WILLDAN Engineering

May 9, 2016

City Clerk
City of Needles
817 Third Street
Needles, CA 92363

Subject: Proposal to Provide Medical Marijuana Consultant Planning Services

Dear City Clerk:

Willdan Engineering is pleased to present this proposal to the **City of Needles** to provide medical marijuana consultant planning services to the City. Willdan has been a consistent industry leader for 52 years providing all aspects of municipal and infrastructure engineering, including building and safety, planning, public works, public financing, and construction management services.

Willdan Group, Inc. (Willdan) is a provider of professional technical and consulting services that ensure the quality, value, and security of our nation's infrastructure, systems, facilities, and environment. The firm has pursued two primary service objectives since its inception in 1964—ensuring the success of its clients and enhancing its surrounding communities. In doing so, Willdan has gained a notable reputation for technical excellence, cost-effectiveness, and client responsiveness in providing superior consulting services. The company's service offerings span a broad set of complementary disciplines that include building and safety, engineering and planning, energy efficiency and sustainability, financial and economic consulting, and national preparedness. Willdan has crafted this set of integrated services so that, in the face of an evolving environment—whether economic, natural, or built—Willdan can continue to extend the reach and resources of its clients.

Willdan has hundreds of employees operating out of offices located throughout California, as well as in New York, New Jersey, Arizona, Nevada, Florida, Illinois, Texas, Washington and the District of Columbia. Through our wholly-owned subsidiaries—Willdan Engineering, Willdan Energy Solutions, Willdan Financial Services, Willdan Homeland Solutions, and Willdan Infrastructure—Willdan offers comprehensive services.

Willdan has been delivering skilled, integrated, cost-effective engineering and planning services to its clients for 52 years. Whether you need one on-site staff expert or a full project team that can tap our nationwide resources and expertise, Willdan combines multidisciplinary experience and expertise, technical excellence, and management proficiency to deliver flexible, practical solutions at the lowest possible cost.

Willdan's corporate-wide capabilities include:

ENGINEERING & PLANNING

ENERGY EFFICIENCY & SUSTAINABILITY

FINANCIAL & CONSULTING SERVICES

NATIONAL PREPAREDNESS & INTEROPERABILITY

WILLDAN ENGINEERING has dedicated itself to providing public agencies with reliable engineering and consulting services for 52 years. Combining depth of staffing, state-of-the-art technical resources, and local offices rooted in their communities, Willdan Engineering has earned its reputation as a problem solver across a wide range of client interests. We understand the concerns of government agencies – especially those of local government. Our company offers a broad scope of expertise that uniquely qualifies us to serve the needs of cities, counties, and special districts, as well as state and federal agencies.

WILLDAN ENGINEERING SERVICES

- **Building and Safety**
- **City Engineering**
- **Capital Program Management**
- **Construction Management/Inspection**
- **Development Services/Plan Review**
- **Environmental/Planning**
- **Flood Control Design**
- **Landscape Architecture**
- **Pavement Management**
- **Structural Engineering**
- **Survey/Mapping**
- **Traffic Engineering**
- **Transportation Engineering**
- **Water/Wastewater**

Since 1964, **Willdan Engineering** has helped revolutionize the way consulting services are provided by local offices. Our regional and satellite offices are strategically located to offer local, focused service to the varied demographics of our public agency customers. Willdan Engineering's lean organization enables staff to efficiently communicate individual project challenges and goals company-wide, thereby utilizing all of Willdan Engineering's resources to deliver the highest quality and most cost-effective product.

Willdan Engineering understands the unique nature of public agency needs and issues. In addition to many of our staff having served in management positions at public agencies prior to joining **Willdan Engineering**, we have numerous assignments with over 60% of the cities and counties in California for building officials, City engineers, planning directors, traffic engineers, and other public agency staff members.

SCOPE OF WORK

PLANNING SERVICES

Under the City staff's direction, the Willdan planner will be assigned as the case planner for medical marijuana cultivation projects as requested by the City and, under supervision, would manage the City's review of the project from submittal to public hearings. This work could include project review of submittal for completeness, preparation of the environmental document, and preparation of the staff report to the hearing body. Case management also includes coordination with other public agencies, neighborhood groups and applicants. The case planner would also be available to make oral presentations to the Planning Commission and/or City Council as the need arises.

The assigned Willdan planner will meet with City staff regularly on assigned projects to update project status and timelines. In addition, the Willdan planner will, when required, attend public meetings and hearings on the draft and/or final documents. The assigned planner will assemble a condition of approval package, setting specific conditions from all City departments, divisions and agencies that are part of the overall approval of the projects. All of these activities, to be provided on an as-needed basis, are to occur in City offices, with office space and computers provided by the City assignments. On-site services are needed to ensure that the consultant can meet with applicants as needed, coordinate on project requirements with City staff, including

but not limited to, attendance at staff meetings to coordinate project review, and for coordination of public outreach.

ADDITIONAL SERVICES

Willdan can provide additional services for medical marijuana projects to help the City process these projects through final approval and occupancy. Our available services include the following:

Engineering Services

Our designated Engineer staff will oversee all municipal engineering services including professional and statutory functions. Willdan will act as the City's representative on municipal engineering related matters. Responsibilities include but may not be limited to:

- Attend City Council, Planning Committee, and other meetings, as requested
- Prepare reports and correspondence on technical engineering matters involving the City
- Assist staff in the resolution of community inquires or complaints
- Review and recommend actions on technical matters and correspondence received by the City
- Review engineering design plans, as requested. Any related geotechnical materials review may require some support/consultation from our geotechnical engineer.

Building Plan Review

All building plans will be examined for compliance with the adopted version of the California Building Code, California Residential Code, Green Building Standards Code, California Mechanical Code, California Plumbing Code, California Electrical Code, and the Accessibility, Noise and Energy Conservation requirements as mandated by State Title 24 and all applicable City Ordinances. Plan review for Disabled Access Compliance will include a review of precise grading plans.

All plan check will include compliance with code requirements as well as an overview of the application package for other applicable requirements such as approvals from other local agencies and districts and coordination with other City departments. All plan review will comply with the City's directives, codes and policies.

Plan check will include a review of any or all of the following design elements as determined by the City:

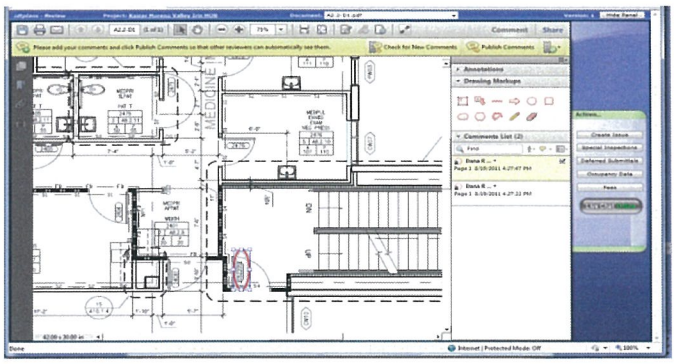
- Architectural
- Fire/Life-safety
- Plumbing
- Mechanical
- Structural
- Electrical
- Energy Conservation Regulations (Title 24)
- Disabled Access Regulations (CBC)
- Green Building Standards

After completion of each plan review, Willdan will notify the applicant with two complete typewritten plan check letters which outline the documents reviewed, instructions to the applicant regarding the processing of documents, and a listing of plan check comments. The plan

check comments will refer to appropriate sheets, details or calculation pages and the code section of concern. Comments shall specify the apparent code violation. At the City's discretion, plan check comments, plans and documents will be returned directly to the designers until such time as plans are approved.

Electronic Plan Review

Willdan has the ability to provide plan review services electronically, **at no additional cost to the City or applicants**. No additional computer software or hardware is required, only an Internet connection is necessary. Services are provided at the request of the applicant or the agency we serve. Submittals are accepted in PDF format. Willdan will review plans and can transmit the electronic redlined plans back to the applicant or designer as directed, electronically along with the plan review comment sheet. Plan review information is available to all parties 24/7 on-line. This service allows for expeditious review and collaboration between the City, designer and plans examiner to facilitate a complete understanding and documentation of plan review comments and can reduce shipping, printing and time for plan review processing for the applicant. Below is an example of a redlined plan as reviewed in electronic format.



Building and Public Works Inspection Services

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

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

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

approved by appropriate City staff. Willdan inspectors will record inspection site address and the nature of the inspection into the City's permitting system. The entries will include the inspection results and the inspector comments, if any. Willdan inspectors will ensure that all conditions of approval set by the City Council for proposed projects have been satisfied before Certificates of Occupancies are granted

STAFFING

Willdan has a team of municipal services professionals available to assist the City on these projects. Our proposed team includes the following:

Patrick Johnson, PE, Deputy Director – Quality Assurance/Quality Control, Plan Review
Richard Shields, CBO, Building Official – Project Manager, Inspection Manager
Lawrence Tomasello, BS, Principal Planner – Case Planner
Johnny Ghazal, PE, City Engineer – Public Works Support

FEES

Willdan proposes to provide these services for time and material hourly rates as shown below:

SERVICE PROVIDED	HOURLY RATE
Planning Services – Case Planner	$159
Engineering Services	$159
Plan Review	$159
Building and PW Inspections	$110

Mr. Richard Shields, CBO, will serve as the **Project Manager** for these services. Please find key staff resumes attached herein. Thank you for the opportunity to present our proposal to the **City of Needles**. Please feel free to contact me at 909.386.0200 x6289, or Richard Shields at 909.963.8045 if you need any additional information. We look forward to providing these services to the City.

Respectfully submitted,
WILLDAN ENGINEERING

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PATRICK JOHNSON, PE, CBO

Deputy Director of Building and Safety

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

Affiliations
ASCE (American Society of Civil Engineers)

Registrations
California Professional Engineer, CE#67960
Arizona Professional Engineer, CE#50435
Colorado Professional Engineer, CE#43704
Nevada Professional Engineer, CE#20699

OIC#2738

ICC Building Official 5280450
ICC Plans Examiner, 5280450-60
ICC Building Inspector, 5280450-10

Certified Disaster Response Team Member, California Building Officials

Experience
20 Years

Mr. Patrick Johnson, a registered Civil Engineer in California, Arizona, Nevada, and Colorado, is Deputy Director for the Building and Safety Division. Patrick has more than 20 years of experience in the construction and engineering field. He has more than ten years plan check experience with Willdan, and is responsible for structural plan review and overseeing plan review services company-wide.

Mr. Johnson's primary focus has been on structural engineering of lightweight commercial, industrial, and residential structures. Since employed with Willdan, he has attended a number of code enforcement and seismic application seminars and has received his Master of Engineering degree, specializing in Structures, from California State Polytechnic University. His extensive experience includes plan checking numerous projects that vary in size and complexity.

Mr. Johnson's previous engineering experience includes the position of a Design Engineer with KLP Consulting Engineers of Centennial, Colorado. In this capacity, he specialized in the design of lightweight commercial, multi and single-family housing. At times he would be called out to the field as a forensic engineer to justify the probable cause of structural damages caused by expansive soils. Mr. Johnson also has engineering experience in the design of variety of transportation projects including single and multi-span bridges, pedestrian tunnels, retaining walls, and concrete box culverts.

Other than residential and commercial timber framed structures, Mr. Johnson has plan checked several tilt up warehouse buildings that range in size up to 2.3 million square feet. He has also plan checked numerous structures consisting of braced and moment frames for lateral resistance, prestressed concrete structures, and multi-story buildings up to 6 stories in height.

Relevant Project Experience

PLAN CHECK

- Morongo Band of Mission Indians
- March Joint Powers Authority
- City of Loma Linda
- City of Moreno Valley
- City of Fontana
- City of San Bernardino
- City of Big Bear Lake
- City of Rialto
- City of Canyon Lake

RICHARD SHIELDS, CBO

Project Manager/Building Inspection Manager

Education
Riverside City College
Construction Technology

Registrations
ICC Certified Building Official
ICC Certified Building Inspector
ICC Certified Plumbing Inspector
ICC Certified Mechanical Inspector
ICC Certified Electrical Inspector
IAPMO #032681

Affiliations
International Code Council
ICC Citrus Belt Chapter
ICC Foothill Chapter

ICBO Riverside County Chapter President - 1988

Experience
26 Years

Mr. Shields serves as Principal Project Manager for Willdan Engineering serving the Southern California area. In this capacity, Mr. Shields serves as Building Official for numerous cities and municipalities including March JPA, City of Canyon Lake, City of Grand Terrace, City of Loma Linda, City of Calimesa, and City of Banning. His duties also include the placement of experienced inspectors to fill inspection needs in cities and agencies, providing complex inspections on residential commercial and industrial projects, coordination of conditions of approvals for city projects, and managing project contracts.

Mr. Shields has extensive experience in managing technical staff including building inspector, code enforcement officers and permit counter technicians. He has more than 25 years of Building and Safety experience including Building Official services, building inspection, code compliance and overseeing permit counter services.

Prior to joining Willdan, Richard served as Director of Community Development and Building Official for the City of Grand Terrace. During his tenure with the City, he was responsible for reviewing plan submittal packages, ordinance adoption, budget and policy preparation. He also oversaw and scheduled building inspections and set project conditions of approval, ensuring compliance with California Code regulations and Municipal Code regulations. His responsibilities included conduction inspections on commercial and residential projects, assisting citizens and the development community with technical and general questions brought to the Building and Safety counter.

Mr. Shields also served as Building Official for the City of Highland. In this capacity, he managed the Building and Safety Division and Code Compliance Division. Responsibilities included supervision of Division staff, building inspections, budget preparation, ordinance adoption and policy preparation. Further duties included the creation of a high fire zone ordinance in the foothills of the City and providing information to the California Fire and Forestry Department on fire code compliance issues.

LAWRENCE TOMASELLO

Principal Planner

Education

BS, City & Regional Planning, California Polytechnic University, San Luis Obispo

AA, General Education (with emphasis on architecture), San Francisco City College

Experience

33 Years

Mr. Lawrence Tomasello has 33 years of experience in community development in both the private and public sectors, including 28 years of supervisory experience.

Professional Experience

Planner, Willdan Engineering

- Re-wrote the draft General Plan for the newly incorporated Town of Tusayan, Arizona.
- Complete the final draft of a comprehensive re-write of Tusayan's Zoning Ordinance, which is currently being reviewed by the Town Manager and Attorney prior to scheduling for public hearings before the Planning and Zoning Commission and Town Council.
- Function in the capacity of Zoning Administrator for the Town of Tusayan.
- Completed a re-write of a major portion of the Zoning Ordinance for the Town of Superior, Arizona.
- Function as the Zoning Administrator for the Town of Superior on a day-to-day basis with the Town as it relates to planning and other issues.

Consultant, City of Taft

- Acted in the capacity of Planning Director for the City.
- Completed a comprehensive revision to the Engineering and Subdivision Design Manual, Subdivision Ordinance, and Zoning Ordinance, including the processing of all environmental documents.
- Re-processed errors in previously approved projects by the City that generated legal issues, such as projects that couldn't be processed for annexation through the Local Agency Formation Commission.
- Developed procedures and forms for processing various planning applications, such as conditional use permits, zone and general plan changes, variances, subdivisions, the California Environmental Quality Act, the Williamson Act, and so on.
- Assisted the Taft Community Development Agency in a major on-going mixed-use project within the area of the City identified as "Rails to Trails."
- Acted as coordinator between the City and other agencies in regional issues, coordinated with PMC in a major update in the City's General Plan, including major work on the circulation and land use elements.

Willdan, County of Inyo

- Contracted with Willdan Group, Inc. to create a Government Element of the General Plan and to complete a draft of a comprehensive revision to the County's Zoning Ordinance that is to be completed upon review by County Board of Supervisors.

Consultant, City of Maricopa

- Completed a comprehensive update to the zoning ordinance and processed projects and environmental documents.

Community Development Director, City of Delano

- Managed the Planning and Building Departments and acted as coordinator for projects involving Administration, Public Works, Engineering and the Redevelopment Agency.
- Completed a General Plan update and revised the City's Zoning Ordinance.
- Developed procedures and forms for both the California Environmental Quality Act and the Williamson Act.
- Completed annexations of approximately 1,800 acres of land into the City.
- Created and staffed a Code Enforcement Division.

Planning Director, City of Shafter

- Formation and management of the newly created Planning Department (1990).
- Annexation of 4,210 acres into the City, amendment of the City's Sphere of Influence, amendment of the Land Use Element of the City's General Plan, and pre-zoning of the area affected by the annexation (1992).
- Comprehensive revision of the City's General Plan; a 52 square mile planning area (1993).
- Comprehensive revision of the City's Zoning Ordinance (1995).
- Annexation of 5,036 acres into the City, amendment of the City's Sphere of Influence, amendment of the Land Use Element of the City's General Plan, and pre-zoning the area affected by the annexation (1996).
- Master Plan, General Plan amendment, Precise Development Plan, re-zoning, tentative land division maps, and a Development Agreement for the International Trade and Transportation Center - an 826 acre industrial development with a Foreign Trade Zone designation and an intermodal rail facility (1997).
- Comprehensive revision of the City's Subdivision Ordinance (1998).

Director of Community Development, City of Novato:

- Berg/Revoir Project: A Master Plan and Environmental Impact Report to convert a portion of Hamilton Air force Base into a master planned development incorporating residential and commercial land uses with limited industrial development. The project provided for a rapid transit system through the commercial portions of the project, an addition of one lane of traffic for Highway 101, and a four lane highway connecting Novato to San Rafael (1989).
- Re-organization of the Community Development Department: A 14 month process where the divisions of Planning, Engineering, Building, Public Works, and Administration were re-organized to meet City Goals. Approved by the City Council and implemented in 1989.
- Involved in a successful major bond issue requiring voter approval for streets, water, and drainage improvements in the City (1989).

- Acted as primary contact between the development community and the City on all major projects and resolved difficulties experienced by any interaction between developers, the community at large and the City.

Community Development Director, City of Banning

- Within one year of hire, eliminated a 4 year back-up on planning applications which included tentative subdivision maps, parcel maps, re-zonings, and conditional use permits.
- Annexation of the area between Banning and Beaumont into the City. This annexation included a plan for the implementation of major water and sewer systems.
- Presley project: A 1,200 acre planned development consisting of 4,000 residential units and a retail commercial center. This project nearly doubled the population of Banning.
- Processed a proposal to construct a mobile home/recreation vehicle/commercial center with a golf course on approximately 120 acres. This project resulted in formation of a Developer's Agreement, and an Environmental Impact Report along with several comprehensive engineering studies. However, while approved by the City, this project was not constructed.
- Re-organization of the Community Development Department from the existing Planning and Building Departments to include the Engineering Department and the City's Municipal Airport (1983).
- Comprehensive revision to the City's General Plan (1986).

Planning Consultant

- Designed and submitted applications to various cities for processing.
- Represented clients in staff meetings and public hearings.
- Oversaw construction of several projects upon legislative approval.
- Projects ranged in scope from subdivisions, re-zonings, conditional use permits, and high-end residential developments to single buildings.

Planning Director, City of Desert Hot Springs

- Revised the City's Zoning Ordinance
- Coordinated efforts between Public Works, Engineering, Planning, Building, and Re-development for impending projects.

JOHNNY GHAZAL, PE, QSD

Associate Engineer/Plan Review

Education

2002, B.S., Civil Engineering, California State Polytechnic University, Pomona

Registration

Registered Civil Engineer California No. 76395

Certifications

Qualified SWPPP Developer (QSD)

Cert. # 00849

Affiliations

Member, American Society of Civil Engineers

Experience

12 Years

Mr. Johnny Ghazal is an Associate Engineer at Willdan with over 12 years of diversified civil engineering experience throughout California covering public works and private sector projects, preceded by 6 years of residential and commercial construction experience.

His private sector experience includes the design of master planned communities involving the preparation of tentative tract maps, grading plans, improvement plans for streets, water & sewer, and storm drain facilities. Mr. Ghazal's public sector experience includes the design of capital improvement projects for various County and City jurisdictions involving street, water & sewer, and storm drain improvements.

As a certified QSD, Mr. Ghazal has facilitated water quality related permitting having prepared and reviewed many Storm Water Pollution Prevention Plans (SWPPP) and Water Quality Management Plans (WQMP) for various public agencies. Mr. Ghazal currently assists multiple agencies with data entry on the State's SMARTS system.

Relevant Project Experience

Development Review

Plan Check Engineer Services. Mr. Ghazal provides plan check services for multiple jurisdictions within the Counties of San Bernardino, Riverside, Los Angeles, Santa Barbara, and Santa Cruz. He is responsible for reviewing both private developer and capital improvement projects. Review services cover Final Parcel/Tract Maps, Lot Line Adjustments, Grading & Erosion Control Plans, Storm Drain Plans, Water & Sewer Improvement Plans, Street Improvements Plans, Signing & Striping Plans, Storm Water Pollution Prevention Plans (SWPPP), and Water Quality Management Plans (WQMP).

Staffing Support

City Engineering Services, City of Grand Terrace. Mr. Ghazal is currently serving as Consulting City Engineer having responsibilities for planning level reviews for conditions of approval, development plan reviews of private projects, and review of capital project improvement plans. Mr. Ghazal works closely with the City's Public Works Director on various CIP project responsibilities including bidding assistance and management. Mr. Ghazal also assists the City with their NPDES compliance efforts, which includes the review of SWPPP's, WQMP's, and Erosion Control Plans (ECP's).