

# CITY OF HERMOSA BEACH

▶ Proposal

RFQ# 25-002

## On-Call Community Development Block Grant Administration And Labor Compliance Services

August 21, 2025

**PROJECT AND  
CONTRACT MANAGER**  
  
Jennifer Maria  
562.743.9810  
[jmaria@willdan.com](mailto:jmaria@willdan.com)





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## 3.2.1 Cover Letter



August 21, 2025

City of Hermosa Beach  
Department of Public Works  
ATTN: Andrew Nguyen  
1315 Valley Drive  
Hermosa Beach, CA 90254

### RE: RFQ# 25-002, On-Call Community Development Block Grant Administration and Labor Compliance Service

Dear Andrew Nguyen,

The City of Hermosa Beach (“City”) is seeking experienced consultants to provide on-call Community Development Block Grant (CDBG) administration and labor compliance services. These services will support the Public Works Department, particularly in managing administrative and compliance aspects of the CDBG program as well as contributing to Capital Improvement Projects (CIPs) and other departmental operations. Willdan is confident that our team can successfully provide the full range of services being requested by the City and in a manner fully consistent with the City’s requirements. Furthermore, our firm believes the project team we have assembled is particularly well qualified to assist the City of Hermosa Beach with their CDBG and Labor Compliance services for the reasons outlined below.

## Brief Introduction of Willdan

**Willdan Engineering (Willdan)**, a California corporation since 1964, is a subsidiary of Willdan Group, Inc., a publicly traded corporation. Willdan’s Corporate Headquarters has a physical and mailing address at 2401 E Katella Ave, Suite 300, Anaheim, CA 92806, with telephone number 714.940.6300. 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.

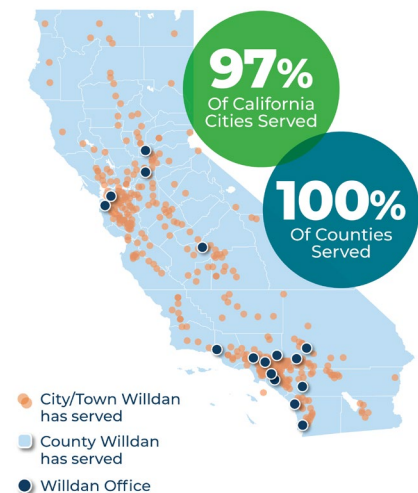
Throughout our 61-year history, Willdan has served as a full-service, multidisciplinary firm specializing in municipal engineering and planning services along with a full complement of support disciplines necessary for a sustainable project. Our services and in-house support disciplines encompass traffic, civil, structural, geotechnical, right-of-way, city, and special district engineering; urban and regional planning; state and federal grant administration; program/construction management and inspection; plan, study, and report review; building safety; drainage and flood control; mapping; and other appurtenant services such as GIS, utility coordination and relocation, historic resources, and landscape architecture.

With this depth of experience, expertise, knowledge, and resources, Willdan offers comprehensive solutions that are timely, cost effective, and tailored to meet the needs of individual communities. Our understanding of public agency challenges and needs is what makes Willdan unique.

## Office Locations

Willdan has more than **1,770 employees**, including licensed engineers, program and construction managers, financial analysts, planners, and other skilled professionals, operating out of 50+ [offices](#) nationwide. Willdan benefits from well-established relationships with local and state government agencies, investor-owned and municipal utilities, and private sector commercial and industrial firms throughout the United States. We have supported the implementation of community visions through engineering, construction management, inspection, planning, building safety, and staff augmentation services. Willdan is in good standing with the State of California and is licensed to practice in California.

### Municipalities and Counties Served



## Contact Information for Authorized Person

Salvador Lopez Jr., Director of Planning, is authorized to act as the principal or officer having the authority to negotiate and contractually bind and extend the terms of the written proposal. Should you have any questions or need additional information, please contact him by phone at 562.364.7600, or email at [slopez@willdan.com](mailto:slopez@willdan.com).

## Contact Information for the Contract Manager

**Strong Project Management Team** Jennifer Maria will serve as the Project and Contract Manager. She will be the primary contact for the City and be responsible for the day-to-day management of services provided under the contract. Ms. Maria possesses over 20 years of experience at the federal and local level – drafting, reviewing, and aligning program policies and HUD regulations pursuant to 24 CFR 570, Federal Register, HUD CPD notices, and LACDA GMU Bulletins. Ms. Maria possesses extensive knowledge of providing grant administration services for entitlement agencies that participate under the guidance and oversight of the Department of Housing and Urban Development (HUD), as well as the Los Angeles Community Development Authority (LACDA).

### Project and Contract Manager

Jennifer Maria

[jmaria@willdan.com](mailto:jmaria@willdan.com)

562.743.9810

## Statement of Understanding of the Scope of Work

**Unsurpassed Expertise in the City's Scope of Services:** Our key personnel have extensive experience with federally and state-funded programs and can provide the City with consistently dependable, accurate, and responsive service. Willdan believes that our approach to fulfilling the required depth of experience is best met through our expert team of grant administration specialists. Willdan's highly trained and experienced staff is supported by technical experts in various disciplines throughout the company. As a result, Willdan offers a range of expertise that only a large firm can provide.

**Extensive Grant Management and Administration Experience** Willdan assists with overall management of grants, including federally funded programs. Our proposed team members understand the grant cycle process from the proposal stage to the grant/contract close-out. Willdan has administered all aspects of various federally funded programs for municipalities and has operated federally funded residential and/or commercial rehabilitation programs such as CDBG, HOME, PLHA, and NSP in a number of cities.

## Addendum Acknowledgement

Any issued addendums issued for this RFP are formally acknowledged via the required Certification of Qualifications Form provided on page 19-20.

Willdan is committed to providing the highest degree of value to the City of Hermosa Beach. We appreciate the opportunity to present our experience and qualifications and are excited to expand our working relationship with the City. We appreciate the opportunity to present our experience and qualifications and are excited to possibly expand our working relationship with the City.

Respectfully submitted,

**WILLDAN ENGINEERING**



Salvador Lopez Jr.  
Director of Planning  
[slopez@willdan.com](mailto:slopez@willdan.com)



Jennifer Maria  
Deputy Director of Planning  
(Housing Programs/Grant Administration)  
[jmaria@willdan.com](mailto:jmaria@willdan.com)



### 3.2.2 Firm Profile

#### Willdan Profile

<b>Official Name, Address, and Telephone Number of Primary Point of Contact</b>	Jennifer Maria, Project and Contract Manager Willdan Engineering 2401 E. Katella Avenue, Suite 300, Anaheim, CA 92806 562.743.9810
<b>Type of Business Entity</b>	Corporation
<b>Federal Employer I.D. Number</b>	95-2295858
<b>Parent Company</b>	Willdan Group, Inc.
<b>Number of Years in Business as Willdan Engineering</b>	61
<b>Number of Years Willdan has Provided Required, Equivalent, or Related Services</b>	61
<b>Failures or Refusals to Complete a Contract</b>	N/A

#### Housing and Community Development

Willdan staff has substantial training and experience in providing a variety of community development services to governmental agencies across California. We have administered **all aspects** of HUD-funded grant programs in many cities. Our community development staff has procured grants and other forms of funding from the Department of Housing and Urban Development (HUD) and the State Department of Housing and Community Development (HCD) for a variety of purposes, including housing rehabilitation, first-time homebuyer assistance, and public works/community facility projects. Our staff has also conducted a wide range of housing studies, including inventories and analyses of potential housing sites, housing condition surveys, housing element updates, and affordable housing strategies.

#### Grant Administration



Effective grant administration is essential for the successful management and performance of the City’s various HUD-funded projects. Further, with the release of the “Uniform Guidance” by the U.S. Office of Management and Budget (OMB) on December 26, 2013 (codified at 2 CFR Part 200), Willdan understands the need to ensure that grant operations are efficient, accurate and transparent. Staff have developed several assessment tools and templates designed to assist grantees implement and adhere to HUD guidelines and OMB administrative requirements.

Staff have gained experience in the following areas:

- ✓ Proficient use of the Integrated Disbursement Information System (IDIS) and LACDA’s CDBG Grant System (Partner Page)
- ✓ Financial and performance reporting through the Consolidated Annual Performance Report (CAPER)
- ✓ Subrecipient monitoring in accordance with applicable OMB Circulars and enabling grant statues.
- ✓ Annual single audit preparation
- ✓ Technical assistance to provide guidance in the interpretation of the Code of Federal Regulations and Circulars, as well as appropriate use of federal funds, etc.
- ✓ Grant proposal coordination and budget preparation
- ✓ Documentation of procedures and training of staff and subrecipients
- ✓ Presentation of reports to executives and council/board members; and





- ✓ Coordination across multiple agency stakeholders including city staff, elected officials, HUD, and other consultants to advise on the status of funding and to ensure earmarking requirements are met.

### Labor Compliance Expertise



Willdan has provided Labor Compliance services for over 30 years. Our labor compliance staff have completed monitoring and enforcement assignments for public agencies throughout California. Willdan’s Labor Compliance Management process has been perfected through continual reviews and updates. It maximizes efficiency and minimizes costs while optimizing client comfort. We provide contractor support by phone and email to ensure a smooth process throughout the project. Our team can assist the City in compliance with applicable Federal, State, County, and local labor laws.

### Environmental Documentation



Willdan has a prolific history of providing environmental planning services to cities and counties throughout California. Willdan’s planners prepare all necessary environmental documentation, as required by CEQA and/or NEPA, for public and private projects. Entitlements include, but are not limited to, general plan amendments, code amendment, rezones, tentative subdivision maps, conditional use permits, design reviews, and specific plans. We have the capability, experience, and expertise to prepare NEPA environmental documents for projects that are federally funded, implementing federal oversight NEPA guidelines, such as the Preliminary Environmental Studies form required by Caltrans Local Assistance, statutory worksheets, and environmental assessments/findings of no significant impacts for projects funded through Department of Housing and Urban Development, Community Development Block Grant, and HOME Investment Partnerships programs.

**Environmental Expertise**

Willdan's proposed project team members are highly knowledgeable in NEPA requirements. Team members have prepared a variety of environmental documents that have *never been challenged*.

### Willdan’s Financial Condition

Willdan has the financial strength and wherewithal to complete all projects it undertakes. Throughout our 61 years in business, Willdan has maintained a strong balance sheet with the financial and staffing resources to perform and complete all contractual obligations. We have continued to grow to better serve our clients by offering an expanding range of municipal services. Financial information, including information on revenue, earnings, and cash flow, is issued quarterly, and can be found at [www.willdan.com](http://www.willdan.com). There are no pending conditions such as bankruptcy, pending litigation, planned office closure, impending merger, etc., that would impede Willdan's ability to complete the City's contract for CDBG Program Administration and Labor Compliance services.

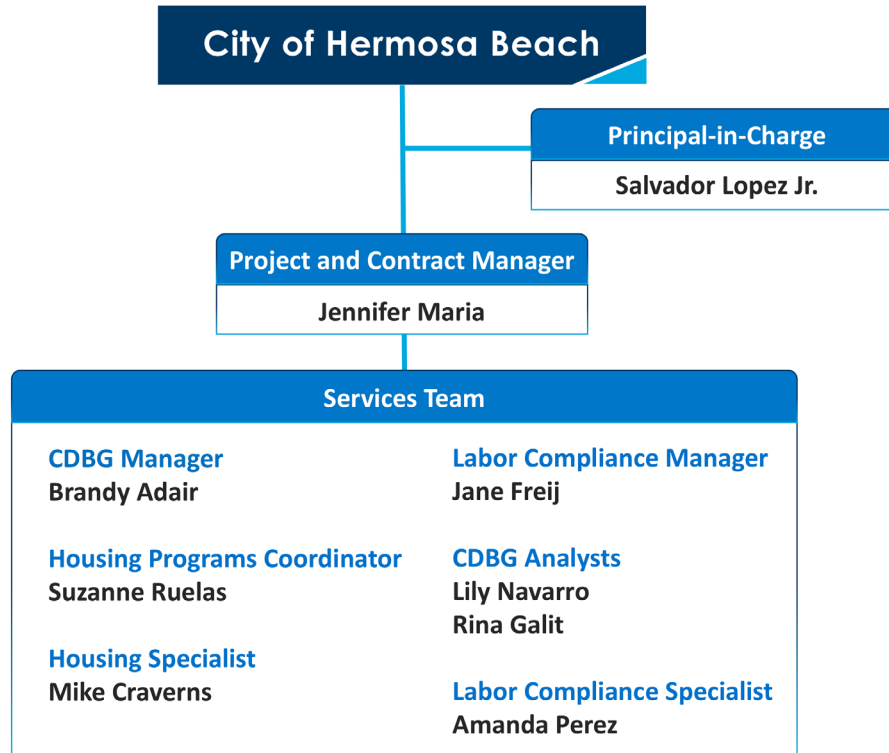
### Subcontractors

Willdan has the in-house resources to provide all the services necessary for the City's CDBG Administration and Labor Compliance needs.

## 3.2.3 Organizational Chart

The following page includes an organization chart that reflects the titles of staff assigned to provide services. Any substitutions after contract execution will not occur without prior written approval by the City.





### 3.2.4 Bios of Key Staff

#### Proposed Key Team Members

Willdan is excited to provide this submittal in response to the City of Hermosa Beach’s request for qualified consulting firms to administer the Community Development Block Grant (CDBG) program and provide Labor Compliance services. Our proposal demonstrates Willdan’s ability to provide the full range of the City’s scope of work, as shown by the superior quality and depth of experience of our staff, roster of longstanding and repeat similar municipal clients and commitment to delivering superior services. Willdan staff has substantial training and experience in providing a variety of community development services to governmental agencies across California.

**Jennifer Maria**, Deputy Director of Planning (Housing and HUD Grant Programs), will serve as the Project and Contract Manager and be the primary contact for the City, responsible for the day-to-day management of services provided under the contract. **Brandy Adair**, CDBG Manager, will serve as the CDBG Lead and perform the technical aspects of the project. **Salvador Lopez Jr.**, Director of Planning, will serve as Principal-in-Charge. These project leads will be supported by a technical team of highly experienced and qualified personnel. Services will be provided from our Anaheim and Industry offices, with remote and in-person meetings available upon request.

**Project and Contract Manager**

Jennifer Maria  
[jmaria@willdan.com](mailto:jmaria@willdan.com)

We have administered **all aspects** of HUD-funded grant programs in many cities. Our community development staff has procured grants and other forms of funding from the Department of Housing and Urban Development (HUD) and the State Department of Housing and Community Development (HCD) for a variety of purposes, including housing rehabilitation, first-time homebuyer assistance, and public works/community facility projects. Our staff has also conducted a wide range of housing studies, including inventories and analyses of potential housing sites, housing condition surveys, housing element updates, and affordable housing strategies.





Willdan is committing high-performing core team members dedicated to the City, led by our proposed Project and Contract Manager, **Jennifer Maria**. We have committed additional qualified staff with commensurate experience who are available to assist the City with its program administration assistance needs. Our staff is well qualified to provide the services the City seeks based on their education, career training, and work experience. As this broad experience indicates, our staff has worked in a wide range of multi-cultural communities and has the experience and knowledge to successfully implement programs in politically and culturally diverse cities.

Staff have gained experience in the following areas:

- ✓ Grant proposal coordination and budget preparation
- ✓ Documentation of procedures and training of staff and subrecipients
- ✓ Presentation of reports to executives and council/board members; and
- ✓ Coordination across multiple agency stakeholders, including city staff, elected officials, HUD, and other consultants to advise on the status of funding and to ensure earmarking requirements are met.
- ✓ Serving as an extension of City staff
- ✓ Financial and performance reporting through the Consolidated Annual Performance Report (CAPER)
- ✓ Subrecipient monitoring in accordance with applicable OMB Circulars and enabling grant statutes.
- ✓ Annual single audit preparation
- ✓ Technical assistance to provide guidance in the interpretation of the Code of Federal Regulations and Circulars, as well as appropriate use of federal funds, etc.

It is our goal to become an extension of the City of Hermosa Beach’s team and take on any tasks or projects that may be required in accordance with HUD-funded grant operations. To effectively do so, our team will take the necessary steps to become fully familiarized with City operations as they pertain to overall grant administration. Although federal guidelines for HUD-funded Programs are consistent, our team understands that **the** compliant implementation of those activities must be tailored to meet the specific needs of the City, as well as its internal operations. We look forward to discussing our qualifications with you.

## Key Personnel



**Jennifer Maria**

**Project and Contract Manager**

Education | Credentials

BS, Business Administration | Grant Writing & Administration Course | 20 Years' Experience

Willdan's Project and Contract Manager, Jennifer Maria, is the Deputy Director of Planning at Willdan Engineering and possesses over 20 years of grant experience. Jennifer is experienced in the administration of HUD-funded programs, such as the Community Development Block Grant (CDBG) and the HOME Investment Partnerships Program (HOME). Additionally, Jennifer is experienced with the implementation and administration of the Neighborhood Stabilization Program (NSP), CDBG-CV, HOME-ARP, Housing Rehabilitation (Grant/Loan Program), Commercial Rehabilitation, Code Enforcement, Economic Development, Public Facilities, and Public Service Programs. **Jennifer shall serve as the main point of contact with the City.**

### Experience that benefits the City:

- CDBG Housing Rehabilitation Program Implementation Services, City of La Cañada Flintridge
- CDBG Grant Administration and Minor Home Rehabilitation Program, City of Sierra Madre
- Home Improvement Program & Grant Administration (CDBG), City of Santa Fe Springs
- On-Call HUD Program Grant Administration Services, City of Garden Grove
- Grant Administration Services (CDBG, HOME, ESG, NSP, HOME-ARP), City of Moreno Valley





- Grant Administration and Close Out (NSP1 & NSP3), City of Compton
- Grant Administration Services (CDBG, HOME, CDBG-CV), City of Inglewood

**Salvador Lopez Jr.**  
**Principal-in-Charge**  
 Education | Credentials  
 BS, Urban and Regional Planning | 26 Years' Experience



Willdan’s Principal-in-Charge, **Salvador Lopez Jr.** has over 24 years of experience managing and preparing planning studies, public policy plans, and environmental documents pursuant to CEQA and NEPA. He has an extensive working knowledge of public policy, grant writing, grant management, data analysis, public/community relations, and city planning experience. Sal is highly experienced at managing and leading multi-disciplinary teams in all aspects of policy and planning for public agencies. His expertise encompasses a range of planning capabilities, including current, advance, environmental, and active transportation planning and housing and community development.

**Experience that benefits the City:**

- Planning (advance and environmental planning), Active Transportation Planning (ATP)
- Principal-in-Charge/Quality Assurance Manager, all Planning and HUD Grant Administration Projects



**Brandy Adair**  
**CDBG Manager**  
 Education | Credentials  
 MA, Public Administration; BA, Political Science with a minor of  
 socio-cultural Anthropology | 25 Years' Experience

Willdan’s CDBG Manager, **Brandy Adair** has over 25 years of Grant Administration and funding services to the Willdan Team. Brandy has been providing full administration and training for CDBG, CDBG-CV, HOME, ESG, and NSP grant programs. She is also highly proficient in the preparation and review of Consolidated Plans, Analysis of Impediments, plan updates and Housing Element reporting. Ms. Adair’s thorough understanding of city’s profile, in combination with her comprehensive capabilities in providing grant administration services to various cities in Orange County, makes her a wonderful choice to assist the city with its current professional service needs.

**Experience that benefits the City:**

- Grant Administration Services (CDBG & Five-Year Consolidated Plan), City of Lake Forest
- Grant Administration Services (CDBG, HOME, CDBG-CV), City of Inglewood
- Grant Administration and Close Out (NSP1 & NSP3), City of Compton
- Previous professional grant experience providing services for various entitlement agencies



**Suzanne Ruelas****Housing Programs Coordinator**

Education | Credentials

Citrus College | 27 Years' Experience



**Suzanne Ruelas** possesses in-depth expertise in community development and housing programs. Her experience encompasses administering public agency housing and economic development programs, managing grant funding, and preparing reports submitted to the U.S. Department of Housing and Urban Development, State of California Department of Housing and Community Development, and various City Councils.

**Experience that benefits the City:**

- Extensive knowledge of housing programs, public policy, grant management, data analysis, public and community relations, and city public works experience
- Well versed in Community Development Block Grant (CDBG), HOME Investment Partnership (HOME) and Redevelopment Housing Set Aside Funds, CalHOME, American Recovery and Reinvestment (ARRA) Neighborhood Stabilization Program (NSP), Homeless Prevention and Rapid Re-Housing Program (HPRP), Housing Choice Voucher Program (HCV),
- IDIS Project Set-up
- Housing Manager and CDBG Coordinator, City of Baldwin Park
- Housing Rehabilitation Services, Cities of Santa Fe Springs and La Verne

**Jane Freij****Labor Compliance Manager**

Education | Credentials

BA, Linguistics, Attorney Assistant Training Program,  
Litigation/ Corporations | 35 Years' Experience

**Jane Freij** will serve as Labor Compliance Manager for the contract. She will be responsible for the delivery of services in accordance with the established scope of services. Jane has over 35 years of experience in labor compliance and legal work. She will have direct supervision over, and full responsibility for, all labor compliance activities and will provide quality control over all deliverables. This includes serving as quality control manager and the primary contact person for the City, managing and coordinating field personnel and maintaining contact with contractors and subcontractors to ensure that all requirements are met. She will coordinate with the City the enforcement of contractor compliance through the withholding of progress and/or retention payments. Jane will be available to meet with the City and with government and enforcement authorities for file reviews or audits of labor compliance activities and documentation.

**Experience that benefits the City:**

- Federal and State Labor Compliance for over 48 California Cities in the last 10 years
- Consulting Labor Compliance Officer, City of Long Beach
- Labor Compliance Officer, City of Los Angeles

**Technical Support Team**

In addition to the key personnel noted above, there is also a technical support team that are available for this project.





Name	Education and Relevant Project Experience
<b>Rina Galit</b> Grants Analyst <i>5 Years of Experience</i>	<ul style="list-style-type: none"> <li>Citrus College</li> <li>Nan &amp; McKay Housing Certifications</li> <li>Housing Rehabilitation Services, City of Arcadia</li> <li>Home Improvement Roof Grant Program, City of Long Beach</li> </ul>
<b>Liliana (Lily) Navarro</b> Grants Analyst <i>1 Year of Experience</i>	<ul style="list-style-type: none"> <li>Grant Support – Housing Programs, Cities of Santa Fe Springs, Sierra Madre and Long Beach</li> <li>20+ Years of Management &amp; Administrative Experience</li> </ul>
<b>James (Mike) Cravens</b> Grants Analyst/Housing Programs Specialist <i>30 Years of Experience</i>	<ul style="list-style-type: none"> <li>Building Inspector UBC-Combo</li> <li>DHS Accredited LEAD Project Monitor / Supervisors Course</li> <li>HUD Davis-Bacon Compliance Training</li> <li>Grant Support – Housing Programs, Cities of Santa Fe Springs, La Verne and La Cañada Flintridge</li> <li>Grant Support – CDBG Commercial Rehab, City of Bell</li> </ul>
<b>Amanda Perez</b> Labor Compliance Specialist <i>13 Years of Experience</i>	<ul style="list-style-type: none"> <li>Labor compliance administration on projects for the Cities of Ridgecrest, Hawaiian Gardens, Highland, Rolling Hills Estates, Bell, Lynwood, Whittier, and Pico Rivera.</li> <li>Federal Labor Compliance Specialist, Reconstruction of McGee Alleys, City of Whittier</li> </ul>

### 3.2.5 Relevant Experience and References

#### Similar On-Call Services for Other Municipal Clients

The following table shows the extent of our CDBG, HOME, and other Community Development Experience for similar on-call services throughout California.

Client	Successful Grant Applications	CDBG Administration	Rental Assistance	First-Time Homebuyer	Residential Rehabilitation	Commercial Rehabilitation	Economic Development & Redevelopment
City of Alhambra					●	●	
City of Anaheim		●	●				●
City of Arcadia					●		
City of Azusa	●				●	●	
City of Baldwin Park					●		
City of Bell	●	●			●	●	
City of Bellflower	●	●			●		
City of Bell Gardens	●	●			●	●	
City of Carson					●		
City of Corona		●					
City of Costa Mesa		●			●		●
City of Covina		●					
City of Cudahy		●					
City of Culver City	●		●		●		
City of El Monte		●					
City of Hawaiian Gardens	●	●	●		●	●	●
City of Huntington Park				●	●	●	





Client	Successful Grant Applications	CDBG Administration	Rental Assistance	First-Time Homebuyer	Residential Rehabilitation	Commercial Rehabilitation	Economic Development & Redevelopment
City of La Habra		●	●		●	●	●
City of La Mirada					●		
City of La Puente		●				●	●
City of Long Beach		●			●		
County of Los Angeles					●	●	●
City of Lynwood	●	●			●		●
City of Maywood							●
City of Montebello					●		
City of Norco					●		
City of Paramount	●	●			●	●	●
City of Rosemead	●	●		●	●	●	
City of San Gabriel		●			●	●	
City of San Joaquin	●	●		●	●		
City of Santa Monica		●	●		●		
City of Sierra Madre	●				●		●
City of South El Monte		●			●		
City of Upland	●		●		●	●	●
City of Whittier							●

## References

Below are seven (7) projects similar to this Project scale and scope within the past (5) years, including ongoing:

<b>Name of contracting agency and department</b>	<b>City of Garden Grove, Economic Development &amp; Housing Department</b>
<b>Description of project or services provided</b>	Willdan is currently providing on-call Community Development Block Grant and HUD funded program services to the City of Garden Grove. Services involve technical and administrative assistance with special projects , such as affordable housing and construction projects.
<b>Year started and completed (if relevant)</b>	2024 to Present
<b>Key Personnel Assigned:</b>	Salvador Lopez, Jr., Principal-in-Charge; Jennifer Maria, Project Manager; Suzanne Ruelas, Brandy Adair, CDBG Manager; and Lily Navarro, Grants Analyst
<b>Name, email, and phone number for agency project manager:</b>	<b>Timothy Throne, Principal Project Manager</b> Email: timothyt@ggcity.org Phone Number: 714.741.5144
<b>Contract Value:</b>	\$50,000
<b>Project Name:</b>	Grant Administration for HUD Funded Programs (CDBG, HOME, ESG)





<b>Name of contracting agency and department</b>	<b>City of Inglewood, Housing Services &amp; CDBG Department</b>
<b>Description of project or services provided</b>	Willdan is currently assisting the city with the administration of funds for its Community Development Block Grant (CDBG), HOME Investment Partnership Program (HOME), and Community Development Block Grant – Corona Virus (CDBG-CV) Program. As part of our firm’s tasks, we are assisting the City with affordable housing inspections, environmental assessments under NEPA, the preparation of the 2024-2025 Annual Action Plan, the preparation of the 2024-2025 CAPER, and pre-construction tasks for development projects (i.e., substantial amendments, etc.).
<b>Year started and completed (if relevant)</b>	2024 to Present
<b>Key Personnel Assigned:</b>	Salvador Lopez, Jr., Principal-in-Charge; and Jennifer Maria, Project Manager, Brandy Adair, CDBG Manager; Suzanne Ruelas, Housing Programs Coordinator; James (Mike) Cravens, Housing Programs Specialist; Jane Freij, Labor Compliance Manager; and Christine Kudija, Principal Environmental Planner.
<b>Name, email, and phone number for agency project manager:</b>	<b>Lori Jones, Sr. Program Specialist</b> Email: <a href="mailto:ljones@cityofinglewood.org">ljones@cityofinglewood.org</a> Phone Number: 310.412.8782
<b>Contract Value:</b>	\$285,934
<b>Project Name:</b>	HUD Program Administration Services (CDBG, CDBG-CV, & HOME)
<b>Name of contracting agency and department</b>	<b>City of Lake Forest, Economic Development Department</b>
<b>Description of project or services provided</b>	Willdan is currently assisting the city with the preparation of its 2025-2029 Five Consolidated Plan. Our firm is also administering all aspects of the City’s Community Development Block Grant Program. This includes, but is not limited to, subrecipient training/monitoring, IDIS system management, on-site technical support for city staff, cyclical reporting, CAPER preparation, and Annual Action Plan preparation.
<b>Year started and completed (if relevant)</b>	2024 to Present
<b>Key Personnel Assigned:</b>	Salvador Lopez, Jr., Principal-in-Charge; and Jennifer Maria, Project Manager, Brandy Adair, CDBG Manager; Christine Kudija, Principal Environmental Planner; Rina Galit, CDBG Analyst
<b>Name, email, and phone number for agency project manager:</b>	<b>Adrian Grijalva, Economic Development/Housing Manager</b> Email: <a href="mailto:agrijalva@lakeforestca.gov">agrijalva@lakeforestca.gov</a> Phone Number: 949.282.5213
<b>Contract Value:</b>	\$96,000
<b>Project Name:</b>	2025-2029 Five-Year Consolidated Plan, CDBG Grant Administration Services
<b>Name of contracting agency and department</b>	<b>City of Santa Fe Springs, City Manager’s Office</b>
<b>Description of project or services provided</b>	Willdan is currently providing services for the administration and implementation of the City’s Community Development Block Grant (CDBG) funded Home Improvement Program which provides \$20,000 grants for rehabilitation of single-family homes, townhomes, and





	condominiums. <b>This is a non-entitlement agency that participates in the Los Angeles Urban County Program under the LACDA.</b>
<b>Year started and completed (if relevant)</b>	2023 to Present
<b>Key Personnel Assigned:</b>	Salvador Lopez, Jr., Principal-in-Charge; Jennifer Maria, Project Manager; Suzanne Ruelas, Housing Programs Coordinator; James (Mike) Cravens, Housing Programs Specialist; Rina Galit, CDBG Analyst; and Lily Navarro, Grants Analyst.
<b>Name, email, and phone number for agency project manager:</b>	<b>Maribel Garcia, Administrative Services Officer (City Manager’s Office)</b> Email: <a href="mailto:MaribelGarcia@santafesprings.org">MaribelGarcia@santafesprings.org</a> Phone Number: 562.409.7569
<b>Contract Value:</b>	\$99,513
<b>Project Name:</b>	Home Improvement Program (CDBG)
<b>Name of contracting agency and department</b>	<b>City of Moreno Valley, Financial Services Department</b>
<b>Description of project or services provided</b>	Willdan is currently providing grant administration services to the city for various funding sources. Our services have included the administration of the City’s Housing Community Development Block Grants (CDBG) Program, Community Development Block Grant – Corona Virus funds (CDBG-CV) Program, Home Investment Partnership Program (HOME), Emergency Solution Grant (ESG), and Neighborhood Stabilization Program Grant (NSP). Most recently, our firm was engaged to provide grant services to administer the city’s Home Investment Partnership Program – American Rescue Plan (HOME-ARP) and Substance Abuse and Mental Health Services Administration (SAMHSA) funds.
<b>Year started and completed (if relevant)</b>	2018 to Present
<b>Key Personnel Assigned:</b>	Salvador Lopez, Jr., Principal-in-Charge; Jennifer Maria, Project Manager; Rina Galit, CDBG Analyst; Jane Freij, Labor Compliance Manager; and Christine Kudija, Principal Environmental Planner.
<b>Name, email, and phone number for agency project manager:</b>	<b>Joe Barron, Grants Division Manger</b> Email: <a href="mailto:joeb@moval.org">joeb@moval.org</a> Phone Number: 951.413.3098
<b>Contract Value:</b>	\$216,714
<b>Project Name:</b>	Grant Administration Services
<b>Name of contracting agency and department</b>	<b>City of Arcadia, Community Development Department</b>
<b>Description of project or services provided</b>	Willdan is currently providing services for the administration of the City’s Community Development Block Grant (CDBG) Program and implementation of its Home Improvement Program which provides \$20,000 grants for rehabilitation of single-family homes, townhomes, and condominiums. <b>This is a non-entitlement agency that participates in the Los Angeles Urban County Program under the LACDA.</b>
<b>Year started and completed (if relevant)</b>	2024 to Present
<b>Key Personnel Assigned:</b>	Salvador Lopez, Jr., Principal-in-Charge; Jennifer Maria, Project Manager; Suzanne Ruelas, Housing Programs Coordinator; James (Mike) Cravens,





	Housing Programs Specialist; Rina Galit, CDBG Analyst; and Lily Navarro, Grants Analyst.
<b>Name, email, and phone number for agency project manager:</b>	<b>Jeramie Brogan, Management Analyst</b> Email: <a href="mailto:jbrogan@ArcadiaCA.gov">jbrogan@ArcadiaCA.gov</a> Phone Number: 626.294.4844
<b>Contract Value:</b>	\$49,150
<b>Project Name:</b>	CDBG Grant Administration & Residential Rehabilitation Services
<b>Name of contracting agency and department</b>	<b>City of Sierra Madre, Community Development Department</b>
<b>Description of project or services provided</b>	Willdan is currently providing services for the administration of the City's Community Development Block Grant (CDBG) Program and implementation of its Minor Housing Rehabilitation Program which provides \$18,000 grants for rehabilitation of single-family homes, townhomes, and condominiums. <b>This is a non-entitlement agency that participates in the Los Angeles Urban County Program under the LACDA.</b>
<b>Year started and completed (if relevant)</b>	2024 to Present
<b>Key Personnel Assigned:</b>	Salvador Lopez, Jr., Principal-in-Charge; Jennifer Maria, Project Manager; Suzanne Ruelas, Housing Programs Coordinator; James (Mike) Cravens, Housing Programs Specialist; Rina Galit, CDBG Analyst; and Lily Navarro, Grants Analyst.
<b>Name, email, and phone number for agency project manager:</b>	<b>Clare Lin</b> Email: <a href="mailto:clin@sierramadreca.gov">clin@sierramadreca.gov</a> Phone Number: 626.355.1536
<b>Contract Value:</b>	\$34,000
<b>Project Name:</b>	CDBG Grant Administration & Residential Rehabilitation Services

### 3.2.6 Project Management Plan

#### Scope of Services Approach

The items to be included in the Scope of Work are indicated below. The list of items is not inclusive with new items being included based on unforeseen program changes initiated by HUD and/or the LACDA. All work items will be carried out in conjunction with the City staff's input and review. In accordance with the Scope of Work reflected in the RFQ, Willdan shall perform the following functions:

On-call services are required for administration of the City's CDBG program and labor compliance of projects.

Services may include, but are not limited to, the following:

- Provide technical assistance for the administration and implementation of the City's CDBG projects.
- Prepare annual "CDBG Agreements to Implement" through the Los Angeles
- County Community Development Authority (LACDA) online system, including project descriptions and budgets.
- Prepare reports and publish public hearing notices for citizen input on the allocation of annual funds and/or any changes in the CDBG allocation of funds.
- Present related items to the City Council and other Commissions as necessary.





- Prepare and process amendments to the "Agreement to Implement" for ongoing projects.
- Coordinate with City staff to gather all necessary documentation for LACDA program and financial monitoring.
- Prepare and complete LACDA and U.S. Department of Housing and Urban Development (HUD) reports and documents.
- Provide CDBG financial management assistance.
- Provide Davis-Bacon (prevailing wages) and HUD/Section 3 monitoring and contract compliance for construction projects, including conducting employee interviews on-site.
- Act as City's liaison and representative to the LACDA.
- Ensure compliance with all applicable Federal/State labor compliance file in conformance with applicable federal, state, and local laws, rules, regulations, and government policies requirements.
- Verify and document posting of wage rate information and labor compliance posters at the job-site.
- Examine Certified Payroll Reports (CPRs) on a continuous basis.
- Follow-up with contractor, either by telephone or through certified mail, missing document submittals or payroll discrepancies.
- Coordinate with City staff regarding withholding of progress and/or retention payments if contractor fails to abide by labor compliance requirements. In the same manner, if all documentation requirements have been submitted and there are no unresolved issues, notify City staff to proceed with payment request.
- Receive, pursue, address, and document labor complaints; recommend action to be undertaken for contractors continuously failing to comply with requests and requirements.
- Submit, upon request by City staff, all available records, financial or otherwise, dealing with activities performed on State or Federally funded projects;
- Prepare various monitoring and reporting documents, as may be requested by City.
- Assist the City staff with project file reviews conducted by authorized Federal and State agencies.
- Provide training to City staff on labor compliance requirements and review current procedures and best practices for City projects.
- Other related supporting services as necessary.

## Smooth Scope of Services Implementation

Due to our long-term involvement in administering housing and community development programs, we have developed a thorough understanding of the program requirements and have established sound practices and procedures to maintain a high level of accuracy and productivity. Additionally, our staff applies sound technical and creative approaches to addressing administrative issues that arise.

- **Progress Reports:** Willdan shall provide progress reports monthly, unless a shorter interval for reporting is requested by the City. These progress reports shall include progress on each deliverable, as well as an estimated completion date. Should any impediments be encountered throughout the implementation process, that data shall be included as well.
- **Communication Plan:** Prior to commencing administrative grant functions, the Project Manager will meet with city staff to ensure that all information pertaining to the City's goals and objectives is heard and understood. Thereafter, a clear action plan/timeline will be coordinated with staff to properly reflect completion dates and milestones for all deliverables. Simultaneously, our Project Manager will develop a strategy to effectively maintain an open channel of communication to furnish up-to-date information pertinent to the overall administration and oversight of HUD-funded programs. Our team will also coordinate with City staff to determine the best method for data sharing to perform various grant-related tasks.





- **Understanding of City Operations:** It is our goal to become an extension of the City of Hermosa Beach team and take on any tasks or projects that may be required in accordance with CDBG operations. To effectively do so, our team will take the necessary steps to become fully familiarized with City operations as they pertain to overall grant administration. Although federal guidelines for CDBG funded Programs are relatively consistent, our team understands that compliant implementation of those activities must be tailored to meet the specific needs of the City, as well as its internal operations.
- **Coordination with LACDA:** Our team will promptly communicate with the City of Hermosa Beach's Contract Manager, Jeffrey Badre, to acquire up to date data and information related to any pending or outstanding items. Our goal is to ensure that the City is responsive in maintaining a positive rapport with the Los Angeles Community Development Authority (LACDA). Thereafter, a consistent line of communication will be maintained with the LACDA to demonstrate the City's commitment to successfully implementing all CDBG-related activities. Any communication of consequence that arises will be conveyed to the corresponding City staff in a timely manner.
- **Public Outreach:** Clear communication with residents and city stakeholders is essential to the effective administration of CDBG-funded grant programs/projects. Our team is committed to developing a comprehensive understanding of the Community's needs by becoming knowledgeable of the City's demographic information, understanding the goals and ambitions of the residents, and identifying key stakeholders.
- **Customer Service:** The Willdan team is not only committed to maintaining the highest quality of services for the City's external customers, just as importantly, for its internal customers. Our mission is to actively put efforts into developing and nurture positive working relationships with city staff to foster the spirit of teamwork.
- **Labor Standards Administration and Enforcement:** Willdan staff shall provide City staff with guidance when labor standards requirements are triggered. Tasks to be performed by Willdan in accordance with federal guidelines shall include, but not be limited to, bid document preparation, verification of wage decisions, pre-construction meetings, preparation of notices, bid opening/review, verification of contractor licensing and debarred status, review bonding, conduct pre-construction conference, issue notice of award, notice to proceed, review of weekly certified payrolls, employee interviews, oversee payments to contractors, approval of change orders, notice of completion, etc. When project funding thresholds are met to trigger Section 3 requirements, members of the Willdan Labor Compliance team will work with the Prime Contractor to ensure a good faith effort is invested to implement acceptable hiring & recruitment practices for targeted Section 3 workers, as well as monitor adherence to requirements related to reporting of adequate project hours worked by Section 3 workers. Our firm will also ensure compliance with Build America, Buy America (BABA) requirements, as applicable, based on the type of project and funding source.





Project Timeline	
Dates	Tasks
<b>September 2025</b>	Meet with City staff to acquire the following: relevant program operation information, program guidelines for all on-going CDBG Programs, status of current financial drawdowns for previous year projects/programs, current/pending items to be addressed (in any), departmental goals and objectives for each project/program. Develop effective communication system with City staff to maintain efficient progress for each CDBG program. Contact assigned CDBG Contract Manager (Jeffrey Badre) and acquire information on any pending items, if any. Identify progress with new and ongoing CDBG activities funded for FY 25/26 to establish an effective implementation plan to ensure critical benchmarks and activity accomplishment goals are met by the conclusion of the program year (6/30/2026). Begin coordination of data collection for Quarterly Performance Reports for Quarter 1 (Jul-Sept). Prepare and submit funding requests for incurred costs during the month of August 2025. Prepare and submit Semi-Annual Labor Standards report for Period 2. Ongoing oversight and management of the city’s 2025/2026 CDBG funded activities, in collaboration with the city.
<b>October 2025</b>	Discuss and develop program budget for F/Y 2026-27 Program Year. Develop presentation timeline in preparation project approval processes. Prepare and submit funding requests for incurred costs during the month of September 2025 (as requested). Generate and Publish Public Hearing Notice for CDBG F/Y 2026-27 projects. Ongoing oversight and management of the city’s 2025/2026 CDBG funded activities, in collaboration with the city.
<b>November 2025</b>	Draft agenda report for Council presentation of all CDBG projects during Public Hearing. Begin coordination of data collection for Quarterly Performance Reports for Quarter 2 (Oct-Dec). Prepare and submit funding requests for incurred costs during the month of October 2025 (as requested). Ongoing oversight and management of the city’s 2025/2026 CDBG funded activities, in collaboration with the city.
<b>December 2025</b>	Begin coordination of data collection for Quarterly Performance Reports for Quarter 2 (Oct-Dec). Prepare and submit funding requests for incurred costs during the month of November 2025 (as requested). Ongoing oversight and management of the city’s 2025/2026 CDBG funded activities, in collaboration with the city.
<b>January 2026</b>	Complete and submit Quarterly Performance Reports for Quarter 2. Assess the progress of each CDBG project to evaluate whether or not they are on track to meet a minimum of 80% of their proposed accomplishments. Prepare and input Planning Summaries for F/Y 2026-27 CDBG Projects. Gather all necessary supplemental documentation for Planning Summary approval by LACDC. Gather data and prepare Environmental Service Requests (ESR’s) for construction projects, if needed. Submit final Planning Summaries and corresponding City documents for LACDC approval before the February 1, 2026, deadline. Prepare and submit funding requests for incurred costs during the month of December 2025 (as requested). Ongoing oversight and management of the city’s 2025/2026 CDBG funded activities, in collaboration with the city.
<b>February 2026</b>	Monitor budget drawdown for each project in anticipation of the CDBG annual draw down deadline on March 30, 2023. Evaluate the overall status of each project and determine if there is a need for project amendments prior to the end of the program year. Prepare and submit funding requests for incurred costs during the month of January 2026 (as requested). Ongoing oversight and management of the city’s 2025/2026 CDBG funded activities, in collaboration with the city. Ongoing oversight and management of the city’s 2025/2026 CDBG funded activities, in collaboration with the city.





Project Timeline	
Dates	Tasks
<b>March 2026</b>	Evaluate progress of each project and establish feasibility of activity accomplishments prior to the end of the program year. Develop strategy to complete any outstanding items before June 30. Begin coordination of data collection for Quarterly Performance Reports for Quarter 3 (Jan-Mar). Prepare and submit Semi-Annual Labor Standards report for Period 1. Prepare and submit funding requests for incurred costs during the month of February 2026 (as requested). Ongoing oversight and management of the city’s 2025/2026 CDBG funded activities, in collaboration with the city.
<b>April 2026</b>	Complete and submit Quarterly Performance Reports for Quarter 3. Submit pending project amendments prior to the May 1, 2026 deadline. Prepare and submit funding requests for incurred costs during the month of March 2026 (as requested). Submit pending project amendments prior to the May 1, 2026 deadline. Ongoing oversight and management of the city’s 2025/2026 CDBG funded activities, in collaboration with the city.
<b>May 2026</b>	Prepare and submit funding requests for incurred costs during the month of April 2026 (as requested). Begin review and coordinate execution of annual CDBG Cooperation Agreement and individual project Exhibit A’s, as they become available. Initiate close-out process for each current CDBG project. Ongoing oversight and management of the city’s 2025/2026 CDBG funded activities, in collaboration with the city.
<b>June 2026</b>	Develop strategies and commence preparation for implementation of F/Y 2025-26 CDBG projects. Prepare and submit funding requests for incurred costs during the month of May 2026 (as requested). Gather data, prepare, and submit Quarterly Performance Reports (quarterly and annual narratives) for Quarter 4. Gather all necessary financial/purchasing information needed for any outstanding funding requests in anticipation of the program year’s financial close out in the month of August. Effective closeout of city’s 2025/2026 CDBG funded activities.
<b>July 2026</b>	Gather all necessary information needed to submit funding requests for FY 2025-26 in anticipation of final program year close out in the month of August (as requested). Identify progress with new and ongoing CDBG activities funded for FY 26/27 to establish an effective implementation plan to ensure critical benchmarks and activity accomplishment goals are met by the conclusion of the new program year (FY 2026/27).
<b>August 2026</b>	Verify that all on-going public service and housing programs are well-underway and ensure program guidelines are being followed. Ensure any remaining program/project costs from FY 2025-26 program year are submitted via funding requests prior to closeout. Prepare and submit funding requests for costs incurred during the month of July 2026 (as requested). Ongoing oversight and management of the city’s 2026/2027 CDBG funded activities, in collaboration with the city.

Subsequent program years will be administered similarly to the above timeline. Please note that there are additional requirements that arise throughout the course of each program year that will be required for continued participation in the Los Angeles Urban County Program. Jennifer Maria has been working with non-entitlement agencies who participate in the Urban County program since **2007**. Her ongoing experience with this program’s framework provides the technical knowledge necessary to adjust to any unforeseen administrative needs as the program’s requirements evolve.





### 3.2.7 Required Forms

The following pages contain the required forms:

- Certification of Qualifications
- Non-Collusion Affidavit
- Compliance with Insurance Requirements
- Acknowledgement of Professional Services Agreement





## Certification of Qualifications.

RFQ 25-002

City of Hermosa Beach



### 6.2 Required Forms

#### 6.2.1 Certification of Qualifications

RFQ #: 25-002

The undersigned hereby submits its statement of qualifications and agrees to be bound by the terms and conditions of this Request for Qualifications (RFQ).

1. Proposer declares and warrants that no elected or appointed official, officer or employee of the City has been or shall be compensated, directly or indirectly, in connection with this statement of qualifications or any work connected with this statement of qualifications. Should any agreement be approved in connection with this Request for Qualifications, Proposer declares and warrants that no elected or appointed official, officer or employee of the City, during the term of his/her service with the City shall have any direct interest in that agreement, or obtain any present, anticipated or future material benefit arising therefrom.
2. By submitting the response to this request, Proposer agrees, if selected to furnish services to the City in accordance with this RFQ.
3. Proposer has carefully reviewed its statement of qualifications and understands and agrees that the City is not responsible for any errors or omissions on the part of the Proposer and that the Proposer is responsible for them.
4. It is understood and agreed that the City reserves the right to accept or reject any or all statement of qualifications and to waive any informality or irregularity in any statement of qualifications received by the City.
5. The statement of qualifications response includes all of the commentary, figures and data required by the Request for Qualifications.
6. The statement of qualifications shall be valid for 90 days from the date of submittal.
7. Proposer acknowledges that the City may issue addendums related to this RFQ and that the proposer has reviewed the following addendums which have been issued:

Addendum: \_\_\_\_\_

Addendum: \_\_\_\_\_

Addendum: \_\_\_\_\_

Addendum: \_\_\_\_\_

8. Proposer further acknowledges the provisions of any addendums issued have been incorporated into their statement of qualifications.





**RFQ 25-002**

**City of Hermosa Beach**



Signature of Authorized Representative:

*Salvador Lopez Jr*

Printed Name and Title:

Salvador Lopez Jr., Director of Planning





### Non-Collusion Affidavit

RFQ 25-002

City of Hermosa Beach



6.2.2 Non-Collusion Affidavit

RFQ #: 25-002

The undersigned declares states and certifies that:

1. This statement of qualifications is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation.
2. This statement of qualifications is genuine and not collusive or sham.
3. I have not directly or indirectly induced or solicited any other Proposer to put in a false or sham statement of qualifications and I have not directly or indirectly colluded, conspired, connived, or agreed with any other Proposer or anyone else to put in a sham statement of qualifications or to refrain from submitting to this RFQ.
4. I have not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the rate schedule price or to fix any overhead, profit or cost element of the rate schedule price or to secure any advantage against the City of Hermosa Beach or of anyone interested in the proposed contract.
5. All statements contained in the statement of qualifications and related documents are true.
6. I have not directly or indirectly submitted the rate schedule price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any person, corporation, partnership, company, association, organization, RFQ depository, or to any member or agent thereof, to effectuate a collusive or sham statement of qualifications.
7. I have not entered into any arrangement or agreement with any City of Hermosa Beach public officer in connection with this statement of qualifications .
8. I understand collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards.

Signature of Authorized Representative:

*Salvador Lopez Jr.*

Printed Name and Title:

Salvador Lopez Jr., Director of Planning





## Compliance with Insurance Requirements

**RFQ 25-002**

**City of Hermosa Beach**



6.2.3 Compliance with Insurance Requirements

**RFQ #:** 25-002

The selected consultant will be expected to comply with the City's insurance requirements contained within this RFQ.

The undersigned declares states and certifies that:

1. Proposer agrees, acknowledges and is fully aware of the insurance requirements as specified in the Request for Qualifications.
2. If selected, proposer agrees to accept all conditions and requirements as contained therein.

Signature of Authorized Representative:

*Salvador Lopez Jr.*

Printed Name and Title:

Salvador Lopez Jr., Director of Planning





## Acknowledgement of Professional Services Agreement

RFQ 25-002

City of Hermosa Beach



6.2.4 Acknowledgement of Professional Services Agreement

RFQ #: 25-002

The selected consultant will be expected to comply with and sign the City's Professional Services Agreement. Proposers should identify and/or indicate any exceptions to the Sample Professional Services Agreement included in Section 6.2. The City Attorney or their designee retains the discretion to accept or reject proposed exceptions or modifications to the City's Professional Services Agreement.

1. Proposer agrees, acknowledges and is fully aware of the conditions specified in the City's Sample Professional Services Agreement.
2. Proposer agrees to accept all conditions and requirements as contained therein with exceptions noted as follows:

Section 11: We request at least 7 days notice for termination with or without cause

Section 17.B.1.: We request this will exclude Professional Liability and Worker's Compensation

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Signature of Authorized Representative:

*Salvador Lopez Jr*

Printed Name and Title:

Salvador Lopez Jr., Director of Planning





CITY HALL  
CITY OF HERMOSA BEACH  
155 WILLY DRIVE



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

# CITY OF HERMOSA BEACH

▶ Rate Schedule

RFQ# 25-002

## On-Call Community Development Block Grant Administration And Labor Compliance Services

August 21, 2025

**PROJECT AND  
CONTRACT MANAGER**  
  
Jennifer Maria  
562.743.9810  
[jmaria@willdan.com](mailto:jmaria@willdan.com)





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### 3.2.8 Rate Schedule

Willdan proposes the estimated fees below for a one (1) year agreement period to provide CDBG Administration and Labor Compliance Services. Our firm acknowledges that Negotiated price increases during for any additional one (1) year period shall not exceed the percentage change in the United States Bureau of Labor Statistics Consumer Price Index (CPI) for the Los Angeles area. Salvador Lopez Jr., Director of Planning, is authorized to negotiate on behalf of Willdan Engineering and bind the firm to the agreement. Hourly rates provided in the proposal will be valid for a period of at least 180 days from the date of this submittal.

#### Hourly Billable Rates

Name	Title and Licenses	Hourly Rate*
Salvador Lopez, Jr.	Principal-in-Charge	\$261
Jennifer Maria	Grants Administrator (Project and Contract Manager)	\$255
Brandy Adair	CDBG Manager	\$173
Suzanne Ruelas	Housing Programs Coordinator	\$156
James (Mike) Cravens	Grants Analyst/Housing Programs Specialist	\$140
Rina Galit	Grants Analyst	\$125
Liliana (Lily) Navarro	Grants Analyst	\$125
Jane Freij	Labor Compliance Manager	\$188
Amanda Perez	Labor Compliance Specialist	\$150

\* Hourly rates reflected above include all overhead costs and shall remain fixed.





WILLDAN ENGINEERING

# Schedule of Hourly Rates

Effective July 1, 2025 to June 30, 2026

DESIGN ENGINEERING		BUILDING AND SAFETY		CONSTRUCTION MANAGEMENT	
Technical Aide I	\$83	Code Enforcement Technician	\$109	Labor Compliance Specialist	\$150
Technical Aide II	\$106	Code Enforcement Officer	\$125	Labor Compliance Manager	\$188
Technical Aide III	\$124	Senior Code Enforcement Officer	\$147	Utility Coordinator	\$172
CAD Operator I	\$132	Supervisor Code Enforcement	\$178	Office Engineer I	\$151
CAD Operator II	\$153	Fire Plans Examiner	\$178	Office Engineer II	\$172
CAD Operator III	\$170	Senior Fire Plans Examiner	\$195	Assistant Construction Manager	\$165
GIS Analyst I	\$169	Fire Inspector	\$164	Construction Manager	\$191
GIS Analyst II	\$185	Senior Fire Inspector	\$178	Senior Construction Manager	\$207
GIS Analyst III	\$193	Fire Marshal	\$210	Resident Engineer I	\$215
Environmental Analyst I	\$149	Plans Examiner Aide	\$117	Resident Engineer II	\$223
Environmental Analyst II	\$166	Plans Examiner	\$178	Project Manager IV	\$241
Environmental Analyst III	\$177	Senior Plans Examiner	\$195	Deputy Director	\$255
Environmental Specialist	\$191	Assistant Construction Permit Specialist	\$125	Director	\$261
Designer I	\$174	Construction Permit Specialist	\$131	<b>INSPECTION SERVICES</b>	
Designer II	\$181	Senior Construction Permit Specialist	\$155	Public Works Observer **	\$135
Senior Designer I	\$190	Supervising Construction Permit Specialist	\$164	Public Works Observer ***	\$164
Senior Designer II	\$199	Assistant Building Inspector	\$147	Senior Public Works Observer**	\$147
Design Manager	\$205	Building Inspector	\$164	Senior Public Works Observer ***	\$164
Senior Design Manager	\$212	Senior Building Inspector	\$178	<b>MAPPING AND EXPERT SERVICES</b>	
Project Manager I	\$192	Supervising Building Inspector	\$195	Survey Analyst I	\$151
Project Manager II	\$213	Inspector of Record	\$208	Survey Analyst II	\$174
Project Manager III	\$223	Assistant Building Official	\$185	Senior Survey Analyst	\$187
Project Manager IV	\$241	Deputy Building Official	\$211	Supervisor - Survey & Mapping	\$209
Principal Project Manager	\$247	Building Official	\$211	Principal Project Manager	\$247
Program Manager I	\$203	Plan Check Engineer	\$204	<b>LANDSCAPE ARCHITECTURE</b>	
Program Manager II	\$215	Supervising Plan Check Engineer	\$206	Assistant Landscape Architect	\$157
Program Manager III	\$235	Principal Project Manager	\$247	Associate Landscape Architect	\$181
Assistant Engineer I	\$146	Deputy Director	\$255	Senior Landscape Architect	\$199
Assistant Engineer II	\$160	Director	\$261	Principal Landscape Architect	\$211
Assistant Engineer III	\$169	<b>PLANNING</b>		Principal Project Manager	\$247
Assistant Engineer IV	\$180	CDBG Technician	\$88	<b>ADMINISTRATIVE</b>	
Associate Engineer I	\$189	CDBG Specialists	\$106	Administrative Assistant I	\$102
Associate Engineer II	\$198	CDBG Analyst	\$125	Administrative Assistant II	\$123
Associate Engineer III	\$202	CDBG Coordinator	\$156	Administrative Assistant III	\$144
Senior Engineer I	\$205	CDBG Manager	\$188	Project Accountant I	\$116
Senior Engineer II	\$210	Housing Program Coordinator	\$156	Project Accountant II	\$136
Senior Engineer III	\$213	Planning Technician	\$134	Project Controller I	\$144
Senior Engineer IV	\$217	Assistant Planner	\$167	Project Controller II	\$163
Supervising Engineer	\$226	Associate Planner	\$181		
Traffic Engineer I	\$226	Senior Planner	\$206		
Traffic Engineer II	\$241	Principal Planner	\$215		
City Engineer I	\$241	Planning Manager	\$228		
City Engineer II	\$247	Deputy Director	\$255		
Deputy Director	\$255	Director	\$261		
Director	\$261				
Principal Engineer	\$278				

\*\* For Non-Prevailing Wage Project      \*\*\* For Prevailing Wage Project  
 Mileage/Field Vehicle usage will be charged at the rate in accordance with the current FTR mileage reimbursement rate, subject to negotiation.

Additional billing classifications may be added to the above listing during the year as new positions are created. Consultation in connection with litigation and court appearances will be quoted separately. The above schedule is for straight time. Overtime will be charged at 1.5 times, and Sundays and holidays, 2.0 times the standard rates. Blueprinting, reproduction, messenger services, and printing will be invoiced at cost plus fifteen percent (15%). A sub consultant management fee of fifteen percent (15%) will be added to the direct cost of all sub consultant services to provide for the cost of administration, consultation, and coordination. Valid July 1, 2025 thru June 30, 2026, thereafter, the rates may be raised once per year to the value between the 12-month % change of the Consumer Price Index for the Los Angeles/Orange County/Sacramento/San Francisco/San Jose area and five percent. For prevailing wage classifications, the increase will be per the prevailing wage increase set by the California Department of Industrial Relations.

Rev V01 03.27.2025





CITY HALL  
CITY OF HERMOSA BEACH  
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