

**CONTRACT FOR PROFESSIONAL SERVICES TO PROVIDE
ON-CALL COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ADMINISTRATION AND
LABOR COMPLIANCE SERVICES**

BETWEEN THE CITY OF HERMOSA BEACH AND WILLDAN ENGINEERING

This AGREEMENT is entered into this 1st day of October, 2025, by and between the CITY OF Hermosa Beach, a general law city a municipal corporation ("CITY") and Willdan Engineering, a California corporation ("CONSULTANT").

RECITALS

- A. The City desires to obtain on-call CDBG administrative and labor compliance services.
- B. The City does not have the personnel able and/or available to perform the services required under this agreement and therefore, the City desires to contract for consulting services to accomplish this work.
- C. The Consultant warrants to the City that it has the qualifications, experience and facilities to perform properly and timely the services under this Agreement.
- D. The City desires to contract with the Consultant to perform the services as described in Exhibits A and B of this Agreement. With respect to the Scope of Services, should a conflict exist between the CITY'S Request for Qualifications and the CONSULTANT'S Proposal exist, the terms of the City's Request for Proposals shall control over the Consultant's Proposal.

NOW, THEREFORE, based on the foregoing recitals, the City and the Consultant agree as follows:

- 1** CONSIDERATION AND COMPENSATION As partial consideration, CONSULTANT agrees to perform the work listed in the SCOPE OF SERVICES, attached as EXHIBIT A and B.

As additional consideration, CONSULTANT and CITY agree to abide by the terms and conditions contained in this Agreement.

As additional consideration, CITY agrees to pay CONSULTANT a total of \$250,000, for CONSULTANT's services, unless otherwise specified by written amendment to this Agreement.

No additional compensation shall be paid for any other expenses incurred, unless first approved by the City Manager or his/her designee.

CONSULTANT shall submit to CITY, by not later than the 10th day of each month, its invoice for services itemizing the fees and costs incurred during the previous

month. CITY shall pay CONSULTANT all uncontested amounts set forth in CONSULTANT's invoice within 30 days after it is received.

- 2** SCOPE OF SERVICES. CONSULTANT will perform the services and activities set forth in the SCOPE OF SERVICE attached hereto as Exhibit A and B and incorporated herein by this reference.

Except as herein otherwise expressly specified to be furnished by CITY, CONSULTANT will, in a professional manner, furnish all of the labor, technical, administrative, professional and other personnel, all supplies and materials, equipment, printing, vehicles, transportation, office space, and facilities necessary or proper to perform and complete the work and provide the professional services required of CONSULTANT by this Agreement.

- 3** PAYMENTS. For CITY to pay CONSULTANT as specified by this Agreement, CONSULTANT must submit an invoice to CITY which lists the reimbursable costs, the specific tasks performed, and, for work that includes deliverables, the percentage of the task completed during the billing period in accordance with the schedule of compensation incorporated in Exhibit C.

- 4** TIME OF PERFORMANCE. The services of the CONSULTANT are to commence upon receipt of a notice to proceed from the CITY and shall continue until all authorized work is completed to the CITY's reasonable satisfaction, in accordance with the schedule incorporated in "Exhibit A," unless extended in writing by the CITY.

- 5** FAMILIARITY WITH WORK. By executing this Agreement, CONSULTANT represents that CONSULTANT has (a) thoroughly investigated and considered the scope of services to be performed; (b) carefully considered how the services should be performed; and (c) understands the facilities, difficulties, and restrictions attending performance of the services under this Agreement.

- 6** KEY PERSONNEL. CONSULTANT's key person assigned to perform work under this Agreement is Jennifer Maria. CONSULTANT shall not assign another person to be in charge of the work contemplated by this Agreement without the prior written authorization of the City.

- 7** TERM OF AGREEMENT. The term of this Agreement shall commence upon execution by both parties and shall expire on October 1st, 2030, unless earlier termination occurs under Section 11 of this Agreement, or this Agreement is extended in writing in advance by both parties.

- 8** CHANGES. CITY may order changes in the services within the general scope of this Agreement, consisting of additions, deletions, or other revisions, and the contract sum and the contract time will be adjusted accordingly. All such changes must be authorized in writing, executed by CONSULTANT and CITY. The cost or credit to CITY resulting from changes in the services will be determined in accordance with written agreement between the parties.

- 9** TAXPAYER IDENTIFICATION NUMBER. CONSULTANT will provide CITY with a Taxpayer Identification Number.
- 10** PERMITS AND LICENSES. CONSULTANT will obtain and maintain during the term of this Agreement all necessary permits, licenses, and certificates that may be required in connection with the performance of services under this Agreement.
- 11** TERMINATION. Except as otherwise provided, CITY may terminate this Agreement with a notice of seven (7) days, with or without cause. Notice of termination shall be in writing.

CONSULTANT may terminate this Agreement. Notice will be in writing at least 30 days before the effective termination date.

In the event of such termination, the CONSULTANT shall cease services as of the date of termination, and all finished or unfinished documents, data, drawings, maps, and other materials prepared by CONSULTANT shall, at CITY's option, become CITY's property, and CONSULTANT will receive just and equitable compensation for any work satisfactorily completed up to the effective date of notice of termination.

Should the Agreement be terminated pursuant to this Section, CITY may procure on its own terms services similar to those terminated.

- 12** INDEMNIFICATION. To the extent permitted by law, CONSULTANT shall indemnify, and hold harmless CITY, its officers, officials, employees and volunteers from and against all liability, loss, damage, expense, cost (including without limitation reasonable attorneys fees, expert fees and all other costs and fees of litigation) of every nature to the extent caused by CONSULTANT's negligence, recklessness or willful misconduct in the performance of work hereunder or its failure to comply with any of its obligations contained in this AGREEMENT. CONSULTANT shall promptly pay any final judgment rendered against CITY (and its officers, officials, employees and volunteers) with respect to claims determined by a trier of fact to have been the result of the CONSULTANT's negligence, recklessness or willful misconduct. CONSULTANT shall reimburse the CITY its costs of defense, including without limitation reasonable attorneys fees, expert fees and all other costs and fees of litigation to the extent such fees, costs and all other costs are determined by the court of competent jurisdiction to have been caused by the actual negligence, recklessness or willful misconduct of the Consultant. It is expressly understood and agreed that the foregoing provisions are intended to be as broad and inclusive as is permitted by the law of the State of California and will survive termination of this Agreement.

The requirements as to the types and limits of insurance coverage to be maintained by CONSULTANT as required by Section 17, and any approval of said insurance by CITY, are not intended to and will not in any manner limit or qualify the liabilities and obligations otherwise assumed by CONSULTANT pursuant to this Agreement, including, without limitation, to the provisions concerning indemnification.

- 13 ASSIGNABILITY.** This Agreement is for CONSULTANT's professional services. CONSULTANT's attempts to assign the benefits or burdens of this Agreement without CITY's written approval are prohibited and will be null and void.
- 14 INDEPENDENT CONSULTANT.** CITY and CONSULTANT agree that CONSULTANT will act as an independent contractor and will have control of all work and the manner in which it is performed. CONSULTANT will be free to contract for similar service to be performed for other employers while under contract with CITY. CONSULTANT is not an agent or employee of CITY and is not entitled to participate in any pension plan, insurance, bonus or similar benefits CITY provides for its employees. Any provision in this Agreement that may appear to give CITY the right to direct CONSULTANT as to the details of doing the work or to exercise a measure of control over the work means that CONSULTANT will follow the direction of the CITY as to end results of the work only.
- 15 AUDIT OF RECORDS.** CONSULTANT agrees that CITY, or designee, has the right to review, obtain, and copy all records pertaining to the performance of this Agreement. CONSULTANT agrees to provide CITY, or designee, with any relevant information requested and will permit CITY, or designee, access to its premises, upon reasonable notice, during normal business hours for the purpose of interviewing employees and inspecting and copying such books, records, accounts, and other material that may be relevant to a matter under investigation for the purpose of determining compliance with this Agreement. CONSULTANT further agrees to maintain such records for a period of three (3) years following final payment under this Agreement.
- CONSULTANT will keep all books, records, accounts and documents pertaining to this Agreement separate from other activities unrelated to this Agreement.
- 16 CORRECTIVE MEASURES.** CONSULTANT will promptly implement any corrective measures required by CITY regarding the requirements and obligations of this Agreement. CONSULTANT will be given a reasonable amount of time as determined by the City to implement said corrective measures. Failure of CONSULTANT to implement required corrective measures shall result in immediate termination of this Agreement.
- 17 INSURANCE REQUIREMENTS.**

- A. The CONSULTANT, at the CONSULTANT's own cost and expense, shall procure and maintain, for the duration of the contract, the following insurance policies:
1. Workers Compensation Insurance as required by law. The Consultant shall require all subcontractors similarly to provide such compensation insurance for their respective employees. Any notice of cancellation or non-renewal of all Workers' Compensation policies must be received by the CITY at least thirty (30) days prior to such change. The insurer shall agree to waive all rights of subrogation against the CITY, its officers, agents, employees, and volunteers for losses arising from work performed by the CONSULTANT for City.
 2. General Liability Coverage. The CONSULTANT shall maintain commercial general liability insurance in an amount of not less than two million dollars

- (\$2,000,000) per occurrence for bodily injury, personal injury, and property damage. If a commercial general liability insurance form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit.
3. Automobile Liability Coverage. The CONSULTANT shall maintain automobile liability insurance covering bodily injury and property damage for all activities of the CONSULTANT arising out of or in connection with the work to be performed under this Agreement, including coverage for owned, hired, and non-owned vehicles, in an amount of not less than one million dollars (\$1,000,000) combined single limit for each occurrence.
- B. Endorsements. Each general liability and automobile liability insurance policy shall be issued by a financially responsible insurance company or companies admitted and authorized to do business in the State of California, or which is approved in writing by City, and shall be endorsed as follows. CONSULTANT also agrees to require all contractors, and subcontractors to do likewise.
1. "The CITY, its elected or appointed officers, officials, employees, agents, and volunteers are to be covered as additional insureds with respect to liability arising out of work performed by or on behalf of the CONSULTANT, including materials, parts, or equipment furnished in connection with such work or operations."
 2. This policy shall be considered primary insurance as respects the CITY, its elected or appointed officers, officials, employees, agents, and volunteers. Any insurance maintained by the CITY, including any self-insured retention the CITY may have, shall be considered excess insurance only and shall not contribute with this policy.
 3. This insurance shall act for each insured and additional insured as though a separate policy had been written for each, except with respect to the limits of liability of the insuring company.
 4. The insurer waives all rights of subrogation against the CITY, its elected or appointed officers, officials, employees, or agents.
 5. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its elected or appointed officers, officials, employees, agents, or volunteers.
 6. The insurance provided by this policy shall not be suspended, voided, canceled, or reduced in coverage or in limits except after thirty (30) days written notice has been received by the CITY.
- C. CONSULTANT agrees to provide immediate notice to CITY of any claim or loss against CONSULTANT arising out of the work performed under this agreement. CITY assumes no obligation or liability by such notice, but has the right (but not the duty) to monitor the handling of any such claim or claims if they are likely to involve CITY.
- D. Any deductibles or self-insured retentions must be declared to and approved by the CITY. At the CITY's option, the CONSULTANT shall demonstrate financial capability for payment of such deductibles or self-insured retentions.

- E. The CONSULTANT shall provide certificates of insurance with original endorsements to the CITY as evidence of the insurance coverage required herein. Certificates of such insurance shall be filed with the CITY on or before commencement of performance of this Agreement. Current certification of insurance shall be kept on file with the CITY at all times during the term of this Agreement.
 - F. Failure on the part of the CONSULTANT to procure or maintain required insurance shall constitute a material breach of contract under which the CITY may terminate this Agreement pursuant to Section 11 above.
 - G. The commercial general and automobile liability policies required by this Agreement shall allow City, as additional insured, to satisfy the self-insured retention ("SIR") and/or deductible of the policy in lieu of the Consultant (as the named insured) should Consultant fail to pay the SIR or deductible requirements. The amount of the SIR or deductible shall be subject to the approval of the City Attorney and the Finance Director. Consultant understands and agrees that satisfaction of this requirement is an express condition precedent to the effectiveness of this Agreement. Failure by Consultant as primary insured to pay its SIR or deductible constitutes a material breach of this Agreement. Should City pay the SIR or deductible on Consultant's behalf upon the Consultant's failure or refusal to do so in order to secure defense and indemnification as an additional insured under the policy, City may include such amounts as damages in any action against Consultant for breach of this Agreement in addition to any other damages incurred by City due to the breach.
- 18** USE OF OTHER CONSULTANTS. CONSULTANT must obtain CITY's prior written approval to use any sub-consultants while performing any portion of this Agreement. Such approval must include approval of the proposed consultant and the terms of compensation.
- 19** FINAL PAYMENT ACCEPTANCE CONSTITUTES RELEASE. The acceptance by the CONSULTANT of the final payment made under this Agreement shall operate as and be a release of the CITY from all claims and liabilities for compensation to the CONSULTANT for anything done, furnished or relating to the CONSULTANT'S work or services. Acceptance of payment shall be any negotiation of the CITY'S check or the failure to make a written extra compensation claim within ten (10) calendar days of the receipt of that check. However, approval or payment by the CITY shall not constitute, nor be deemed, a release of the responsibility and liability of the CONSULTANT, its employees, sub-consultants and agents for the accuracy and competency of the information provided and/or work performed; nor shall such approval or payment be deemed to be an assumption of such responsibility or liability by the CITY for any defect or error in the work prepared by the Consultant, its employees, sub-consultants and agents.
- 20** CORRECTIONS. In addition to the above indemnification obligations, the CONSULTANT shall correct, at its expense, all errors in the work which may be disclosed during the City's review of the Consultant's report or plans. Should the Consultant fail

to make such correction in a reasonably timely manner, such correction shall be made by the CITY, and the cost thereof shall be charged to the CONSULTANT. In addition to all other available remedies, the City may deduct the cost of such correction from any retention amount held by the City or may withhold payment otherwise owed CONSULTANT under this Agreement up to the amount of the cost of correction.

21 NON-APPROPRIATION OF FUNDS. Payments to be made to CONSULTANT by CITY for services preformed within the current fiscal year are within the current fiscal budget and within an available, unexhausted fund. In the event that CITY does not appropriate sufficient funds for payment of CONSULTANT’S services beyond the current fiscal year, the Agreement shall cover payment for CONSULTANT’S services only to the conclusion of the last fiscal year in which CITY appropriates sufficient funds and shall automatically terminate at the conclusion of such fiscal year.

22 NOTICES. All communications to either party by the other party will be deemed made when received by such party at its respective name and address as follows:

CITY	CONSULTANT
City of Hermosa Beach 1315 Valley Drive Hermosa Beach, CA 90254 ATTN: Andrew Nguyen	Willdan Engineering 2401 E. Katella Avenue, Suite 300 Anaheim, CA 92806 ATTN: Jennifer Maria

Any such written communications by mail will be conclusively deemed to have been received by the addressee upon deposit thereof in the United States Mail, postage prepaid and properly addressed as noted above. In all other instances, notices will be deemed given at the time of actual delivery. Changes may be made in the names or addresses of persons to whom notices are to be given by giving notice in the manner prescribed in this paragraph. Courtesy copies of notices may be sent via electronic mail, provided that the original notice is deposited in the U.S. mail or personally delivered as specified in this Section.

A. SOLICITATION. CONSULTANT maintains and warrants that it has not employed nor retained any company or person, other than CONSULTANT’s bona fide employee, to solicit or secure this Agreement. Further, CONSULTANT warrants that it has not paid nor has it agreed to pay any company or person, other than CONSULTANT’s bona fide employee, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Should CONSULTANT breach or violate this warranty, CITY may rescind this Agreement without liability.

- B. THIRD PARTY BENEFICIARIES. This Agreement and every provision herein is generally for the exclusive benefit of CONSULTANT and CITY and not for the benefit of any other party. There will be no incidental or other beneficiaries of any of CONSULTANT's or CITY's obligations under this Agreement.
- C. INTERPRETATION. This Agreement was drafted in, and will be construed in accordance with the laws of the State of California, and exclusive venue for any action involving this agreement will be in Los Angeles County.
- D. ENTIRE AGREEMENT. This Agreement, and its Attachments, sets forth the entire understanding of the parties. There are no other understandings, terms or other agreements expressed or implied, oral or written.
- E. RULES OF CONSTRUCTION. Each Party had the opportunity to independently review this Agreement with legal counsel. Accordingly, this Agreement will be construed simply, as a whole, and in accordance with its fair meaning; it will not be interpreted strictly for or against either Party.
- F. AUTHORITY/MODIFICATION. The Parties represent and warrant that all necessary action has been taken by the Parties to authorize the undersigned to execute this Agreement and to engage in the actions described herein. This Agreement may be modified by written amendment with signatures of all parties to this Agreement. CITY's city manager, or designee, may execute any such amendment on behalf of CITY.
- 23** ACCEPTANCE OF FACSIMILE OR ELECTRONIC SIGNATURES. The Parties agree that this Contract, agreements ancillary to this Contract, and related documents to be entered into in connection with this Contract will be considered signed when the signature of a party is delivered by facsimile transmission or scanned and delivered via electronic mail. Such facsimile or electronic mail copies will be treated in all respects as having the same effect as an original signature.
- 24** FORCE MAJEURE. Should performance of this Agreement be impossible due to fire, flood, explosion, war, embargo, government action, civil or military authority, the natural elements, or other similar causes beyond the Parties' control, then the Agreement will immediately terminate without obligation of either party to the other.
- 25** TIME IS OF ESSENCE. Time is of the essence to comply with dates and schedules to be provided.
- 26** ATTORNEY'S FEES. The parties hereto acknowledge and agree that each will bear his or its own costs, expenses and attorneys' fees arising out of and/or connected with the negotiation, drafting and execution of the Agreement, and all matters arising out of or connected therewith except that, in the event any action is brought by any party hereto to enforce this Agreement, the prevailing party in such action shall be entitled to reasonable attorneys' fees and costs in addition to all other relief to which that party or those parties may be entitled.

- 27** STATEMENT OF EXPERIENCE. By executing this Agreement, CONSULTANT represents that it has demonstrated trustworthiness and possesses the quality, fitness and capacity to perform the Agreement in a manner satisfactory to CITY. CONSULTANT represents that its financial resources, surety and insurance experience, service experience, completion ability, personnel, current workload, experience in dealing with private consultants, and experience in dealing with public agencies all suggest that CONSULTANT is capable of performing the proposed contract and has a demonstrated capacity to deal fairly and effectively with and to satisfy a public agency.
- 28** OWNERSHIP OF DOCUMENTS. It is understood and agreed that the City shall own all documents and other work product of the Consultant, except the Consultant's notes and workpapers, which pertain to the work performed under this Agreement. The City shall have the sole right to use such materials in its discretion and without further compensation to the Consultant, but any re-use of such documents by the City on any other project without prior written consent of the Consultant shall be at the sole risk of the City.
- 29** USE OF LOGO. The CITY grants the CONSULTANT permission to use its name, logo and/or trademark in deliverables produced by the CONSULTANT on the behalf of the CITY, such as written reports, presentation slides, press releases, social media graphics, and other public outreach materials. The CITY's prior review of artwork and written approval is required for any use of CITY logo. CITY will provide an electronic copy of the most current logo to the CONSULTANT for use in materials. The CONSULTANT will, in turn, only use the most current logo of the CITY.
- 30** DISCLOSURE REQUIRED. (City and Consultant initials required at one of the following paragraphs)

By their respective initials next to this paragraph, City and Consultant hereby acknowledge that Consultant is a "consultant" for the purposes of the California Political Reform Act because Consultant's duties would require him or her to make one or more of the governmental decisions set forth in Fair Political Practices Commission Regulation 18700.3(a) or otherwise serves in a staff capacity for which disclosure would otherwise be required were Consultant employed by the City. Consultant hereby acknowledges his or her assuming-office, annual, and leaving-office financial reporting obligations under the California Political Reform Act and the City's Conflict of Interest Code and agrees to comply with those obligations at his or her expense. Prior to consultant commencing services hereunder, the City's Manager shall prepare and deliver to consultant a memorandum detailing the extent of Consultant's disclosure obligations in accordance with the City's Conflict of Interest Code.

City Initials _____

Consultant Initials _____

OR

By their initials next to this paragraph, City and Consultant hereby acknowledge that Consultant is not a "consultant" for the purpose of the California Political Reform Act because Consultant's duties and responsibilities are not within the scope of the definition of consultant in Fair Political Practice Commission Regulation 18700.3(a) and is otherwise not serving in staff capacity in accordance with the City's Conflict of Interest Code.

City Initials _____

Consultant Initials _____

IN WITNESS WHEREOF the parties hereto have executed this contract the day and year first hereinabove written.

CITY OF HERMOSA BEACH

CONSULTANT

Steve Napolitano, Interim City
Manager

By: _____
NAME/TITLE

ATTEST:

Myra Maravilla, City Clerk

Taxpayer ID No.

APPROVED AS TO FORM:

Jason Baltimore, Interim City Attorney

EXHIBIT A

REQUEST FOR QUALIFICATIONS

REQUEST FOR QUALIFICATIONS (RFQ) NO. 25-002

**ON-CALL COMMUNITY DEVELOPMENT BLOCK GRANT ADMINISTRATION ND LABOR
COMPLIANCE SERVICES**

IN THE CITY OF HERMOSA BEACH, CALIFORNIA



CITY OF HERMOSA BEACH

Department of Public Works

1315 Valley Drive

Hermosa Beach, CA 90254

(310) 318-0210



CITY OF HERMOSA BEACH

1315 Valley Drive, Hermosa Beach, CA, 90254

Phone: (310) 318-0210, FAX: (310) 937-5015

www.hermosabeach.gov

RFQ NUMBER:

RFQ# 25-002

RFQ TITLE:

**ON-CALL COMMUNITY DEVELOPMENT BLOCK GRANT
ADMINISTRATION AND LABOR COMPLIANCE SERVICES**

REQUESTING DEPARTMENT: Public Works – Engineering Division

RELEASE DATE: July 24, 2025

DUE DATE: **Thursday, August 21, 2025 @ 3:00 p.m. PST**

Notice is hereby given that the Department of Public Works of the City of Hermosa Beach will receive statements of qualification for:

**RFQ# 25-002, ON-CALL COMMUNITY DEVELOPMENT BLOCK GRANT ADMINISTRATION
AND LABOR COMPLIANCE SERVICES**

Statements of qualification must be submitted as PDF via the PlanetBids Portal (pbsystem.planetbids.com/portal/51313/portal-home) and will be received until 3:00 p.m. PST, Thursday, August 21, 2025.

Statements of qualification will not be opened at that time but will be submitted to the Public Works Department for verification and compliance with specifications and subsequent recommendation to City Council for award of a contract or rejection of the responses, as deemed appropriate. The City reserves the right to make no award.

Please direct any inquiries regarding this RFQ to Andrew Nguyen at anguyen@hermosabeach.gov. All questions regarding the content of the RFQ may be emailed to Andrew Nguyen referenced above or submitted on the PlanetBids Portal.

Dated: July 24, 2025

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1 Introduction

1.1 Invitation for Qualifications

The City of Hermosa Beach ("City") is seeking Statements of Qualifications from qualified individuals or firms ("Consultant") to provide on-call community development block grant (CDBG) administration and labor compliance services. The selected Consultant would assist the City's Public Works Department in administrative and labor compliance work for the City's CDBG program and other as-needed work in support of the Department's capital improvement projects (CIPs), operations, and programs. Consultants must have the expertise, experience, and resources available to perform the work described in this request for qualifications (RFQ).

The City intends to enter an agreement with up to two (2) qualified Consultants for the requested services in an amount not to exceed \$250,000 for a period of five years. The City anticipates a contract start date around September 2025. The City may change the amount of agreements that the City intends to award, the not to exceed agreement amount, and the period of the agreement. The City may also choose to not award any agreements.

This RFQ does not require Consultants to address any specific projects or task orders. As work is identified, the City will solicit proposals from one or more of the on-call Consultants. A task order will then be negotiated and executed between the City and the selected Consultant.

1.2 RFQ Timeline

RFQ posted	July 24, 2025
Deadline to submit written questions	August 7, 2025
Posting of responses to questions	August 12, 2025
Deadline to submit qualifications	August 21, 2025 - 3 PM PST
Interviews for selected firms if the City wishes to do so	TBD
Tentative award	September 30, 2025

1.3 Submittal Procedures

Respondents shall submit **one copy** of the statement of qualification and **one copy** of the rate schedule in PDF format (separate files) on the PlanetBids Portal.

No responses will be accepted after the listed date and time. The format, content, and procedures for submitting a statements of qualification are provided in further detail within the RFQ (see **Section 3**).

1.4 Protest Procedures

Proposers may file a “protest” of a proposal/statement of qualification with the City’s City Manager. In order for a Proposer’s protest to be considered valid, the protest must:

- A. Be filed in writing within five (5) calendar days after submittal deadline, or where the Protest relates solely to events occurring thereafter, within five (5) calendar days after the event or occurrence giving rise to the protest;
- B. Clearly identify the specific irregularity or accusation;
- C. Clearly identify the specific City staff determination or recommendation being protested;
- D. Specify in detail the grounds for protest and the facts supporting the protest;
- E. Include all relevant supporting documentation with the protest at time of filing; and
- F. Be transmitted concurrently to all other parties with a direct financial interest that may be adversely affected by the outcome of the protest. Such parties shall include all other Proposers or proposers who appear to have a reasonable prospect of receiving an award depending upon the outcome of the protest.

If the protest does not comply with each of these requirements, the City may reject the protest with or without further review.

If the protest is timely and complies with the above requirements, the City Manager, or other designated City staff member, shall review the protest, any response from the challenged Proposer(s), and all other relevant information, and will provide a written decision to the protestor.

3. State or Federal Funding

If the subject matter of the solicitation or project is receiving any state or federal funds which requires a protest procedure different than the procedures stated above, then that protest procedure shall control.



In the event there is any lawsuit filed against the City relating to any federally funded project, the City will provide prompt notice of that lawsuit to all agencies who participated in the funding of the project.

4. Mandatory Procedure

This administrative procedure and the time limits set forth herein are mandatory. Failure to comply with these mandatory procedures shall constitute a waiver of any right to pursue the protest, including filing a Government Code claim or any legal proceedings or actions.

1.5 Contact

Please direct any inquiries regarding this RFQ to **Andrew Nguyen** at **anguyen@hermosabeach.gov**. All questions regarding the content of the RFQ shall be submitted directly on the PlanetBids Portal. Responses to all questions will be posted on the PlanetBids portal.

1.6 General RFQ Conditions

The following instructions and conditions apply to this RFQ:

Pre-Contractual Expenses

The City of Hermosa Beach shall not, in any event, be liable for any pre-contractual expenses incurred by any consultant. In addition, no consultant shall include any such expenses as part of the price proposed. Pre-contractual expenses are defined as expenses incurred by bidders in:

- Preparing a statement of qualifications in response to this RFQ.
- Submitting that response to the City of Hermosa Beach.
- Negotiating with the City of Hermosa Beach any matter related to this RFQ, proposal, and/or contractual agreement.
- Any other expenses incurred by the consultant prior to the date of an executed contract.

Authority to Withdraw RFQ and/or Not Award Contract

The City of Hermosa Beach reserves the right to withdraw this RFQ at any time for any reason without prior notice. Further, the City makes no representations that any agreement will be awarded to any consultant responding to this RFQ. The City expressly reserves the right to reject any and all responses to this RFQ without indicating any reasons for such rejection(s).

The release of this RFQ does not obligate or compel the City to enter into a contract or agreement.



Authority to Revise RFQ and Request Additional Information

The City reserves the rights to amend the RFQ at any time, to determine the successful respondent(s), and to reject any or all responses or their components. Should it be necessary for the City to issue addendums to this RFQ during the advertisement period, the City will post addendums to the PlanetBids Portal. It is the responsibility of all prospective respondents to check PlanetBids regularly to see whether any addenda or supplemental materials have been issued. Statements of qualifications shall acknowledge that the consultant is aware of all addendums which have been issued and has incorporated their provisions in their response by completing the Certification of Qualifications Form.

The City reserves the right, to request additional information or clarifications from consultants where it may serve the City's best interest.

Other Conditions

- **ADDITIONAL SERVICES.** The Scope of Work describes the minimum work to be accomplished. Upon final selection of the firm(s), the Scope of Work may be modified and refined during negotiations with the City. Any proposer that provides additional services can include those services in the statement of qualifications and list them as additional services.
- **AUTHORIZED SIGNATURES.** Every statement of qualifications must be signed by the person or persons legally authorized to bind the consultant to a contract for the execution of the work. Upon request of the City, any agent submitting a statement of qualifications on behalf of a consultant shall provide a current power of attorney certifying the agent's authority to bind the consultant.
- **AWARD OF QUALIFICATIONS.** City reserves the right to negotiate final terms with the selected consultant, if any. Award may be made to the consultant offering the most advantageous statement of qualifications after consideration of all criteria.
- **COMPLIANCE WITH LAWS.** All statement of qualifications shall comply with current federal, state, and other laws relative thereto.
- **CONFLICT OF INTEREST.** By signing the Certification of Qualifications , the consultant 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, consultant 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.

- **DISQUALIFICATION OF PROPOSER.** If there is reason to believe that collusion exists among the consultants, the City may refuse to consider statement of qualifications from participants in such collusion. No person, firm, or corporation under the same or different name, shall make, file, or be interested in more than one statement of qualifications for the same work unless alternate statement of qualifications are called for. Reasonable grounds for believing that any consultant is interested in more than one statement of qualifications for the same work will cause the rejection of all statement of qualifications for the work in which a consultant is interested. Consultants shall submit as part of their statement of qualifications documents the completed Non-Collusion Affidavit.
- **EXAMINATION OF DOCUMENTS.** It is the responsibility of the consultant to carefully and thoroughly examine and be familiar with these RFQ documents, general conditions, all forms, specifications, drawings, plans, and addendums (if any). Consultants shall satisfy themselves as to the character, quantity, and quality of work to be performed and materials, labor, supervision necessary to perform the work as specified by these documents. The failure or neglect of the consultant to examine documents shall in no way relieve the consultant from any obligations with respect to the solicitation for and subsequent contract that may be awarded. The submission of a statement of qualifications shall constitute an acknowledgment upon which the City may rely that the consultant has thoroughly examined and is familiar with the RFQ documents. The failure or neglect of a consultant to receive or examine any of the documents shall in no way relieve the consultant from any obligations with respect to the statement of qualifications. No claim will be allowed for additional compensation that is based upon a lack of knowledge of any solicitation document.
- **INTERPRETATION OF RFQ DOCUMENTS.** City reserves the right to make corrections or clarifications of the information provided in this RFQ. If any person is in doubt as to the true meaning of any part of this RFQ documents, or finds discrepancies or omissions in the document, the person may submit to the City a written request for an interpretation or correction. Oral statement(s), interpretations or clarifications concerning meaning or intent of the contents of this RFQ by any person are unauthorized and invalid. Modifications to the RFQ, including, but not limited to the scope of work, can be made only by written addendum issued by the City. Proposers shall submit all questions in writing to the contact listed in the announcement or submitted on the PlanetBids Portal. Proposers may not contact any other staff members with questions. The requesting party is responsible for prompt delivery of any requests. When the City considers interpretations necessary, interpretations will be in the form of an addendum to the RFQ documents, and when issued, will be sent as promptly as is practical to all parties recorded by the City as having received RFQ documents. All such addenda shall become a part of the RFQ document. It is the responsibility of each consultant to ensure the City has their correct business name, mailing address and e-mail address on file through the PlanetBids online portal. Any prospective consultants who obtained a set of RFQ documents from the PlanetBids online portal are



responsible for checking PlanetBids to verify if any subsequent Addendums were issued.

- **IRREGULARITIES.** City reserves the right to waive non-material irregularities if such would be in the best interest of the City as determined by the City Manager.
- **NON-DISCRIMINATION.** Consultant represents and warrants that it does not and will not discriminate against any employee or applicant for employment because of race, religion, gender, color, national origin, sexual orientation, ancestry, marital status, physical condition, pregnancy or pregnancy-related condition, political affiliation or opinion, age or medical condition.
- **NON-EXCLUSIVE.** Should the City make an award, the successful consultant will enter into a NON-EXCLUSIVE professional services agreement and the City reserves the right to enter into agreements with other firms.
- **OFFERS OF MORE THAN ONE PRICE.** Consultants are NOT allowed to submit more than one rate schedule.
- **OWNERSHIP.** All data, documents and other products used or developed during the RFQ process become the property of the City upon submission. All documents submitted in response to this RFQ shall become the property of the City and a matter of public record pursuant to Government Code sections 6250 et seq. Statement of qualifications should not be marked as confidential or proprietary, and City may refuse to consider a statement of qualifications so marked. All information contained within the statement of qualifications will become a matter of public record. It is the responsibility of each bidder to clearly identify any and all information contained within its statement of qualifications that it considers to be confidential and/or proprietary. To the extent that the City agrees with that designation, such information will be held in confidence whenever possible. All other information will be considered public.
- **PROFESSIONAL SERVICES AGREEMENT.** Prior to awarding any work, the selected Consultant will be required to execute a professional services agreement (sample attached) with the City. Any proposed change to the agreement shall be identified in the response to the Request for Qualifications (RFQ) and shall be subject to the sole approval of the City. The City requires the Consultant to obtain and maintain a policy of professional liability and other insurance as indicated in the agreement.
- **NO PUBLIC OPENING/PUBLIC RECORDS ACT.** Statement of qualifications shall be opened and its contents secured by City staff to prevent disclosure during the evaluative process and the process of negotiating with competing consultants. Adequate precautions shall be taken to treat each consultant fairly and to insure that information gleaned from competing statement of qualifications is not disclosed to other Consultants. Prices and other information concerning the statement of qualifications shall not be disclosed until a recommendation for award is made to the awarding authority.



- **PUBLIC RECORD.** All statement of qualifications submitted in response to this RFQ will become the property of the City upon submittal and a matter of public record when the City selects a proposer for recommendation to the City Council for its consideration pursuant to applicable law.
- **REPRESENTATIONS.** Consultant understands and acknowledges that the representations made in their submitted statement of qualifications are material and important, and will be relied on by the City in evaluation of the statement of qualifications . Consultant misrepresentation shall be treated as fraudulent concealment from the City of the facts relating to the statement of qualifications.
- **SEVERABILITY.** If any provisions or portion of any provision, of this Request for Qualifications are held invalid, illegal or unenforceable, they shall be severed from the Request for Qualifications and the remaining provisions shall be valid and enforceable.
- **SUBCONTRACTOR INFORMATION.** If the statement of qualifications includes the use of sub consultants, consultant must identify specific sub consultants and the specific requirements of this RFQ for which each proposed sub consultant would perform services. All sub consultant for work services must follow all required provisions of the prime contract.
- **VALIDITY.** Statement of qualifications must be valid for a period of 90 days from the due date.
- **WITHDRAWAL OF STATEMENT OF QUALIFICATIONS.** Consultants' authorized representative may withdraw statement of qualifications only by written request received by this RFQ contact personal before the Submittal Deadline.
- **BUSINESS LICENSE.** The selected firm(s) must obtain a City of Hermosa Beach Business license and maintain a current certificate of insurance with the City for the duration of the Professional Service Agreement.

2. Scope of Services

2.1 City Location and Characteristics

The City of Hermosa Beach is located within the southwestern coastal portion of Los Angeles County in what is commonly referred to locally as the “South Bay” area. The City is bounded on the north by the City of Manhattan Beach, on the south by the City of Redondo Beach, on the east by the City of Redondo Beach and the City of Manhattan Beach, and on the west by the Pacific Ocean. The City limits for Hermosa Beach encompass a relatively small land area, approximately 1.4 square miles. Hermosa Beach is thriving, and engaged community, with some 20,000 residents and naturally draws a high number of visitors to its beaches and downtown. As a participant in the Los Angeles Urban CDBG Program, the City receives an annual allocation of approximately \$80,000. These funds are used primarily for CIPs.

Governed by a five-member City Council with members elected at large, Hermosa Beach operates under the council/city manager form of government as a general law city. Like the community, the Council is informed, educated, and engaged. The programs and services provided by the City are accomplished through seven City departments: Administrative Services, City Clerk, City Manager, Community Development, Community Resources, Police, and Public Works. The City has adopted the bidding procedures for Public Works projects under the Uniform Public Construction Cost Accounting Act.

2.2 Description

The Public Works Department is responsible for engineering and oversight of the City's Capital Improvement Program (CIP), maintenance of City facilities and parks, public counter services including plan check and permit issuance, managing and maintaining the public right of way, grant management, storm drains and sewers, utility districts and utility coordination, and a wide variety of other programs and services.

The City of Hermosa Beach (“City”) Public Works Department is seeking Statements of Qualification from qualified individuals, firms, or teams of firms (“Consultant”) to provide on-call CDBG administration and labor compliance program. The selected Consultant would assist the City's Public Works Department in the preparation of the designs of Capital Improvement Projects (CIPs) and other as-needed work in support of the Department's programs, plans, and services. Consultants must have the expertise, experience, and resources available to perform the work described in this RFQ.

Please note that being selected for an on-call contract does not guarantee that a Consultant will be requested to submit a task order or be assigned any work. The City reserves the right to retain other consulting firms in its sole discretion when the City believes there will be an economic or other significant advantage for doing so.

2.2 General Scope of Work

Evaluation criteria will typically include RFQ understanding, demonstrated expertise, relevant experience, availability of the firm's team, and other factors. Task orders resulting from this contract will be negotiated and executed between the City and the selected firm.

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.

2.3 Relevant Plans, Policies, Programs, or Projects

Proposers should review and consider the work already completed or underway in the development of approach, budget, and schedule. The following links are provided for your convenience:

- [PLAN Hermosa, the City's Comprehensive General Plan and Local Coastal Program, adopted 2017](#)

3. Submittal Instructions

3.1 Format

Proposers shall submit **one copy** of the statement of qualifications and **one copy** of the rate schedule in PDF format on the PlanetBids Portal.

3.2 Content

Statement of qualifications must be concise, but with sufficient detail to allow accurate evaluation and comparative analysis. Emphasis should be concentrated on conforming to the RFQ instructions, responding to the RFQ requirements, and on providing a complete and clear description of the offer. Statement of qualifications should include the sections as described in greater detail below. Do not include marketing brochures or other promotional material not connected with this RFQ.

3.2.1 Cover Letter

Statement of qualifications must be accompanied by a short cover letter, signed by an individual authorized to bind the proposing entity to all commitments made in the submittal. An unsigned statement of qualifications is grounds for rejection. The cover letter should include:

- Brief introduction of the firm (or team of firms);
- Contact information for the person authorized to enter into an agreement with the City;
- Contact information for the **contract manager** that will serve as the day-to-day contact with the City. For this on-call contract, the City will expect a dedicated point person to manage all task orders; serve as the conduit of information between any task-specific project managers and sub-consultants; and ensure overall quality and responsiveness.
- Concise statement of understanding of the scope of work; and
- Acknowledgement of receipt of any addendums that were issued for this RFQ.

3.2.2 Firm Profile

Proposers should provide a brief profile of the prime consultant and any sub-consultants. Information should include, but is not limited to the following information:

- Official name, address, email, and telephone number of the consultant's primary point of contact.



- Type of business entity of consultant (corporation, company, joint venture, etc.). Please enclose a copy of the Joint Venture Agreement if entity is a joint venture.
- Federal Employer I.D. Number.
- Indication whether firm is totally or partially owned by another business organization (parent company) or individual.
- Number of years consultant has been in business under the present business name.
- Number of years of experience the consultant has had in providing required, equivalent, or related services.
- Any failures or refusals to complete a contract, and explanation.

3.2.3 Organizational Chart

Proposer shall include an organizational chart that reflects titles of key staff assigned to provide services under this statement of qualifications for the prime consultant and all subconsultants. The organizational chart should clearly identify names, titles, and professional licenses/certifications.

It is the City's requirement to have the key personnel identified in the Organizational Chart remain with the individual project during its duration. After contract execution the Consultant should not substitute key personnel (contract manager and others listed by name in the statement of qualifications) or sub-consultants without prior written approval by the City.

3.2.4 Bios of Key Staff

Proposer shall include bios of key staff identified in the organizational chart for the prime consultant and all subconsultants. The bios should indicate key relevant experience on similar projects, their areas of expertise, degrees, and any relevant professional licenses and certifications.

3.2.5 Relevant Experience and References

Proposers shall highlight their experience providing similar on-call services for other municipal clients. References for at least three (3) similar projects within the last five (5) years is required. Please include the following information, at a minimum for other similar projects:

- Name of contracting agency and department
- Description of project or services provided
- Year started and completed (if relevant)

- Key Personnel Assigned
- Name, email, and phone number for agency project manager
- Contract Value

3.2.6 Project Management Plan

In this section, proposers should detail their approach to responding to requests for as-needed work, ensuring clear communication between the Consultant's Contract Manager and the City, and oversight of task orders to ensure schedule and budget adherence and quality assurance/quality control.

3.2.7 Required Forms

Consultant shall review, acknowledge and submit the following forms:

- **Certification of Qualifications.** Consultant is required to sign and submit the Certification of Qualifications including acknowledgement that they have received and considered any addendums issued by the City of Hermosa Beach in connection with this RFQ. (See section 6.2.1)
- **Non-Collusion Affidavit.** Consultant is required to sign and submit the Non-Collusion Affidavit. (See section 6.2.2)
- **Compliance with Insurance Requirements.** Consultant shall demonstrate the willingness and ability to submit proof of the required insurance coverage as set forth in the Sample Professional Services Agreement. (See section 6.2.3)
- **Acknowledgement of Professional Services Agreement.** Consultant shall demonstrate willingness and ability to comply with the City's Sample Professional Services Agreement and/or indicate any exceptions to the Professional Services Agreement. (See section 6.2.4)

3.2.8 Rate Schedule

Rate schedules shall be submitted through PlanetBids Portal as a separate file, labeled "Rate Schedule" and indicate the firm's name. The rate schedule shall detail hourly billable rates for key staff members (including their names, titles, and licenses) and other team member categories for various other services offered by the Consultant, and sub-consultants as appropriate.

Proposer must also state if rates are guaranteed for the term of the agreement or will be subject to future rate increases. Any proposed requests to change the adopted rates annually shall not exceed the relevant Consumer Price Index for the preceding 12-month period.

Rate schedule shall detail any other direct costs, intended to be charged to the City (e.g., travel, equipment, printing/materials).

No mark ups will be allowed for direct or miscellaneous costs and sub-consultant work, however, an appropriate number of hours for sub-consultant oversight will be allowed.

4. Evaluation and Selection

4.1 Review Process

The City will evaluate all statement of qualifications received in accordance with the evaluation criteria. The City shall not be obligated to accept the lowest fee schedule, but the City may make award(s) in the best interests of the City after all factors are considered, including, but not limited to, the demonstrated competence, experience and professional qualifications of the Proposer. Evaluation scores will not be released until after award, if one is made.

Following the review of RFQs by the City's team, the City may, if it chooses to do so, invite short-listed consultants to be interviewed by a panel of City staff, which may include non-city personnel at the City's discretion. Discussions may, at the City's option, be conducted with the most qualified Proposer(s). Discussions may be for the purpose of clarification to assure full understanding of, and responsiveness to the solicitation requirements. Proposers shall be accorded fair and equal treatment with respect to any opportunity for discussion and written revision of statement of qualifications. In conducting discussions, the City will not disclose information derived from statement of qualifications submitted by competing Proposers.

The City will verify references of short-listed consultants, which may include persons not listed as references, and this will help inform the City's decisions. The City will select a consultant to negotiate for the performance of work. In negotiating the contract the City may request modifications to the proposed scope or to the technical team or other elements of the statement of qualifications. If negotiations fail, the City will commence negotiations with the next qualified candidate. Work will promptly commence following contract award and satisfaction of contract requirements.

Task orders resulting from this contract will be negotiated and executed between the City and the selected firm.

4.2 Evaluation Criteria

Statement of qualifications will be evaluated on the basis of their response to all provisions of this RFQ. The City of Hermosa Beach will use the following criteria in its evaluation of statement of qualifications, interviews may be required with selected consultants, or verification of references. The categories will be weighted approximately as follows.

Approach and Methods (40%):

- Demonstration of the team's ability to be responsive to the City's needs and provide a high level of customer service.



- Evidence of the team's ability to successfully deliver project tasks and deliverables, within the identified project budget and minimize cost overruns.
- Evidence of the team's ability to work collaboratively with other members of a multi-disciplinary team in a complex and dynamic working environment.
- Demonstration of the team's commitment to accurate and superior work products and services as detailed in the project management plan.
- A well thought-out and tailored approach to as-needed work that responds to the City's particular issues and needs.
- Incorporation of innovative and/or creative approaches for providing the services that will maximize efficient, cost-effective operations or increased performance capabilities.

Relevant Experience & Expertise (40%):

- The consultant team's ability to dedicate a strong contract manager, knowledge with the needs of a Public Works Department, that will serve as a single point of contact for the duration of the project.
- Recent experience providing similar services for other jurisdictions.
- Familiarity and experience with applicable industry standards and any relevant federal, state, or local requirements.
- The depth and appropriateness of experience of individual members of the technical team as they relate to the specific technical tasks called for by the project.
- The team's experience and ability to clearly communicate technical concepts and terminology with the community.

Administration (20%):

- Billing rates and ability to comply with billing requirements.
- The extent and nature of any proposed amendments to the City's Professional Services Agreement.

5. Contract Expectations

5.1 Contract Period

The City anticipates the contract term would begin in September 2025.

5.2 Professional Services Agreement

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 6.1. The City Attorney or their designee retains the discretion to accept or reject proposed exceptions or modifications to the City’s Professional Services Agreement.

5.3 Standards of Work

In case of conflicts, ambiguities, discrepancies, errors, or omissions, Consultant shall submit the matter to City for clarification. Any work affected by such conflicts, ambiguities, discrepancies, errors or omissions which is performed by Consultant prior to clarification by City shall be at Consultant's risk and expense.

5.4 Invoicing and Payment

Each invoice shall contain a progress report describing the work completed during the billing period and shall also include cost information by task regarding: previous work billed to date, work billed during the reporting period, percent of task completed and amount remaining by task.

Invoices are to be submitted monthly. The invoices shall reference the project title, and list charges by task, worker classification, hours, billing rate, and totals.

Each invoice shall contain a progress report describing the work completed during the billing period and the following summary information:

Contract Amount	Total Prior Contract Billings	Contract Work Performed this Period	Total Contract Amount Performed To Date	Contract Percent Complete	Total Amount Remaining for the Contract
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6. Attachments and Required Forms

6.1 Sample Professional Services Agreement

CONTRACT FOR PROFESSIONAL SERVICES TO

BETWEEN THE CITY OF HERMOSA BEACH AND _____

This AGREEMENT is entered into this _____ day of _____, 20XX, by and between the CITY OF Hermosa Beach, a general law city a municipal corporation ("CITY") and _____, a limited liability company ("CONSULTANT").

RECITALS

- A. The City desires to _____.
- B. The City does not have the personnel able and/or available to perform the services required under this agreement and therefore, the City desires to contract for consulting services to accomplish this work.
- C. The Consultant warrants to the City that it has the qualifications, experience and facilities to perform properly and timely the services under this Agreement.
- D. The City desires to contract with the Consultant to perform the services as described in Exhibit A of this Agreement.

NOW, THEREFORE, based on the foregoing recitals, the City and the Consultant agree as follows:

- 1 CONSIDERATION AND COMPENSATION As partial consideration, CONSULTANT agrees to perform the work listed in the SCOPE OF SERVICES, attached as EXHIBIT A.

As additional consideration, CONSULTANT and CITY agree to abide by the terms and conditions contained in this Agreement.

As additional consideration, CITY agrees to pay CONSULTANT a total of \$ _____, for CONSULTANT's services, unless otherwise specified by written amendment to this Agreement.

No additional compensation shall be paid for any other expenses incurred, unless first approved by the City Manager or his/her designee.

CONSULTANT shall submit to CITY, by not later than the 10th day of each month, its invoice for services itemizing the fees and costs incurred during the previous



month. CITY shall pay CONSULTANT all uncontested amounts set forth in CONSULTANT's invoice within 30 days after it is received.

- 2** SCOPE OF SERVICES. CONSULTANT will perform the services and activities set forth in the SCOPE OF SERVICE attached hereto as Exhibit A and incorporated herein by this reference.

Except as herein otherwise expressly specified to be furnished by CITY, CONSULTANT will, in a professional manner, furnish all of the labor, technical, administrative, professional and other personnel, all supplies and materials, equipment, printing, vehicles, transportation, office space, and facilities necessary or proper to perform and complete the work and provide the professional services required of CONSULTANT by this Agreement.

- 3** PAYMENTS. For CITY to pay CONSULTANT as specified by this Agreement, CONSULTANT must submit an invoice to CITY which lists the reimbursable costs, the specific tasks performed, and, for work that includes deliverables, the percentage of the task completed during the billing period in accordance with the schedule of compensation incorporated in "Exhibit A."
- 4** TIME OF PERFORMANCE. The services of the CONSULTANT are to commence upon receipt of a notice to proceed from the CITY and shall continue until all authorized work is completed to the CITY's reasonable satisfaction, in accordance with the schedule incorporated in "Exhibit A," unless extended in writing by the CITY.
- 5** FAMILIARITY WITH WORK. By executing this Agreement, CONSULTANT represents that CONSULTANT has (a) thoroughly investigated and considered the scope of services to be performed; (b) carefully considered how the services should be performed; and (c) understands the facilities, difficulties, and restrictions attending performance of the services under this Agreement.
- 6** KEY PERSONNEL. CONSULTANT's key person assigned to perform work under this Agreement is _____. CONSULTANT shall not assign another person to be in charge of the work contemplated by this Agreement without the prior written authorization of the City.
- 7** TERM OF AGREEMENT. The term of this Agreement shall commence upon execution by both parties and shall expire on _____, 20____, unless earlier termination occurs under Section 11 of this Agreement, or this Agreement is extended in writing in advance by both parties.
- 8** CHANGES. CITY may order changes in the services within the general scope of this Agreement, consisting of additions, deletions, or other revisions, and the contract sum and the contract time will be adjusted accordingly. All such changes must be authorized in writing, executed by CONSULTANT and CITY. The cost or credit to CITY resulting from changes in the services will be determined in accordance with written agreement between the parties.



- 9 TAXPAYER IDENTIFICATION NUMBER. CONSULTANT will provide CITY with a Taxpayer Identification Number.
- 10 PERMITS AND LICENSES. CONSULTANT will obtain and maintain during the term of this Agreement all necessary permits, licenses, and certificates that may be required in connection with the performance of services under this Agreement.
- 11 TERMINATION. Except as otherwise provided, CITY may terminate this Agreement at any time with or without cause. Notice of termination shall be in writing.

CONSULTANT may terminate this Agreement. Notice will be in writing at least 30 days before the effective termination date.

In the event of such termination, the CONSULTANT shall cease services as of the date of termination, and all finished or unfinished documents, data, drawings, maps, and other materials prepared by CONSULTANT shall, at CITY's option, become CITY's property, and CONSULTANT will receive just and equitable compensation for any work satisfactorily completed up to the effective date of notice of termination.

Should the Agreement be terminated pursuant to this Section, CITY may procure on its own terms services similar to those terminated.

- 12 INDEMNIFICATION. To the extent permitted by law, CONSULTANT shall indemnify, and hold harmless CITY, its officers, officials, employees and volunteers from and against all liability, loss, damage, expense, cost (including without limitation reasonable attorneys fees, expert fees and all other costs and fees of litigation) of every nature to the extent caused by CONSULTANT's negligence, recklessness or willful misconduct in the performance of work hereunder or its failure to comply with any of its obligations contained in this AGREEMENT. CONSULTANT shall promptly pay any final judgment rendered against CITY (and its officers, officials, employees and volunteers) with respect to claims determined by a trier of fact to have been the result of the CONSULTANT's negligence, recklessness or willful misconduct. CONSULTANT shall reimburse the CITY its costs of defense, including without limitation reasonable attorneys fees, expert fees and all other costs and fees of litigation to the extent such fees, costs and all other costs are determined by the court of competent jurisdiction to have been caused by the actual negligence, recklessness or willful misconduct of the Consultant. It is expressly understood and agreed that the foregoing provisions are intended to be as broad and inclusive as is permitted by the law of the State of California and will survive termination of this Agreement.

The requirements as to the types and limits of insurance coverage to be maintained by CONSULTANT as required by Section 17, and any approval of said insurance by CITY, are not intended to and will not in any manner limit or qualify the liabilities and obligations otherwise assumed by CONSULTANT pursuant to this Agreement, including, without limitation, to the provisions concerning indemnification.



- 13 ASSIGNABILITY.** This Agreement is for CONSULTANT's professional services. CONSULTANT's attempts to assign the benefits or burdens of this Agreement without CITY's written approval are prohibited and will be null and void.
- 14 INDEPENDENT CONSULTANT.** CITY and CONSULTANT agree that CONSULTANT will act as an independent contractor and will have control of all work and the manner in which is it performed. CONSULTANT will be free to contract for similar service to be performed for other employers while under contract with CITY. CONSULTANT is not an agent or employee of CITY and is not entitled to participate in any pension plan, insurance, bonus or similar benefits CITY provides for its employees. Any provision in this Agreement that may appear to give CITY the right to direct CONSULTANT as to the details of doing the work or to exercise a measure of control over the work means that CONSULTANT will follow the direction of the CITY as to end results of the work only.
- 15 AUDIT OF RECORDS.** CONSULTANT agrees that CITY, or designee, has the right to review, obtain, and copy all records pertaining to the performance of this Agreement. CONSULTANT agrees to provide CITY, or designee, with any relevant information requested and will permit CITY, or designee, access to its premises, upon reasonable notice, during normal business hours for the purpose of interviewing employees and inspecting and copying such books, records, accounts, and other material that may be relevant to a matter under investigation for the purpose of determining compliance with this Agreement. CONSULTANT further agrees to maintain such records for a period of three (3) years following final payment under this Agreement.
- CONSULTANT will keep all books, records, accounts and documents pertaining to this Agreement separate from other activities unrelated to this Agreement.
- 16 CORRECTIVE MEASURES.** CONSULTANT will promptly implement any corrective measures required by CITY regarding the requirements and obligations of this Agreement. CONSULTANT will be given a reasonable amount of time as determined by the City to implement said corrective measures. Failure of CONSULTANT to implement required corrective measures shall result in immediate termination of this Agreement.
- 17 INSURANCE REQUIREMENTS.**

- A. The CONSULTANT, at the CONSULTANT's own cost and expense, shall procure and maintain, for the duration of the contract, the following insurance policies:
1. Workers Compensation Insurance as required by law. The Consultant shall require all subcontractors similarly to provide such compensation insurance for their respective employees. Any notice of cancellation or non-renewal of all Workers' Compensation policies must be received by the CITY at least thirty (30) days prior to such change. The insurer shall agree to waive all rights of subrogation against the CITY, its officers, agents, employees, and volunteers for losses arising from work performed by the CONSULTANT for City.
 2. General Liability Coverage. The CONSULTANT shall maintain commercial general liability insurance in an amount of not less than two million dollars



- (\$2,000,000) per occurrence for bodily injury, personal injury, and property damage. If a commercial general liability insurance form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit.
3. Automobile Liability Coverage. The CONSULTANT shall maintain automobile liability insurance covering bodily injury and property damage for all activities of the CONSULTANT arising out of or in connection with the work to be performed under this Agreement, including coverage for owned, hired, and non-owned vehicles, in an amount of not less than one million dollars (\$1,000,000) combined single limit for each occurrence.
 4. Professional Liability Coverage. The CONSULTANT shall maintain professional errors and omissions liability insurance for protection against claims alleging negligent acts, errors, or omissions which may arise from the CONSULTANT'S operations under this Agreement, whether such operations be by the CONSULTANT or by its employees, subcontractors, or sub-consultants. The amount of this insurance shall not be less than one million dollars (\$1,000,000) on a claims-made annual aggregate basis, or a combined single-limit-per-occurrence basis. When coverage is provided on a "claims made basis," CONSULTANT will continue to renew the insurance for a period of three (3) years after this Agreement expires or is terminated. Such insurance will have the same coverage and limits as the policy that was in effect during the term of this Agreement, and will cover CONSULTANT for all claims made by CITY arising out of any errors or omissions of CONSULTANT, or its officers, employees or agents during the time this Agreement was in effect.
- B. Endorsements. Each general liability, automobile liability and professional liability insurance policy shall be issued by a financially responsible insurance company or companies admitted and authorized to do business in the State of California, or which is approved in writing by City, and shall be endorsed as follows. CONSULTANT also agrees to require all contractors, and subcontractors to do likewise.
1. "The CITY, its elected or appointed officers, officials, employees, agents, and volunteers are to be covered as additional insureds with respect to liability arising out of work performed by or on behalf of the CONSULTANT, including materials, parts, or equipment furnished in connection with such work or operations."
 2. This policy shall be considered primary insurance as respects the CITY, its elected or appointed officers, officials, employees, agents, and volunteers. Any insurance maintained by the CITY, including any self-insured retention the CITY may have, shall be considered excess insurance only and shall not contribute with this policy.
 3. This insurance shall act for each insured and additional insured as though a separate policy had been written for each, except with respect to the limits of liability of the insuring company.



4. The insurer waives all rights of subrogation against the CITY, its elected or appointed officers, officials, employees, or agents.
 5. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its elected or appointed officers, officials, employees, agents, or volunteers.
 6. The insurance provided by this policy shall not be suspended, voided, canceled, or reduced in coverage or in limits except after thirty (30) days written notice has been received by the CITY.
- C. CONSULTANT agrees to provide immediate notice to CITY of any claim or loss against CONSULTANT arising out of the work performed under this agreement. CITY assumes no obligation or liability by such notice, but has the right (but not the duty) to monitor the handling of any such claim or claims if they are likely to involve CITY.
- D. Any deductibles or self-insured retentions must be declared to and approved by the CITY. At the CITY's option, the CONSULTANT shall demonstrate financial capability for payment of such deductibles or self-insured retentions.
- E. The CONSULTANT shall provide certificates of insurance with original endorsements to the CITY as evidence of the insurance coverage required herein. Certificates of such insurance shall be filed with the CITY on or before commencement of performance of this Agreement. Current certification of insurance shall be kept on file with the CITY at all times during the term of this Agreement.
- F. Failure on the part of the CONSULTANT to procure or maintain required insurance shall constitute a material breach of contract under which the CITY may terminate this Agreement pursuant to Section 11 above.
- G. The commercial general and automobile liability policies required by this Agreement shall allow City, as additional insured, to satisfy the self-insured retention ("SIR") and/or deductible of the policy in lieu of the Consultant (as the named insured) should Consultant fail to pay the SIR or deductible requirements. The amount of the SIR or deductible shall be subject to the approval of the City Attorney and the Finance Director. Consultant understands and agrees that satisfaction of this requirement is an express condition precedent to the effectiveness of this Agreement. Failure by Consultant as primary insured to pay its SIR or deductible constitutes a material breach of this Agreement. Should City pay the SIR or deductible on Consultant's behalf upon the Consultant's failure or refusal to do so in order to secure defense and indemnification as an additional insured under the policy, City may include such amounts as damages in any action against Consultant for breach of this Agreement in addition to any other damages incurred by City due to the breach.
- 18 USE OF OTHER CONSULTANTS.** CONSULTANT must obtain CITY's prior written approval to use any sub-consultants while performing any portion of this Agreement. Such approval must include approval of the proposed consultant and the terms of compensation.
- 19 FINAL PAYMENT ACCEPTANCE CONSTITUTES RELEASE.** The acceptance by the CONSULTANT of the final payment made under this Agreement shall operate as and be a release of the CITY from all claims and liabilities for compensation to the CONSULTANT for anything done, furnished or relating to the CONSULTANT'S work or

services. Acceptance of payment shall be any negotiation of the CITY'S check or the failure to make a written extra compensation claim within ten (10) calendar days of the receipt of that check. However, approval or payment by the CITY shall not constitute, nor be deemed, a release of the responsibility and liability of the CONSULTANT, its employees, sub-consultants and agents for the accuracy and competency of the information provided and/or work performed; nor shall such approval or payment be deemed to be an assumption of such responsibility or liability by the CITY for any defect or error in the work prepared by the Consultant, its employees, sub-consultants and agents.

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

21 NON-APPROPRIATION OF FUNDS. Payments to be made to CONSULTANT by CITY for services performed within the current fiscal year are within the current fiscal budget and within an available, unexhausted fund. In the event that CITY does not appropriate sufficient funds for payment of CONSULTANT'S services beyond the current fiscal year, the Agreement shall cover payment for CONSULTANT'S services only to the conclusion of the last fiscal year in which CITY appropriates sufficient funds and shall automatically terminate at the conclusion of such fiscal year.

22 NOTICES. All communications to either party by the other party will be deemed made when received by such party at its respective name and address as follows:

CITY	CONSULTANT
City of Hermosa Beach 1315 Valley Drive Hermosa Beach, CA 90254 ATTN:	ATTN:

Any such written communications by mail will be conclusively deemed to have been received by the addressee upon deposit thereof in the United States Mail, postage prepaid and properly addressed as noted above. In all other instances, notices will be deemed given at the time of actual delivery. Changes may be made in the names or addresses of persons to whom notices are to be given by giving notice in



the manner prescribed in this paragraph. Courtesy copies of notices may be sent via electronic mail, provided that the original notice is deposited in the U.S. mail or personally delivered as specified in this Section.

- A. SOLICITATION. CONSULTANT maintains and warrants that it has not employed nor retained any company or person, other than CONSULTANT's bona fide employee, to solicit or secure this Agreement. Further, CONSULTANT warrants that it has not paid nor has it agreed to pay any company or person, other than CONSULTANT's bona fide employee, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Should CONSULTANT breach or violate this warranty, CITY may rescind this Agreement without liability.
 - B. THIRD PARTY BENEFICIARIES. This Agreement and every provision herein is generally for the exclusive benefit of CONSULTANT and CITY and not for the benefit of any other party. There will be no incidental or other beneficiaries of any of CONSULTANT's or CITY's obligations under this Agreement.
 - C. INTERPRETATION. This Agreement was drafted in, and will be construed in accordance with the laws of the State of California, and exclusive venue for any action involving this agreement will be in Los Angeles County.
 - D. ENTIRE AGREEMENT. This Agreement, and its Attachments, sets forth the entire understanding of the parties. There are no other understandings, terms or other agreements expressed or implied, oral or written.
 - E. RULES OF CONSTRUCTION. Each Party had the opportunity to independently review this Agreement with legal counsel. Accordingly, this Agreement will be construed simply, as a whole, and in accordance with its fair meaning; it will not be interpreted strictly for or against either Party.
 - F. AUTHORITY/MODIFICATION. The Parties represent and warrant that all necessary action has been taken by the Parties to authorize the undersigned to execute this Agreement and to engage in the actions described herein. This Agreement may be modified by written amendment with signatures of all parties to this Agreement. CITY's city manager, or designee, may execute any such amendment on behalf of CITY.
- 23** ACCEPTANCE OF FACSIMILE OR ELECTRONIC SIGNATURES. The Parties agree that this Contract, agreements ancillary to this Contract, and related documents to be entered into in connection with this Contract will be considered signed when the signature of a party is delivered by facsimile transmission or scanned and delivered via electronic mail. Such facsimile or electronic mail copies will be treated in all respects as having the same effect as an original signature.
- 24** FORCE MAJEURE. Should performance of this Agreement be impossible due to fire, flood, explosion, war, embargo, government action, civil or military authority, the



natural elements, or other similar causes beyond the Parties' control, then the Agreement will immediately terminate without obligation of either party to the other.

- 25** TIME IS OF ESSENCE. Time is of the essence to comply with dates and schedules to be provided.
- 26** ATTORNEY'S FEES. The parties hereto acknowledge and agree that each will bear his or its own costs, expenses and attorneys' fees arising out of and/or connected with the negotiation, drafting and execution of the Agreement, and all matters arising out of or connected therewith except that, in the event any action is brought by any party hereto to enforce this Agreement, the prevailing party in such action shall be entitled to reasonable attorneys' fees and costs in addition to all other relief to which that party or those parties may be entitled.
- 27** STATEMENT OF EXPERIENCE. By executing this Agreement, CONSULTANT represents that it has demonstrated trustworthiness and possesses the quality, fitness and capacity to perform the Agreement in a manner satisfactory to CITY. CONSULTANT represents that its financial resources, surety and insurance experience, service experience, completion ability, personnel, current workload, experience in dealing with private consultants, and experience in dealing with public agencies all suggest that CONSULTANT is capable of performing the proposed contract and has a demonstrated capacity to deal fairly and effectively with and to satisfy a public agency.
- 28** OWNERSHIP OF DOCUMENTS. It is understood and agreed that the City shall own all documents and other work product of the Consultant, except the Consultant's notes and workpapers, which pertain to the work performed under this Agreement. The City shall have the sole right to use such materials in its discretion and without further compensation to the Consultant, but any re-use of such documents by the City on any other project without prior written consent of the Consultant shall be at the sole risk of the City.
- 29** USE OF LOGO. The CITY grants the CONSULTANT permission to use its name, logo and/or trademark in deliverables produced by the CONSULTANT on the behalf of the CITY, such as written reports, presentation slides, press releases, social media graphics, and other public outreach materials. The CITY's prior review of artwork and written approval is required for any use of CITY logo. CITY will provide an electronic copy of the most current logo to the CONSULTANT for use in materials. The CONSULTANT will, in turn, only use the most current logo of the CITY.
- 30** DISCLOSURE REQUIRED. (City and Consultant initials required at one of the following paragraphs)

By their respective initials next to this paragraph, City and Consultant hereby acknowledge that Consultant is a "consultant" for the purposes of the California Political Reform Act because Consultant's duties would require him or her to make one or more of the governmental decisions set forth in Fair Political Practices Commission Regulation 18700.3(a) or otherwise serves in a staff capacity for which disclosure would otherwise be

required were Consultant employed by the City. Consultant hereby acknowledges his or her assuming-office, annual, and leaving-office financial reporting obligations under the California Political Reform Act and the City's Conflict of Interest Code and agrees to comply with those obligations at his or her expense. Prior to consultant commencing services hereunder, the City's Manager shall prepare and deliver to consultant a memorandum detailing the extent of Consultant's disclosure obligations in accordance with the City's Conflict of Interest Code.

City Initials _____

Consultant Initials _____

OR

By their initials next to this paragraph, City and Consultant hereby acknowledge that Consultant is not a "consultant" for the purpose of the California Political Reform Act because Consultant's duties and responsibilities are not within the scope of the definition of consultant in Fair Political Practice Commission Regulation 18700.3(a) and is otherwise not serving in staff capacity in accordance with the City's Conflict of Interest Code.

City Initials _____

Consultant Initials _____

IN WITNESS WHEREOF the parties hereto have executed this contract the day and year first hereinabove written.

CITY OF HERMOSA BEACH

CONSULTANT

[MAYOR/CITY MANAGER]

By: _____
NAME/TITLE

ATTEST:

Myra Maravilla, City Clerk

Taxpayer ID No.

APPROVED AS TO FORM:

Todd Leishman, Interim City Attorney

6.2 Required Forms

6.2.1 Certification of Qualifications

RFQ #: _____

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.

Signature of Authorized Representative:

Printed Name and Title:

6.2.2 Non-Collusion Affidavit

RFQ #: _____

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:

Printed Name and Title:

6.2.3 Compliance with Insurance Requirements

RFQ #: _____

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:

Printed Name and Title:

6.2.4 Acknowledgement of Professional Services Agreement

RFQ #: _____

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:

Signature of Authorized Representative:

Printed Name and Title:

EXHIBIT B

PROPOSAL

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





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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.

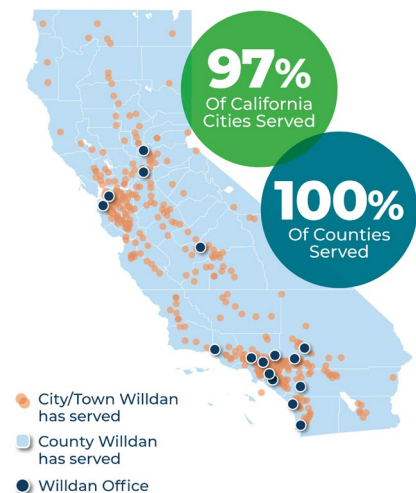
Throughout our 61-year history, Willdan has served as a full-service, multidisciplinary firm specializing in municipal engineering and planning services along with a full complement of support disciplines necessary for a sustainable project. Our services and in-house support disciplines encompass traffic, 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.

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

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



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



3.2.2 Firm Profile

Willdan Profile

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

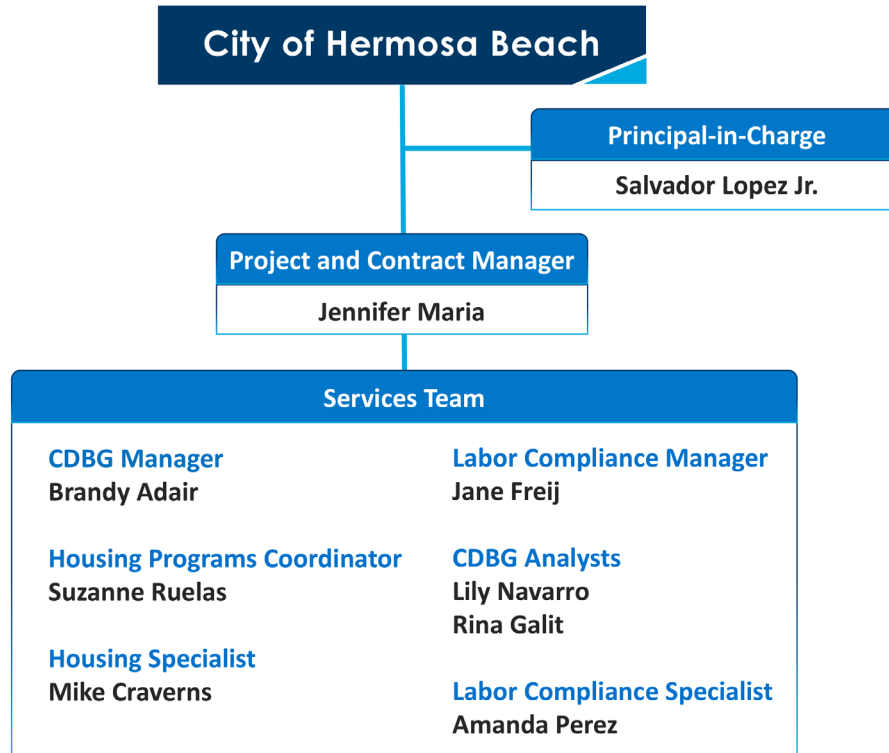
Subcontractors

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

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

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:

Name of contracting agency and department	City of Garden Grove, Economic Development & Housing Department
Description of project or services provided	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.
Year started and completed (if relevant)	2024 to Present
Key Personnel Assigned:	Salvador Lopez, Jr., Principal-in-Charge; Jennifer Maria, Project Manager; Suzanne Ruelas, Brandy Adair, CDBG Manager; and Lily Navarro, Grants Analyst
Name, email, and phone number for agency project manager:	Timothy Throne, Principal Project Manager Email: timothyt@ggcity.org Phone Number: 714.741.5144
Contract Value:	\$50,000
Project Name:	Grant Administration for HUD Funded Programs (CDBG, HOME, ESG)





Name of contracting agency and department	City of Inglewood, Housing Services & CDBG Department
Description of project or services provided	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.).
Year started and completed (if relevant)	2024 to Present
Key Personnel Assigned:	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.
Name, email, and phone number for agency project manager:	Lori Jones, Sr. Program Specialist Email: ljones@cityofinglewood.org Phone Number: 310.412.8782
Contract Value:	\$285,934
Project Name:	HUD Program Administration Services (CDBG, CDBG-CV, & HOME)
Name of contracting agency and department	City of Lake Forest, Economic Development Department
Description of project or services provided	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.
Year started and completed (if relevant)	2024 to Present
Key Personnel Assigned:	Salvador Lopez, Jr., Principal-in-Charge; and Jennifer Maria, Project Manager, Brandy Adair, CDBG Manager; Christine Kudija, Principal Environmental Planner; Rina Galit, CDBG Analyst
Name, email, and phone number for agency project manager:	Adrian Grijalva, Economic Development/Housing Manager Email: agrijalva@lakeforestca.gov Phone Number: 949.282.5213
Contract Value:	\$96,000
Project Name:	2025-2029 Five-Year Consolidated Plan, CDBG Grant Administration Services
Name of contracting agency and department	City of Santa Fe Springs, City Manager’s Office
Description of project or services provided	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. This is a non-entitlement agency that participates in the Los Angeles Urban County Program under the LACDA.
Year started and completed (if relevant)	2023 to Present
Key Personnel Assigned:	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.
Name, email, and phone number for agency project manager:	Maribel Garcia, Administrative Services Officer (City Manager’s Office) Email: MaribelGarcia@santafesprings.org Phone Number: 562.409.7569
Contract Value:	\$99,513
Project Name:	Home Improvement Program (CDBG)
Name of contracting agency and department	City of Moreno Valley, Financial Services Department
Description of project or services provided	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.
Year started and completed (if relevant)	2018 to Present
Key Personnel Assigned:	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.
Name, email, and phone number for agency project manager:	Joe Barron, Grants Division Manger Email: joeb@moval.org Phone Number: 951.413.3098
Contract Value:	\$216,714
Project Name:	Grant Administration Services
Name of contracting agency and department	City of Arcadia, Community Development Department
Description of project or services provided	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. This is a non-entitlement agency that participates in the Los Angeles Urban County Program under the LACDA.
Year started and completed (if relevant)	2024 to Present
Key Personnel Assigned:	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.
Name, email, and phone number for agency project manager:	Jeramie Brogan, Management Analyst Email: jbrogan@ArcadiaCA.gov Phone Number: 626.294.4844
Contract Value:	\$49,150
Project Name:	CDBG Grant Administration & Residential Rehabilitation Services
Name of contracting agency and department	City of Sierra Madre, Community Development Department
Description of project or services provided	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. This is a non-entitlement agency that participates in the Los Angeles Urban County Program under the LACDA.
Year started and completed (if relevant)	2024 to Present
Key Personnel Assigned:	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.
Name, email, and phone number for agency project manager:	Clare Lin Email: clin@sierramadreca.gov Phone Number: 626.355.1536
Contract Value:	\$34,000
Project Name:	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
September 2025	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.
October 2025	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.
November 2025	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.
December 2025	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.
January 2026	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.
February 2026	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
March 2026	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.
April 2026	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.
May 2026	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.
June 2026	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.
July 2026	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).
August 2026	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:



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

Signature of Authorized Representative:

Salvador Lopez Jr

Printed Name and Title:

Salvador Lopez Jr., Director of Planning





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EXHIBIT C

RATE SCHEDULE

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





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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	INSPECTION SERVICES	
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	MAPPING AND EXPERT SERVICES	
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	LANDSCAPE ARCHITECTURE	
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	PLANNING		Principal Project Manager	\$247
Assistant Engineer IV	\$180	CDBG Technician	\$88	ADMINISTRATIVE	
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





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