claims.

N/A

Project 2 Name/Number DESERT VIEW AVENUE PROJECT
Project Description CITYWIDE STREET IMPROVEMENTS
Approximate Construction Date From: 2019 To: _____
Agency Name: CITY OF DESERT HOT SPRINGS
Contact Person: DANIEL PORRAS Telephone: 760-329-6411
Address: 65950 Pierson Blvd, Desert Hot Springs, CA 92240
Original Contract Amount: \$ 741,330.98 Final Contract Amount: \$ 741,330.98

If final amount is different from original amount, please explain (change orders, extra work, etc.).

N/A

Did you or any Subcontractor, file any claims against the Agency?

Circle one: Yes

No

Did the Agency file any claims against you? Circle one: Yes

No

If you answered yes to either of the above two questions, please explain and indicate outcome of claims.

N/A

Project 3 Name/Number CITYWIDE VARIOUS STREET IMPROVEMENTS

Project Description VARIOUS STREET IMPROVEMENTS

Approximate Construction Dates From: JAN 2019 To: APRIL 2019

Agency Name: CITY OF BANNING

Contact Person: KEVIN SIN Telephone: 951-922-3113

Address: 99 E Ramsey St, Banning, CA 92220

Original Contract Amount: \$ 766,000 Final Contract Amount: \$ 766,000

If final amount is different from original amount, please explain (change orders, extra work, etc.).

N/A

Did you or any Subcontractor, file any claims against the Agency?

Circle one: Yes

No

Did the Agency file any claims against you? Circle one: Yes

No

If you answered yes to either of the above two questions, please explain and indicate outcome of claims.

N/A

Project 4 Name/Number AVENIDA EMPRESA PAVEMENT REHABILITATION

Project Description STREET IMPROVEMENTS

Approximate Construction Dates From: MARCH 2019 To: MAY 2019

Agency Name: CITY OF RANCHO SANTA MARGARITA

Contact Person: NICHOLAS HAECKER **Telephone:** 661-902-9987

Address: 22112 El Paseo, Rancho Santa Margarita, CA 92688

Original Contract Amount: \$ 576,000 **Final Contract Amount:** \$ 577,008.89

If final amount is different from original amount, please explain (change orders, extra work, etc.).

C/O DUE TO QUANTITY ADJUSTMENTS

Did you or any Subcontractor, file any claims against the Agency?

Circle one: Yes (No)

Did the Agency file any claims against you? Circle one: Yes (No)

If you answered yes to either of the above two questions, please explain and indicate outcome of claims.

N/A

Project 5 Name/Number BETTER NEIGHBORHOOD PROGRAM

Project Description VARIOUS STREET IMPROVEMENTS

Approximate Construction Dates From: SEPT 2019 To: NOV 2019

Agency Name: CITY OF INDIO

Contact Person: ROLDAN LOPEZ **Telephone:** 760-541-4227

Address: 100 Civic Center Mall, Indio, CA 92201

Original Contract Amount: \$ 420,000 **Final Contract Amount:** \$ 422,503.68

If final amount is different from original amount, please explain (change orders, extra work, etc.).

C/O TO AJUST MANHOLES TO GRADE

Did you or any Subcontractor, file any claims against the Agency?

Circle one: Yes

No

Did the Agency file any claims against you? Circle one: Yes

No

If you answered yes to either of the above two questions, please explain and indicate outcome of claims.

N/A

Project 6 Name/Number PAVEMENT REHABILITATION PROGRAM

Project Description CITYWIDE STREET IMPROVEMENTS

Approximate Construction Dates From: OCT 2019 To: DEC 2019

Agency Name: CITY OF TEMECULA

Contact Person: CHRIS WHITE **Telephone:** 951-308-6388

Address: 41000 Main St, Temecula, CA 92590

Original Contract Amount: \$ 876,000 **Final Contract Amount:** \$ 876,000

If final amount is different from original amount, please explain (change orders, extra work, etc.).

N/A

Did you or any Subcontractor, file any claims against the Agency?

Circle one: Yes

No

Did the Agency file any claims against you? Circle one: Yes

No

If you answered yes to either of the above two questions, please explain and indicate outcome of claims.

N/A

RESUME

Attach to this Bid the experience resume of the person who will be designated as General Construction Superintendent or on-site Construction Manager for the Project.

PLEASE SEE ATTACHED

DESIGNATION OF SUBCONTRACTORS
[Public Contract Code Section 4104]

List all Subcontractors who will perform Work or labor or render service to the Contractor in or about the construction of the Work or improvement, or a Subcontractor licensed by the State of California who, under subcontract to the Contractor, specially fabricates and installs a portion of the Work or improvement according to detailed drawings contained in the Plans and Specifications, in an amount in excess of one-half percent (0.5%) of the Contractor's total Bid or, in the case of bids or offers for the construction of streets or highways, including bridges, in excess of one-half percent (0.5%) of the Contractor's total Bid or \$10,000, whichever is greater. If all Subcontractors do not fit on this page, attach another page listing all information for all other Subcontractors.

Name under which Subcontractor is Licensed and Registered	CSLB License Number(s) and Class(es)	DIR Contractor Registration Number	Address and Phone Number	Type of Work (e.g., Electrical)	Percentage of Total Bid (e.g., 10%)*
Smithson Electric, Inc	614518, C-10	1000001610	1938 E. Katella Avenue Orange, CA 92867	Electrical #11	1%
Superior Pavement Markings	776306, C-32	1000001476	5312 Cypress St Cypress, CA 90630	Signing/Stripe #20A-20P, 21, 22D-22F, 25	6%
Case Land Surveying, Inc.	L5411, LS	1000001533	614 N. Eckhoff Orange, CA 92868	Survey #24	2%
EBS Utilities Adjusting, Inc.	932798, A	1000004286	1345 Quarry St, #101 Corona, CA 92879	Adjusting Utilities #16	2%
J&S STRIPING	538211, C32	1000006912	1544 S. Vineyard Ave Ontario, Ca 91761	Signing/ Striping #20A-20p, 21, 22D-22F, 25	3%

CK

* The percentage of the total Bid shall represent the "portion of the work" for the purposes of Public Contract Code Section 4104(b).

INDUSTRIAL SAFETY RECORD FORM

ONYX PAVING COMPANY, INC.

Bidder's Name _____

	Current Year of Record	2018	2017	2016	2015	2014	Total
Number of contracts	111	108	139	145	115	181	799
Total dollar amount of contracts (in thousands of dollars)	32mil	13mil	12mil	7mil	1mil	17mil	92mil
Number of fatalities	0						0
Number of lost workday cases	0						0
Number of lost workday cases involving permanent transfer to another job or termination of employment	0						0

The above information was compiled from the records that are available to me at this time and I declare under penalty of perjury under the laws of the State of California that the information is true and accurate within the limitations of those records.

Signature:  Signature: 
 Title: COREY R. KIRSCHNER - CEO, PRES, VP, SEC, TREA Title: COREY R. KIRSCHNER - CEO, PRES, VP, SEC, TREA
 Date: 8/7/20 Date: 8/7/20

BID BOND

KNOW ALL PERSONS BY THESE PRESENTS that:

WHEREAS the City of Maywood ("City"), has issued an invitation for Bids for the Work described as follows: Pavement Rehabilitation FY 2019-2020

WHEREAS Onyx Paving Company, Inc., 2890 E La Cresta Ave., Anaheim, CA 92806
(Name and address of Bidder)

("Principal"), desires to submit a Bid to City for the Work.

WHEREAS, Bidders are required to furnish a form of Bidder's security with their Bids.

NOW, THEREFORE, we, the undersigned Principal, and Harco National Insurance Company
2400 East Katella Ave., Suite 250, Anaheim, CA 92806
(Name and address of Surety)

("Surety"), a duly admitted surety insurer under the laws of the State of California, as Surety, are held and firmly bound unto the City in the penal sum of Ten Percent of Amount Bid

Dollars (\$ 10% of Amount Bid), being not less than ten percent (10%) of the total Bid price, in lawful money of the United States of America, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT, if the hereby bounded Principal is awarded the Contract for the Work by the City and, within the time and in the manner required by the bidding specifications, enters into the written form of Contract included with the bidding specifications, furnishes the required Bonds (one to guarantee faithful performance and the other to guarantee payment for labor and materials), and furnishes the required insurance coverage, then this obligation shall become null and void; otherwise, it shall be and remain in full force and effect.

In case suit is brought upon this instrument, Surety further agrees to pay all court costs incurred by the City in the suit and reasonable attorneys' fees in an amount fixed by the court. Surety hereby waives the provisions of Civil Code Section 2845.

IN WITNESS WHEREOF, this instrument has been duly executed by Principal and Surety, on the date set forth below, the name of each corporate party being hereto affixed and these presents duly signed by its undersigned representative(s) pursuant to authority of its governing body.

Dated: August 3rd, 2020

"Principal"

Onyx Paving Company, Inc.

By: 
Its: COREY R. KIRSCHNER : CEO-PRES

By: _____
Its: _____

"Surety"

Harco National Insurance Company

By: 
Its: Kerissa Ricciardi, Attorney-in-Fact

By: _____
Its: _____

Note: *This Bond must be dated, all signatures must be notarized, and evidence of the authority of any person signing as attorney-in-fact must be attached.*

CALIFORNIA ACKNOWLEDGMENT

CIVIL CODE § 1189

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

State of California

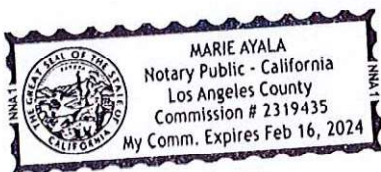
County of ORANGE

On Aug. 4, 2020 before me, MARIE AYALA, NOTARY PUBLIC

personally appeared COREY R. KIRSCHNER Here Insert Name and Title of the Officer

Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.



I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature Marie Ayala
Signature of Notary Public

Place Notary Seal and/or Stamp Above

OPTIONAL

Completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: _____

Document Date: _____ Number of Pages: _____

Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____ Signer's Name: _____

☐ Corporate Officer – Title(s): _____ ☐ Corporate Officer – Title(s): _____

☐ Partner – ☐ Limited ☐ General ☐ Partner – ☐ Limited ☐ General

☐ Individual ☐ Attorney in Fact ☐ Individual ☐ Attorney in Fact

☐ Trustee ☐ Guardian or Conservator ☐ Trustee ☐ Guardian or Conservator

☐ Other: _____ ☐ Other: _____

Signer is Representing: _____ Signer is Representing: _____

ACKNOWLEDGMENT

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

State of California
County of Orange

On August 3, 2020 before me, Joe D. Lowell, Notary Public
(insert name and title of the officer)

personally appeared Kerissa Ricciardi,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are
subscribed to the within instrument and acknowledged to me that he/she/they executed the same in
his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing
paragraph is true and correct.

WITNESS my hand and official seal.

Signature

(Seal)



POWER OF ATTORNEY
HARCO NATIONAL INSURANCE COMPANY
INTERNATIONAL FIDELITY INSURANCE COMPANY

Bond # TS20-346

Member companies of IAT Insurance Group, Headquartered: 702 Oberlin Road, Raleigh, North Carolina 27605

KNOW ALL MEN BY THESE PRESENTS: That HARCO NATIONAL INSURANCE COMPANY, a corporation organized and existing under the laws of the State of Illinois, and INTERNATIONAL FIDELITY INSURANCE COMPANY, a corporation organized and existing under the laws of the State of New Jersey, and having their principal offices located respectively in the cities of Rolling Meadows, Illinois and Newark, New Jersey, do hereby constitute and appoint

ANDREW J. WATERBURY, KERISSA RICCIARDI, JAMES BALDASSARE, JR., JEREMY PENDERGAST

Santa Ana, CA

their true and lawful attorney(s)-in-fact to execute, seal and deliver for and on its behalf as surety, any and all bonds and undertakings, contracts of indemnity and other writings obligatory in the nature thereof, which are or may be allowed, required or permitted by law, statute, rule, regulation, contract or otherwise, and the execution of such instrument(s) in pursuance of these presents, shall be as binding upon the said HARCO NATIONAL INSURANCE COMPANY and INTERNATIONAL FIDELITY INSURANCE COMPANY, as fully and amply, to all intents and purposes, as if the same had been duly executed and acknowledged by their regularly elected officers at their principal offices.

This Power of Attorney is executed, and may be revoked, pursuant to and by authority of the By-Laws of HARCO NATIONAL INSURANCE COMPANY and INTERNATIONAL FIDELITY INSURANCE COMPANY and is granted under and by authority of the following resolution adopted by the Board of Directors of INTERNATIONAL FIDELITY INSURANCE COMPANY at a meeting duly held on the 13th day of December, 2018 and by the Board of Directors of HARCO NATIONAL INSURANCE COMPANY at a meeting held on the 13th day of December, 2018.

"RESOLVED, that (1) the Chief Executive Officer, President, Executive Vice President, Senior Vice President, Vice President, or Secretary of the Corporation shall have the power to appoint, and to revoke the appointments of, Attorneys-in-Fact or agents with power and authority as defined or limited in their respective powers of attorney, and to execute on behalf of the Corporation and affix the Corporation's seal thereto, bonds, undertakings, recognizances, contracts of indemnity and other written obligations in the nature thereof or related thereto; and (2) any such Officers of the Corporation may appoint and revoke the appointments of joint-control custodians, agents for acceptance of process, and Attorneys-in-fact with authority to execute waivers and consents on behalf of the Corporation; and (3) the signature of any such Officer of the Corporation and the Corporation's seal may be affixed by facsimile to any power of attorney or certification given for the execution of any bond, undertaking, recognizance, contract of indemnity or other written obligation in the nature thereof or related thereto, such signature and seals when so used whether heretofore or hereafter, being hereby adopted by the Corporation as the original signature of such officer and the original seal of the Corporation, to be valid and binding upon the Corporation with the same force and effect as though manually affixed."

IN WITNESS WHEREOF, HARCO NATIONAL INSURANCE COMPANY and INTERNATIONAL FIDELITY INSURANCE COMPANY have each executed and attested these presents on this 31st day of December, 2018



STATE OF NEW JERSEY
County of Essex

Kenneth Chapman
Executive Vice President, Harco National Insurance Company
and International Fidelity Insurance Company

STATE OF ILLINOIS
County of Cook



On this 31st day of December, 2018, before me came the individual who executed the preceding instrument, to me personally known, and, being by me duly sworn, said he is the therein described and authorized officer of HARCO NATIONAL INSURANCE COMPANY and INTERNATIONAL FIDELITY INSURANCE COMPANY; that the seals affixed to said instrument are the Corporate Seals of said Companies; that the said Corporate Seals and his signature were duly affixed by order of the Boards of Directors of said Companies.



IN TESTIMONY WHEREOF, I have hereunto set my hand affixed my Official Seal, at the City of Newark, New Jersey the day and year first above written.

Shirelle A. Outley a Notary Public of New Jersey
My Commission Expires April 4, 2023

CERTIFICATION

I, the undersigned officer of HARCO NATIONAL INSURANCE COMPANY and INTERNATIONAL FIDELITY INSURANCE COMPANY do hereby certify that I have compared the foregoing copy of the Power of Attorney and affidavit, and the copy of the Sections of the By-Laws of said Companies as set forth in said Power of Attorney, with the originals on file in the home office of said companies, and that the same are correct transcripts thereof, and of the whole of the said originals, and that the said Power of Attorney has not been revoked and is now in full force and effect.

IN TESTIMONY WHEREOF, I have hereunto set my hand on this day, August 3rd, 2020

A02699

Irene Martins, Assistant Secretary

NONCOLLUSION DECLARATION FORM
TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID
[Public Contract Code Section 7106]

The undersigned declares:

I am the CEO, PRES, VP, SEC, TREA of ONYX PAVING COMPANY, INC., the party making the foregoing Bid.

The Bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The Bid is genuine and not collusive or sham. The Bidder has not directly or indirectly induced or solicited any other Bidder to put in a false or sham Bid. The Bidder has not directly or indirectly colluded, conspired, connived, or agreed with any Bidder or anyone else to put in a sham Bid, or to refrain from bidding. The Bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the Bid price of the Bidder or any other Bidder, or to fix any overhead, profit, or cost element of the Bid price, or of that of any other Bidder. All statements contained in the Bid are true. The Bidder has not, directly or indirectly, submitted his or her Bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, Bid depository, or to any member or agent thereof, to effectuate a collusive or sham Bid, and has not paid, and will not pay, any Person or entity for such purpose.

Any person executing this declaration on behalf of a Bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the Bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on 8/7/20 [date], at ANAHEIM [city], CA [state].

Signature: 

Printed Name: COREY R. KIRSCHNER

Date: 8/7/20

Signature: 

Printed Name: COREY R. KIRSCHNER

Date: 8/7/20

This form must be notarized.

CALIFORNIA ACKNOWLEDGMENT

CIVIL CODE § 1189

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

State of California }

County of ORANGE

On Aug. 8, 2020 before me, MARIE AYALA, NOTARY PUBLIC

Date

Here Insert Name and Title of the Officer

personally appeared COREY R. KIRSCHNER

Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.



I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature

Marie Ayala

Signature of Notary Public

Place Notary Seal and/or Stamp Above

OPTIONAL

Completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: _____

Document Date: _____ Number of Pages: _____

Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____

Signer's Name: _____

☐ Corporate Officer – Title(s): _____

☐ Corporate Officer – Title(s): _____

☐ Partner – ☐ Limited ☐ General

☐ Partner – ☐ Limited ☐ General

☐ Individual ☐ Attorney in Fact

☐ Individual ☐ Attorney in Fact

☐ Trustee ☐ Guardian or Conservator

☐ Trustee ☐ Guardian or Conservator

☐ Other: _____

☐ Other: _____

Signer is Representing: _____

Signer is Representing: _____



**ADDENDUM No. 1
for
PAVEMENT REHABILITATION PROJECT FY 2019-2020
ON VARIOUS STREETS
IN THE CITY OF MAYWOOD**

August 3, 2020

NOTICE TO ALL PLAN HOLDERS/BIDDER

This addendum and its attachments shall become a part of the plans and specifications and shall apply to the Bid Proposals for the above named project.

The Bidder(s) shall notify all affected subcontractors, material suppliers, and others to incorporate necessary cost updates, to the bid proposal and the work changes by this Addendum.

In the event of conflict between plans and specifications and this addendum, the addendum shall take precedence.

The following additions and amendments attached herein shall be made to part of the Contract Specifications for the Pavement Rehabilitation Project FY 2019-2020, and shall be included in the proposal to be submitted.

Deadline to submit bids has been extended to: August 12, 2020 at 3:00 PM

Below are responses to questions submitted by bidder(s).

Please acknowledge receipt of this and all addenda within your proposal.

1. What is the project duration?

The project duration is 55 working days per page GP-7 of the General Provisions in the project specifications.



REFERENCES

PROJECT NAME: CITYWIDE STREET IMPROVEMENT PROJECT

PROJECT DESCRIPTION: CITYWIDE STREET IMPROVEMENTS

APPROXIMATE CONSTRUCTION DATES: NOVEMBER 2018

CONSULTING COMPANY: THE HOLT GROUP, INC.

CONTACT PERSON: JUNY MARMOLEJO 760-337-3883; JAMES G. HOLT 760-337-3883

ORIGINAL CONTRACT AMOUNT: \$420,000

FINAL CONTRACT AMOUNT: \$610,086.27

IF FINAL AMOUNT IS DIFFERENT FROM ORIGINAL AMOUNT, PLEASE EXPLAIN: C/O DUE TO ADDED SCOPE OF WORK

DID THE AGENCY FILE ANY CLAIMS AGAINST YOU? NO

PROJECT NAME: 2019-2020 PAVEMENT REHABILITATION

PROJECT DESCRIPTION: VARIOUS PAVEMENT REHABILITATION

APPROXIMATE CONSTRUCTION DATES: MAY 2020 - IN PROGRESS

AGENCY: CITY OF ARCADIA

CONTACT PERSON: JAN BALANAY 626-254-2726

ORIGINAL CONTRACT AMOUNT: \$2,128,000

FINAL CONTRACT AMOUNT: \$ TBD

IF FINAL AMOUNT IS DIFFERENT FROM ORIGINAL AMOUNT, PLEASE EXPLAIN: IN PROGRESS

DID THE AGENCY FILE ANY CLAIMS AGAINST YOU? NO

PROJECT NAME: DESERT VIEW AVENUE PROJECT

PROJECT DESCRIPTION: CITYWIDE STREET IMPROVEMENTS

APPROXIMATE CONSTRUCTION DATES: 2019

AGENCY: CITY OF DESERT HOT SPRINGS

CONTACT PERSON: DANIEL PORRAS 760-329-6411

ORIGINAL CONTRACT AMOUNT: \$741,330.98

FINAL CONTRACT AMOUNT: \$741,330.98

IF FINAL AMOUNT IS DIFFERENT FROM ORIGINAL AMOUNT, PLEASE EXPLAIN: N/A

DID THE AGENCY FILE ANY CLAIMS AGAINST YOU? NO

ONYX PAVING COMPANY, INC.

2890 EAST LA CRESTA AVE, ANAHEIM, CA 92806 – TEL (714) 632-6699 – FAX (714) 632-1883



PROJECT NAME: CITYWIDE VARIOUS STREET IMPROVEMENTS

PROJECT DESCRIPTION: VARIOUS STREET IMPROVEMENTS

APPROXIMATE CONSTRUCTION DATES: 01/18/2019 – 04/22/2019

AGENCY: CITY OF BANNING

CONTACT PERSON: KEVIN SIN 951-922-3113

ORIGINAL CONTRACT AMOUNT: \$766,000

FINAL CONTRACT AMOUNT: \$766,000

IF FINAL AMOUNT IS DIFFERENT FROM ORIGINAL AMOUNT, PLEASE EXPLAIN: N/A

DID THE AGENCY FILE ANY CLAIMS AGAINST YOU? NO

PROJECT NAME: AVENIDA EMPRESA PAVEMENT REHABILATION

PROJECT DESCRIPTION: STREET IMPROVEMENTS

APPROXIMATE CONSTRUCTION DATES: 03/15/2019 – 05/18/2019

AGENCY: CITY OF RANCHO SANTA MARGARITA

CONTACT PERSON: NICHOLAS HAECKER 661-902-9987

ORIGINAL CONTRACT AMOUNT: \$576,000

FINAL CONTRACT AMOUNT: \$577,008.89

IF FINAL AMOUNT IS DIFFERENT FROM ORIGINAL AMOUNT, PLEASE EXPLAIN: C/O DUE TO QUANTITY ADJUSTMENTS

DID THE AGENCY FILE ANY CLAIMS AGAINST YOU? NO

PROJECT NAME: BETTER NEIGHBORHOOD PROGRAM

PROJECT DESCRIPTION: VARIOUS STREET IMPROVEMENTS

APPROXIMATE CONSTRUCTION DATES: 9/1/2019 – 11/22/2019

AGENCY: CITY OF INDIO; 100 CIVIC CENTER MALL, INDIO, CA 92201

CONTACT PERSON: ROLDAN LOPEZ 760-541-4227

ORIGINAL CONTRACT AMOUNT: \$420,000

FINAL CONTRACT AMOUNT: \$422,503.68

IF FINAL AMOUNT IS DIFFERENT FROM ORIGINAL AMOUNT, PLEASE EXPLAIN: C/O TO ADJUST MANHOLES TO GRADE

DID THE AGENCY FILE ANY CLAIMS AGAINST YOU? NO

ONYX PAVING COMPANY, INC.

2890 EAST LA CRESTA AVE, ANAHEIM, CA 92806 – TEL (714) 632-6699 – FAX (714) 632-1883



PROJECT NAME: PAVEMENT REHABILITATION PROGRAM

PROJECT DESCRIPTION: CITYWIDE STREET IMPROVEMENTS

APPROXIMATE CONSTRUCTION DATES: 10/17/2019 – 12/02/2019

AGENCY: CITY OF TEMECULA

CONTACT PERSON: CHRIS WHITE 951-308-6388

ORIGINAL CONTRACT AMOUNT: \$876,000

FINAL CONTRACT AMOUNT: \$876,000

IF FINAL AMOUNT IS DIFFERENT FROM ORIGINAL AMOUNT, PLEASE EXPLAIN: N/A

DID THE AGENCY FILE ANY CLAIMS AGAINST YOU? NO

PROJECT NAME: FY 18-19 RESIDENTIAL STREET REHABILITATION

PROJECT DESCRIPTION: VARIOUS STREET IMPROVEMENTS

APPROXIMATE CONSTRUCTION DATES: 07/18/2019 – 12/11/2019

AGENCY: CITY OF PLACENTIA

CONTACT PERSON: MASOUD SEPAHI 714-920-7604

ORIGINAL CONTRACT AMOUNT: \$606,000

FINAL CONTRACT AMOUNT: \$616,241.42

IF FINAL AMOUNT IS DIFFERENT FROM ORIGINAL AMOUNT, PLEASE EXPLAIN: C/O DUE TO EXISTING FIELD CONDITIONS.

DID THE AGENCY FILE ANY CLAIMS AGAINST YOU? NO

ONYX PAVING COMPANY, INC.

2890 EAST LA CRESTA AVE, ANAHEIM, CA 92806 – TEL (714) 632-6699 – FAX (714) 632-1883



REFERENCES

<u>GENERAL CONTRACTORS:</u>	<u>JOBS PERFORMED:</u>	<u>LOCATION:</u>	<u>AMOUNT:</u>
Fullmer Construction	Centerpointe	Moreno Valley	\$3,187,914.00
1725 S. Grove Ave.	Sycamore Bus. Park	Riverside	\$999,708.00
Ontario, CA 91761	Hillwood Hofer Ranch	Ontario	\$603,600.00
Ph: 909-947-9467	Interchange A-E	San Bernardino	\$1,288,615.00
Fax: 909-947-2970	San Michelle Logistics	Moreno Valley	\$670,674.00
Contact: Casey Jones	Terra Francesco	Ontario	\$524,216.00
 KCS West, Inc.	 BP Refinery Maintenance Shop	 Carson	 \$896,357.00
901 Corporate Ctr, Dr, 3 rd flr			
Monterey Park, CA 9174			
Ph: 323-269-0020			
Fx: 323-263-4576			
Contact: Matthew Vawter			
 GMC Engineering, Inc.	 Edison	 Romoland	 \$1,623,480.00
1401 Warner Ave			
Tustin, CA 92780			
Ph: 760-744-133			
Fx: 714-247-1041			
Contact: Gennady			
 Lusardi Construction	 FEDEX – Otay Mesa	 San Diego	 \$1,335,530.00
1570 Linda Vista Dr.	Team Nissan	Oxnard	\$669,075.00
San Marcos, CA 92064	Edge at Campus	El Segundo	\$541,385.00
Ph: 760-744-3133	Carmax	Oxnard	\$606,443.00
Fax: 760-744-9064	Seabridge	Oxnard	\$329,460.00
Contact Scott Staley			

ONYX PAVING COMPANY, INC.

2890 EAST LA CRESTA AVE, ANAHEIM, CA 92806 – TEL (714) 632-6699 – FAX (714) 632-1883



Haagen Company, LLC 12302 Exposition Blvd Los Angeles, CA 90064 Ph: 310-820-1200 Fx: 310-820-1225 Contact: Chris Fahey	Empire Polo Club	Indio	\$1,036,745.00
ARCO National Construction Co. 900 N. Rock Hill Rd St. Louis, MO 63119 Ph: 314-963-0715 Fx: 314-963-7114 Contact: Chris Wilson	Scannell FEDEX	Burbank	\$1,125,958.00
Grant General Contractors 5051 Avenida Encinas Carlsbad, CA 92008 Ph: 760-438-7500 Fx: 760-438-3056 Contact: Pete Burrows	Whittier Area Community Church Crevier BMW	Whittier Santa Ana	\$625,920.00 \$30,600.00



ASPHALT RUBBER HOT MIX REFERENCES:

<u>GENERAL CONTRACTORS:</u>	<u>JOBS PERFORMED:</u>	<u>LOCATION:</u>	<u>AMOUNT:</u>
GMC ENGINEERING, INC. 1401 Warner Ave, Ste B. Tustin, CA 92780 Ph: 714-247-1040 Fx: 714-247-1041 Contact: Gennady Chizik	Katella Ave. St. Improv Various Projects	Los Alamitos	\$120,000.00
R.D OLSON CONSTRUCITON, INC. 2955 Main Street, 3 rd Floor Irvine, CA 92614 Ph: 949-474-2001 Fx: 949-474-1534 Contact: Jeremy Dunn	Lido House Hotel	Newport Beach	\$193,105.00

*IF YOU HAVE ANY QUESTIONS, PLEASE FEEL FREE TO CONTACT COREY KIRSCHNER AT 714-632-6699 OR VIA EMAIL AT
COREY@ONYXPAVING.NET*



CREDIT REFERENCES

ONYX PAVING COMPANY, INC

2890 E. LA CRESTA AVE
ANAHEIM, CA 92806

PHONE: (714) 632-6699

DATE ESTABLISHED 1/4/90

CORP. TAX ID. # 33-0394344

FAX: (714) 632-1883

TYPE OF WORK - ASPHALT PAVING

CONTRACTORS LIC. # 630360-A

PRESIDENT: COREY R. KIRSCHNER

14029 SPRINGWATER LN. EASTVALE, CA 92880

BANK: BANK OF THE WEST

4501 E. LA PALMA AVENUE, ANAHEIM, CA 92807

PHONE: (714) 777-9620 BRYAN PLOESSEL

INSURANCE AGENT: WOOD GUTMANN & BOGART

15901 RED HILL AVE., STE. 100, TUSTIN, CA 92780

PHONE: (714) 824-8384 MICHAEL TRAN

SURETY AGENT:

TURNER SURETY AND INSURANCE BROKERAGE, INC.

5 HUTTON CENTRE, STE. 730, SANTA ANA, CA 92707

PHONE: (714) 915-4032 JEREMY PENDERGAST

CREDIT REFERENCES:

MATICH CORP.	P.O. BOX 10, HIGHLAND, CA 92346	(909) 382-7400 Steve Match
ALL AMERICAN	P.O. BOX 2229, CORONA, CA 92878	(951) 736-7600 Cari
KELTERITE CORP.	12231 PANGBORN AVE. DOWNEY, CA	(562) 401-0011 Gladys
VULCAN MATERIALS CO.	16013 E. FOOTHILL BLVD, IRVINDALE, CA 91702	(858) 530-9414 Debbie

GENERAL CONTRACTOR REFERENCES:

FULLMER CONSTRUCTION	1725 S. GROVE AVE., ONTARIO	(909) 947-9467 Casey Jones
BYROM-DAVEY, INC.	13220 EVENING CREEK DR. SOUTH #103, SAN DIEGO	(858) 513-7199 Steve Davey
PACIFIC CONST. GROUP	17895 SKY PARK CIR., IRVINE, CA 92614	(949) 748-1500 Mark Bundy
ERICKSON-HALL CONST. CO.	500 CORPORATE DR., ESCONDIDO, CA 92069	(760) 796-7700 Justin Sinnott

ONYX PAVING COMPANY, INC.

2890 EAST LA CRESTA AVE, ANAHEIM, CA 92806 – TEL (714) 632-6699 – FAX (714) 632-1883



RESUME

COMPANY BACKGROUND:

Onyx Paving Company, Inc. is a fully licensed and insured paving general contractor doing business in Southern California since 1990. The below mentioned key individuals have over 45 years of experience in the asphalt paving industry. We pride ourselves in providing quality workmanship at competitive prices and practicing fair honest business ethics.

- COREY KIRSCHNER – CEO, President, Vice President, Secretary, Treasurer
- JAY KIRSCHNER – Operations Manager
- TYLER HENRY – Superintendent

KEY INDIVIDUAL SPECIALIZED EDUCATION:

Corey Kirschner and Jay Kirschner have done over 3,000 paving projects. Corey Kirschner also holds a valid contractor's license.

BACKLOG ALLOCATION:

Corey Kirschner, Jay Kirschner, and Tyler Henry oversee 100% of all current project in attached backlog.

ONYX PAVING COMPANY, INC.

2890 EAST LA CRESTA AVE, ANAHEIM, CA 92806 – TEL (714) 632-6699 – FAX (714) 632-1883

ATTACHMENT NO. 3

RESOLUTION NO. 6141

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MAYWOOD
AMENDING THE FISCAL YEAR 2020-21 BUDGET IN SPECIAL REVENUE
FUNDS MEASURE R AND MEASURE M**

WHEREAS, the City Council of the City Maywood desires to amend the Fiscal Year 2020-21 budget; and

WHEREAS, the City Council has determined it necessary to amend the FY 2020-21 Measure M and Measure R budgets.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MAYWOOD
DOES HEREBY RESOLVE, FIND, DETERMINE, AND ORDER AS FOLLOWS:**

Section 1. The following budget amendments will be made to the City's Fiscal Year 2020-21 budget:

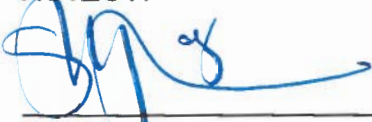
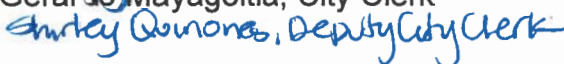
Account #	Increase/(Decrease)
12-645-6000-	\$19,950
20-648-6000-	\$19,950

Section 2. The City Clerk shall certify to the adoption of this resolution and shall keep a copy of this resolution on file.

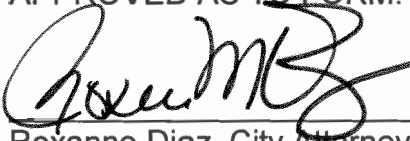
PASSED, APPROVED AND ADOPTED this 9th day of September 2020.


Eduardo De La Riva, Mayor

ATTEST:


Gerardo Mayagoitia, City Clerk

Shirley Quinones, Deputy City Clerk

APPROVED AS TO FORM:


Roxanne Diaz, City Attorney

I, Gerardo Mayagoitia, City Clerk of the City of Maywood, do hereby certify that the foregoing Resolution No. 6141 was adopted at a regular meeting of the City Council of the City of Maywood held on the 9th day of September 2020 by the following vote:

AYES: MARQUEZ, ALVAREZ, MEDINA, LARA, DE LA RIVA

NOES:

ABSTAIN:

ABSENT:



Gerardo Mayagoitia, City Clerk

Shirley Quinones, Deputy City Clerk



AGENDA 5
ITEM NO. _____

AGENDA REPORT

CITY OF MAYWOOD

DATE: SEPTEMBER 9, 2020

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER E. VASQUEZ, CITY MANAGER 

BY: SHIRLEY QUINONES, EXECUTIVE ASSISTANT/DEPUTY CITY CLERK

SUBJECT: CONSIDERATION OF APPOINTING A DELEGATE AND UP TO TWO ALTERNATES FOR THE LEAGUE OF CALIFORNIA CITIES' ANNUAL CONFERENCE AND EXPO

RECOMMENDATION:

Staff recommends that the City Council designate a voting delegate and up to two alternates for the League of California Cities' (League) Annual Conference and Expo.

BACKGROUND:

This year's League's Annual Conference and Expo is scheduled for October 7 -9, 2020. One very important aspect of the Annual Conference is the annual business meeting wherein the membership takes action on resolutions brought forth by the League.

In order to expedite the conduct of business, every City is requested to designate voting representatives who can vote on issues presented at the business meeting. The League's bylaws provide that each city is entitled to one vote which determines a city's position in matters affecting municipal or League policy matters.

DISCUSSION:

The League of California Cities has requested Council Action by September 30, 2020 in order for the Delegate and/or Alternates to be able to vote at the Annual Business meeting (during General Assembly) which is scheduled for Friday, October 9, 2020.

This year's annual conference will be held virtually due to COVID-19.

LEGAL REVIEW:

The City Attorney has reviewed this report.

FISCAL IMPACT:

Fiscal impact is dependent upon conference registration and accommodation needs. However, such fiscal needs for conferences are included in the current operating budget.

ATTACHMENT (S):

Attachment No. 1 – Letter from the League of California Cities

Attachment No. 2 – League of California Cities Annual Conference Voting Procedures

Attachment No. 3 – 2020 Annual Conference – Voting Delegate/Alternate Form

ATTACHMENT NO. 1

Council Action Advised by August 31, 2020
--

June 30, 2020

TO: Mayors, City Managers and City Clerks

**RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES
League of California Cities Annual Conference & Expo – October 7 – 9, 2020**

The League's 2020 Annual Conference & Expo is scheduled for October 7 – 9. An important part of the Annual Conference is the Annual Business Meeting (during General Assembly) on Friday, October 9. At this meeting, the League membership considers and takes action on resolutions that establish League policy.

In order to vote at the Annual Business Meeting, your city council must designate a voting delegate. Your city may also appoint up to two alternate voting delegates, one of whom may vote in the event that the designated voting delegate is unable to serve in that capacity.

Please complete the attached Voting Delegate form and return it to the League's office no later than Wednesday, September 30. This will allow us time to establish voting delegate/alternate records prior to the conference.

Please note the following procedures are intended to ensure the integrity of the voting process at the Annual Business Meeting. These procedures assume that the conference will be held in-person at the Long Beach Convention Center as planned. Should COVID-19 conditions and restrictions prohibit the League from holding an in-person conference, new procedures will be provided.

- **Action by Council Required.** Consistent with League bylaws, a city's voting delegate and up to two alternates must be designated by the city council. When completing the attached Voting Delegate form, please attach either a copy of the council resolution that reflects the council action taken, or have your city clerk or mayor sign the form affirming that the names provided are those selected by the city council. Please note that designating the voting delegate and alternates must be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.
- **Conference Registration Required.** The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. Conference registration will open by the end of July at www.cacities.org. In order to cast a vote, at least one voter must be present at the Business Meeting and in possession of the voting delegate card. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the Voting Delegate Desk. This will enable them to receive the

special sticker on their name badges that will admit them into the voting area during the Business Meeting.

- **Transferring Voting Card to Non-Designated Individuals Not Allowed.** The voting delegate card may be transferred freely between the voting delegate and alternates, but *only* between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the Business Meeting, they may *not* transfer the voting card to another city official.
- **Seating Protocol during General Assembly.** At the Business Meeting, individuals with the voting card will sit in a separate area. Admission to this area will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate. If the voting delegate and alternates wish to sit together, they must sign in at the Voting Delegate Desk and obtain the special sticker on their badges.

The Voting Delegate Desk, located in the conference registration area of the Long Beach Convention Center, will be open at the following times: Wednesday, October 7, 8:00 a.m. – 6:00 p.m.; Thursday, October 8, 7:00 a.m. – 4:00 p.m.; and Friday, October 9, 7:30 a.m.–11:30 a.m.. The Voting Delegate Desk will also be open at the Business Meeting on Friday, but will be closed during roll calls and voting.

The voting procedures that will be used at the conference are attached to this memo. Please share these procedures and this memo with your council and especially with the individuals that your council designates as your city's voting delegate and alternates.

Once again, thank you for completing the voting delegate and alternate form and returning it to the League's office by Wednesday, September 30. If you have questions, please call Darla Yacub at (916) 658-8254.

Attachments:

- Annual Conference Voting Procedures
- Voting Delegate/Alternate Form

ATTACHMENT NO. 2



Annual Conference Voting Procedures

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to League policy.
2. **Designating a City Voting Representative.** Prior to the Annual Conference, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the Voting Delegate Form provided to the League Credentials Committee.
3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the Voting Delegate Desk in the conference registration area. Voting delegates and alternates must sign in at the Voting Delegate Desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the Business Meeting.
4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the Credentials Committee at the Voting Delegate Desk, may sign petitions to initiate a resolution.
5. **Voting.** To cast the city's vote, a city official must have in his or her possession the city's voting card and be registered with the Credentials Committee. The voting card may be transferred freely between the voting delegate and alternates, but may not be transferred to another city official who is neither a voting delegate or alternate.
6. **Voting Area at Business Meeting.** At the Business Meeting, individuals with a voting card will sit in a designated area. Admission will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate.
7. **Resolving Disputes.** In case of dispute, the Credentials Committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the Business Meeting.

ATTACHMENT NO. 3



CITY: _____

**2020 ANNUAL CONFERENCE
VOTING DELEGATE/ALTERNATE FORM**

Please complete this form and return it to the League office by Wednesday, September 30, 2020. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.

In order to vote at the Annual Business Meeting (General Assembly), voting delegates and alternates must be designated by your city council. Please attach the council resolution as proof of designation. As an alternative, the Mayor or City Clerk may sign this form, affirming that the designation reflects the action taken by the council.

Please note: Voting delegates and alternates will be seated in a separate area at the Annual Business Meeting. Admission to this designated area will be limited to individuals (voting delegates and alternates) who are identified with a special sticker on their conference badge. This sticker can be obtained only at the Voting Delegate Desk.

1. VOTING DELEGATE

Name: _____

Title: _____

2. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

3. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

PLEASE ATTACH COUNCIL RESOLUTION DESIGNATING VOTING DELEGATE AND ALTERNATES.

OR

ATTEST: I affirm that the information provided reflects action by the city council to designate the voting delegate and alternate(s).

Name: _____

Email: _____

Mayor or City Clerk _____
(circle one) (signature)

Date: _____ Phone: _____

Please complete and return by Wednesday, September 30, 2020

League of California Cities
ATTN: Darla Yacub
1400 K Street, 4th Floor
Sacramento, CA 95814

FAX: (916) 658-8240
E-mail: dyacub@cacities.org
(916) 658-8254



AGENDA 6
ITEM NO. _____

CITY COUNCIL STAFF REPORT

DATE: SEPTEMBER 9, 2020

TO: HONORABLE MAYOR, AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER E. VASQUEZ, CITY MANAGER *JV*

BY: DAVID MANGO, DIRECTOR OF BUILDING AND PLANNING

RE: RESOLUTION APPROVING AN AMENDMENT TO THE FISCAL YEAR (FY) 2020-2021 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM BUDGET TO ALLOCATE \$215,668 IN UNALLOCATED/UNPROGRAMMED FUNDS FOR THE EMERGENCY RENTAL ASSISTANCE PROGRAM

RECOMMENDATION

That the Maywood City Council adopt a Resolution approving an amendment to the Fiscal Year 2020-2021 Community Development Block Grant (CDBG) Program to allocate \$215,668 for the Emergency Rental Assistance Program from the Unallocated/Unprogrammed Balance of funds made available through the close-out of FY 2019-2020 CDBG projects.

BACKGROUND

Each program year, the City receives an annual Community Development Block Grant (CDBG) program allocation from the Department of Housing and Urban Development (HUD) through the Los Angeles Community Development Authority (LACDA). On January 8, 2020, a Public Hearing was conducted for the Fiscal Year (FY) 2020-2021 Community Development Block Grant (CDBG) Program. The City Council approved CDBG funding in the amount of \$420,533 including Code Enforcement Program in the amount of \$150,000, Graffiti Removal in the amount of \$84,106, and Sidewalk Rehabilitation Project in the amount of \$186,427 for this current year.

On March 27, 2020, the Coronavirus Aid, Relief and Economic Security Act (CARES Act) (Public Law 116-136) was signed into law to provide funding for programs to prevent,

prepare for, and respond to the COVID-19 pandemic. As authorized under the CARES Act, participating cities may re-purpose available unprogrammed CDBG funds to provide response to the critical needs of residents and business impacted by COVID-19.

The CARES Act has reduced the public notice period for public comment on the CDBG Program from thirty (30) days to five (5) days for new CDBG-funded activities, substantial change to a project, and/or cancellation of a project. The attached public hearing notice was posted pursuant to HUD and LACDA requirements and complies with citizen participation regulations.

DISCUSSION

The FY 2019-2020 CDBG projects were closed-out at the end of August 2020 and \$215,688 have been identified from the year-end balance of funds for those projects. The City will use CDBG funding to implement an Emergency Rental Assistance Program which provides grants to income-eligible households that have been economically impacted during the COVID-19 pandemic through job loss, furlough or reduction in hours or pay. In addition to rental assistance, a qualifying applicant may also use grant funds for utilities.

Emergency Rental Assistance grants are eligible under the CDBG-CARES guidelines to provide rental payments made on behalf of an income-eligible household, for a short-term up to a maximum period of 3 months. These grants would be used to maintain housing and/or to reduce rental payment delinquency in arrears as a result of the economic downturn during the COVID-19 pandemic.

CDBG funds will be used in addition to the CARES Act funds allocated from the State for the Emergency Rental Assistance Program. It is anticipated that the City will contract with a community-based organization with experience in administering and implementing a rental assistance program on behalf of the City. The CDBG use of funds to pay for direct program administration costs such as personnel and non-personnel, as approved by the LACDA, are eligible expenditures.

LEGAL REVIEW

The City Attorney has reviewed this staff report.

FISCAL IMPACT

The City will allocate \$215,668 in Community Development Block Grant funds for the Emergency Rental Assistance Program. No General Funds will be used.

ATTACHMENTS:

Attachment No. 1: Resolution No. 6142
Attachment No. 2: Public Notice

ATTACHMENT NO. 1

RESOLUTION NO. 6142

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MAYWOOD APPROVING AN AMENDMENT TO THE FISCAL YEAR 2020-2021 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM BUDGET

WHEREAS, on August 22, 1974, the President of the United States signed into law the Housing and Community Development Act of 1974 (Act); and

WHEREAS, the primary goals of Title 1 of the Act are the development of viable urban communities by providing decent housing and a suitable living environment, and expanding economic opportunities, principally for persons of low and moderate income; and

WHEREAS, on January 8, 2020 the City Council passed, approved and adopted Resolution No. 6087 approving the FY 2020-2021 Community Development Block Grant (CDBG) program budget in the amount of \$420,533; and

WHEREAS, on March 27, 2020, the President of the United States signed into law the Coronavirus Aid, Relief and Economic Security Act (CARES Act) (Public Law 116-136) providing supplemental Community Development Block Grant (CDBG) funding for grants to prevent, prepare for, and respond to COVID-19; and

WHEREAS, participating cities may re-purpose available unprogrammed CDBG funds to provide response to the critical needs of residents and business impacted by COVID-19; and

WHEREAS, the City has Unallocated/Unprogrammed funds from FY 2019-2020 project close-outs in the amount of \$215,668 available to be reprogrammed for projects in FY 2020-2021; and

WHEREAS, the City desires to allocate CDBG funding for an Emergency Rental Assistance Program in the amount of \$215,668.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MAYWOOD DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. The City Council of the City of Maywood City hereby approves the amendment to the CDBG program budget to reprogram \$215,668 for the Emergency Rental Assistance Program.

Section 2. The City Manager is authorized to execute any and all contracts and related documents to be prepared by the County of Los Angeles that are required for the reprogramming of the CDBG funds for the Emergency Rental Assistance Program.

Section 3. This Resolution shall be effective immediately upon its passage and approval.

Section 4. The City Clerk shall certify to the passage and adoption of this Resolution and shall enter it into the book of original resolutions.

PASSED, APPROVED AND ADOPTED this 9th day of September 2020.



Eduardo De La Riva, Mayor

ATTEST:



Gerardo Mayagoitia, City Clerk
Shirley Quinones, Deputy City Clerk

APPROVED AS TO FORM:



Roxanne Diaz, City Attorney

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES)
CITY OF MAYWOOD)

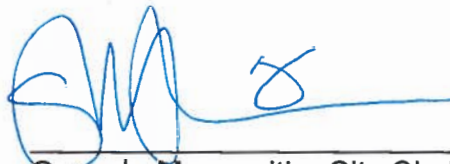
I, Gerardo Mayagoitia, City Clerk of the City of Maywood, do hereby certify the foregoing Resolution No. 6142 was duly passed and adopted by the City Council of the City of Maywood, at a special meeting held on the 9th day of September, 2020, by the following roll call vote, to wit:

AYES: MARQUEZ, ALVAREZ, MEDINA, LARA, DE LA RIVA

NAYES:

ABSENT:

ABSTAIN:



Gerardo Mayagoitia, City Clerk

Shirley Quinones, Deputy City Clerk

ATTACHMENT NO. 2



**REVISED PUBLIC NOTICE
CITY OF MAYWOOD**

**AMENDMENTS TO THE FISCAL YEAR (FY) 2020-2021
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

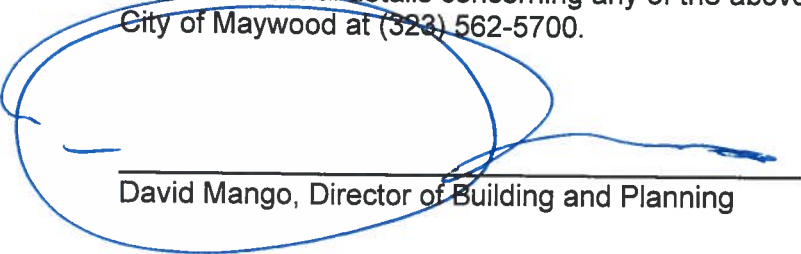
The City of Maywood will amend the FY 2020-2021 Community Development Block Grant (CDBG) Program Consolidated Plan (Action Plan) which identified projected use of funds for the July 1, 2020-June 30, 2021 program year. In accordance with the U.S. Department of Housing and Urban Development (HUD) regulations, public notices are required if there is a proposed new project, substantial change, or project cancellation.

The City of Maywood will reprogram Unallocated CDBG Funds for an Emergency Rental Assistance Program. The proposed changes to the CDBG Program will include:

Emergency Rental Assistance Program
CDBG Project Number To Be Assigned
Proposed Allocation: \$ 215,668.00

This new program will provide funding for emergency rental assistance grants to income-eligible households economically impacted during the COVID-19 pandemic through job loss, furlough or reduction in hours or pay, residing in the City of Maywood. In addition, a qualifying household may use grant funds for utilities.

All interested persons wishing to comment on the reprogramming of CDBG funds may submit written comments by email to Guillermo.Padilla@cityofmaywood.org, by Tuesday, September 8, 2020. Additional details concerning any of the above information may be obtained by calling the City of Maywood at (323) 562-5700.



David Mango, Director of Building and Planning

Posted: 9/2/2020



Discussion/Action
AGENDA 7
ITEM NO. _____

CITY COUNCIL STAFF REPORT

DATE: SEPTEMBER 9, 2020

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER E. VASQUEZ, CITY MANAGER *JV*

BY: GUILLERMO PADILLA, PLANNING SECRETARY/DEPUTY CITY CLERK

SUBJECT: CONSIDERATION OF APPROVING THE SPECIAL EVENT AND TEMPORARY USE APPLICATION FOR THE USE OF THE COURTYARD AND BASEBALL FIELD AT MAYWOOD PARK BY THE SOUTH EAST RIO-VISTA YMCA (YMCA)

RECOMMENDATION

Staff recommends that the City Council approve the special event and temporary use application for the use of the courtyard and the baseball field at Maywood Park by the YMCA.

BACKGROUND

The YMCA currently has a lease agreement with the City for use of the Maywood Aquatic Center and Community Center. This long-term partnership with the YMCA provides family and community programming, which includes Karate, swimming lessons, gym, senior activities and many more programming options.

DISCUSSION

The Coronavirus pandemic (COVID-19) has caused the closure of restaurants, schools, businesses, and other establishments throughout the County of Los Angeles, including the YMCA. These closures have been the result of the County and State health orders to close businesses or limit the number of persons that can gather in contained areas. In a recent order from the Los Angeles County Public Health Officer, Gyms/Fitness Centers and Youth Sports Leagues can open if they are outside, abide by physical distancing and use face coverings.

The YMCA is requesting to use the courtyard and the baseball field located at Maywood Park (4801 E 58th Street) starting September 15, 2020. They wish to host outdoor exercise on Monday through Thursday from 10am to 12pm; Karate on Saturdays from 9am to 12pm, and Baseball on Tuesday's and Thursday's from 5pm to 7pm. The fees for the classes are defined in the application; they range from \$25.00 to \$30.00.

FISCAL IMPACT

There is no fiscal impact with this action.

There are currently no fees associated with the special permit request for use of Maywood Park baseball fields or the Courtyard area within the City Council adopted Comprehensive Fee Schedule (Resolution No. 5365)

LEGAL REVIEW

The City Attorney has reviewed this report

ATTACHMENTS:

Attachment No. 1: YMCA Special Event Permit Application

Attachment No. 2: LA County Examples of Openings Flyer

ATTACHMENT NO. 1



Maywood Building & Planning Department
4319 E. Slauson Avenue
Maywood, CA 90270
(323) 562-5722
(323) 773-2806 Fax
www.cityofmaywood.com

Permit No. _____
Permit Fee: _____

SPECIAL EVENT PERMIT APPLICATION

Applications shall be filed not less than sixty (60) calendar days, nor more than one (1) year before the time it is proposed to conduct the special event except that applications for block party permits shall be filed at least ten (10) working days prior to the event, and except that applications for expressive activities shall be filed:

Permitted Activity Involves Use of	Must be Filed Within Specified Number of Working Days of Prior to the Event
Streets, highways and thoroughfares	7
Rights-of-way other than sidewalks	5
Sidewalks	3
Parks	3
All other areas	3

If the event is being held on behalf of any organization, the event organizer shall file a letter from said organization authorizing the organizer to apply for the permit on its behalf and certifying that the event organizer and its principal shall be held financially responsible for any City fees, departmental services charges or costs that may lawfully be imposed for the event.

EVENT ORGANIZER:

Full Name: YMCA of Metropolitan Los Angeles - Southeast-Rio Vista YMCA Branch

Mailing Address: 4801 E 58th St, Maywood, CA 90270

Business Name: Southeast-Rio Vista YMCA

Location of Event: 4801 E 58th St, Maywood, CA 90270

Phone: (323) 588-2256

Email: GerardoSalcedo@ymcaLA.org

ORGANIZATION (IF ANY):

Name: Southeast-Rio Vista YMCA

Mailing Address: 4801 E 58th St, Maywood, CA 90270

Phone: (323) 588-2256

Website: https://www.ymcala.org/southeast-rio-vista

STATEMENT OF PURPOSE: (Please describe the event and the purpose for holding the event. If more space is needed please attach a separate sheet of paper).

The Y seeks to host outdoor physical activities to promote health and wellness during this pandemic.

DIAGRAM OF LOCATION OR ROUTE MAP FOR PARADE OR SIMILAR EVENT: (Please show a layout of the event location depicting structures, facilities, spectator or assembly areas, staging areas, etc. If a parade or similar event, the specific route with a map and narrative of the route. Attach a separate sheet).

DATE(S) OF EVENT: Starting 9/15/2020

TIME(S) OF EVENT: (set-up time and take-down) Saturday Karate (9am-12pm);

Outdoor Exercise Monday-Thursday 10am-12pm; Baseball Tuesday & Thursday 5-7pm

NUMBER OF PERSONS EXPECTED TO ATTEND PROPOSED EVENT? 1000

WILL A FEE BE CHARGED TO ATTEND/PATICIPATE IN PROPOSED EVENT? Yes, \$25-30 on average

STATEMENT OF FEES (IF ANY): Karate (\$30 per person); Baseball (\$25 per person); Outdoor Exercise (\$0 - fees are included in membership)

SPECIAL DETAILS: (List number and types of vehicles, live music, amplified sound, animals, etc.)

Location 1 - use for Dodgers RBI program (Practices only). Location 2 - Use for Outdoor Exercises or Karate. Location 3 - Use for Karate class (Alt Site location) Location 4 - Courtyard use for Outdoor Exercise classes

The City will refer the application to such appropriate City departments as deemed necessary from the nature of the application for review, evaluation, investigation and recommendations by the departments regarding approval or disapproval of the application.

CERTIFICATION: I understand and agree to abide by all of the Special Event Permit regulations of the City of Maywood and any other conditions imposed for the event requested. I certify that all statements made on this application are true and complete. I understand that any false statement may result in denial of the requested permit or revocation of any issued permit. I understand that I/we shall be financially responsible for any City fees, departmental service charges or costs that may lawfully imposed for the event.

I shall procure and maintain in full force and effect during the term of the permit a policy of insurance from a reliable insurance company authorized to do business in the State, which policy includes the City, its boards, officers, agents and employees as named insureds or additional named insureds and which provides the coverage that the City determines to be necessary, reasonable and adequate under the circumstances.

I also agree to defend, protect, indemnify and hold the City, its officers, employees and agents free and harmless from and against any and all claims, damages, expenses, loss or liability of any kind or nature whatsoever arising out of, or resulting from, the alleged acts or omissions of permittee, its officers, agents or employees in connection with the permitted event or activity; and the permit shall expressly provide that the

permittee shall, at permittee's own cost, risk and expense, defend any and all claims or legal actions that may be commenced or filed against the City, its officers, agents or employees, and that permittee shall pay any settlement entered into and shall satisfy any judgment that may be rendered against the City, its officers, agents or employees as a result of the alleged acts or omissions of permittee or permittee's officers, agents or employees in connection with the uses, events or activities under the permit.

Gerry Salcedo

8/28/2020

Applicant's Signature

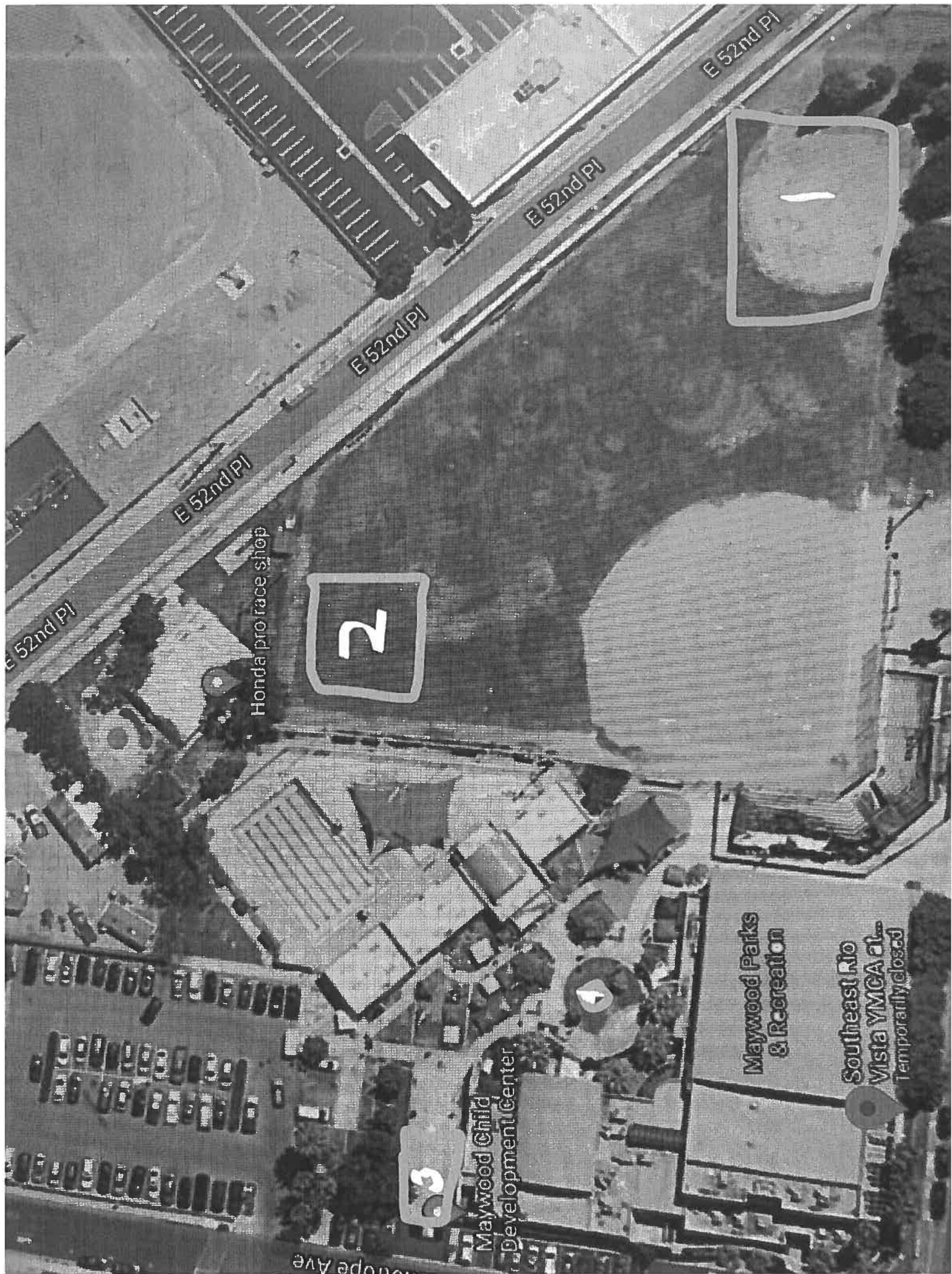
Date

FOR STAFF USE ONLY

Conditions of Approval: _____

Proof of Insurance: _____

☐ Approved	_____	_____	_____
	Building and Planning	Date	Comments
☐ Approved	_____	_____	_____
		Date	Comments
☐ Approved	_____	_____	_____
		Date	Comments



E 52nd Pl

E 52nd Pl

E 52nd Pl

E 52nd Pl

E 52nd Pl

Honda pro race shop

1

2

3

Maywood Child Development Center

Maywood Parks & Recreation

Southeast Rio Vista YMCA at... Temporarily closed

hope Ave

ATTACHMENT NO. 2

Novel Coronavirus (COVID-19)

Reopening Safer at Work and in the Community for Control of COVID-19 Order: Examples of What's Open in Los Angeles County

Novel Coronavirus (COVID-19) COVID-19 remains a serious risk in Los Angeles County. To help prevent its spread, please remain at home as much as practicable, limit contact with people who aren't part of your household, wear a cloth face covering whenever you are or may be around others, practice physical distancing, and wash your hands often. Also, stay home [if you are sick](#) or if you have been in [close contact with someone who is sick](#).

The following are some examples of public sites and activities that are open with modifications and some examples of sites that are temporarily closed. Click on the links to learn what's required at these sites to help prevent spread of COVID-19.

Recreation, Entertainment, Travel, and Learning

CAN BE OPEN

- [Beaches and Piers](#)
- [BMX Areas and Bike Parks](#)
- [Campgrounds, RV Parks, and Outdoor Recreation \(including Equipment Rentals\)](#)
- [Community Gardens](#)
- [Day Camps](#)
- [Drive-in Movie Theaters](#)
- [Golf Courses](#)
- [Horse Riding/Equestrian](#)
- [Hotels](#)
- [Libraries](#) (See Guidance for Curbside Pick-up)
- [Model Airplane Areas](#)
- [Music, Film, and Television Production](#)
- Parks (Playgrounds are closed.)
- [Pickleball and Tennis Courts](#)
- [Outdoor Public Pools and Outdoor Pools in Multi-Unit Residential Housing \(e.g., Apartments, Condominiums, and HOAs\)](#)
- [Public Trails](#) (Walking and Hiking)
- [Shooting and Archery Ranges](#)
- [Vehicle-Based Parades](#)

CAN BE OPEN FOR OUTDOOR SERVICES OR ACTIVITIES ONLY

- [Gyms/Fitness Centers \(incl. in Multi-unit Residential Housing\)](#) Face coverings are required except when entering or when in an outdoor pool or an outdoor shower.
- [Museums, Galleries, Zoos, and Aquariums](#) Only outdoor portions and exhibits are open.
- [Places of Worship](#) including Weddings/Funerals Recorded and live-streamed services without an audience are also allowed.
- [Youth Sports Leagues](#) Only outdoor youth sports activities that allow for appropriate physical distancing are allowed.

CLOSED FOR NOW

- Arcades, Bowling Alleys, and Movie Theaters
- Bars, Breweries, Brewpubs, Pubs, Wineries, and Tasting Rooms (Except for Retail Sales)
- Family Entertainment Centers
- Basketball and Volleyball Courts
- Cardrooms, Satellite Wagering, and Onsite Wagering at Racetracks
- Festivals and Theme/Amusement Parks (Including Water Parks and Splash Pads in these Parks)
- Hot Tubs, Jacuzzis, and Spa Pools (If not at a residence)
- Live Performance Theaters and Concert Venues
- Lounges and Nightclubs
- Stadiums and Arenas (Closed to the Public)

Shopping, Restaurants, and Personal Care

CAN BE OPEN FOR IN-STORE SHOPPING/SERVICES

- [Grocery Stores, Supermarkets, Certified Farmers' Markets, Farm and Produce Stands, Food Banks, Convenience Stores, Wholesale Clubs, and Pharmacies](#)
- [Lower-Risk Retail Stores](#) such as Bookstores, Jewelry Stores, Furniture Stores, Toy Stores, and Clothing Stores
- Pet Food Stores, Animal Daycare and Boarding Facilities, and Veterinary Clinics
- Hardware, Building, Home Appliance, and Pool Supply Stores
- Stores with a normally accessible public entrance on the exterior of an [Indoor Mall or Shopping Center](#). The interior of the mall is closed to the public and stores in the interior of the mall can only offer delivery or outdoor pick-up.
- Breweries, Brewpubs, and Wineries for Retail Sales Only. Onsite consumption and tastings are not allowed.

CLOSED FOR NOW

- [Indoor Malls and Shopping Centers](#)

CAN BE OPEN FOR DELIVERY OR OUTDOOR PICK-UP OR SERVICE ONLY

- [Restaurants and Cafés](#) for Delivery, Drive Thru, Carry Out, and Outdoor Sit-down Meals only. No indoor dining is allowed.
- Stores in [Indoor Malls and Shopping Centers](#) that you can only enter from the inside of the mall (i.e., located in the interior of the mall)

CAN BE OPEN FOR OUTDOOR SERVICES ONLY

- [Personal Care Services](#) But only if the licensing and permitting agencies allow outdoor services.

Healthcare Services

CAN BE OPEN: Clinics, Hospitals, Dental Clinics, Physical Therapy and Chiropractic Offices, Optometrists, Mental or Behavioral Health Providers, and other Healthcare Settings



Discussion/Action
AGENDA 8
ITEM NO. _____

CITY COUNCIL STAFF REPORT

DATE: SEPTEMBER 9, 2020

TO: HONORABLE MAYOR, AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER E. VASQUEZ, CITY MANAGER *JV*

BY: JENNIFER E. VASQUEZ, CITY MANAGER *JV*

**SUBJECT: DISCUSSION REGARDING ELIGIBLE HOUSING ACTIVITIES AND
SELECTION OF AN ACTIVITY FOR THE CITY'S 2020-2021
PERMANENT LOCAL HOUSING ALLOCATION (PLHA)**

RECOMMENDATION

Staff recommends that the City Council discuss eligible housing activities and select an eligible activity for the City's 2020-2021 PLHA allocation.

BACKGROUND

The City is a participating city of the Los Angeles County Development Authority (LACDA) as such LACDA implements CDBG activities for the city. The LACDA prepares the necessary applications and reports to the U.S. Department of Housing and Urban Development and other funding agencies. They provide monitoring and technical assistance to their partner agencies to ensure that activities are compliant with all Federal, State, and local requirements. The projects funded by CDBG include youth programs, graffiti removal, meals for seniors, minor home repair programs, construction of new public facilities and commercial developments.

Most recently, LACDA applied for a grant from the California Department of Housing and Community Development's (HCD) PLHA Plan. The LACDA was awarded its annual allocation; this includes allocation for its qualifying participating cities. Maywood's allocation is \$256,740.00. LACDA had a very short period to submit the application for this current Fiscal Year and due to this short time-frame, the County identified the activity

to be funded for the State PLHA Plan as the Eviction Defense Program. However, cities will be given the option to utilize their allocated funds for other eligible housing activities.

ANALYSIS

On August 12, 2020 the City Council approved the expenditure of funds from the City's CARES Act allocation, unprogrammed CDBG funds and Permanent Local Housing Allocation Program (PLHA) in a total amount of \$650,000 for an emergency rental assistance program.

Funding was approved due to the disruption brought on by COVID-19 and its negative impact to the economy and way of life for all. The pandemic has caused many businesses to close, forced layoffs and furloughs, which results in rent insecurity, and can later lead to evictions and homelessness.

Staff has reviewed the list of eligible activities (see attached LACDA bulletin) and in concurrence with the direction of the City Council on August 12th, staff is bringing this report for discussion. Staff seeks direction from the City Council regarding the allocation of funds: funding can either go toward the current emergency rental assistance program or to the proposed County Eviction Defense Program.

The current emergency rental assistance program is grant for Maywood renters that have experienced hardships due to COVID-19; which has led to them being late in rent and/or utility payments. The maximum allocation is \$1,500.00 and funds will be given out within 2 rounds.

The County Eviction Defense Program will provide legal defense and eviction prevention resources for all eligible Maywood residents at risk of homelessness via methods including, but not limited to, rental assistance and supportive/case management services that allow people to obtain and retain housing.

Lastly, included in the attached LACDA bulletin are other eligible activities; however these options are the closest to the recent actions taken by the City Council to assist renters in the City.

LEGAL REVIEW

The City Attorney has reviewed this report.

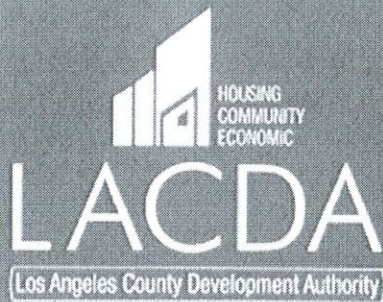
FISCAL IMPACT

The City must identify an eligible activity by filling out the attached form, included in the attached LACDA bulletin, and submit a Resolution indicating City Council approval by October 15, 2020. The completion of these tasks will secure the City's PLHA allocation.

ATTACHMENT

Attachment No. 1: LACDA Bulletin dated August 31, 2020

ATTACHMENT NO. 1



GMU BULLETIN

700 West Main Street, Alhambra, CA 91801

NUMBER: **20-0013**

SUBJECT: **2020-2021 PERMANENT LOCAL HOUSING
ALLOCATION (PLHA) PROGRAM FOR URBAN
COUNTY PARTICIPATING CITIES**

DATE: **August 31, 2020**

EFFECTIVE DATE: **Immediately**

PAGE **1** OF **2**

TO: PARTICIPATING CITIES

The County of Los Angeles (County) applied for a grant from the California Department of Housing and Community Development's (HCD) Permanent Local Housing Allocation (PLHA) Program. PLHA is an SB 2 funded program that provides an ongoing permanent source of funding through State Property Transfer Fees to increase affordable housing stock in California. The LACDA, on behalf of the County, has applied for its annual allocation. This allocation includes funding for the Los Angeles County Development Authority (LACDA) to administer the program and for the Urban County Participating Cities to implement housing programs. Cities that are partners of the County through the Urban County Cooperation Agreement will be able to access their allocations for this housing program through the LACDA. It is estimated that the County will be allocating approximately \$5,056,130 to Participating Cities through the program and \$5,417,739 will be allocated to the unincorporated areas in Los Angeles County through the County Supervisor's District Offices.

Because of the limited time we had to submit the application for this current Fiscal Year, the County identified the activity to be funded for the State PLHA Plan as the Eviction Defense Program. However, cities will be given the option to utilize their allocated funds for other eligible housing activities (see Attachment A and B, PLHA List of Eligible Activities and the 2020 Allocation).

The LACDA must amend the State PLHA Plan previously submitted to include the various activities that Participating Cities wish to implement, and this will require the Board of Supervisor's approval prior to submission to the State. Cities must utilize the grant funds for eligible activities and identify them, using the enclosed form, "Proposed Program for the State Permanent Local Housing Allocation Program" (Attachment C). This form should be completed and submitted to the LACDA, no later than October 15, 2020, along with a Resolution (Sample Resolution enclosed, Attachment D) indicating City Council approval. In order to manage this process in an efficient manner; so that we are prepared when the County does receive the PLHA funding from the State, there are several steps that we must take in preparation for this event.

The LACDA will take administrative action to set up procedures and processes to receive these funds and issue contracts for this program. After October 15, 2020, we will review the City's proposed activity (Attachment C) and an eligibility determination will be made. The next step will be for the LACDA to send a contract to the City, which hopefully will be by mid-December 2020. We anticipate PLHA funds to be received by the County before the end of the calendar year, however, given the unique set of circumstances we find ourselves in this year, we can only convey the information we have to date. The County and its' Partner Cities should be prepared to begin implementing these programs in January 2021. We will communicate closely with cities and keep you apprised of information and the schedule regarding this program as we receive information from the State. Please be aware that the County cannot issue PLHA funding until we receive funding from the State.

We will need a copy of a Resolution from your City Council approving the program and the City's participation in the PLHA Program. The enclosed resolution (Attachment D) is simply a sample meant to provide some guidance in this area. We recognize that many cities have their own format. We will need both documents completed; the **Proposed Program for the State Permanent Local Housing Allocation Program Form and the City Council Resolution by October 15, 2020.**

You may contact Linda Jenkins at (626) 586-1765 or linda.jenkins@lacda.org, should you need assistance in this matter or have any questions related to the Permanent Local Housing Participation Program.

Sincerely,

A handwritten signature in blue ink, appearing to read 'D B', followed by a horizontal line.

DAVON BARBOUR, Director
Community & Economic Development Division

DB:LJ:HR:ob

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ATTACHMENT A

PERMANENT LOCAL HOUSING ALLOCATION (PLHA) LIST OF ELIGIBLE ACTIVITIES

Eligible activities for the formula allocations are:

1. The predevelopment, development, acquisition, rehabilitation, and preservation of multifamily, residential live-work, rental housing that is affordable to extremely low-, very low-, low-, or moderate-income households, including necessary operating subsidies.
2. The predevelopment, development, acquisition, rehabilitation, and preservation of affordable rental and ownership housing, including Accessory Dwelling Units (ADUs), that meets the needs of a growing workforce earning up to 120-percent of AMI, or 150-percent of AMI in high-cost areas. ADUs shall be available for occupancy for a term of no less than 30 days.
3. Matching portions of funds placed into Local or Regional Housing Trust Funds.
4. Matching portions of funds available through the Low- and Moderate-Income Housing Asset Fund pursuant to subdivision (d) of HSC Section 34176.
5. Capitalized Reserves for Services connected to the preservation and creation of new permanent supportive housing.
6. Assisting persons who are experiencing or at risk of homelessness, including, but not limited to, providing rapid rehousing, rental assistance, supportive/case management services that allow people to obtain and retain housing, operating and capital costs for navigation centers and emergency shelters, and the new construction, rehabilitation, and preservation of permanent and transitional housing.
 - A. This activity may include sub-awards to administrative entities as defined in HSC Section 50490(a)(1-3) that were awarded the CESH program or HEAP funds for rental assistance to continue assistance to these households.
 - B. Applicants must provide rapid rehousing, rental assistance, navigation centers, emergency shelter, and transitional housing activities in a manner consistent with the Housing First practices described in 25 CCR, Section 8409, subdivision (b)(1)-(6) and in compliance with WIC Section 8225(b)(8). An applicant allocated funds for the new construction, rehabilitation, and preservation of permanent supportive housing shall incorporate the core components of Housing First, as provided in WIC Section 8255, subdivision (b).
7. Accessibility modifications in lower-income owner-occupied housing.
8. Efforts to acquire and rehabilitate foreclosed or vacant homes and apartments.
9. Homeownership opportunities, including, but not limited to, down payment assistance.
10. Fiscal incentives made by a county to a city within the county to incentivize approval of one or more affordable housing projects, or matching funds invested by a county in an affordable housing development project in a city within the county, provided that the city has made an equal or greater investment in the project. The county fiscal incentives shall be in the form of a grant or low-interest loan to an affordable housing project. Matching funds investments by both the county and the city also shall be a grant or low-interest deferred loan to the affordable housing project.

Permanent Local Housing Allocation 2020

Less Administration (5%)	<u>\$551,256</u>
---------------------------------	-------------------------

Total 2020-2021 to be Allocated \$10,473,870

All Participating Cities	\$5,056,130
All Supervisorial Districts	\$5,417,739
County Administration	<u>\$551,266</u>
TOTAL URBAN COUNTY DISTRIBUTION	\$11,025,126

\$5,056,130

\$5,417,739

\$551,256

\$11,025,126

**PROPOSED ACTIVITY OR ACTIVITIES
FOR THE STATE PERMANENT LOCAL HOUSING ALLOCATION PROGRAM**

City Name _____

Date _____

Name and Description of the Eligible Activity or Activities the City would like to Implement Using PLHA funds:

Budget (s) Proposed for Activity or Activities:

Pertinent Facts and Information about the Priority Need for this Activity or Activities in your City:

Submitted to LACDA By: _____

Date: _____

Title: _____

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF _____ APPROVING PARTICIPATION IN THE LOS ANGELES URBAN COUNTY PERMANENT LOCAL HOUSING ALLOCATION PROGRAM BY AUTHORIZING THE MAYOR, OR HIS/HER DESIGNEE, TO SIGN A CONTRACT FOR FUNDING FOR THIS PROGRAM FROM THE COUNTY OF LOS ANGELES

WHEREAS, the City of _____ desires to participate in the Los Angeles Urban County Permanent Local Housing Allocation (PLHA) Program for the period beginning January 2021; and

WHEREAS, the city authorizes the execution of a contract with the County of Los Angeles in order to receive said PLHA funds;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF _____ AS FOLLOWS:

SECTION 1. The City Council approves the _____ program to be implemented using PLHA funds.

SECTION 2. The City Council authorizes the Mayor, or his/her designee, to execute any and all documents necessary for participation in the Los Angeles Urban County PLHA Program on behalf of the City of _____.

PASSED, APPROVED, AND ADOPTED this (date) day of _____ 2020.

(name), Mayor

ATTEST:

(NAME), City Clerk

I, _____, City Clerk of the City of _____, do hereby certify that the foregoing resolution was introduced and adopted at a regular meeting of the City Council of the City of _____ held on the (date) day of _____, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

(name), City Clerk