

NOTE: EESD approval required prior to incurring costs in excess of \$7,500. Private agencies are required to obtain and submit documentation of at least three bids for a purchase in excess of \$5,000.

EQUIPMENT PURCHASE APPROVAL REQUEST

PART I SPECIAL NOTE: Object Classification 6400 - Equipment and Object Classification 6500 - Equipment Replacement - The contractor listed below must apply for approval to use Child Development contract funds to purchase items of equipment, with a cost per item exceeding the limit specified in the Funding Terms and Conditions.

CONTRACTOR City of La Habra	ADDRESS 215 N. Euclid	CITY La Habra	ZIP CODE 90631
CONTACT PERSON Johanna Perez	TELEPHONE (562)383-4271	CONTRACT TYPE CSPP	VENDOR NUMBER 2183

PART I - DESCRIPTION OF EQUIPMENT (Identify types of equipment proposed for purchase.)

QUANTITY	ITEM	ITEM COST	TOTAL COST	ITEM PLACEMENT (SITE ADDRESS)	ESTIMATED USEFUL LIFE EXPECTANCY	JUSTIFICATION ATTACHED
	Project Manager for	\$ 13,104	\$ 13,104	1440 W. Whittier Blvd, La Habra CA	1 YEARS	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Roof Replacement at				YEARS	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Preschool at La Bonita				YEARS	Yes <input type="checkbox"/> No <input type="checkbox"/>
					YEARS	Yes <input type="checkbox"/> No <input type="checkbox"/>

PART II - CERTIFICATION

I hereby certify that the above information is true and correct to the best of my knowledge. I also agree to abide by Funding Terms and Conditions requirements with regards to the title, use, disposition, and retention of equipment purchased with child care contract funds provide by the California Department of Education.

SIGNATURE OF BOARD PRESIDENT OR DESIGNEE <i>Johanna Perez</i>	TITLE Executive Director	DATE 3/24/2026
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PART III - FOR CDD USE ONLY

EESD receipt date: ____/____/20__	COMMENTS		
Contractor notification date: ____/____/20__			
CONSULTANT RECOMMENDATION			
Requested \$ <input type="text"/> Approved \$ <input type="text"/>	CONSULTANT	DATE	ADMINISTRATOR
Fiscal Year 20 ____/____			
Year-to-Date Balance: \$ <input type="text"/>			

Distribution: Original: Contractor, copies to Child Development Audits, Fiscal Analyst, EESD Consultant, and Contractor file.



City of La Habra

CHILD DEVELOPMENT DIVISION

"A Caring Community"

215 N. Euclid Street
La Habra, CA 90631
Office: (562) 383-4270
Fax: (562) 383-4474

March 24, 2026

Yer Thao
Child Development Consultant
Early Education Division, California Department of Education
1430 N Street
Sacramento, CA, 95814
(916) 906-5786

RE: Project Manager for Roof Replacement at Preschool at La Bonita

Hello, Yer Thao,

The City of La Habra is requesting approval to utilize Willdan Engineering to provide construction management services for the Children's Development Roof Replacement project at the Preschool at La Bonita.

Willdan is currently under an existing As-Needed Professional Engineering Services Agreement with the City and has established knowledge of City standards, processes, and project requirements. Their familiarity allows for immediate coordination and oversight, ensuring efficiency, continuity, and compliance throughout the project. The CSPP apportioned cost is 100%, with a total proposed amount of \$13,104.

This project directly impacts a facility serving young children. Without proper construction management, the City cannot adequately ensure safe construction practices, monitor contractor performance, or mitigate risks. It is not safe for students and staff to receive services in a facility undergoing roof replacement without appropriate professional oversight and safety monitoring in place.

Approval of Willdan Engineering is necessary to ensure the project is completed safely, efficiently, and in compliance with all applicable requirements, while protecting the health and safety of children, staff, and families served.

The City of La Habra's procurement policies and procedures were followed.

Please let me know if you need anything else to process this request, or if you need to speak with me regarding these projects. You may contact me at (562) 383-4271.

I look forward to your favorable response regarding the project manager for the roof replacement at the Preschool at La Bonita.

Thank you,

Johanna Perez
Executive Director
City of La Habra Child Development

Vania Camacho

From: Danny Gonzalez
Sent: Monday, March 23, 2026 12:30 PM
To: Vania Camacho
Cc: Andrew Luna; Johanna Perez
Subject: 1440 Whittier Blvd_ Roof Replacement- Construction Manager
Attachments: Willdan Agreement - Fully Executed 2023-08-23.pdf; LAHAB_CM Services Roofing Proj_FINAL.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Vania,

As part of this project, a construction manager will be necessary to manage construction-related issues and ensure timely completion of the work. Therefore, the engineering division has requested a proposal from our on-call consultant for construction management services. Willdan is the city's designated on-call provider for construction management and inspections. They have a contractual agreement with the city to provide these services, and we have obtained favorable pricing for the project. Attached are the on-call proposal and agreement for Willdan.

Thank you

DANNY GONZALEZ

Assistant Civil Engineer | Public Works Department | Engineering Division
City of La Habra | 110 E. La Habra Blvd. | La Habra, CA 90631
Office: (562)383-4160



Please note current City Hall Hours are open to the public: **Monday – Thursday 7:30 am – 6:00 pm (Closed Fridays)**
For more information regarding City Hall please visit www.lahabracity.com.



March 12, 2026

Danny Gonzalez
Assistant Civil Engineer
City of La Habra
Public Works Department – Engineering Division
110 East La Habra Boulevard
La Habra, CA 90631

Subject: *Proposal for Construction Management Services for the Children’s Development Roof Replacement 1440 Whittier Blvd; City Project No. 1-B-26*

Dear Mr. Gonzalez:

Pursuant to our current As-Needed Professional Engineering Services Agreement between the City of La Habra and Willdan Engineering (Willdan) dated June 23, 2023. We are pleased to submit this proposal to assist in the City’s Children’s Development Roof Replacement Project. Our proposed Construction Manager, Mr. Arne Cvek, is expected to provide part-time services for the City’s Project

We propose to provide the part-time construction management services of Arne Cvek to the City of La Habra at an hourly rate of \$182.00/hr. Based on the timeline provided by the City, we are expecting Mr. Cvek to spend approximately 18 working days, at an average of two (4) hours per day, for a total of 72 hours on the Project. Working days are based upon the assumed 18 working day schedule as noted in the email from the City on March 11th, 2026. We propose the above services on a time and materials basis at an estimated not-to-exceed fee of \$13,104.

Should additional time be required on the Project, said time will be billed at Willdan’s standard City of La Habra hourly rates and will be provided on a time-and-materials basis. Willdan’s current City of La Habra hourly rates are inclusive of all direct and indirect costs and the City will not be billed for any additional overhead or other incidental costs associated with the proposed services for this assignment. Mr. Chris Baca will be the City’s primary point of contact for any questions regarding the delivery of services, including billing. We trust that you will find the proposed services meet your needs.

We sincerely appreciate the opportunity to offer our professional services to the City of La Habra and look forward to assisting you with any other needs you may have. If you have any questions or need additional information, please contact me at 310-502-6335 or cbaca@willdan.com.

Respectfully submitted, Approval and Authorization to Proceed By:

WILLDAN ENGINEERING

CITY OF LA HABRA

Chris Baca, RCI, CESSWI

*Director of Construction Management
and Inspection Services*

Signature

910005106-1401P24-159R2_26341

Date

Project Understanding

Willdan's proposal involves construction management and inspection services for the City of La Habra's Children's Development Roof Replacement Project. The general scope of the services to be performed includes coordination with the City's contractors, monitoring of the repairs to the roof and other appurtenant work. It is our understanding the selected contractor will be responsible to obtain the necessary building permit and approvals.



It is our understanding the City of La Habra requires a construction manager to oversee the construction of the project. Willdan understands that the duration of Project will be approximately 18 working days with the Notice to Proceed to be issued on April 27th, 2026, and the project to be completed by May 20th, 2026.

Scope of Services

Construction Management

1. Assist City with public awareness and information program to keep residents and local stakeholders advised of project status along with impacts to traffic flow circulation, including answering public's questions about project.
2. Prepare construction file. A copy of Willdan's file checklist can be provided upon request.
3. Ensure contractor distributes public construction notices and places construction and information signs.
4. Prepare special concerns to be presented at preconstruction conference.
5. Conduct preconstruction meeting, prepare meeting minutes, and distribute to attendees.
6. Review contractor's safety program in consultation with City staff.
7. Through Willdan's system of project control, monitor activities related to project such that project is constructed in timely fashion pursuant to contract documents.
8. Log, track, and process submittals, RFIs, releases for construction (RFCs), contract change orders (CCOs), field directives, notices of proposed change (NOPCs), non-conformance reports (NCRs), construction schedule, and detailed traffic control plan.
9. Closely review schedule and advise contractor to act on schedule slippage.
10. Document contractor's 20-day notices, mechanic's liens, and stop notices.
11. Assume responsibility for coordination with inspection staff and City staff.
12. Monitor and coordinate activities of design engineering support, surveying, testing, and work by utilities or other agencies.
13. Coordinate contractor's field work with utility companies and other agencies.
14. Prepare weekly statement of working days and submit to contractor and City.
15. Establish and conduct weekly construction progress meetings to:
 - a. Resolve all old business issues to maximum extent possible
 - b. Address all items of new business as presented by any party
 - c. Review project schedule and address any deviations
 - d. Review submittal log in terms of items needed and resubmittals required and review RFI, RFC, CCO, NCR, and NOPC logs
 - e. List status of construction items recently undertaken or ongoing
 - f. List planned construction items for next two weeks (two-week look ahead schedule)
 - g. Review SWPPP issues
 - h. Review contractor's safety program
16. Prepare minutes for weekly construction progress meeting.
17. Provide claims mitigation monitoring, including proactively applying foresight to discover unforeseen conflicts prior to contractor encounter.
18. Evaluate and respond to contractor's requests for clarification of plans and specifications.
19. Ensure that all questions, conflicts, and issues are immediately brought to City's attention and addressed with appropriate directives to contractor.



20. Conduct special site meetings, when necessary, with contractor and City staff to review job progress, scheduling, and coordination.
21. Perform quantity, time, and cost analyses required for negotiation of contract changes.
22. Negotiate and prepare change orders, including memorandum of explanation and cost estimates, to substantiate change order and send to City for review.
23. Monitor and perform immediate and thorough analysis of validity of all potential claims that arise.
24. Maintain all data for change orders and record information regarding time of dispute, time of notification by contractor, and action taken by inspector.
25. Monitor materials documentation and testing results and enforce corrections.
26. Review for approval contractor's progress payment requests; negotiate differences over amount with contractor; and process payments through City's Project Manager.
27. Monitor preparation of punch list at substantial completion and follow up.
28. Routinely review construction files to ensure conformance to City standards and good construction management practices.
29. Ensure City receives as-built set of drawings at completion.
30. Assist City with stop notices and release of retention.
31. Provide memorandum of clearance to issue notice of completion.
32. Finalize and deliver all construction files and supplies to City for their records.



Willdan proposes to perform the required management and inspection services on a time and materials (T&M) basis. Willdan's proposal is based upon the City's estimated total 18 Working Day construction schedule. Our Construction Management Not-to-Exceed Fee is **\$13,104.00**.

Classification	Senior Construction Manager <i>Arne Cvek</i> 182\$/hr	Total Hrs.	Total
Children's Development Roof Replacement	72 Hrs	72	\$13,104

¹ Estimated hours are based on the 18 working days schedule noted in the City's email dated 3-11-2026 and will be dependent upon the Contractor's final phasing and scheduling of the work.

² Additional service needed beyond this duration will be provided on a time-and-material basis at Willdan's standard hourly rates.

³ Overtime services are not included but will be billed at 1.5 times normal hourly rate if required and may require adjustment to the approved budget. Work performed by support staff with titles not explicitly listed herein will be charged in accordance with Willdan's City of La Habra current hourly rates.



RESUMES

Arne Cvek

Construction Manager

Profile Summary

▪ *Master of Science, Construction Management, Louisiana State University, Baton Rouge*

▪ *Post-Baccalaureate Certificate, Construction Management, Louisiana State University, Baton Rouge*

▪ *Bachelor of Science, Molecular, Cellular and Developmental Biology, University of Colorado, Boulder*

Experience: ▪ 19 years

Mr. Arne Cvek possesses 19 years of professional experience in the field of full lifecycle construction management/project management. He is proficient in leading and managing projects and executing extensive scopes of work on strict deadlines. He is adept at communicating effectively and developing working relationships across diverse populations, while working toward a common goal of delivering quality projects within established timeframes and budget. He is specifically skilled at managing contractors, equipment, personnel, and resources to maximize productivity. He ensures excellent communication with contractors regarding construction obligations and legal requirements across multiple trades, and he is especially adept at maintaining excellent quality control of construction projects.

Relevant Project Experience

Santa Anita Park Field and Park Improvements, City of Santa Ana, California, \$9.5M. Construction Manager. The comprehensive project enabled a total park renovation that includes new synthetic turf soccer field, new sports lighting, the incorporation of built-in concrete bleacher seating into adjacent grass slopes, upper terraces to allow for group event canopies, a new basketball court, new playground equipment, a parking lot expansion, new concrete walkways, new site lighting, and new landscape and irrigation. Mr. Cvek was responsible for contractor inspection coordination and contract administration.

Santa Ana City Hall Second, Fifth, and Eighth Floor Tenant Improvements, City of Santa Ana, California, \$2.5M. Construction Manager. Facilities at Santa Ana City Hall and Ross Annex were selected to undergo renovations. To minimize impact to daily operations, work has been programmed to take place in phases. This project includes updating lighting, plumbing fixtures, finishes, demolition and installation of non-load bearing interior partition walls, ceiling finishes, as well as data and electrical relocations. Mr. Cvek was responsible for coordination with design consultant, RFI and Submittal review, stakeholder updates, contract administration, and scheduling.

City of Santa Ana Fire Station Capital Improvement Projects, California, \$4.5M. Construction Manager. City owned Fire Station Facility maintenance was determined to be a priority for fiscal year 22/23. Projects include roof replacements, mold remediation and landscaping, flooring replacement, kitchen and dayroom ADA and gender-neutral remodel, above ground fuel storage tank removal and replacement. Mr. Cvek was responsible for project scope development, design, bidding, award, inspection and project closeout.

Musco Sports Lighting Dan Young Sports Complex, Memorial, Thornton Park/George Upton Park, City of Santa Ana, California, \$4M. Construction Manager. City staff determined selected parks for sports field lighting replacement. The replacement of old fixtures, poles, conduits and electrical cabinets occurred through a Sourcewell contract with MUSCO LED lighting. Mr. Cvek was responsible for construction management and project delivery.

Universally Accessible Playground at Thornton Park, City of Santa Ana, California, \$2.3M. Construction Manager. City staff selected George Upton All Access Park, located at Thornton Park, for the installation



25-26

La Habra Child Development
Cost Allocation

Site Name Location: **Preschool at La Bonita** 1440 W. Whittier Blvd,
La Habra CA

Project Manager for Roof Replacement for Preschool at La Bonita :	Total	CCTR Acct: 138151 0%	CSPP Acct: 138254 100%
Project Manager: Willdan will provide construction management services including project oversight, contractor coordination, safety compliance monitoring, document control, schedule tracking, and quality assurance to ensure the project is completed in accordance with contract requirements.	\$13,104.00	\$0.00	\$13,104.00
0 % Contingency	\$0	\$0.00	\$0.00
Grand Total	\$13,104.00	\$0.00	\$13,104.00