

CITY OF FORT PIERCE

FLORIDA

Proposal

Annual Contract for Plan Review Services RFP No. 2023-039

June 6, 2023

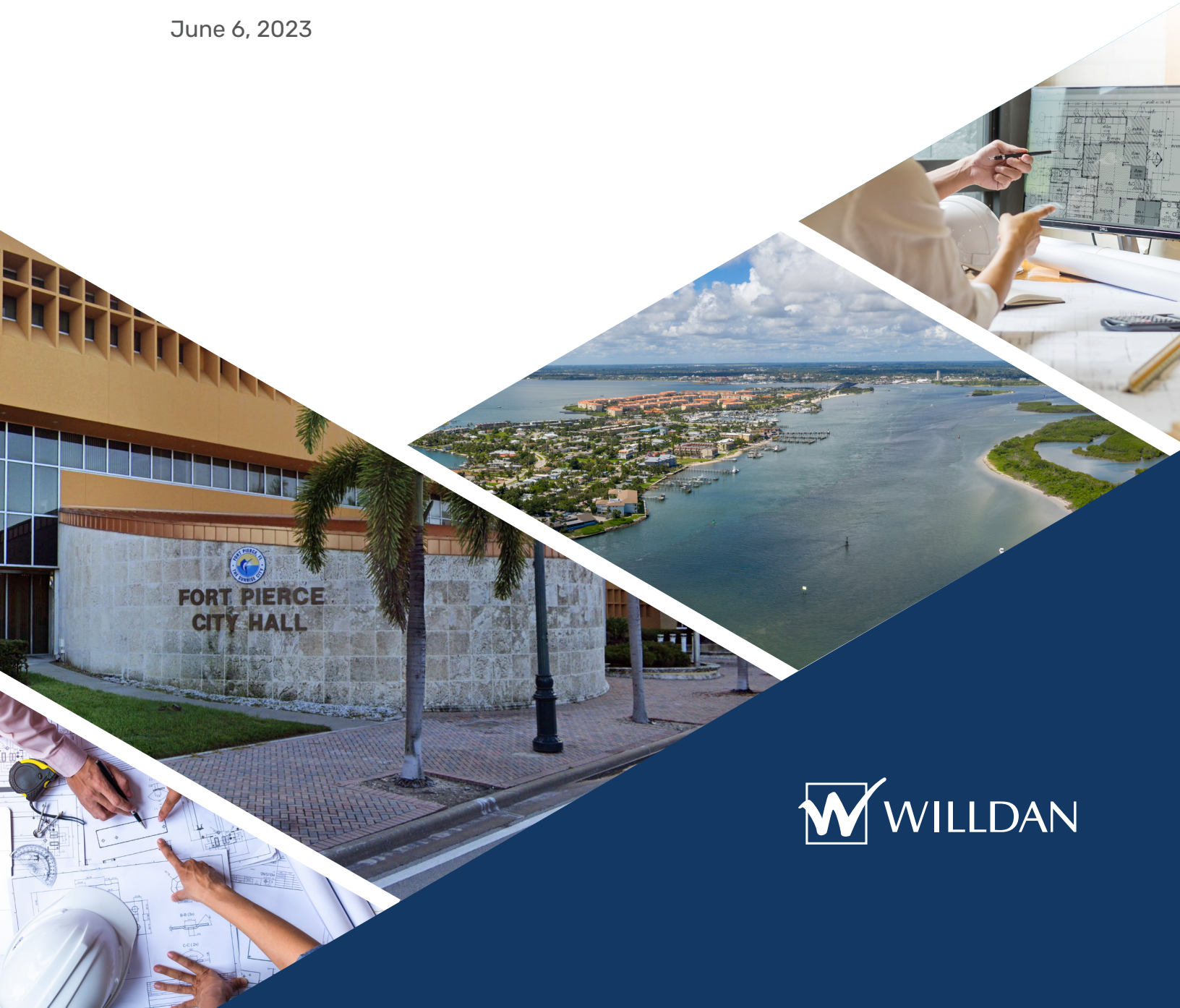


Table of Contents

Table of Contents.....i

A. Rules for Proposals 2

B. Proposal Format - Section 1: Transmittal Letter..... 2

Section 2: Addenda Acknowledgement..... 4

Section 3: Business Requirements..... 5

Section 4: Qualifications/Experience 7

 Willdan Corporate Overview.....7

 Corporate Mission and Philosophy7

 Willdan Experience.....8

Section 5: References..... 25

Section 6: Cost Proposal.....29

Section 7: Additional Data.....30

C. Scope of Work.....34

 Approach 34

 Quality Assurance / Quality Control Process 40

D. Additional Data 41



A. Rules for Proposals

The proposer must name all persons or entities interested in the proposal as principals: *Patrick Johnson, PE, Willdan Director of Building & Safety*. Willdan declares that this proposal is made without collusion with any other person or entity submitting a proposal pursuant to this RFP.

B. Proposal Format - Section 1: Transmittal Letter

June 6, 2023

Mr. Paul Thomas, Building Official
City of Fort Pierce – Building Department
100 North U.S. Hwy. 1
Fort Pierce, Florida 34954

Subject: Proposal in response to RFP No: 2023-039 – Annual Contract for Plan Review Services

Dear Mr. Thomas and Evaluation Committee Members:

Willdan Engineering (Willdan) appreciates the opportunity to present our firm and team qualifications to provide Annual Contract Plan Review Services for the **City of Fort Pierce, FL (City)** pursuant to the Request for Proposal (RFP) identified above. We understand that the City is seeking a consultant to provide residential and commercial building plan review services to augment the City's responsibility for enforcement of the Florida Building Code and applicable related regulations, laws, and rules on building projects within the City of Fort Pierce.

As a consistent industry leader for 59 years, providing all aspects of municipal and infrastructure engineering, including building and safety, public works, public financing, planning, and construction management services, Willdan has the knowledge, experience, and team expertise to effectively assist the City.

The Willdan Advantage

Willdan is a Building and Safety leader throughout the United States. Willdan has provided building inspection, plan check, and code enforcement services to over 450 cities and counties, many for more than 25 years. Willdan has provided plan check and inspection services for a myriad of residential and commercial buildings throughout the United States. Our approach to each assignment is to furnish the client with technical assistance and strong project management in a professional, efficient, and economical manner.

We're based in Orlando with a team of FL-licensed plan examiners and inspectors with local B&S experience. Mark David Vasquez, CBO, CBCO, CFM (FL BU2069) is a Florida-based plan reviewer, inspector, and building official with 33 years' relevant experience; Steve Raney, CBO, (FL BU2210) is a Florida-based plan reviewer, inspector, and building official with 15 years' relevant experience; Benjamin Suriel, RA, NCARB, LEED AP BD+C, (Florida PX3694) is a Florida-based plan reviewer with 17 years' relevant experience; Daren Raskin, PE (Florida, PE57730) has more than 18 years of design and plan check experience.

Willdan has 16 years of successful performance and long-term working relationships in Florida. Willdan is local – since 2007, our Financial Services Division has successfully completed 161 contracts in 103 Florida cities. Our building and safety division currently has contracts for the following: permit and inspection services to the City of Clermont, City of Winter Garden, Pinellas County, Sarasota County, and Osceola County; full building department services to the Town of Oakland; and plan check services to Marion County. Additionally, we have completed a building user fee study for the City of Clermont in 2021. This strong base of operations, combined with local FL-registered inspectors and plans examiners, provides us with the ability to deliver high-quality professional services to the City of Fort Pierce.

Willdan's local/national approach will deliver best-in-class industry knowledge and local expertise to the City of Fort Pierce. Since 2000, Willdan has expanded its successful California business model to Florida, Arizona, Nevada, Idaho, Texas, Tennessee, Illinois, and Indiana. The depth of resources and capabilities of our national team, combined with strong project management and Willdan's ability to attract and develop high-quality staff, have proven to be highly effective for our clients – as demonstrated by the references and Letters of Recommendation provided in this proposal.

Willdan's key areas of expertise align directly with City of Fort Pierce targets. Willdan is a professional services provider that excels at providing customer service to its client base and their customers. We believe our job is to work collaboratively with residents, businesses, and developers to navigate the development process and complete their projects as effortlessly as possible. In addition, our staff places an emphasis on ensuring that all commercial and residential structures meet the Florida building code and are compliant with all applicable laws and ordinances. Willdan is an experienced partner, with capabilities and competent staffing to assist you in meeting development demands.

Our team has outstanding leadership. Al Brady, CBO, Willdan's Florida-based Deputy Director of Building & Safety, and proposed Project Manager is a Certified Building Official who has completed 80 projects over 10 years similar in nature to the City's request. Based in our Orlando office, Mr. Brady is a local resident and will be the main point of contact for the services performed under the scope of this RFP to ensure seamless delivery.

Patrick Johnson, PE, Willdan's Director of Building & Safety, and proposed Principal-in-Charge has managed 135 projects valued at more than \$43 million. His experience as an engineer, principal, and project manager gives him the capability to ensure the City of Fort Pierce's needs are met and exceeded.

Mr. Al Brady will be the main point of contact and can be reached via phone: 951.454.3539 or email: abrady@willdan.com.

As Willdan's Director of Building & Safety, I am authorized to bind Willdan to any contract with the City. I can be reached via phone: 909.963.0565 or email: pjohnson@willdan.com.

Thank you again for the opportunity and for your consideration. If you have any questions, please do not hesitate to contact Al or me at any time.

Respectfully submitted,

WILLDAN ENGINEERING SERVICES



Patrick Johnson, PE, CBO
Director of Building and Safety

Section 2: Addenda Acknowledgement

Per the bid document, the proposer shall submit information and documentation requested that confirms it has read any published addenda.

May 17, 2023



CITY OF FORT PIERCE

ANNUAL CONTRACT FOR PLAN REVIEW SERVICES

RFP NO. 2023-039

ADDENDUM NO. 1

The purpose of this addendum is to advise vendors that minor changes were inadvertently overlooked in preparation of the proposal documents. Please disregard the original document and use the **REVISED** proposal document, attached for preparing your submission.

All other conditions of this bid remain the same.

Please acknowledge receipt of this addendum and include it with your submittal.

Signature: _____
Manual

Signature: Patrick Johnson, PE, CBO, Director of Building and Safety
Typed or Printed

Company Name: Willdan Engineering

Address: 200 South Orange Avenue, Suite 1550, Orlando, FL 32801

Date: June 6, 2023

/lh

Addendum No. 1 ~ RFP No. 2023-039

Section 3: Business Requirements


W-9

Form W-9 (Rev. October 2018) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification ▶ Go to www.irs.gov/FormW9 for instructions and the latest information.	Give Form to the requester. Do not send to the IRS.																				
1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Willdan Engineering																						
2 Business name/disregarded entity name, if different from above																						
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small> <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>																					
5 Address (number, street, and apt. or suite no.) See instructions. 200 South Orange Avenue, Suite 1550	Requester's name and address (optional)																					
6 City, state, and ZIP code Orlando, FL 32801																						
7 List account number(s) here (optional)																						
Part I Taxpayer Identification Number (TIN) Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later. <small>Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.</small>																						
		Social security number <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40px; height: 20px;"></td> <td style="width: 40px; height: 20px;"></td> <td style="width: 40px; height: 20px;"></td> <td style="width: 40px; height: 20px;"></td> <td style="width: 40px; height: 20px;"></td> <td style="width: 40px; height: 20px;"></td> <td style="width: 40px; height: 20px;"></td> <td style="width: 40px; height: 20px;"></td> <td style="width: 40px; height: 20px;"></td> <td style="width: 40px; height: 20px;"></td> </tr> </table> or Employer identification number <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40px; height: 20px; text-align: center;">9</td> <td style="width: 40px; height: 20px; text-align: center;">5</td> <td style="width: 40px; height: 20px; text-align: center;">-</td> <td style="width: 40px; height: 20px; text-align: center;">2</td> <td style="width: 40px; height: 20px; text-align: center;">2</td> <td style="width: 40px; height: 20px; text-align: center;">9</td> <td style="width: 40px; height: 20px; text-align: center;">5</td> <td style="width: 40px; height: 20px; text-align: center;">8</td> <td style="width: 40px; height: 20px; text-align: center;">5</td> <td style="width: 40px; height: 20px; text-align: center;">8</td> </tr> </table>											9	5	-	2	2	9	5	8	5	8
9	5	-	2	2	9	5	8	5	8													
Part II Certification Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and 3. I am a U.S. citizen or other U.S. person (defined below); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.																						
Sign Here	Signature of U.S. person ▶ <i>Annette M Zamora</i>	Date ▶ June 6, 2023																				
General Instructions Section references are to the Internal Revenue Code unless otherwise noted. Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9 . Purpose of Form An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following: <ul style="list-style-type: none"> • Form 1099-INT (interest earned or paid) • Form 1099-DIV (dividends, including those from stocks or mutual funds) • Form 1099-MISC (various types of income, prizes, awards, or gross proceeds) • Form 1099-B (stock or mutual fund sales and certain other transactions by brokers) • Form 1099-S (proceeds from real estate transactions) • Form 1099-K (merchant card and third party network transactions) • Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition) • Form 1099-C (canceled debt) • Form 1099-A (acquisition or abandonment of secured property) Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN. If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later. 																						
Cat. No. 10231X		Form W-9 (Rev. 10-2018)																				
W-9 Form	24	RFP No. 2023-038																				

Business License

Willdan's State of Florida Business License is provided. If selected, Willdan will apply and obtain a business license for the City of Fort Pierce.

State of Florida


Department of State


I certify the attached is a true and correct copy of the application by WILLDAN ENGINEERING INC., a California corporation, authorized to transact business within the State of Florida on August 10, 2021 as shown by the records of this office.

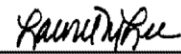
I further certify the document was electronically received under FAX audit number H21000300625. This certificate is issued in accordance with section 15.16, Florida Statutes, and authenticated by the code noted below.

The document number of this corporation is F21000004558.

Authentication Code: 521A00019052-081121-F21000004558-1/1

Given under my hand and the Great Seal of the State of Florida, at Tallahassee, the Capital, this the Eleventh day of August, 2021




Secretary of State

Section 4: Qualifications/Experience

Firm Profile

Willdan Corporate Overview

Willdan Group, Inc. (WGI), founded in 1964 as an engineering firm, is a leading nationwide provider of professional consulting and technical services, and a publicly traded corporation (NASDAQ: WLDN). The primary markets Willdan serves are energy and sustainability consulting; infrastructure planning and engineering; and economic and financial services consulting. Headquartered in Anaheim, California, with 50+ offices throughout the US, services are provided to nationwide clientele through three subsidiary firms – **Willdan Engineering, Willdan Energy Solutions, and Willdan Financial Services** – that offer a portfolio of diversified strengths. Throughout our 59-year history, Willdan Engineering (Willdan) has served as a full-service, multi-disciplinary firm specializing in building safety, municipal engineering, planning, and construction management and inspection services, along with a team of complementary disciplines, all supporting implementation of community visions.



Exhibit 1. Willdan's Offices Nationwide

Corporate Mission and Philosophy

Willdan maintains a business strategy focused on providing services to only public agencies. Today, 98 percent of our business is with public agencies. This strategy prevents potential conflicts of interest with private enterprises conducting business with our public agency clients or within their respective jurisdiction.

Since 1964, Willdan 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's organizational structure enables staff to efficiently communicate individual project challenges and goals company-wide, thereby utilizing all Willdan resources to deliver the highest quality and most effective product to our clients.

Willdan possesses expertise in most facets of the public sector marketplace. The varied experience and background of our team's experience is an added value of our services. No other firm matches Willdan's combined breadth of directly relevant technical and operational expertise and depth of experience.

Our corporate culture of **Customer-Priority** is infused throughout our entire team and in all services provided. With our depth of experience, expertise, knowledge, and resources, Willdan offers practical solutions that are timely, cost effective, and that meet the needs of individual communities.

Willdan has the financial strength and wherewithal to complete all projects we undertake. This is due, in part, to a respected reputation in the municipal engineering industry for providing timely, cost effective, innovative engineering solutions that exceed our client's expectations, and for providing exceptional customer service to our clients.

WILLDAN ENGINEERING SERVICES

- Building and Safety
- Capital Program Management
- City Engineering
- Code Enforcement
- 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

Willdan Experience

Building and Safety Services

Building and Safety Extension of Staff

Willdan has provided building and safety, permanent and interim, staffing to over 400 agencies, including jurisdictions, tribal communities, towns, cities, and counties. We have highly trained, experienced staff to complete or enhance local agency staffing and meet staffing requirements for permanent and/or interim staff on a full- or part-time basis.

With over 300 licensed professional and technical personnel, Willdan offers dedicated, qualified staff, with many of our skilled staff holding municipal positions prior to joining Willdan. Their specialized experience provides jurisdictions with efficient, cost-effective staffing assistance to maintain or expand departmental services and capabilities.



Willdan's **59 years of experience** providing staff augmentation services enables us **to deliver the best staff and the best service**. Our Plan Review staff will be available to meet with the City staff, builders, developers, and citizens to resolve any issues that may arise. Team members will attend and participate in required meetings with other City of Fort Pierce plan review staff, property owners, contractors and/or design professionals.

Willdan Building & Safety

Professional Services

- On-site Building Official
- On-site Permit Technician
- Departmental extension of staff
- Electronic Plan Review
- Solar Plan Review
- Virtual Inspections
- Plan Review and Inspection:
 - Structural
 - Mechanical
 - Electrical
 - Plumbing
 - Fire/Life-Safety
 - Accessibility
 - Local amendments to adopted code
 - Green Building

Florida Client List

Provided is Willdan's current Florida client list of projects, which are similar in nature to those being requested by the City.

CLIENT	CONTACT INFORMATION	DATES OF SERVICES
City of Clermont, FL	Building Official 352.241.7311	2021 – Present
County of Marion, FL	Director/Building Official 352.438.2300	2022 – Present
Town of Oakland, FL	City Manager 407.656.1117	2022 – Present
County of Sarasota, FL	Building Official 941.861.6615	2023 – Present
County of Osceola, FL	Deputy Building Official 321.443.2168	2023 – Present
County of Pinellas, FL	Director of Building 727.464.6053	2023 – Present
City of Winter Garden, FL	Deputy Building Official 407.656.4111	2023 – Present

Municipal Agency Experience

Provided is a select list of Willdan's nationwide clients showing a variety of locations where we work. Additional nationwide client information is available upon request.

CLIENT	CONTACT INFORMATION	DATES OF SERVICES
City of Lawrence, IN	Director of Engineering 317.545.6191	2021 – Present
City of Ontario, CA	Chief Building Official 909.395.2172	2021 – Present
City of Plano, TX	Building Inspection Manager 972.941.5967	2022 – Present
City of Rancho Cordova, CA	Building Official 916.851.8898	2022 – Present
City of Tucson, AZ	Chief Building Official 520.740.6970	1997 – Present
County of Los Angeles, CA	Public Works Department 626.458.5100	2020 – Present
County of Maricopa, AZ	Building Official 602.506.7145	2018 – Present
County of Orange, CA	Land Development 714.667.8800	2013 – Present
County of Riverside, CA	Dir. of Building & Safety 951.955.1000	2013 – Present
County of San Bernardino, CA	Community Development Director 909.387.4700	2013 – Present

Key Personnel



Mr. Patrick Johnson, PE, CBO, Director of Building and Safety, will serve as **Principal-in-Charge and Alternate Primary Contact** and is authorized to contractually bind Willdan. His office is in San Bernadino, CA and his contact information is P: (909) 963-0565 or E: pjohnson@willdan.com.



Mr. Albert Brady, CBO, Deputy Director of Building and Safety, will serve as the **Project Manager and Primary Contact** and will oversee all day-to-day services provided to the City of Madeira Beach. Mr. Brady's approach to client satisfaction includes hiring quality staff, providing continuous training and educational opportunities, clearly defining job-specific procedures, and providing project oversight and management. Willdan operates daily under a company-wide Quality Assurance/Control Program, which consists of several components that serve as a basis for our services - ensuring completion of high-quality projects within agreed-upon established schedules and budgets. His office is in Orlando, FL and his contact information is P: (951) 454-3539 or E: abrady@willdan.com.

Program Management

Willdan has carefully selected our team to offer the City a complete package of plan review services as needed. In addition to the full-time licensed staff members committed to this project, Willdan has approximately 300 licensed building professionals as additional support. Our team has a broad variety of talent and experience in municipal plan review services. Willdan can assist the City with the successful completion of all development projects.

Project Team Goal

The fundamental goal of Willdan's team is to provide the City with the highest level of support in completing the on-call and extension of staff task orders.

Our corporate philosophy puts the client as priority, and we work tirelessly to achieve our clients' community visions.

Staff Availability

Staff availability is a key component in any on-call staffing project assignment. It enables the team to effectively deliver an on-time, within-budget project. It provides City staff with the information they need to mobilize resources for timely reviews and inspections. The schedule allows the project team to mobilize appropriate staff in a timely manner to perform the tasks necessary for each deliverable.

After task requirements are identified, the project manager will work closely with the principal-in-charge to determine staff availability. Tasks will then be allocated to the appropriate project team members outlined in this proposal. We anticipate that the team members identified in this proposal will be available to serve the City during the duration of the contract. If an unforeseen event occurs that limits staff availability, Willdan would assign another Florida licensed professional from our building team of over 300 licensed professionals to address the needs of the City.

Willdan's proposed team will be available during normal business hours Monday through Friday, except for holidays, from 8:00 AM until 5:00 PM (or different hours if determined by the City) and will be available other hours for emergency issues as needed by the City. In addition, Willdan will provide any necessary equipment such as computers, laptops, mi-fi, and any other equipment deemed necessary by the City.

Staffing Flexibility

We recognize City department workloads fluctuate. 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. This staffing model provides our clients flexibility in obtaining services for a single project or a defined timeframe, along with providing our employees flexibility in managing their work schedules and workloads.

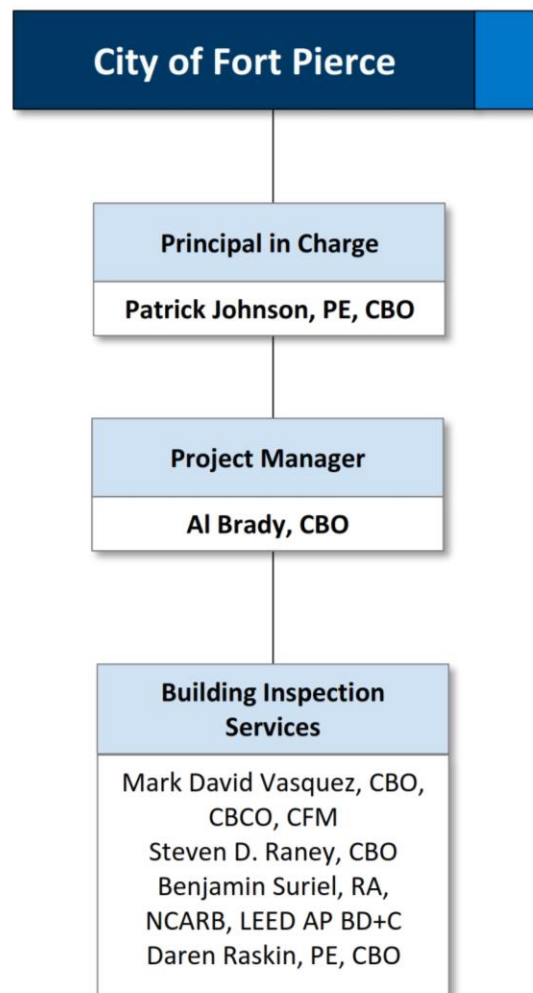
Most significantly, it allows our clients to select a staffing plan to fit their specific needs and budget constraints.

Commitment to Municipalities

Willdan has served public agencies since its inception in 1964. More than 96% of Willdan's revenue is generated from working for public agencies, cities, and counties. Due to the nature of our client base, we select employees who recognize the regulatory nature of our services. Any appearance of a conflict of interest, whether determined to be realized or not, is a violation of company policy. We are proud to note that Willdan rarely has legitimate conflict of interest situations that arise. However, if they do, the Company is dedicated to immediate response and subsequent appropriate action.

Organization Chart

The organization chart contained herein identifies the key personnel and further illustrates the communication and reporting relationships and project roles for Willdan's team. It is important to note the personnel shown are a mix of current and pending Willdan employees and the technical staff depicted represent the caliber of people who may be called upon to provide support to our key staff. This is far from an exhaustive list of our staffing resources and is shown to assist the City of Fort Pierce in evaluating the expertise and depth of experience of our proposed staff.



Resumes

Resumes for each proposed team member have been provided on the following pages.

Key Personnel Resumes

Patrick Johnson, PE, CBO

Director of Building and Safety/Building Official

Summary Profile

Education: B.S., Structural Engineering, University of Iowa, Iowa City, IA
MEng, California State Polytechnic University Pomona, CA

Certification: 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 town/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.

Select Project Experience

- **Building Inspection and Plan Review Services, City of Clermont, FL.** Principal-in-Charge.
- **Building Official, Building Inspection, Plan Review, Permitting Services, Town of Oakland, FL.** Principal-in-Charge.
- **Building Inspection and Plan Review Services, Marion County, FL.** Principal-in-Charge.
- **Building Inspection and Plan Review Services, Sarasota County, FL.** Principal-in-Charge.
- **Building Official, Building Inspection, Plan Review, Permitting Services, Osceola County, FL.** Principal-in-Charge.
- **Building Official Services, Cities of Banning, Big Bear Lake, Highland, Loma Linda, March JPA, and Rancho Mirage, CA.** Building Official.

Albert Brady, CBO**Project Manager****Summary Profile**

Education:	AA, Liberal Arts, California State University, Fullerton BA, Business Administration, University of Southern California, Los Angeles
Certification:	PC 832 Certificate, Orange County Sheriff's Academy, Orange, CA Basic Certification, SCACEO - Southern California Association of Code Officials Intermediate Certification, SCACEO - Southern California Association of Code Officials Advanced Certification, SCACEO - Southern California Association of Code Officials Supervisory Certification, SCACEO - Southern California Association of Code Officials Watershed Management Certificate, EPA - Environmental Protection Agency, Sacramento ICC Certified Building Official #8724410
Experience:	31 Years

Mr. Al Brady is the Deputy Director of Building and Safety and the proposed Project Manager for this contract. He has over 31 years of experience in the code profession working directly for municipalities and in the private sector. Mr. Brady leads a team of building professionals who can provide both short and long-term services. During his career, he has developed and managed numerous code programs nationwide and specializes in performing program analysis, establishing policies and procedures.

Select Project Experience

- **Building Inspection and Plan Review Services, City of Clermont, FL.** Project Manager.
- **Building Official, Building Inspection, Plan Review, Permitting Services, Town of Oakland, FL.** Project Manager.
- **Building Inspection and Plan Review Services, Marion County, FL.** Project Manager.
- **Building Inspection and Plan Review Services, Sarasota County, FL.** Project Manager.
- **Building Official, Building Inspection, Plan Review, Permitting Services, Osceola County, FL.** Project Manager.
- **Building Official, Code Enforcement Official, Project Manager Services: Cities of Laguna Beach, Laguna Hills, Laguna Woods, La Puente, Manhattan Beach, Solvang, and Orange and San Diego Counties, CA.**

Experience Example: Building and Safety Services, Cities of Cudahy, La Puente, and Rolling Hills Estates, CA. Building Official. Organize, direct, and administer the activities and operation of the Building and Safety Department, including building inspections, the 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 the administrator of Building and Safety, 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 requirements. Supervise, train, and evaluate employees; monitor and coordinate work. Oversee staff engaged in the preparation and maintenance of records of plans, inspection processes, letters/reports prepared or used in connection with building inspections; respond to questions from the property and building owners; and interpret codes.

Experience Example: Anaheim, CA. Code Enforcement Supervisor. Managed the Code Compliance Division providing contract code services to municipalities in the western United States. Contract services varied from staff augmentation, program development and consulting. Provided service to different jurisdictions in California, Arizona, and Nevada. Developed and implemented code programs, ordinances (civil citation, nuisance ordinance, rental inspection programs) and policies and procedures manuals. Managed all contracts for service delivery and all contract employees assigned to the projects. Attended regular City Council meetings and assured each project remained within budget.

Team Resumes

Mark David Vasquez, CBO, CBCO, CFM

Plan Reviewer, Building Inspector, Building Official

Summary Profile

Education:	BA, Operations Management and Analysis AA, Building Inspection Technology
Registration:	Florida Certified Building Code Administrator, Building Inspector, Plans Examiner, No. BU2069 ICC Certified Building Official, Certified Building Code Official, Certified CFM, No. 873981
Experience:	33 Years

Mr. Mark Vasquez has 33 years in the municipal and construction industry working as a Community Development Department Manager, Manager of Operations-Construction, Building Official, Building Code Administrator. Mark is a Florida certified building official, certified floodplain manager, building code administrator, plans examiner and commercial and residential inspector. He has served as the building code administrator in four municipalities and two school districts in the state of Florida.

Select Project Experience

Building Inspection and Plan Review Services, Marion County, FL. Plan Reviewer. Willdan’s Florida Plan check team was selected and performs residential, commercial, and solar plan check services for the County of Marion. All plan checks performed are via Willdan’s electronic plan review system which is accessible to all applicants. Customers can access plan check comments in real time and can track the review through approval on our electronic portal.

Building Permitting Services, Town of Oakland, FL. Building Official/Plan Reviewer. Willdan provides full building department services including building official, administrative staff, inspection, and plan review. All plan checks and permit technician functions are performed remotely but building official and inspection services are conducted on-site.

City of Treasure Island, FL (Private Firm). Building Code Administrator.

- Building Code Administrator – community development services and building code services for the city of Treasure Island. Maintaining public relations by providing responsive, courteous, and quality service. Updating antiquated systems by introducing new methods and standards of operating procedures using new technology, and resources that are readily available, additionally, provide leadership, direction, and stability to the team.
- Conduct inspections and perform plan reviews for BMEP commercial and residential projects. Meet with developers, contractors and design professionals as requested prior or during the projects.
- Plans and supervises all activities of the respective building departments, including plan review and building inspection. Ensure compliance with all applicable city policies and procedures, and other laws, regulations, codes, and ordinances.
- CFM duties include - Respond to weather emergencies and coordinate an appropriate response. Issue and authorize “Stop Work” orders and “Unsafe for Occupation,” notices.

City of Brooksville, Crystal River, Weeki Wachee, Sumter County Schools, Citrus County Schools, FL (Private Firm).

Building Code Administrator.

- Building Code Administrator – community development services and building code services for several cities and school districts. Maintaining public relations by providing responsive, courteous, and quality service. Updating antiquated systems by introducing new methods and standards of operating procedures using new technology, and resources that are readily available, additionally, provide leadership, direction, and stability to the team.
- Conduct inspections and perform plan reviews for commercial and residential projects. Meet with developers, contractors and design professionals as requested prior or during the projects.

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LICENSEE DETAILS

6:26:36 PM 9/9/2022

Licensee Information

Name:	VASQUEZ, MARK D (Primary Name)
Main Address:	*Private Address* *Private Address* *Private Address* *Private Address* *Private Address*

License Information

License Type:	Building Code Administrator
Rank:	Building Code A
License Number:	BU2069
Status:	Current,Active
Licensure Date:	10/02/2019
Expires:	11/30/2023

Special Qualifications Qualification Effective

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Alternate Names

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LICENSEE DETAILS

6:26:36 PM 9/9/2022

Licensee Information

Name:	VASQUEZ, MARK D (Primary Name)
Main Address:	*Private Address* *Private Address* *Private Address* *Private Address* *Private Address*

License Information

License Type:	Building Code Administrator
Rank:	Building Code A
License Number:	BU2069
Status:	Current,Active
Licensure Date:	10/02/2019
Expires:	11/30/2023

Special Qualifications Qualification Effective

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Alternate Names

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LICENSEE DETAILS

6:27:18 PM 9/9/2022

Licensee Information

Name:	VASQUEZ, MARK D (Primary Name)
Main Address:	*Private Address* *Private Address* *Private Address* *Private Address* *Private Address*

License Information

License Type:	Standard Inspector
Rank:	Inspector
License Number:	BN8180
Status:	Current,Active
Licensure Date:	02/16/2021
Expires:	11/30/2023

Special Qualifications **Qualification Effective**

Building	02/16/2021
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Alternate Names

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LICENSEE DETAILS

6:27:46 PM 9/9/2022

Licensee Information

Name:	VASQUEZ, MARK D (Primary Name)
Main Address:	*Private Address* *Private Address* *Private Address* *Private Address* *Private Address*

License Information

License Type:	Standard Plans Examiner
Rank:	Plans Examiner
License Number:	PX4575
Status:	Current,Active
Licensure Date:	02/16/2021
Expires:	11/30/2023

Special Qualifications **Qualification Effective**

Building	02/16/2021
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Alternate Names

[View Related License Information](#)

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Steven D. Raney, CBO**Plan Reviewer/ Building Inspector****Summary Profile**

Education: BS, Management, Northern Arizona University
BS, Building Code/Public Administration, Central Michigan University

Registration: Florida Certified Building Code Administrator BU2210
Certified Building Official
Combination Building Inspector
Building Plans Examiner
Building Code Specialist
Commercial/Residential Electrical Inspector
Commercial/Residential/
Plumbing Inspector
Commercial/Residential
Mechanical Inspector
California Combination Inspector
Structural Masonry Special Inspector
Accessibility Inspector/Plan Reviewer
FEMA ICS 100/700
P.C. 832

Experience: 15 Years

Mr. Steven Raney is a Willdan Engineering building official with 15 years of experience. Mr. Raney is experienced in disabled access standards, building inspection, and plan review.

Select Project Experience

CA Housing & Community Dev. (HCD), CA. Codes & Standards Administrator I. Responsible for directing, organizing, training, scheduling, and monitoring activities and inspections of assigned District Representative and staff relating to the enforcement of the California Health and Safety Codes and title 24 codes, as they may pertain to the manufacture, use and alteration of all manufactured housing, mobile homes, and commercial modular. Monitored construction and maintenance of mobile home parks. Duties were similar to a Building Official in a City or County.

City of Palmdale, CA. Supervising Building Inspector. Planned, supervised, coordinated, and assigned the activities and operations of building inspection within the Building and Safety Division of the Development Services department. Performed the most sensitive and difficult inspections. Projects included multi-family, commercial, single family, and city capital improvement projects.

County of San Bernardino, CA. Regional Building Inspector Supervisor. Supervision of 3 County Satellite offices including Inspection, Plan Check, Counter Duty, and Permit Technicians. Grant Permit extensions, issued permits, handled complaints, and promoted excellent customer service. Conducted CASp inspections throughout county inspection of County capital improvement projects. Plan checked single-family projects.

City of Pasadena, CA. Senior Combination Building Inspector/ Interim Inspection Supervisor. Building inspections for mechanical, electrical, plumbing, framing, concrete and all other trades in new and rehab projects. Inspections mainly in multi-family residential, commercial, and City capital improvement projects. Lead worker with technical supervision over 4 additional inspectors.

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- Find Exam Information
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LICENSEE DETAILS

1:34:45 PM 5/30/2023

Licensee Information

Name:	RANEY, STEVEN DOUGLAS (Primary Name)
Main Address:	*Private Address* *Private Address* *Private Address* *Private Address* *Private Address*

License Information

License Type:	Building Code Administrator
Rank:	Building Code A
License Number:	BU2210
Status:	Current,Active
Licensure Date:	03/06/2023
Expires:	11/30/2023

Special Qualifications	Qualification Effective

Alternate Names

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LICENSEE DETAILS

1:36:11 PM 5/30/2023

Licensee Information

Name:	RANEY, STEVEN DOUGLAS (Primary Name)
Main Address:	*Private Address* *Private Address* *Private Address* *Private Address* *Private Address*

License Information

License Type:	Standard Inspector
Rank:	
License Number:	
Status:	Application in Progress
Licensure Date:	
Expires:	

Special Qualifications	Qualification Effective

Alternate Names

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Benjamin Suriel, RA, NCARB, LEED AP BD+C**Plan Reviewer****Summary Profile**

Education:	Bachelor of Architecture with Minor in Construction Management, Autonomous University of Santo Domingo, Dominican Republic
Registration:	Florida Building Plans Examiner, License No. PX 3694 Licensed Architect, State of Florida No. AR92725 ICC Standard Plans Examiner
Experience:	17 Years


Mr. Benjamin Suriel is a dedicated, decisive, and resourceful professional Registered Architect with more than 30 years in Architecture, Construction Administration and Plans Examiner. He is certified by the National Council of Architectural Reg Worked with interdisciplinary engineering specialists, contractors, and regulatory agencies to meet overall project objectives and achieve team goals. Benjamin is adept at applying knowledge of architectural principles and practices with an emphasis in the following areas: Building design and planning, IBC codes review, design/construction project scheduling, on-site construction administration, specs- approvals, review of construction payments and cost estimates of different projects. He is a fluent writer and speaker in Spanish/English.

Select Project Experience

Town of Oakland, FL, Plan Review. 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.

Marion County, FL, Plan Review. 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.

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LICENSEE DETAILS 4:04:54 PM 6/2/2023

Licensee Information

Name:	SURIEL, BENJAMIN (Primary Name)
Main Address:	14652 KEELFORD WAY ORLANDO Florida 32824
County:	ORANGE

License Information

License Type:	Architect
Rank:	Architect
License Number:	AR92725
Status:	Current,Active
Licensure Date:	07/29/2005
Expires:	02/28/2025

Special Qualifications **Qualification Effective**


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Alternate Names

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LICENSEE DETAILS 4:05:31 PM 6/2/2023

Licensee Information

Name:	SURIEL, BENJAMIN (Primary Name)
Main Address:	14652 KEELFORD WAY ORLANDO Florida 32824
County:	ORANGE

License Information

License Type:	Standard Plans Examiner
Rank:	Plans Examiner
License Number:	PX3694
Status:	Current,Active
Licensure Date:	02/18/2016
Expires:	11/30/2023

Special Qualifications **Qualification Effective**

Building	02/18/2016
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Alternate Names

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- Continuing Education Course Search
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LICENSEE DETAILS

4:06:22 PM 6/2/2023

Licensee Information

Name:	SURIEL, BENJAMIN (Primary Name)
Main Address:	14652 KEELFORD WAY ORLANDO Florida 32824
County:	ORANGE

License Information

License Type:	Standard Inspector
Rank:	
License Number:	
Status:	Application in Progress
Licensure Date:	
Expires:	

Special Qualifications

Qualification Effective

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Alternate Names

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Darin Raskin, PE, CBO**Plan Check Coordinator****Summary Profile**

Education: BS Engineering, California State Polytechnic University-Pomona

Registration: Professional Engineer, Florida, PE57730
Professional Engineer, California, CE#57577
ICC Plans Examiner

Experience: 29 Years

Mr. Daren Raskin, a registered Civil Engineer in California, is a Plan Check Engineer for the Building and Safety Division. Daren has more than 29 years of experience in the construction and engineering field. He has more than 18 years of design and plan check experience.

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

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

Select Project Experience

Building Inspection and Plan Review Services, Marion County, FL. Plan Check Coordinator. Willdan's Florida Plan check team was selected and performs residential, commercial, and solar plan check services for the County of Marion. All plan checks performed are via Willdan's electronic plan review system which is accessible to all applicants. Customers can access plan check comments in real time and can track the review through approval on our electronic portal.

Building Permitting Services, Town of Oakland, FL. Plan Check Coordinator. Willdan provides full building department services including building official, administrative staff, inspection, and plan review. All plan checks and permit technician functions are performed remotely but building official and inspection services are conducted on-site.

Plan Check Services, Various Agencies, CA. Plans Examiner for various agencies throughout California.

- City of Canyon Lakes
- City of Adelanto
- City of Avenal
- City of Bakersfield
- City of Banning
- City of Beaumont
- City of Big Bear Lake
- City of Carmel by the Sea
- City of Coachella
- City of Colton
- City of Cudahy
- City of El Monte
- City Fontana
- City of Goleta
- City of Grand Terrace
- City of Highland
- City of Indian Wells
- City of Inglewood
- City of La Puente
- City of Loma Linda
- City of Manhattan Beach
- City of Moreno Valley
- City of Norco
- City of Ontario
- City of Orange
- City of Rancho Mirage
- City of Redlands
- City of Rialto
- City of Ridgecrest
- City of Rocklin
- City of Rolling Hills Estates
- City of Rosemead
- City of San Bernardino
- City of San Luis Obispo
- City of South Gate
- City of South Lake Tahoe
- City of Tustin
- City of Vernon
- City of West Covina
- City of Westlake Village
- City of Willows

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LICENSEE DETAILS

4:50:43 PM 6/2/2023

Licensee Information

Name:	RASKIN, DAREN H. (Primary Name)
Main Address:	11803 BRIARWOOD LN MONTGOMERY Texas 77356
County:	OUT OF STATE

License Information

License Type:	Professional Engineer
Rank:	Prof Engineer
License Number:	57730
Status:	Current,Active
Licensure Date:	09/18/2001
Expires:	02/28/2025

Special Qualifications Qualification Effective

Civil	09/18/2001
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Alternate Names

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Section 5: References

Provided are Willdan Florida client references and Letters of Reference from nationwide clients; additional client references are available upon request. We are proud of our reputation for customer service and encourage you to contact these clients regarding our commitment to excellence.



REFERENCES

**RFP NO. 2023-039
ANNUAL CONTRACT FOR PLAN REVIEW SERVICES**

Proposers shall submit as a part of the bid package, two (2) Customer references with name of the customer, address, contact person, and telephone number.

Name	Town of Oakland	Name	County of Marion
Contact:	Andy Stewart, Town Manager	Contact:	Michael Savage, Building & Safety Director
Address:	220 N. Tubb Street Oakland, FL 34760	Address:	601 SE 25th Ave. Ocala, FL 34471
Telephone:	(407) 656-1117	Telephone:	(352) 438-2459
Email:	astewart@oaklandfl.gov	Email:	michael.savage@marionfl.org
Name			
Contact:			
Address:			
Telephone:			
Email:			



Office of the Campus Architect
Department of Building and Safety
1090 University Avenue
Building 532
Riverside, CA 92521

January 11, 2022

University of California, Irvine
Design and Construction Services
101 Academy, Suite 200
Irvine, CA 92697-2450
949.824.6630

Subject: Letter of Reference for Willdan

Dear Sir/Madam,

This letter is in reference to Willdan and the services they have provided to the University of California, Riverside. The professionalism, thoroughness and detail-oriented services provided in all of their work for the University of California, Riverside is second to none.

I have had the pleasure of working with Willdan for approximately four years here at the university on various projects, and approximately 10 additional years on construction projects prior to my arrival here in Riverside, while working as Director of Building and Safety in municipal government. During all of this time I have found Willdan to be very responsive, detailed oriented and very professional. Their plan review service has been greatly valuable and helpful to us on numerous construction projects here on campus, but none more than on our P3 project with development partners American Campus Communities. Willdan has provided for a great partnership with UCR, Department of Building and Safety and are always available to discuss issues arising as well as completing daily tasks and assisting us whenever needed. It is truly as easy as picking up the phone and asking for needed information and assistance. They are always willing to provide us with any of the services we request, although their plan review services have been especially vital in completing the review process with the P3 Housing and Dining Project just recently completed here.

Willdan is a very professional, efficient, productive and responsive partner which is friendly and very good to work with. I would recommend them highly for any and all opportunities that they may be pursuing.

Please feel free to contact me if any additional information is needed. Thank you for the opportunity.

Respectfully submitted,

Robert K. Williams

Robert K. Williams, CBO
Director of Building and Safety/CBO
University of California, Riverside

PDC.UCR.EDU • TEL: 951-827-1382 • Mobile 951-236-5699

**City of Lawrence, Indiana - Water & Sewer Utilities**

Scott Salsbery, Superintendent
Ph: 317.524.6305 Fax: 317.715.2619

9201 Harrison Park Ct., Lawrence, IN 46216
email:ssalsbery@cityoflawrence.org

September 17, 2021

To Whom It May Concern:

I am pleased to submit this letter of reference and recommendation on the behalf of Willdan Engineering (WE). I had reached out to WE back on November 14, 2019 when our city encountered a situation in which we required immediate assistance with covering our building inspection activities. Willdan responded in a timely manner and helped us get through this rough patch effectively and efficiently.

After speaking at length with Mr. Jim Barrett, our WE representative, I am happy to report that we were able to expand the scope of their involvement in the city's building inspection, permitting and contractor licensing areas. Jim's expertise and WE's philosophy of approaching these tasks with teamwork and with a view to working with our developers, contractors and property owners in a manner designed to achieve compliance and not just be there to find fault and issue citations had made a tremendous difference in our delivery of services in this area of our operations. They have also played an important part in improving our plan review and approval process too.

WE continues to work for us to this day and we hope for well into the future as well!

If you are seeking a company to bring professionalism, integrity, efficiency and effectiveness to your operations, then I firmly believe you cannot go wrong in working with Willdan Engineering.

Thank you,

A handwritten signature in blue ink, appearing to read "Sally", is written over the typed name.

Scott Salsbery, Supt.
City of Lawrence Utilities



CalPolyPomona

3801 W Temple Avenue, Bldg. 81, Pomona, CA 91768
Facilities Planning & Management | Administrative Affairs

January 12, 2022

University of California, Irvine
Irvine, CA 92697

To Whom It May Concern:

As Senior Project Manager for Facilities Planning & Management, I am pleased to submit this letter of recommendation for Willdan Engineering (Willdan). CSPU Pomona has contracted with Willdan for building plan review services for more than a decade. During that time, Willdan has provided plan review for numerous projects including the Administrative Building and Automations Lab.

Having worked with Willdan on numerous projects, I can attest to the fact that the plan review staff are knowledgeable on recent code developments and are always helpful when questions arise. Plans are reviewed in a consistently timely manner. The level of professionalism by Willdan staff and their knowledge of the field is highly appreciated.

Willdan employs individuals who have outstanding judgement, ethics, a strong work commitment. I highly recommend Willdan to provide plan review services to UC Irvine.

Respectfully,

A handwritten signature in blue ink, appearing to read 'Bruyn Bevens'.

Bruyn Bevens, LEED AP
Sr. Project Manager
Facilities Planning and Management
Cal Poly Pomona

Section 6: Cost Proposal

PROPOSAL PRICING FORM RFP NO. 2023-039 ~ ANNUAL CONTRACT FOR PLAN REVIEW SERVICES



The following proposal(s) is submitted on behalf of: Willdan Engineering for the requested services, in accordance with the agreements and specifications contained in RFP No. 2023-039.

We have carefully examined this proposal package and understand the provisions, terms, and conditions concerning the equipment, materials, supplies or services as called for. With full knowledge and understanding of the requirements in the Proposal Package, We hereby agree to furnish and deliver services as indicated at the prices quoted herein as follows:

NOTE: All price columns must be completed. Where indicated, provide pricing for demolition including the removal of slabs (including slabs) and pricing in instances where slabs remain and are not removed (excluding slabs).

ITEM	DESCRIPTION	BLDG, M,E, or P	HOURLY RATE
1	<ul style="list-style-type: none"> Perform plan review services. Per Inspector: Approximately 8 hours per day, 37.5- 40 hours per week. 	BLDG, M,E, or P	\$ 110 per hour
		1 + 2 Family	\$ 110 per hour
		Multi	\$ 110 per hour
2	<ul style="list-style-type: none"> Full-Time Plan Reviewer Perform plan review services. Per Plan reviewer: In excess of 40 hours per week. 	1 + 2 Family	\$ 110 per hour
			\$ 110 per hour
			\$ 110 per hour
3	<ul style="list-style-type: none"> Perform plan review services. Per Plan Reviewer: 4 hours per day, 18 – 22 hours per week. 	1 + 2 Family	\$ 110 per hour
			\$ 110 per hour
			\$ 110 per hour
4	<ul style="list-style-type: none"> Part time plan reviewer Perform plan review services. Pre Plan Reviewer On an needed basis As needed Plan Review 	1 + 2 Family	\$ 110 per hour
			\$ 110 per hour
			\$ 110 per hour

Section 7: Additional Data

<p>DELIVER TO: City of Fort Pierce, Purchasing Division Room 101 100 North U.S. #1 Fort Pierce, FL 34950</p> <p>MAIL TO: City of Fort Pierce Purchasing Division, Room 101 P.O. Box 1480 Fort Pierce, FL 34954-1480</p>	<p style="text-align: center;">REVISED</p>  <p style="text-align: center;">REQUEST FOR PROPOSALS and PROPOSER ACKNOWLEDGMENT</p>
<p>Bid Writer: Georgia Montgomery, 772-467- 3102</p>	<p>RFP No: 2023-039</p>
<p>Pre-Proposal Conference Date: 11:00AM, MONDAY, MAY 22, 2023</p>	<p>RFP Title: ANNUAL CONTRACT FOR PLAN REVIEW SERVICES</p>
<p>Pre-Proposal Location: CITY HALL, ENGINEERING CONFERENCE ROOM, 1ST FLOOR 100 N. US HIGHWAY 1, FORT PIERCE, FL</p>	<p>RFP Opening Location: City of Ft. Pierce Purchasing Division Room 101 100 North U.S. #1, 1st Floor Ft. Pierce, Florida 34950</p>
<p>RFP Due Date & Time: 3:30 PM, TUESDAY, JUNE 6, 2023</p>	<p>If you need any reasonable accommodation for any type of disability in order to participate in this procurement, please contact this department as soon as possible.</p>
<p>Proposer Name: Willdan Engineering</p> <p>Mailing Address: 200 South Orange Avenue, Suite 1550 Orlando, FL 32801</p>	<p><i>I hereby certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder.</i></p> <p>X  Authorized Signature (Manual)</p>
<p>City, State, Zip Code:</p>	<p>Typed or Printed Name: Patrick Johnson, PE, CBO</p>
<p>Type of Entity (Select one): Corporation <input checked="" type="checkbox"/> <u> </u> Partnership <input type="checkbox"/> <u> </u> Proprietorship <input type="checkbox"/> <u> </u></p>	<p>Title: Director of Building and Safety</p>
<p>Incorporated in the State of: CA Year: 1964</p>	<p>Delivery in _____ days, ARO</p>
<p>Phone Number: (407) 872-2467</p>	<p>Payment Terms: Net 30 Days</p>
<p>Fax Number: (888) 326-6864</p>	<p>FEIN or SS Number: 95-2295858</p>
<p>E-Mail Address: pjohnson@willdan.com</p>	<p>Local Business: <input type="checkbox"/> Y <input checked="" type="checkbox"/> N MWBE: <input type="checkbox"/> Y <input checked="" type="checkbox"/> N</p>
<p>Bid Security is attached, when required, in the amount of \$ <u> N/A </u> F.O.B. DESTINATION</p>	<p>If returning as a "No Bid" state reason:</p>
<p>THIS PAGE MUST BE COMPLETED AND RETURNED WITH YOUR BID</p>	



CERTIFICATE OF LIABILITY INSURANCE

11/9/2023 DATE (MM/DD/YYYY) 10/27/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lockton Insurance Brokers, LLC CA License #0F15767 777 S. Figueroa Street, 52nd fl. Los Angeles CA 90017 213-689-0065	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL: ADDRESS:	FAX (A/C, No):													
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Travelers Property Casualty Co of America</td> <td>25674</td> </tr> <tr> <td>INSURER B : Allied World Surplus Lines Insurance Company</td> <td>24319</td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Travelers Property Casualty Co of America	25674	INSURER B : Allied World Surplus Lines Insurance Company	24319	INSURER C :		INSURER D :		INSURER E :		INSURER F :
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INSURER E :															
INSURER F :															

INSURED Willdan Engineering
 1513457 2401 East Katella Avenue, Suite 300
 Anaheim, CA 92806

COVERAGES WILLD01 **CERTIFICATE NUMBER:** 18804759 **REVISION NUMBER:** XXXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Emp. Benefits Liab. <input checked="" type="checkbox"/> Contr. Liab. Incl. GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	N	N	P-630-7T016289-TIL-22	11/9/2022	11/9/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	N	N	810-7T01965A-22-43-G	11/9/2022	11/9/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			NOT APPLICABLE			EACH OCCURRENCE \$ XXXXXXXX AGGREGATE \$ XXXXXXXX \$ XXXXXXXX
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	UB-7T02108A-22-43-G	11/9/2022	11/9/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Arc/Eng. Prof.	N	N	0313-5950	11/9/2022	11/9/2023	Per Claim: \$3,000,000 Aggregate: \$3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 RE: Proposal only.

CERTIFICATE HOLDER 18804759 Willdan Engineering 2401 East Katella Avenue Suite 300 Anaheim, CA 92806	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	--

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DRUG~FREE WORKPLACE FORM

The undersigned vendor in accordance with Florida Statute 287.087 hereby certified that
 Willdan Engineering _____ does:
 (Name of Business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are proposed a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under Bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employees community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

A handwritten signature in blue ink, appearing to read "Willdan", is written over a horizontal line.

Proposer's Signature

June 6, 2023

Date



CITY OF FORT PIERCE PROPOSER'S CHECKLIST

This checklist is provided to assist each Proposer in the preparation of their bid response. Included in this checklist are important requirements, which is the responsibility of each Proposer to submit with their response in order to make their response fully compliant. This checklist is only a guideline, it is the responsibility of each Proposer to read and comply with the Invitation to Bid in its entirety.

Check "Yes" or "No" to each of the following:	YES	NO
Is Request for Proposal cover page (page 1) completed, signed and attached?	X	_____
Include proof of proper licensing as stated in proposal documents.	X	_____
Include proof of proper insurance as stated in proposal documents.	X	_____
Did you include a list of all materials and equipment to be used in providing the service?	X	_____
Is Drug-Free Workplace form signed and enclosed?	X	_____
Proposal envelope is marked accordingly.	N/A	_____
Are two (2) complete proposal packages included (one original and one electronic copy (PDF) on a USB Flash Drive) of sealed proposals?	N/A	_____
Disregard, if you are going to utilize the electronic submission option.	X	_____
Is each Addendum (when issued) signed and included?	X	_____

PLEASE SIGN AND RETURN WITH PROPOSAL _____

C. Scope of Work

Approach

Our approach is based on years of experience and incorporates features enhancing the efficiency and quality of the building plan review process. Below is our general approach to ensuring quality services are provided to the City. When it comes to serving the Fort Pierce community, Willdan sees our role as that of facilitator and guide—helping the City’s customers with the review processes—assisting the applicant while ensuring development complies with building codes and City standards. Our plan checkers are available to work remotely, as well as in the office and conduct plan reviews on-site as requested by the City.

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 is essential to exceptional customer service. Common sense decision making and technical analysis in interpreting the intent of regulatory guidelines are significant strengths Willdan staff bring to every engagement.

Staff/Client Relationships



Willdan’s commitment to customer service is why we can respond promptly to our clients’ requests. Frequent communication is a key element. We understand today’s sensitivity to meeting schedules despite changing conditions; therefore, we strive to keep the client informed and work to resolve issues early. Since most of our management staff are former public employees, they understand the needs of the City and can bring to bear the resources required to successfully deliver projects on time and within budget.

Adequacy of Resources



Willdan takes an innovative approach to address surges and reductions in staffing. We often cross-train staff assigned to our municipal clients so, as the workload fluctuates, the team members can assume multiple roles while maintaining high-quality performance. For example, we assign a plan checker to the City who has capabilities and qualifications as an inspector. Regardless of the demand or schedule, Willdan understands that efficient communication of project goals and challenges is essential to capitalizing on our full resources and delivering the highest quality service to the City.

As Willdan explored the scope of this project and identified and investigated the request, we assembled our project team – matching expertise and availability to project needs. The selected individuals will lend their expertise and knowledge to respond to the needs of the City’s assignment and deliver exceptional service. This group of specialized experts is dedicated to serving the City through innovative solutions and quality results.

Willdan’s corporate-wide staffing resources number over 1,500 employees in 50+ offices nationwide. Our organizational structure enables staff to efficiently communicate project challenges and goals companywide – capitalizing on Willdan’s full resources to deliver the highest quality and most cost-effective services.

Scheduling



A critical path method master schedule will be prepared following the notice to proceed. The schedule will identify major items of work and will be the vehicle for monitoring, controlling, and tracking progress of requested plan check activities. The schedule will be updated monthly to reflect actual and forecasted completions. This allows our project managers to anticipate and forecast potential issues and develop an advanced strategy to proactively mitigate problems before they impact the project schedule. If it is determined that a project is falling behind schedule, project managers meet with the respective team members, identify the problem, and ensure that extra support and effort are expended to bring the project back on schedule. Willdan will keep City staff informed of the overall schedule, including advanced notification of any necessary adjustments or actions to remain on track. Project managers monitor all progress on a weekly basis for plan checks.

Time Management



Willdan has a reputation for providing quality and accurate plan review in a timely manner. We understand that time is of critical importance to the City and to the development community. We are dedicated to meeting standard and “fast track” turnaround deadlines. Willdan is committed to providing the staffing and resources required to complete projects under this contract on schedule and with high quality. To ensure we meet this commitment, we prepare labor projections for all projects. Projections are made for each project and then aggregated by the project manager to produce division/office-wide labor needs and to identify shortages or surplus.

Willdan plan review project completion times are often the quickest in the industry. We are able to achieve this through retaining one of the largest teams in the region and by employing a team of part-time personnel in the event of increased plan review activity. Willdan hires competent staff, provides them with the necessary tools for success and regular training in industry requirements/standards. Plan reviews are always handled by licensed architects, plans examiners and engineers or under the supervision of licensed design professionals. It is these policies and procedures in regard to plan check that provide Willdan with an advantage over our competition.

Ability to Meet Deadlines



Willdan utilizes a unified management approach whereby each project is undertaken by a project team. Each project is assigned to a senior member of our staff and supported by a team of individuals with the background, experience, and availability best suited for each assignment. If needed, Willdan can add additional support staff to the identified team to ensure completion of this assignment by the requested dates. Willdan maintains a strict quality control program that includes peer review and constructability review of all projects. This process has served us well and is demonstrated by the number of successfully completed projects over the many years that Willdan has been in the business. Willdan’s team management approach has proven to be effective in delivering services on time, within budget, and to the client’s satisfaction.

Project Opportunities/Challenges and Solutions



Willdan strives to resolve problems or concerns long before it becomes an issue or dispute through the process of partnering with jurisdictions or clients. This same partnering approach is applied to plan review services. The goal of the plan check environment is for the City, the applicant, and the plan checker to work as a team to assist the applicant through the development application process. To support this level of professionalism in the plan check process, Willdan’s experience has shown that it is paramount that plan check comments are clear and are supported by reference to the applicable standard or reference document. This provides all parties with the knowledge of the reason for the comment and allows a basis for how to address the comment. 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 (typically virtual via Zoom/WebEx) prior to resubmitting corrected plans and documents. We will usually respond to inquiries from applicants on the same day, but at a maximum within one day. This will assist in ensuring that plans are approved in no more than three reviews whenever possible.

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

Approach- Types of Building Plan Check

Building and Grading Plan Review



Although Willdan offers a full range of services to our clients, we recognize there is none more important than retaining qualified building safety personnel.

Since many of us spend a majority of our time living, working, sleeping, and playing within the confines of a structure, building safety is paramount. It is imperative that a governing body find a cost-effective way to provide these services to the community they serve. Willdan recognizes this need.

Project plan review goes hand-in-hand with the inspection element and is equally critical to the development process. Plan review services bring the intent of the design team and the adopted codes of the community together. It is the plans examiner's responsibility to ensure the project is designed in accordance with codes and standards adopted by the municipal agency. Working together as a team, the plans examiner, the designer, and the inspector all contribute greatly to the health, safety, and welfare of the community.

Willdan's plans examiners are ICC certified plans examiners, 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, as well as other local amendments to the adopted codes. Willdan team members have extensive experience with the Florida Green Building Standards Code, including familiarity with LEED, RESnet, USGBC, and NPDES supported concepts. **Willdan team members attend classes and seminars on a regular basis for 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 Florida Building Code, Florida Residential Code, Green Building Standards Code, Florida Mechanical Code, Florida Plumbing Code, National Electrical Code, and the Accessibility and Energy Conservation requirements as mandated by the State, and all additional applicable City Ordinances. All plan check services 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 County 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:

<ul style="list-style-type: none"> ▪ Architectural ▪ Structural ▪ Mechanical ▪ Electrical ▪ Plumbing 	<ul style="list-style-type: none"> ▪ Fire/Life-safety ▪ Disabled Access Regulations ▪ Soils/Grading ▪ Energy Conservation Regulations ▪ Green Building Standards
--	--

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.

"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.

Willdan team members will pick up plans from the City Administration Building 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.

Solar Plan Review



The turnaround schedule for a solar plan review averages two to three business days. We are able to electronically stamp the plans "approved" as well - allowing the applicant to print the approved plans directly from our electronic plan review site and return the plans to the City.

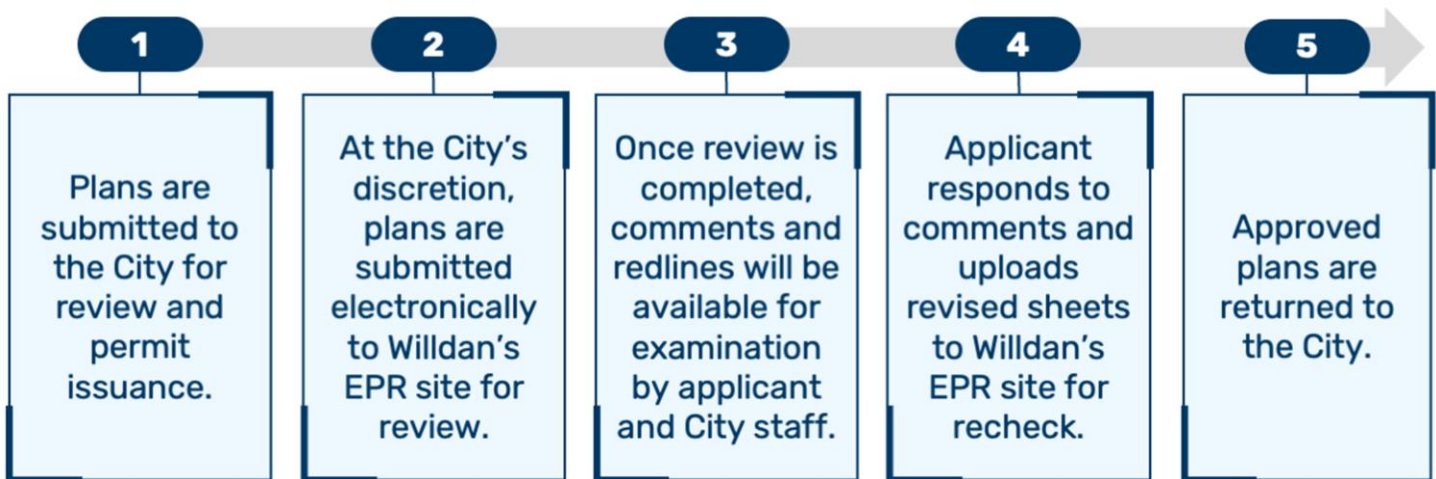
"Working with Willdan speeds up the installation of solar. **They have quick and efficient plan reviews through an electronic review process.** Complete Solar is happy to continue to work with Willdan on a regular basis."
 -Sarah Prado, Agent, Complete Solar

Electronic Plan Review (EPR)

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 eco-friendly electronic plan review process include 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. 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.

Electronic Plan Review Procedure



Electronic Plan Review is an excellent solution to ensure plan review services can still be offered/performed during periods of disruption such as the COVID-19 pandemic, where paper submission and human contact were strongly discouraged.

Plan Review Turnaround

Willdan’s schedule is applicable for all types of construction and can be adjusted to satisfy the City’s plan review requirements. The review times stated represent the maximum turnaround times.

Type of Project	Turnaround (from receipt of plans)	
	Initial Check (working days)	Subsequent Check (working days)
Residential, including additions and/or accessory buildings	10	5
Single-Family Dwelling	10	5
Duplex Dwelling	10	5
Multi-Family (three units or more)	10-12	5-8
Commercial/Industrial Buildings	10-12	5-8

Performance of Specific Services and Tasks






Willdan shall perform commercial and/or residential building plan review services for the City on an as-needed basis. Services shall be provided in accordance with, and pursuant to, the Florida Building Codes and other applicable federal, state, and local law, rules, regulations, and requirements.

Project Management and Quality Assurance/Control Approach

Project Management

At Willdan, we utilize a Project Management Process/Approach that ensures projects are completed on time, within budget and most importantly yield results that match our clients’ expectations. We will document discussions leading to important policy decisions and/or the choice of critical assumptions used in constructing the analysis and model. Following key stakeholder discussions, we will schedule a call to summarize findings and direction with City staff, to make certain that we are in agreement with stated objectives, and that feedback is incorporated as appropriate.

Through the process of providing regular updates and conducting status conference calls, potential issues will be highlighted, discussed, and resolved. Any deviances from the project timeline will be identified and plans will be developed for course corrections. If necessary, changes in approach or strategy will be discussed with City staff, to meet the needs of the City of Fort Pierce. In doing this, we will ensure the project stays on track and evolves, based upon current thinking and outside dynamics.

Project Management				
 Define the Project	 Plan the Project	 Manage the Project	 Review the Project	 Communicate the Project
<ul style="list-style-type: none"> Identify the project scope, set objectives, list potential constraints, document assumptions. Define a course of action and develop an effective communication plan. Provide a forum for applying the team’s collective expertise to solving difficult analytical issues that arise in complex projects. 	<ul style="list-style-type: none"> Collaborate with the project team and client staff and agree upon timeline to meet the estimated project timeline. Assign workload functions to appropriately qualified staff to ensure milestones are met, on time. Pre-schedule quality control meetings with project team to maintain the progressive motion of the project. 	<ul style="list-style-type: none"> Manage the execution of the project. Direct existing and upcoming project tasks. Control and monitor work in progress. Provide feedback to client and project team. Identify and resolve deviances from project timeline. 	<ul style="list-style-type: none"> Review all work product and deliverables. Utilize structured quality assurance process involving up to three levels of review at the peer level, project manager level. Procure executive officer level review. 	<ul style="list-style-type: none"> Communicate with the client regarding work status and progress. Ensure client is in receipt of regular status updates. Schedule regular conference calls to touch base. Inform client of roadblocks, work outside of projected scope.

Quality Assurance / Quality Control Process

Our quality control program is incorporated as a required element of Willdan’s day-to-day activities. There are three levels of reviews incorporated for our deliverables:

- 1) Peer review;
- 2) Project Manager review; and
- 3) Final quality assurance manager review.



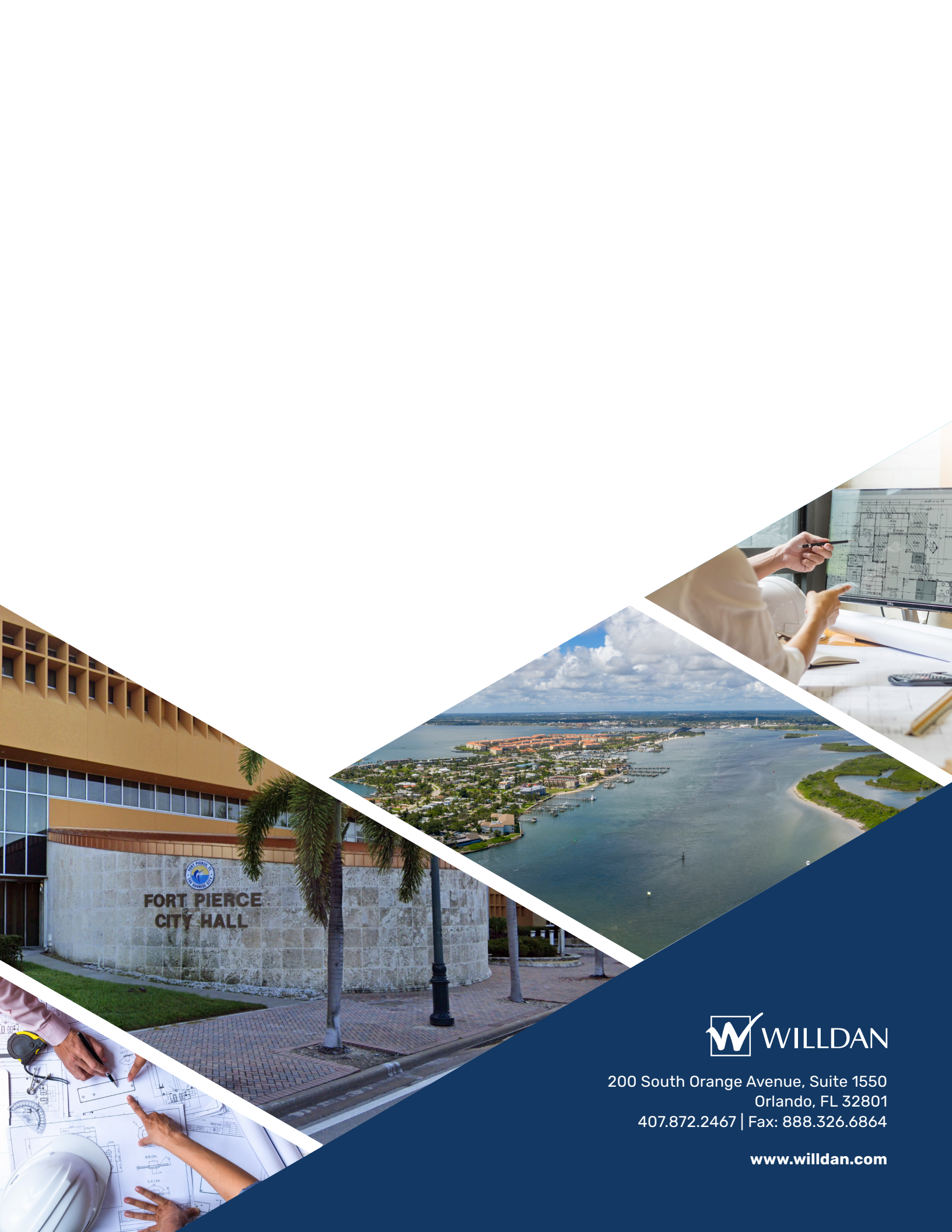
Peer reviews involve one analyst reviewing the work of another, while project manager reviews are conducted prior to delivery to the quality assurance manager. The quality assurance manager then performs a final review. This ensures that our final product has been thoroughly evaluated for potential errors; thus, providing quality client deliverables, and high levels of integrity and outcomes.

The primary mission of our quality control plan is to provide staff with the technical and managerial expertise to plan, organize, implement, and control the overall quality effort, thereby ensuring the completion of a quality project within the time and budget established.

Quality Assurance Goals		
Goal	Lead	Task
Quality Assurance / Control Process	Al Brady	<ul style="list-style-type: none"> ▪ Establish a set of planned and systematic actions for maintaining a high level of quality in the professional services performed; ▪ Emphasize quality in every phase of work; ▪ Ensure efficient use of resources; ▪ Establish a consistent and uniform approach to the services performed; and ▪ Implement appropriate quality control measures for each work task of the project.
Quality Control Plan	Al Brady & Patrick Johnson	<ul style="list-style-type: none"> ▪ Contract deliverables; ▪ Specific quality control procedures; ▪ Special quality control emphasis; ▪ Budget and manpower requirements; ▪ Overall project schedule and budget; and ▪ Project documentation requirements.

D. Additional Data

Additional data is included in Section 7 of the proposal, as instructed.




**FORT PIERCE
CITY HALL**

 **WILLDAN**

200 South Orange Avenue, Suite 1550
Orlando, FL 32801
407.872.2467 | Fax: 888.326.6864

www.willdan.com