

City of Coalinga

Response to Request for Proposals for

Municipal Code Enforcement Services

January 9, 2020



Cover Letter

January 09, 2020

Mercedes Garcia, Senior Administrative Analyst
City of Coalinga
155 W Durian Avenue
Coalinga, CA 93210

Subject: Proposal for Code Enforcement Services

The **City of Coalinga** is requesting a Code Enforcement Officer that can perform and improve municipal code enforcement services for community preservation within a designated area of the City. As a consistent industry leader for **55 years** providing municipal code enforcement services to over 80 jurisdictions in California, Willdan is pleased to present this proposal to the City of Coalinga for code enforcement services.



Describe how the delivery of services will be provided to the City:

Willdan offers a unique sense of customer service to the community. Our employees come with specialized experience that not only meet but exceed the requirements listed in the scope of work. They are trained through ICC or CACEO and maintain their certification. Our staff have experience working with similar communities therefore understand the characteristics and needs posed by the City. A full range of delivery services will be provided including general code enforcement services, investigating violations for zoning, building, nuisance, and property maintenance laws, as well as, recognize and implement appropriate remedial actions to correct the violations.



Describe the conditions, constraints, or problems that are unique to the scope of work that may adversely affect either the cost or work progress:

Based on our past success delivering similar scopes of work within-budget and on-time, there are no foreseeable conditions, constraints, or problems that would adversely affect our cost or work progress. Our team is flexible and draws on corporate support, including staff augmentation services, to help troubleshoot or adjust (without changing costs or progress) if any issues were to arise during delivery.



Identification of the project manager and main point of contact if issues arise:

Our approach to each assignment is to furnish the client with technical assistance and strong project management in a professional, efficient and economical manner. Please feel free to contact our Project Manager of Code Enforcement Services, Mr. Kenneth Eckman, keckman@willdan.com, (714) 804-2105 should you have any questions, or require additional information.

While our exceptional services are presented in the proposal, listed below are reasons why Willdan is uniquely qualified to provide these services to the City of Coalinga:

Evaluation Criteria	Willdan's Fulfillment of the Evaluation Criteria
a. Proposed Personnel-qualifications, professional experience and skills of the firm overall and in particular the proposed team members.	✓ Our Code Enforcements Officers are a unique set of individuals who are highly trained, some of which have up to 29 years of experience in this field. They are experienced with roots in the Northern California communities.
b. Ability to meet the requirements of the scope of services and maximum service delivery timelines through an efficient and effective allocation of resources.	<ul style="list-style-type: none"> ✓ In this proposal, we will demonstrate how Willdan is able to meet and/or exceed the requirements outlined in the Scope of Services. ✓ We have the resources available to meet your timeline and begin work immediately. ✓ In addition, we are offering supplementary services for your review.
c. Client References – Performance on similar projects based on input from references. The City also reserves the right to contact the clients that terminated contracts with the firm as listed in the firm's submittal.	<ul style="list-style-type: none"> ✓ We have provided 4 references for your review from clients with projects of similar scope and size. ✓ Repeat business is the highest compliment a client can give us, and most of our clients listed in this proposal are ones we have worked with repeatedly. ✓ We encourage you to contact our references as they will vouch for our high level of customer services, technical expertise, and unsurpassed project management skills.
d. Proposed Fee Structure/Cost of Services	✓ Willdan prides itself in providing the highest quality of services for the best fees possible. Our rates are comparable to industry standards.
e. Completeness of the proposal submitted and responsiveness to the RFP.	✓ We have provided a proposal that is in strict compliance to the RFP requirements.
f. Ability to comply with the City's standard professional services agreement.	✓ Willdan has no constraints or issues in our ability to comply with the City's standards.

Respectfully submitted,
WILLDAN ENGINEERING



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A. Methods and Strategic Plan.

Willdan has direct experience working with various Cities and Counties in California. Our staff are familiar with the code concepts outlined in the RFP and adapt to assignments quickly. The staff identified in this proposal are able to conduct field inspections, collect supporting evidence, and maintain case files while investigating violations related to zoning, building, grading, property maintenance, nuisance, and land use codes.

Scope of Work	Methods and Strategic Plan
 <p>Minimum of 1 CE Officer</p>	<ul style="list-style-type: none"> While a minimum of one Code Enforcement Officer is requested, we have included two qualified staff members for the City to consider.
 <p>Location + Office Hours</p>	<ul style="list-style-type: none"> Willdan has 60 offices nationwide. Our Fresno location is within a 60-mile radius of the designated service area. As we regularly do with our Staff Augmentation services, our proposed personnel are prepared to work out of the City's office and will adhere to a regular schedule to be determined by the City.
 <p>Investigate Violations</p>	<ul style="list-style-type: none"> Willdan staff will review all aspects of the code, determine the correct zoning, and determine ownership prior to the actual investigation. Our employees will adhere to the laws, statutes and protocols that govern a legal inspection. Staff will utilize zoning maps/GIS software to determine correct zoning. Personnel will determine ownership through County records and/or through an ownership database. Staff will carry laptops, tablets, mi-fi, cellphones, radios, digital cameras, measuring tape or other tools required to perform investigations. Our employees will attempt to view the alleged violations from the public right-of-way and will not perform investigations without owner's consent or warrant.
 <p>Field Surveys</p>	<ul style="list-style-type: none"> Our personnel are familiar with conducting surveys on an informational basis for enforcement action and/or part of our daily routine usually at the direction and discretion of the municipality. At the City's direction, staff will perform comprehensive pro-active surveys related to zoning regulations, building requirements, nuisance and/or property maintenance violations. Our personnel will prepare reports, memorandums or correspondence to document the survey results. In addition, Willdan employees, if requested, will perform all enforcement action related to the violations observed through the survey. Staff will document and record all violations observed during the field surveys.



Scope of Work	Methods and Strategic Plan
 <p>Implement Remedial Actions</p>	<ul style="list-style-type: none"> When code violations are confirmed, Willdan personnel will take all necessary action to obtain voluntary compliance from the responsible party. Our staff will follow the City’s policy and procedures regulating enforcement actions until the property is in conformance with Municipal Code Requirements. Willdan employees will use door hangers, informational flyers, and verbal warnings to educate residents and business owners. Our staff will issue letters and notices of violation (courtesy, regular, and final) to resolve code matters. Staff are prepared to issue Administrative Citations or levy civil penalties if required by the City. Staff will utilize all other tools such as criminal citations, criminal complaints, stop work orders, abatement warrants, receiverships, and recordations to eliminate code violations.
 <p>Document Inspections</p>	<ul style="list-style-type: none"> Willdan staff will document each code case assigned by keeping detailed notes of all inspections, conversations, and photographs. Our documentation will include all city entitlements, permits, and records related to the code investigation. It should be noted that our staff will store actual records or will upload records into the City’s database, whichever the City of Coalinga prefers. Specifically, Willdan staff will keep detailed case notes of all conversations and inspections performed during the investigation. Staff will retain all correspondences, letters, or emails related to the case. Copies of all pertinent entitlements, permits, and records will be retained in the file. All notices, letters, citations, orders, warrants, or other enforcement information will be kept on-file. All property ownership information will be saved in the appropriate files.
 <p>Gather Evidence</p>	<ul style="list-style-type: none"> Willdan personnel will gather all pertinent facts regarding the case, including taking photographs. The information will include all evidence provided by the reporting party, neighbors, the property owner, city records, photo documentation and witness statements. Personnel will review and catalog all City evidence related to the investigation. Our employees will gather evidence by performing inspections.
 <p>Patrolling</p>	<ul style="list-style-type: none"> Our staff will conduct patrols of the designated area identified and address violations of the code such as zoning, building, nuisance, and property maintenance violations. Personnel will also patrol for random violations as directed by the City such as animal control regulations, parking violations, auto repair in the right-of-way, unlicensed vendors, scavengers, etc.
 <p>Customer Service</p>	<ul style="list-style-type: none"> Willdan staff receives regular training in areas related to customer service, code training and other miscellaneous training required by our HR department. Specifically, Willdan staff will receive ongoing customer service training, ICC training, CACEO courses and other continuing education courses, as well as regular HR courses related to sexual harassment, hostile work environment, safety training, and defense driving.





Analysis: Our staff has reviewed entire programs for several municipalities but can also provide analysis of specific program areas such as code databases, revenue collection efforts, policies and procedures and community-based neighborhood improvement programs.



Other Services: Willdan offers expert support with a multitude of other services including grant proposal writing, community education, neighborhood clean-up events, graffiti prevention, and civil abatements and receiverships.

C. Consultant Firm and Proposed Personnel Experience.

Willdan has been successfully providing code enforcement staff augmentation services and code consulting to municipalities for over 55 years. During that time, Willdan has provided services to over 80 jurisdictions in both southern and northern California, Arizona and Nevada. We have provided code service to all the clients listed below. The clients we have served in the last five years are in bold.

<ul style="list-style-type: none"> ▪ City of Big Bear Lake ▪ City of Bradbury ▪ City of Costa Mesa ▪ City of Del Mar ▪ City of Desert Hot Springs ▪ City of El Monte ▪ City of Folsom ▪ City of Fountain Valley ▪ City of Fullerton ▪ City of Goleta ▪ City of Grand Terrace ▪ City of Hawaiian Gardens ▪ City of Highland ▪ City of Huntington Beach ▪ City of Irvine ▪ City of Irwindale ▪ City of Kerman 	<ul style="list-style-type: none"> ▪ City of La Cañada Flintridge ▪ City of Laguna Beach ▪ City of Laguna Hills ▪ City of Laguna Niguel ▪ City of Laguna Woods ▪ City of Los Alamitos ▪ City of Maricopa, AZ ▪ City of Moreno Valley ▪ City of No. Las Vegas, NV ▪ City of Orange ▪ City of Orange Cove ▪ City of Palm Desert ▪ City of Pasadena ▪ City of Perris ▪ City of Rancho Cordova ▪ City of Rosemead ▪ City of San Jose 	<ul style="list-style-type: none"> ▪ City of San Juan Capistrano ▪ City of San Luis Obispo ▪ City of Sierra Madre ▪ City of Soledad ▪ City of South Pasadena ▪ City of Tempe, AZ ▪ City of Thousand Oaks ▪ City of Tustin ▪ City of Vernon ▪ City of Walnut ▪ City of West Hollywood ▪ County of El Dorado ▪ County of Orange ▪ County of San Diego ▪ Town of Fountain Hills, AZ ▪ Waterford
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Willdan Experience

The following projects, listed consecutively, are very similar to the scope outlined by the City's Request for proposal: provide staff resources for investigations, documentation preparation, enforcement and resolution of various municipal codes, codified ordinances, building and zoning regulations, nuisance issues, and other laws and statutes adopted by the jurisdictions



that we serve. In the past five years, Willdan has held contracts with the following Cities and Counties:

Client	Tasks	Responsibilities
County of San Diego	<ul style="list-style-type: none"> ➤ Willdan staff enforces the County’s codified ordinances related to property maintenance, un-permitted construction, grading and excavation code, land use and zoning code provisions. 	<ul style="list-style-type: none"> ▪ Personnel is responsible for the issuance of notices, abatement orders, letters, civil citations, recordation, stop work orders, criminal citations and criminal complaints.
City of Palm Desert	<ul style="list-style-type: none"> ➤ Our employees are responsible for enforcing all municipal code provisions, but most investigations are related to violation of the City’s short-term lodging ordinance. 	<ul style="list-style-type: none"> ▪ The officers assigned to the City are required to document their findings using investigative techniques to resolve code complaints on behalf of the City.
City of Highland	<ul style="list-style-type: none"> ➤ Willdan personnel is tasked with investigating code concerns related to property maintenance, inoperable vehicles, un-permitted building, business license and various other provisions. 	<ul style="list-style-type: none"> ▪ Staff is required to prepare notices and citations when necessary to successfully resolve code cases using standard investigative techniques and several forms of documentation.
City of Grand Terrace	<ul style="list-style-type: none"> ➤ Willdan staff performs field inspections and enforces municipal code provisions (such as animal regulations, nuisance provisions, business license requirements, and building without permits). 	<ul style="list-style-type: none"> ▪ We are responsible for interpreting and explaining regulations related to municipal code provisions including zoning, land use, planning, and animal control regulations. Staff responds to citizen complaints regarding potential code violations; conducts research of property ownership, past permits and all applicable code regulations.
City of Laguna Beach	<ul style="list-style-type: none"> ➤ Our employees are responsible for enforcing all municipal code provisions, but most investigations are related to violation of the City’s short-term lodging ordinance or Un-permitted construction. 	<ul style="list-style-type: none"> ▪ The officers assigned to the City are required to document their findings using investigative techniques to resolve code complaints on behalf of the City.
City of Laguna Woods	<ul style="list-style-type: none"> ➤ Willdan staff performs field inspections and enforces municipal code provisions (such as animal regulations, nuisance provisions, business license requirements, and building without permits). 	<ul style="list-style-type: none"> ▪ We are responsible for interpreting and explaining regulations related to municipal code provisions including zoning, land use, planning, and animal control regulations. Staff responds to citizen complaints regarding potential code violations;



Client	Tasks	Responsibilities
City of Laguna Niguel	<ul style="list-style-type: none"> ➤ Willdan personnel is tasked with investigating code concerns related to property maintenance, inoperable vehicles, un-permitted building, business license and various other provisions. 	<p>conducts research of property ownership, past permits and all applicable code regulations.</p> <ul style="list-style-type: none"> ▪ Staff is required to prepare notices and citations when necessary to successfully resolve code cases using standard investigative techniques and several forms of documentation.
City of Huntington Beach	<ul style="list-style-type: none"> ➤ Willdan staff performs field inspections and enforces municipal code provisions (such as animal regulations, nuisance provisions, business license requirements, and building without permits). 	<ul style="list-style-type: none"> ▪ We are responsible for interpreting and explaining regulations related to municipal code provisions including zoning, land use, planning, and design review. Staff responds to citizen complaints regarding potential code violations; conducts research of property ownership, past permits and all applicable code regulations.
City of Tustin	<ul style="list-style-type: none"> ➤ Our employees are responsible for enforcing all business license provisions and water conservation requirements on behalf of the finance division. 	<ul style="list-style-type: none"> ▪ Personnel proactively identifies all unlicensed businesses and residents who violate water restrictions. They document their findings and issue notifications until compliance is achieved.
County of Orange	<ul style="list-style-type: none"> ➤ Willdan staff enforces the County's codified ordinances related to property maintenance, un-permitted construction, grading and excavation code, land use and zoning code provisions. 	<ul style="list-style-type: none"> ▪ Personnel is responsible for the issuance of notices, abatement orders, letters, civil citations, recordation, stop work orders, criminal citations and criminal complaints.
City of Fullerton	<ul style="list-style-type: none"> ➤ Willdan staff performs field inspections and enforces municipal code provisions (such as animal regulations, nuisance provisions, business license requirements, and building without permits). 	<ul style="list-style-type: none"> ▪ We are responsible for interpreting and explaining regulations related to municipal code provisions including zoning, land use, planning, and design review. Staff responds to citizen complaints regarding potential code violations; conducts research of property ownership, past permits and all applicable code regulations.



Client	Tasks	Responsibilities
City of Hawaiian Gardens	<ul style="list-style-type: none"> ➤ Willdan personnel is tasked with investigating code concerns related to property maintenance, inoperable vehicles, un-permitted building, business license and various other provisions. 	<ul style="list-style-type: none"> ▪ Staff is required to prepare notices and citations when necessary to successfully resolve code cases using standard investigative techniques and several forms of documentation.
City of Vernon	<ul style="list-style-type: none"> ➤ Our code enforcement team enforces all provisions of the City's municipal code related to certificate of occupancy, business license, unpaid fines and violations of the City's commercial zoning requirements. 	<ul style="list-style-type: none"> ▪ Staff performs research of property and business ownership, issues notices, letters and citations until the code matter reaches resolution.
City of La Canada Flintridge	<ul style="list-style-type: none"> ➤ Willdan staff performs field inspections and enforces municipal code provisions (such as animal regulations, nuisance provisions, business license requirements, and building without permits). 	<ul style="list-style-type: none"> ▪ We are responsible for interpreting and explaining regulations related to municipal code provisions including zoning, land use, planning, and design review. Staff responds to citizen complaints regarding potential code violations; conducts research of property ownership, past permits and all applicable code regulations.
City of Big Bear Lake	<ul style="list-style-type: none"> ➤ Our employees are responsible for enforcing all municipal code provisions, but most investigations are related to violation of the City's short-term lodging ordinance. 	<ul style="list-style-type: none"> ▪ The officers assigned to the City are required to document their findings using investigative techniques to resolve code complaints on behalf of the City.
City of Thousand Oaks	<ul style="list-style-type: none"> ➤ Willdan staff performs field inspections and enforces municipal code provisions (such as animal regulations, nuisance provisions, business license requirements, and building without permits). 	<ul style="list-style-type: none"> ▪ We are responsible for interpreting and explaining regulations related to municipal code provisions including zoning, land use, planning, and design review. Staff responds to citizen complaints regarding potential code violations; conducts research of property ownership, past permits and all applicable code regulations.



Client	Tasks	Responsibilities
City of Moreno Valley	<ul style="list-style-type: none"> ➤ Willdan personnel is tasked with investigating code concerns related to property maintenance, inoperable vehicles, un-permitted building, business license and various other provisions. 	<ul style="list-style-type: none"> ▪ Staff is required to prepare notices and citations when necessary to successfully resolve code cases using standard investigative techniques and several forms of documentation.
County of El Dorado	<ul style="list-style-type: none"> ➤ On-call contract to investigate marijuana cultivation, short-term lodging and property maintenance issues within the County. 	<ul style="list-style-type: none"> ▪ Our staff will be responsible for the investigation of all code related issues, documentation of our findings, notification, and resolution of the violations found.
City of Rancho Cordova	<ul style="list-style-type: none"> ➤ Our employees are responsible for enforcing all municipal code provisions, but most investigations are related to violation of the City's abandoned and inoperable vehicle program. 	<ul style="list-style-type: none"> ▪ The officer assigned to the City are required to document their findings using investigative techniques to resolve code complaints on behalf of the City.
City of Kerman	<ul style="list-style-type: none"> ➤ Willdan personnel is tasked with investigating code concerns related to property maintenance, inoperable vehicles, un-permitted building, business license and various other provisions. 	<ul style="list-style-type: none"> ▪ Staff is required to prepare notices and citations when necessary to successfully resolve code cases using standard investigative techniques and several forms of documentation.
City of Orange Cove	<ul style="list-style-type: none"> ➤ Willdan personnel is tasked with investigating code concerns related to property maintenance, inoperable vehicles, un-permitted building, business license and various other provisions. 	<ul style="list-style-type: none"> ▪ Staff is required to prepare notices and citations when necessary to successfully resolve code cases using standard investigative techniques and several forms of documentation.
City of Orange	<ul style="list-style-type: none"> ➤ Willdan personnel provided administrative support to the City's Code Enforcement Division. 	<ul style="list-style-type: none"> ▪ This included receiving and entering of complaints, assisting customers at the front counter, preparation of notices and letters for all field personnel and assisting the code supervisor with the preparation of staff reports and miscellaneous productivity reports.



Client	Tasks	Responsibilities
City of San Luis Obispo	<ul style="list-style-type: none"> ➤ Willdan personnel is tasked with investigating code concerns related to property maintenance, inoperable vehicles, un-permitted building, business license and various other provisions. 	<ul style="list-style-type: none"> ▪ Staff is required to prepare notices and citations when necessary to successfully resolve code cases using standard investigative techniques and several forms of documentation.
City of South Pasadena	<ul style="list-style-type: none"> ➤ Willdan personnel is tasked with investigating code concerns related to property maintenance, inoperable vehicles, un-permitted building, business license and various other provisions. 	<ul style="list-style-type: none"> ▪ Staff is required to prepare notices and citations when necessary to successfully resolve code cases using standard investigative techniques and several forms of documentation.
City of Waterford	<ul style="list-style-type: none"> ➤ Willdan personnel is tasked with investigating code concerns related to property maintenance, inoperable vehicles, un-permitted building, business license and various other provisions. 	<ul style="list-style-type: none"> ▪ Staff is required to prepare notices and citations when necessary to successfully resolve code cases using standard investigative techniques and several forms of documentation.
City of Tempe, AZ	<ul style="list-style-type: none"> ➤ Our team performs a random sampling of ten percent of all residential and commercial properties annually on behalf of the City. 	<ul style="list-style-type: none"> ▪ Willdan staff photographs and documents all violations for resolution. Staff prepares an annual report for presentation to the City Council.
City of El Monte	<ul style="list-style-type: none"> ➤ Willdan provided a code enforcement manager to the City to serve as the interim administrator. 	<ul style="list-style-type: none"> ▪ Staff was required to manage the day to day operations of the Code and animal control division while a recruitment was performed by City personnel.
City of San Jose	<ul style="list-style-type: none"> ➤ On-call contract to investigate municipal code provisions (such as animal regulations, nuisance provisions, business license requirements, and building without permits). 	<ul style="list-style-type: none"> ▪ We will be responsible for interpreting and explaining regulations related to municipal code provisions including zoning, land use and planning.

Personnel Experience

Although overall firm credentials and experience are important, the key to a successful project is the caliber and depth of experience of the individuals assigned to the team. Willdan maintains and offers jurisdictions a highly qualified team of in-house code professionals with the technical qualifications and diverse capabilities necessary to undertake the services requested for the City’s project. Our proposed team members include:



Name	Experience Qualifications							
	Location and Hours	Investigation of violations	Field Surveys	Document Preparation	Evidence Gathering	Prepare/Issue Citations	Patrolling	Customer Service & training
Kenneth Eckman Project Manager	✓	✓	✓	✓	✓	✓	✓	✓
	<p><i>Mr. Eckman is a Willdan Engineering code enforcement officer with 29 years of experience. Mr. Eckman is a highly dedicated professional with extensive experience relating to a Code Enforcement Management as well as background as a Community College Instructor/Education Coordinator and City Commission Member.</i></p> <p>Relevant Project Experience</p> <p>City of Laguna Beach, CA. Code Enforcement Officer (Willdan Contract). Responsibilities include: checking all new complaints that come in from the day before via phone, in-person or email, including those that come in through the Mayor’s Hotline, then prioritize the complaints that need to be completed by the end of day and work towards resolving issues. This may include conducting inspections and meeting with residents/community members to address complaints. Detailed notes are gathered and entered into City’s tracking system.</p> <p>City of Orange, CA. Code Compliance Supervisor / Manager. Oversee the Compliance Officer and a team of up to 5 Junior Code Compliance Officers in reviewing and managing violations to the city’s municipal, zoning, housing, building, development and signage codes. Interview, hire, and train staff in the principles and practices relating to code violation identification, investigation and correction. Assign staff duties, calculate hours and monitor vacation usage/sick leave. Write performance evaluations. Manage an average of 1,500 cases per year. Work with the City Attorney on citing and prosecuting illegal construction activities and non-compliant building contractors. Supervise, plan and coordinate a comprehensive code compliance program for the entire city. Successfully improved the citation process and declaration reporting for the City Attorney. Named 2016 Manager of the Year for the City of Orange in conjunction with the LDA and NMA. Collaborate with the Mayor and City Manager on key projects. Provide written reports and memos to the City Manager, City Council and Public Information Officials for media purposes.</p> <p>CACEO and Irvine Valley College (IVC). Education Coordinator. Designed and developed State Board Approved curriculum for certification of code enforcement officers. Duties included hiring professors, preparing curriculum, scheduling of classes and preparing students to become CACEO Certified. Established IVC’s initial program for training and certifying code enforcement officers. Created a highly effective Internship and Employment Program at IVC.</p> <p>Santiago Canyon College / Irvine Valley College. Instructor of Code Enforcement. Instructed code enforcement at IVC as part of required educational classes for Code Enforcement Officers. Taught a Code Enforcement Basics course to classes of 20-30 students. Created and developed a training program for code enforcement.</p> <p>City of Orange, CA. Senior Code Enforcement Officer. Provided technical and functional direction to the city’s lower-level code compliance staff. Handled special events for the Mayor, including the “State of the City” address.</p>							



Name	Experience Qualifications							
	Code Enforcement Officer. Identified, investigated and initiated corrections to violations of the city’s codes. Performed a variety of public relations and outreach work.							
	Location and Hours	Investigation of violations	Field Surveys	Document Preparation	Evidence Gathering	Prepare/Issue Citations	Patrolling	Customer Service & training
Tommy Thomas CE Officer	✓	✓	✓	✓	✓	✓	✓	✓
<p><i>Mr. C. Frank “Tommy” Thomas is a Willdan Engineering Code Enforcement Officer with 5 years of experience. He communicates effectively with both internal staff and the general public. Tommy’s strength is establishing rapport with superiors and co-workers. He is organized, self-motivated, enthusiastic and always willing to learn. Tommy always demonstrates professionalism and a strong personal image. Mr. Thomas is available to provide code enforcement services to our California clients.</i></p>								
<p>Relevant Project Experience</p>								
<p>City of Kerman, California. Code Enforcement Officer. Conducted field investigations on reported properties which included residential, commercial and industrial. Enforced all applicable codes, ordinances and statutes and issued citations for violations regarding zoning, litter, abandoned vehicles, weeds, and debris accumulation as appropriate. Gathered photographic evidence, and composed letters to ensure remedial action was taken. Received complaints from citizens, issued correction notices, and performed abatements when necessary.</p>								
<p>City of Orange Cove, California. Code Enforcement Officer. Conducted field investigations and site surveillance of residential, commercial, and industrial properties. Enforced all applicable code provisions, ordinances and statutes. Issued infraction and misdemeanor citations for violations regarding zoning, litter, abandoned vehicles, weeds, and debris accumulation. Photographed evidence, prepared diagrams, interviewed potential witnesses, and composed letters to ensure remedial action was taken. Received complaints from citizens, issued correction notices, and performed abatements when necessary. Prepared memos and investigative reports.</p>								
<p>City of Farmersville, California. Code Enforcement Officer/Planning Technician. Provided enforcement of the City Zoning Ordinance, reviewed requirements and proposed use, enforcement of the California Vehicle Code for abandoned vehicles, reviewed business license applications, received building permit applications, reviewed building plans, checked parcel zoning district, verified that proposed set-backs complied with the zoning district requirements, reviewed FEMA flood panel maps, and required an Elevation Certificate from a Surveyor.</p>								
<p>City of Delano, California. Code Enforcement Officer. Performed field inspections and enforced municipal code provisions (such as animal regulations, business license requirements, and building permits). Explained regulations relating to municipal code provisions including zoning, land use, planning, and design review. Responded to citizen complaints regarding potential code violations, conducted research of property ownership,</p>								



Name	Experience Qualifications
	<p>past permits, and all applicable code regulations. Coordinated enforcement actions with other City departments and other governmental agencies as necessary.</p> <p>Tulare County Permit Review Center. Visalia, California. Planning Technician. Responded to zoning information requests, provided answers to zoning issues and dividing parcels, plan checked parcels for applicable zoning, and established fees for building permits.</p> <p>Thomas Construction and Development. Porterville, California. Licensed Building Contractor/Project Manager. Supervised operations, subdivided and developed residential buildings lots, constructed houses, managed day to day operations, coordinated and scheduled crew assignments.</p>

Location and Hours	Investigation of violations	Field Surveys	Document Preparation	Evidence Gathering	Prepare/Issue Citations	Patrolling	Customer Service & training
✓	✓	✓	✓	✓	✓	✓	✓

Tommy Moore
CE Officer

Mr. Thomas "Tommy" Moore is a Willdan Engineering code enforcement officer with 7 years of code experience. Moore is a highly motivated individual that excels in working with both the community and interdepartmental staff. He requires minimal supervision and thrives in resolving complex matters related to code enforcement. Mr. Moore is available to Northern California clients.

Relevant Project Experience

City of Orange Cove, California. Code Enforcement Officer. Conducted field investigations and site surveillance of residential, commercial, and industrial properties. Enforced all applicable code provisions, ordinances and statutes. Issued infraction and misdemeanor citations for violations regarding zoning, litter, abandoned vehicles, weeds, and debris accumulation. Photographed evidence, prepared diagrams, interviewed potential witnesses, and composed letters to ensure remedial action was taken. Received complaints from citizens, issued correction notices, and performed abatements when necessary. Prepared memos and investigative reports.

Clark County, Nevada. Code Enforcement Officer. As a Code Enforcement Officer, Mr. Moore received and responded to complaints regarding zoning violations, debris, solid waste, abandoned or inoperative vehicles, weeds, and other zoning code violations. He researched property ownership, variances, use permits, and other documentation regarding the property in question. Mr. Moore contacted property owners and scheduled on-site inspections. He interpreted codes and regulations and explained codes, regulations, and inspection procedures to responsible parties. He performed abatement of hazardous or public nuisance circumstances, including vehicle and solid waste, swimming pools, and board ups of properties. Mr. Moore issued citations or notices of violations for non-compliance, including outlining remedial actions or repair required, time limits, permits required, and methods for effective clearance of such notices. He monitored compliance activities and conducted follow-up and final inspections. He conducted property usage inspections, including those related to the issuance of business license and/or home occupations. Mr. Moore established files, maintained inspection tracking documentation, and records of all notices and actions. He



Name	Experience Qualifications
	<p>prepared a variety of correspondence with various department and agencies. He utilized various code tracking programs, including Navaline and Acella, and File 360.</p> <p>City of Fresno, CA. Code Enforcement Specialist. Mr. Moore has extensive contact involving investigating complaints from citizens regarding possible code violations. These violations consisted of abandoned vehicles/abatement, weed issues/abatement, vector infestations, property blight, various hazardous conditions, zoning issues, overgrown vegetation, and assisted with substandard housing and building inspections. He would handle the case from the first inspection, contacting the property owner/citizens involved, possible issuance of citation and/or property/vehicle abatement, and through the resolution of the case. He documented his findings, prepared reports, and other public correspondence.</p> <p>County of Tulare, Visalia, CA. Road Use Inspector. Mr. Moore made investigations from complaints or from observed violations regarding damage to County roads and structures, encroachments on or damage to County right of way, and flooding or littering of County roads. He investigated and/responded to all vehicular accident on County roads to determine if there was a hazard for possible future liability for the County. He gathered evidence and took statements. He investigated all work being done on County property.</p> <p>California Highway Patrol, Fresno, CA. California Highway Patrol Officer. Mr. Moore conducted preliminary and follow-up criminal and accident investigations. He located and interviewed witnesses and suspects and gathered, assembled, preserved, and reported facts and statements in various report formats. Mr. Moore preserved evidence for use in criminal and legal actions and testified in court as an expert witness. He has an extensive background in enforcement actions including accident/criminal investigations and issuing of citations.</p>

D. List of Project Personnel.

Willdan offers the City of Coalinga a highly qualified team of in-house professionals with the technical qualifications and diverse capabilities necessary to undertake the services requested for the City's projects. Our proposed team members include:

Mr. Kenneth Eckman has 29 years of experience of Code Enforcement experience. He is the proposed Project Manager for this contract. Mr. Eckman is responsible for Code Enforcement Services company wide including California and Arizona. Ken leads a team of code enforcement professionals who can provide both short and long-term services including management of code enforcement departments.

Mr. Eckman is available as a contact person to the City at any time.

Education:

- Extensive continuing education to maintain CACEO membership
- General Education – Santa Ana College, Santa Ana, CA



Registration/Certification:

- PC 832 training
- Certified Code Enforcement Officer – CACEO Module I, II, & III

Mr. Tommy Thomas is one of the proposed code enforcement officers. He is one of Willdan Engineering's code enforcement officer with 5 years of experience. He has gone through the necessary trainings to be qualified for this position. During his time at Willdan, he has worked with various Cities and Counties in the Northern California area and has established rapport with his superiors and co-workers at these locations. He is eager to bring his experience and code enforcement knowledge to the City of Coalinga.

Education:

- Code Enforcement Certificate, American River College – Sacramento
- College of the Sequoias- Visalia

Registration/Certification:

- PC 832 training
- Certified Code Enforcement Officer – CACEO

Mr. Tommy Moore is one of the proposed code enforcement officers. He has over 30 years of municipal government experience. He has provided code enforcement services to various cities in California and Nevada. Tommy has also worked with the California Highway Patrol in Northern California. His background in law enforcement and code make him an ideal candidate for this position.

Education:

- AA, Business Administration, Fresno City College, Fresno California
- Police Science, 25 units completed, 1998-2002, Fresno City College, Fresno, California
- Criminology, 31 unites completed, 2004-2009, California State University, Fresno
- 1989, Graduate, Criminal Justice Training Center, Basic Law Enforcement Academy, Modesto Junior College

Registration/Certification:

- Advance POST Certificate
- ICC/AACE Property Maintenance & Housing Inspector



E. References.

Public Agency

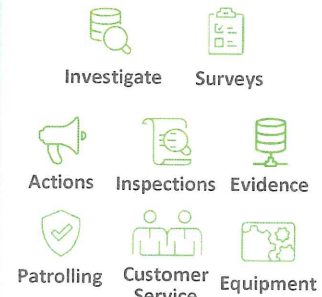
Description of Programs

CITY OF RANCHO CORDOVA

Russell Ducharme
Neighborhood Services Manager

✉ rducharme@cityofranchocordova.org
 ☎ 916.851.8770
 📍 2880 Gold Tailings Ct., Rancho Cordova, CA 95670

Our employees are responsible for enforcing all municipal code provisions, but most investigations are related to violation of the City’s abandoned and inoperable vehicle program. The officers assigned to the City are required to document their findings using investigative techniques to resolve code complaints on behalf of the City.

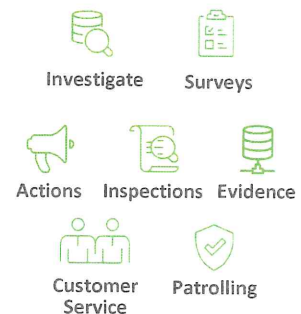


CITY OF KERMAN

Marci Reyes
City Clerk

✉ mreyes@cityofkerman.org
 ☎ 559.846.9380
 📍 850 S. Madera Avenue Kerman, CA 93630

Willdan personnel is tasked with investigating code concerns related to property maintenance, inoperable vehicles, un-permitted building, business license and various other provisions. Staff is required to prepare notices and citations when necessary to successfully resolve code cases using standard investigative techniques and several forms of documentation.

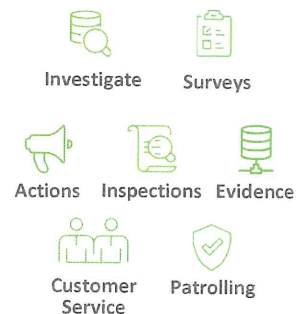


CITY OF ORANGE COVE

Rudy Hernandez
City Manager

✉ Rudy@cityoforangecove.com
 ☎ 559.626.4488
 📍 633 Sixth Street Orange Cove, California 93646

Willdan personnel is tasked with investigating code concerns related to property maintenance, inoperable vehicles, un-permitted building, business license and various other provisions. Staff is required to prepare notices and citations when necessary to successfully resolve code cases using standard investigative techniques and several forms of documentation.



CITY OF WATERFORD

Michael Pitcock
City Manager

✉ mpitcock@cityofwaterford.org
 ☎ 209.874.2328
 📍 101 E Street Waterford, CA 95386

Willdan personnel is tasked with investigating code concerns related to property maintenance, inoperable vehicles, un-permitted building, business license and various other provisions. Staff is required to prepare notices and citations when necessary to successfully resolve code cases using standard investigative techniques and several forms of documentation.



F. Not-to-Exceed Monthly Fee and Schedule of Hourly Rates.

Hourly Rates

Willdan's all-inclusive rate of \$63.00 per hour includes project management oversight, vehicle and mileage, and all required insurance including professional liability.

Not-to-Exceed Monthly Fee

As delineated in the City's Request for Qualifications, our proposed Code Enforcement Officer will be available to provide services to the City fifteen to forty (15 - 40) hours per week. This schedule represents an approximate monthly fee range, for a four-week month, of \$3,780 to \$10,080. The City will be invoiced for actual hours spent.

Fee Schedule

Code Compliance Officer Services



\$63.00
per hour

