

PROFESSIONAL CONSULTANT SERVICES AGREEMENT

PPM GROUP, INC.

[Labor Compliance Auditing Services RFP NO. 1840]

THIS PROFESSIONAL CONSULTANT SERVICES AGREEMENT (“Agreement”) is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ (“Effective Date”), by and between the CITY OF RIVERSIDE (“City”), a California charter city and municipal corporation and PPM GROUP, INC., a California corporation (“Consultant”).

1. **Scope of Services.** City agrees to retain and does hereby retain Consultant and Consultant agrees to provide the services more particularly described in Exhibit “A,” “Scope of Services” (“Services”), attached hereto and incorporated herein by reference, in conjunction with Labor Compliance Auditing Services, RFP No. 1840 (“Project”).

2. **Term.** This Agreement shall be effective from January 1, 2019 through December 31, 2022. The term may be extended for an additional one-year period upon mutual written agreement of the parties, unless otherwise terminated pursuant to the provisions herein.

3. **Compensation/Payment.** Consultant shall perform the Services under this Agreement for the total sum not to exceed Seventy Five Thousand Dollars (\$75,000) payable in accordance with the terms set forth in Exhibit “B.” Said payment shall be made in accordance with City’s usual accounting procedures upon receipt and approval of an itemized invoice setting forth the services performed. The invoices shall be delivered to City at the address set forth in Section 4 hereof.

4. **Notices.** Any notices required to be given, hereunder shall be in writing and shall be personally served or given by mail. Any notice given by mail shall be deemed given when deposited in the United States Mail, certified and postage prepaid, addressed to the party to be served as follows:

To City

Public Works Department  
City of Riverside  
3900 Main Street, 4th Floor  
Riverside, CA 92522

To Consultant

PPM Group Inc.  
Attn: Michael Tahan, CCM  
7950 Cherry Ave., Suite 103  
Fontana, CA 92336

5. **Prevailing Wage.** If applicable, Consultant and all subcontractors are required to pay the general prevailing wage rates of per diem wages and overtime and holiday wages determined by the Director of the Department of Industrial Relations under Section 1720 et seq. of the California Labor Code and implemented by Resolution No. 13346 of the City Council of the City of Riverside. The Director's determination is available on-line at [www.dir.ca.gov/dlsr/DPreWageDetermination.htm](http://www.dir.ca.gov/dlsr/DPreWageDetermination.htm) and is referred to and made a part hereof; the wage rates therein ascertained, determined, and specified are referred to and made a part hereof as though fully set forth herein.

6. **Contract Administration.** A designee of the City will be appointed in writing by the City Manager or Department Director to administer this Agreement on behalf of City and shall be referred to herein as Contract Administrator.

7. **Standard of Performance.** While performing the Services, Consultant shall exercise the reasonable professional care and skill customarily exercised by reputable members of Consultant's profession practicing in the Metropolitan Southern California Area, and shall use reasonable diligence and best judgment while exercising its professional skill and expertise.

8. **Personnel.** Consultant shall furnish all personnel necessary to perform the Services and shall be responsible for their performance and compensation. Consultant recognizes that the qualifications and experience of the personnel to be used are vital to professional and timely completion of the Services. The key personnel listed in Exhibit "C" attached hereto and incorporated herein by this reference and assigned to perform portions of the Services shall remain assigned through completion of the Services, unless otherwise mutually agreed by the parties in writing, or caused by hardship or resignation in which case substitutes shall be subject to City approval.

9. **Assignment and Subcontracting.** Neither party shall assign any right, interest, or obligation in or under this Agreement to any other entity without prior written consent of the other party. In any event, no assignment shall be made unless the assignee expressly assumes the obligations of assignor under this Agreement, in a writing satisfactory to the parties. Consultant acknowledges that any assignment may, at the City's sole discretion, require City Manager and/or City Council approval. Consultant shall not subcontract any portion of the work required by this Agreement without prior written approval by the responsible City Contract Administrator. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement, including without limitation, the insurance obligations set forth in Section 12. The Consultant acknowledges and agrees that the City is an intended beneficiary of any work performed by any subcontractor for purposes of establishing a duty of care between any subcontractor and the City.

10. **Independent Contractor.** In the performance of this Agreement, Consultant, and Consultant's employees, subcontractors and agents, shall act in an independent capacity as independent contractors, and not as officers or employees of the City of Riverside. Consultant acknowledges and agrees that the City has no obligation to pay or withhold state or federal taxes or to provide workers' compensation or unemployment insurance to Consultant, or to Consultant's employees, subcontractors and agents. Consultant, as an independent contractor, shall be responsible for any and all taxes that apply to Consultant as an employer.

11. **Indemnification.**

11.1 **Design Professional Defined.** For purposes of this Agreement, “Design Professional” includes the following:

- A. An individual licensed as an architect pursuant to Chapter 3 (commencing with Section 5500) of Division 3 of the Business and Professions Code, and a business entity offering architectural services in accordance with that chapter.
- B. An individual licensed as a landscape architect pursuant to Chapter 3.5 (commencing with Section 5615) of Division 3 of the Business and Professions Code, and a business entity offering landscape architectural services in accordance with that chapter.
- C. An individual registered as a professional engineer pursuant to Chapter 7 (commencing with Section 6700) of Division 3 of the Business and Professions Code, and a business entity offering professional engineering services in accordance with that chapter.
- D. An individual licensed as a professional land surveyor pursuant to Chapter 15 (commencing with Section 8700) of Division 3 of the Business and Professions Code, and a business entity offering professional land surveying services in accordance with that chapter.

11.2 **Defense Obligation For Design Professional Liability.** Consultant agrees, at its cost and expense, to promptly defend the City, and the City’s employees, officers, managers, agents and council members (collectively the “Parties to be Defended”) from and against any and all claims, allegations, lawsuits, arbitration proceedings, administrative proceedings, regulatory proceedings, or other legal proceedings to the extent the same arise out of, pertain to, or relate to the negligence, recklessness or willful misconduct of Consultant, or anyone employed by or working under the Consultant or for services rendered to the Consultant in the performance of the Agreement, notwithstanding that the City may have benefited from its work or services and whether or not caused in part by the negligence of an Indemnified Party. Consultant agrees to provide this defense immediately upon written notice from the City, and with well qualified, adequately insured and experienced legal counsel acceptable to City. Consultant will reimburse City for reasonable defense costs for claims arising out of Consultant’s professional negligence based on the percentage of Consultant’s liability. This obligation to defend as set forth herein is binding on the successors, assigns and heirs of Consultant and shall survive the termination of Consultant’s Services under this Agreement.

11.3 **Indemnity For Design Professional Liability.** When the law establishes a professional standard of care for Consultant’s services, to the fullest extent permitted by law, Consultant shall indemnify, protect and hold harmless the City and the City’s employees, officers, managers, agents, and Council Members (“Indemnified Parties”) from and against any and all claim for damage, charge, lawsuit, action, judicial, administrative, regulatory or arbitration proceeding,

damage, cost, expense (including counsel and expert fees), judgment, civil fines and penalties, liabilities or losses of any kind or nature whatsoever to the extent the same arise out of, pertain to, or relate to the negligence, recklessness or willful misconduct of Consultant, or anyone employed by or working under the Consultant or for services rendered to the Consultant in the performance of the Agreement, notwithstanding that the City may have benefited from its work or services and whether or not caused in part by the negligence of an Indemnified Party.

**11.4 Defense Obligation For Other Than Design Professional Liability.**

Consultant agrees, at its cost and expense, to promptly defend the City, and the City's employees, officers, managers, agents and council members (collectively the "Parties to be Defended") from and against any and all claims, allegations, lawsuits, arbitration proceedings, administrative proceedings, regulatory proceedings, or other legal proceedings which arise out of, or relate to, or are in any way connected with: 1) the Services, work, activities, operations, or duties of the Consultant, or of anyone employed by or working under the Consultant, or 2) any breach of the Agreement by the Consultant.

This duty to defend shall apply whether or not such claims, allegations, lawsuits or proceedings have merit or are meritless, or which involve claims or allegations that any or all of the Parties to be Defended were actively, passively, or concurrently negligent, or which otherwise assert that the Parties to be Defended are responsible, in whole or in part, for any loss, damage or injury. Consultant agrees to provide this defense immediately upon written notice from the City, and with well qualified, adequately insured and experienced legal counsel acceptable to City. This obligation to defend as set forth herein is binding on the successors, assigns and heirs of Consultant and shall survive the termination of Consultant's Services under this Agreement.

**11.5 Indemnity For Other Than Design Professional Liability.** Except as to the sole negligence or willful misconduct of the City, Consultant agrees to indemnify, protect and hold harmless the Indemnified Parties from and against any claim for damage, charge, lawsuit, action, judicial, administrative, regulatory or arbitration proceeding, damage, cost, expense (including counsel and expert fees), judgment, civil fine and penalties, liabilities or losses of any kind or nature whatsoever whether actual, threatened or alleged, which arise out of, pertain to, or relate to, or are a consequence of, or are attributable to, or are in any manner connected with the performance of the Services, work, activities, operations or duties of the Consultant, or anyone employed by or working under the Consultant or for services rendered to Consultant in the performance of this Agreement, notwithstanding that the City may have benefited from its work or services. This indemnification provision shall apply to any acts, omissions, negligence, recklessness, or willful misconduct, whether active or passive, on the part of the Consultant or anyone employed or working under the Consultant.

**12. Insurance.**

**12.1 General Provisions.** Prior to the City's execution of this Agreement, Consultant shall provide satisfactory evidence of, and shall thereafter maintain during the term of this Agreement, such insurance policies and coverages in the types, limits, forms and ratings required herein. The rating and required insurance policies and coverages may be modified in writing by the City's Risk Manager or City Attorney, or a designee, unless such modification is prohibited by law.

**12.1.1 Limitations.** These minimum amounts of coverage shall not constitute any limitation or cap on Consultant's indemnification obligations under Section 11 hereof.

12.1.2 **Ratings.** Any insurance policy or coverage provided by Consultant or subcontractors as required by this Agreement shall be deemed inadequate and a material breach of this Agreement, unless such policy or coverage is issued by insurance companies authorized to transact insurance business in the State of California with a policy holder's rating of A or higher and a Financial Class of VII or higher.

12.1.3 **Cancellation.** The policies shall not be canceled unless thirty (30) days' prior written notification of intended cancellation has been given to City by certified or registered mail, postage prepaid.

12.1.4 **Adequacy.** The City, its officers, employees and agents make no representation that the types or limits of insurance specified to be carried by Consultant pursuant to this Agreement are adequate to protect Consultant. If Consultant believes that any required insurance coverage is inadequate, Consultant will obtain such additional insurance coverage as Consultant deems adequate, at Consultant's sole expense.

12.2 **Workers' Compensation Insurance.** By executing this Agreement, Consultant certifies that Consultant is aware of and will comply with Section 3700 of the Labor Code of the State of California requiring every employer to be insured against liability for workers' compensation, or to undertake self-insurance before commencing any of the work. Consultant shall carry the insurance or provide for self-insurance required by California law to protect said Consultant from claims under the Workers' Compensation Act. Prior to City's execution of this Agreement, Consultant shall file with City either 1) a certificate of insurance showing that such insurance is in effect, or that Consultant is self-insured for such coverage, or 2) a certified statement that Consultant has no employees, and acknowledging that if Consultant does employ any person, the necessary certificate of insurance will immediately be filed with City. Any certificate filed with City shall provide that City will be given ten (10) days' prior written notice before modification or cancellation thereof.

12.3 **Commercial General Liability and Automobile Insurance.** Prior to City's execution of this Agreement, Consultant shall obtain, and shall thereafter maintain during the term of this Agreement, commercial general liability insurance and automobile liability insurance as required to insure Consultant against damages for personal injury, including accidental death, as well as from claims for property damage, which may arise from or which may concern operations by anyone directly or indirectly employed by, connected with, or acting for or on behalf of Consultant. The City, and its officers, employees and agents, shall be named as additional insureds under the Consultant's insurance policies.

12.3.1 Consultant's commercial general liability insurance policy shall cover both bodily injury (including death) and property damage (including, but not limited to, premises operations liability, products-completed operations liability, independent contractor's liability, personal injury liability, and contractual liability) in an amount not less than \$1,000,000 per occurrence and a general aggregate limit in the amount of not less than \$2,000,000.

12.3.2 Consultant's automobile liability policy shall cover both bodily injury and property damage in an amount not less than \$1,000,000 per occurrence and an aggregate limit of not less than \$1,000,000. All of Consultant's automobile and/or commercial general liability insurance policies shall cover all vehicles used in connection with Consultant's performance of this Agreement, which vehicles shall include, but are not limited to, Consultant owned vehicles, Consultant leased vehicles, Consultant's employee vehicles, non-Consultant owned vehicles and hired vehicles.

12.3.3 Prior to City's execution of this Agreement, copies of insurance policies or original certificates along with additional insured endorsements acceptable to the City evidencing the coverage required by this Agreement, for both commercial general and automobile liability insurance, shall be filed with City and shall include the City and its officers, employees and agents, as additional insureds. Said policies shall be in the usual form of commercial general and automobile liability insurance policies, but shall include the following provisions:

It is agreed that the City of Riverside, and its officers, employees and agents, are added as additional insureds under this policy, solely for work done by and on behalf of the named insured for the City of Riverside.

12.3.4 The insurance policy or policies shall also comply with the following provisions:

- a. The policy shall be endorsed to waive any right of subrogation against the City and its sub-consultants, employees, officers and agents for services performed under this Agreement.
- b. If the policy is written on a claims made basis, the certificate should so specify and the policy must continue in force for one year after completion of the services. The retroactive date of coverage must also be listed.
- c. The policy shall specify that the insurance provided by Consultant will be considered primary and not contributory to any other insurance available to the City and Endorsement No. CG 20010413 shall be provided to the City.

12.4 **Errors and Omissions Insurance.** Prior to City's execution of this Agreement, Consultant shall obtain, and shall thereafter maintain during the term of this Agreement, errors and omissions professional liability insurance in the minimum amount of \$1,000,000 to protect the City from claims resulting from the Consultant's activities.

12.5 **Subcontractors' Insurance.** Consultant shall require all of its subcontractors to carry insurance, in an amount sufficient to cover the risk of injury, damage or loss that may be caused by the subcontractors' scope of work and activities provided in furtherance of this Agreement, including, but without limitation, the following coverages: Workers Compensation, Commercial General Liability, Errors and Omissions, and Automobile liability. Upon City's request,

Consultant shall provide City with satisfactory evidence that Subcontractors have obtained insurance policies and coverages required by this section.

13. **Business Tax.** Consultant understands that the Services performed under this Agreement constitutes doing business in the City of Riverside, and Consultant agrees that Consultant will register for and pay a business tax pursuant to Chapter 5.04 of the Riverside Municipal Code and keep such tax certificate current during the term of this Agreement.

14. **Time of Essence.** Time is of the essence for each and every provision of this Agreement.

15. **City's Right to Employ Other Consultants.** City reserves the right to employ other Consultants in connection with the Project. If the City is required to employ another consultant to complete Consultant's work, due to the failure of the Consultant to perform, or due to the breach of any of the provisions of this Agreement, the City reserves the right to seek reimbursement from Consultant.

16. **Accounting Records.** Consultant shall maintain complete and accurate records with respect to costs incurred under this Agreement. All such records shall be clearly identifiable. Consultant shall allow a representative of City during normal business hours to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement. Consultant shall allow inspection of all work, data, documents, proceedings, and activities related to the Agreement for a period of three (3) years from the date of final payment under this Agreement.

17. **Confidentiality.** All ideas, memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written information, and other materials either created by or provided to Consultant in connection with the performance of this Agreement shall be held confidential by Consultant, except as otherwise directed by City's Contract Administrator. Nothing furnished to Consultant which is otherwise known to the Consultant or is generally known, or has become known, to the related industry shall be deemed confidential. Consultant shall not use City's name or insignia, photographs of the Project, or any publicity pertaining to the Services or the Project in any magazine, trade paper, newspaper, television or radio production, website, or other similar medium without the prior written consent of the City.

18. **Ownership of Documents.** All reports, maps, drawings and other contract deliverables prepared under this Agreement by Consultant shall be and remain the property of City. Consultant shall not release to others information furnished by City without prior express written approval of City.

19. **Copyrights.** Consultant agrees that any work prepared for City which is eligible for copyright protection in the United States or elsewhere shall be a work made for hire. If any such work is deemed for any reason not to be a work made for hire, Consultant assigns all right, title and interest in the copyright in such work, and all extensions and renewals thereof, to City, and agrees to provide all assistance reasonably requested by City in the establishment, preservation and enforcement of its copyright in such work, such assistance to be provided at City's expense but

without any additional compensation to Consultant. Consultant agrees to waive all moral rights relating to the work developed or produced, including without limitation any and all rights of identification of authorship and any and all rights of approval, restriction or limitation on use or subsequent modifications.

20. **Conflict of Interest.** Consultant, for itself and on behalf of the individuals listed in Exhibit "C," represents and warrants that by the execution of this Agreement, they have no interest, present or contemplated, in the Project affected by the above-described Services. Consultant further warrants that neither Consultant, nor the individuals listed in Exhibit "C" have any real property, business interests or income interests that will be affected by this project or, alternatively, that Consultant will file with the City an affidavit disclosing any such interest.

21. **Solicitation.** Consultant warrants that Consultant has not employed or retained any person or agency to solicit or secure this Agreement, nor has it entered into any agreement or understanding for a commission, percentage, brokerage, or contingent fee to be paid to secure this Agreement. For breach of this warranty, City shall have the right to terminate this Agreement without liability and pay Consultant only for the value of work Consultant has actually performed, or, in its sole discretion, to deduct from the Agreement price or otherwise recover from Consultant the full amount of such commission, percentage, brokerage or commission fee. The remedies specified in this section shall be in addition to and not in lieu of those remedies otherwise specified in this Agreement.

22. **General Compliance With Laws.** Consultant shall keep fully informed of federal, state and local laws and ordinances and regulations which in any manner affect those employed by Consultant, or in any way affect the performance of services by Consultant pursuant to this Agreement. Consultant shall at all times observe and comply with all such laws, ordinances and regulations, and shall be solely responsible for any failure to comply with all applicable laws, ordinances and regulations. Consultant represents and warrants that Consultant has obtained all necessary licenses to perform the Scope of Services and that such licenses are in good standing. Consultant further represents and warrants that the services provided herein shall conform to all ordinances, policies and practices of the City of Riverside.

23. **Waiver.** No action or failure to act by the City shall constitute a waiver of any right or duty afforded City under this Agreement, nor shall any such action or failure to act constitute approval of or acquiescence in any breach thereunder, except as may be specifically, provided in this Agreement or as may be otherwise agreed in writing.

24. **Amendments.** This Agreement may be modified or amended only by a written agreement and/or change order executed by the Consultant and City.

25. **Termination.** City, by notifying Consultant in writing, shall have the right to terminate any or all of Consultant's services and work covered by this Agreement at any time. In the event of such termination, Consultant may submit Consultant's final written statement of the amount of Consultant's services as of the date of such termination based upon the ratio that the work completed bears to the total work required to make the report complete, subject to the City's rights under Sections 15 and 26 hereof. In ascertaining the work actually rendered through the termination

date, City shall consider completed work, work in progress and complete and incomplete reports and other documents only after delivered to City.

25.1 Other than as stated below, City shall give Consultant thirty (30) days' prior written notice prior to termination.

25.2 City may terminate this Agreement upon fifteen (15) days' written notice to Consultant, in the event:

25.2.1 Consultant substantially fails to perform or materially breaches the Agreement; or

25.2.2 City decides to abandon or postpone the Project.

26. **Offsets.** Consultant acknowledges and agrees that with respect to any business tax or penalties thereon, utility charges, invoiced fee or other debt which Consultant owes or may owe to the City, City reserves the right to withhold and offset said amounts from payments or refunds or reimbursements owed by City to Consultant. Notice of such withholding and offset, shall promptly be given to Consultant by City in writing. In the event of a dispute as to the amount owed or whether such amount is owed to the City, City will hold such disputed amount until either the appropriate appeal process has been completed or until the dispute has been resolved.

27. **Successors and Assigns.** This Agreement shall be binding upon City and its successors and assigns, and upon Consultant and its permitted successors and assigns, and shall not be assigned by Consultant, either in whole or in part, except as otherwise provided in paragraph 9 of this Agreement.

28. **Venue.** Any action at law or in equity brought by either of the parties hereto for the purpose of enforcing a right or rights provided for by this Agreement shall be tried in the Superior Court, County of Riverside, State of California, and the parties hereby waive all provisions of law providing for a change of venue in such proceedings to any other county. In the event either party hereto shall bring suit to enforce any term of this Agreement or to recover any damages for and on account of the breach of any term or condition of this Agreement, it is mutually agreed that each party will bear their own attorney's fees and costs.

29. **Nondiscrimination.** During Consultant's performance of this Agreement, Consultant shall not discriminate on the grounds of race, religious creed, color, national origin, ancestry, age, physical disability, mental disability, medical condition, including the medical condition of Acquired Immune Deficiency Syndrome (AIDS) or any condition related thereto, marital status, sex, genetic information, gender, gender identity, gender expression, or sexual orientation, military and veteran status, in the selection and retention of employees and subcontractors and the procurement of materials and equipment, except as provided in Section 12940 of the California Government Code. Further, Consultant agrees to conform to the requirements of the Americans with Disabilities Act in the performance of this Agreement.

30. **Severability.** Each provision, term, condition, covenant and/or restriction, in whole and in part, of this Agreement shall be considered severable. In the event any provision, term,

condition, covenant and/or restriction, in whole and/or in part, of this Agreement is declared invalid, unconstitutional, or void for any reason, such provision or part thereof shall be severed from this Agreement and shall not affect any other provision, term, condition, covenant and/or restriction of this Agreement, and the remainder of the Agreement shall continue in full force and effect.

31. **Authority.** The individuals executing this Agreement and the instruments referenced herein on behalf of Consultant each represent and warrant that they have the legal power, right and actual authority to bind Consultant to the terms and conditions hereof and thereof.

32. **Entire Agreement.** This Agreement constitutes the final, complete, and exclusive statement of the terms of the agreement between the parties pertaining to the subject matter of this Agreement, and supersedes all prior and contemporaneous understandings or agreements of the parties. Neither party has been induced to enter into this Agreement by and neither party is relying on, any representation or warranty outside those expressly set forth in this Agreement.

33. **Interpretation.** City and Consultant acknowledge and agree that this Agreement is the product of mutual arms-length negotiations and accordingly, the rule of construction, which provides that the ambiguities in a document shall be construed against the drafter of that document, shall have no application to the interpretation and enforcement of this Agreement.

33.1 Titles and captions are for convenience of reference only and do not define, describe or limit the scope or the intent of the Agreement or any of its terms. Reference to section numbers, are to sections in the Agreement unless expressly stated otherwise.

33.2 This Agreement shall be governed by and construed in accordance with the laws of the State of California in effect at the time of the execution of this Agreement.

33.3 In the event of a conflict between the body of this Agreement and Exhibit "A" - Scope of Services hereto, the terms contained in Exhibit "A" shall be controlling.

34. **Exhibits.** The following exhibits attached hereto are incorporated herein to this Agreement by this reference:

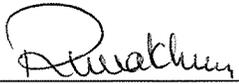
- Exhibit "A" - Scope of Services
- Exhibit "B" - Compensation
- Exhibit "C" - Key Personnel

IN WITNESS WHEREOF, City and Consultant have caused this Agreement to be duly executed the day and year first above written.

CITY OF RIVERSIDE, a California  
charter city and municipal corporation  
a California corporation

PPM GROUP, INC.,  
a California corporation

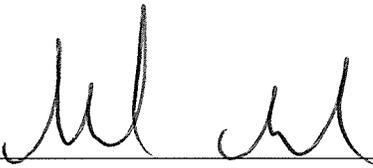
By: \_\_\_\_\_  
City Manager

By:  \_\_\_\_\_

\_\_\_\_\_  
Rima Tahan

\_\_\_\_\_  
Presidnet/Secretary

Attest: \_\_\_\_\_  
City Clerk

By:  \_\_\_\_\_

Certified as to Availability of Funds:

\_\_\_\_\_  
Michael Tahan

By:  \_\_\_\_\_  
Chief Financial Officer

\_\_\_\_\_  
Vice President

Approved as to Form:

By:  \_\_\_\_\_  
Ruthann M. Salera  
Deputy City Attorney

**EXHIBIT "A"**

**SCOPE OF SERVICES**

## EXHIBIT A

### Scope of Services

The Labor Compliance Officer will report to City Hall, Public Works Department, 4<sup>th</sup> Floor, 3900 Main Street, Riverside and work an approximate of 4 hours per week. The Successful Proposer shall provide a Labor Compliance Officer who will be responsible for the following tasks:

#### **8.1 Reviewing & Auditing Certified Payroll Reports**

Certified payroll reports are supplied each week to the City by the Construction Contractors working on Public Works Capital Improvement Projects. These reports must be checked for accuracy of content as well as confirmation the employee labor payments are consistent with the prevailing wage rate specific to each project, proper use of apprentices, and submission of Federal and State required forms for each payroll report.

#### **8.2 Preconstruction Meeting**

The Labor Compliance Officer will attend mandatory pre-construction meetings with City staff, contractor and sub-contractors for all Public Works Capital Improvement Projects; explain the prevailing wage requirements and all applicable Labor Code Laws to the contractor and all its sub-contractor and ensure that the contractor remains in compliance for the duration of the project.

#### **8.3 SB854 Laws**

The Labor Compliance Officer will monitor and enforce SB854 Laws.

#### **8.4 Preparing Restitution Cases**

When a contractor has been found to be in violation of paying correct employee hours and/or correct prevailing wage amounts, a restitution case needs to be prepared.

#### **8.5 Reconciling Inspector's Daily Work Reports to Certified Payroll Reports**

Inspectors working on Capital Improvement Projects submit daily reports listing the names of employees who worked at the job site and the number of hours each employee worked. The Labor Compliance Officer will reconcile these daily reports to the certified labor reports submitted by the contractor and subcontractors for each specific project.

#### **8.6 Work with Outside Labor Compliance Agencies**

The Labor Compliance Officer will communicate with other labor compliance agencies such as California Department Industrial Relations representatives, Office for the Center of Compliance personnel, Union staff, etc., as well as provide requested documentation as necessary.

#### **8.7 Field Audits**

The Labor Compliance Officer will be available to visit job sites and construction contractor's office for field audits if necessary.

**8.8 Preparation for Federal and/or State Audits for Labor Compliance**

The Labor Compliance Officer will compile appropriate documentation for any/all Federal or State audits and assist in the audit process as needed.

**8.9 Training**

The Labor Compliance Officer must train Public Works staff as necessary to answer questions and respond to Contractor's certified payroll questions at times the Labor Compliance Officer is unavailable.

**8.10 Maintaining Labor Compliance Files**

The Labor Compliance Officer will maintain the standard filing system for certified payroll documents established by City of Riverside Public Works Department.

**Services to be Provided by the City**

City will provide office space including office supplies and computer for the Labor Compliance Officer.

**EXHIBIT "B"**  
**COMPENSATION**



## PRICING

PPM Group's Hourly billing for our Labor Compliance Officer is below:

Position / Role	Hourly Billing Rate
Labor Compliance Officer	\$110.00

**EXHIBIT "C"**

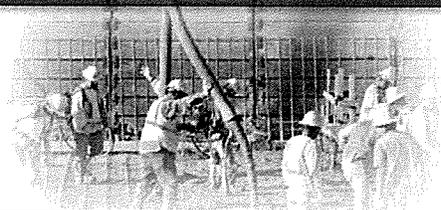
**KEY PERSONNEL**



## PPM GROUP'S TEAM EXPERIENCE MATRIX

Team Member Name	DIR Training	DIR Prevailing Wage Rates	SB-854 Compliance	Apprenticeship Tracking	Wage Discrepancies	EEO Enforcement	DOL/DAS Provisions	CMM Monitoring	Payroll Analysis	HUD Projects	CDBG Projects	Labor Case Hearings	Union Rep. Communication	Regulator Interpretation	Contractor Training	In-House Training	Letters to Contractors	Source Document Audits	Administrative Support
Michael Tahan		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>LABOR COMPLIANCE ANSLYST</b>																			
Nicole Salem	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Jawdat Tahan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Lorraine Rodriguez	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Lynn Hang	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Kendra Batchelor	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Sandra England	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Christine Wolverton	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Sharron Dearborn	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>STAFF ASSISTANTS</b>																			
Helen Soriano	✓	✓	✓	✓	✓	✓	✓	✓	✓								✓	✓	✓
Cheryl Blecker	✓	✓		✓												✓	✓	✓	✓
Barbara Armentrout	✓	✓		✓				✓	✓							✓	✓	✓	✓
Janice Wang	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Key personnel identified in the above are available for the duration of the Scope of Work.  
All personnel designated Key will not be removed or replaced without prior written approval from the County



## Key Professional Team Contact Information

Name	Title	Phone No.	Email Address	Address
Michael Tahan	Project Manager	909.262.4770	mtahan@ppmgroup-inc.com	7950 Cherry Avenue Suite 103 Fontana, CA, 92336
Nicole Salem	Labor Compliance Officer	714.496.8838	nsalem@ppmgroup-inc.com	7950 Cherry Avenue Suite 103 Fontana, CA, 92336



**Nicole Salem, Labor Compliance Officer has more than 10 years of experience in the construction and engineering industry providing Labor Compliance, labor relations, contract administration and Office Engineering services.** She has been providing Labor Compliance Services to the City of Riverside for over 8 years.

Nicole's primary expertise is enforcing labor compliance. She is experienced with California Labor Code Sections 1720-1815 and applicable CCRs Title 8. Nicole is experienced with all types of funding, including Prop 84, CDBG, ARRA, Prop 1, State, Federal and many more.

Nicole enforces the new laws of SB854 and DIR monitoring. She analyzes certified payrolls and fringe benefit statements, conducts audits on contractors and interviews employees to verify prevailing wages. In addition, she evaluates adherence to applicable provisions of state labor laws; meets with employers, employees and their representatives to explain labor code sections; and verifies required wage adjustments are made. Nicole researches, analyzes and interprets laws and regulations on behalf of resident engineers or contractors, enabling them to address contractual questions and issues in relation to labor compliance and equal employment opportunity requirements.

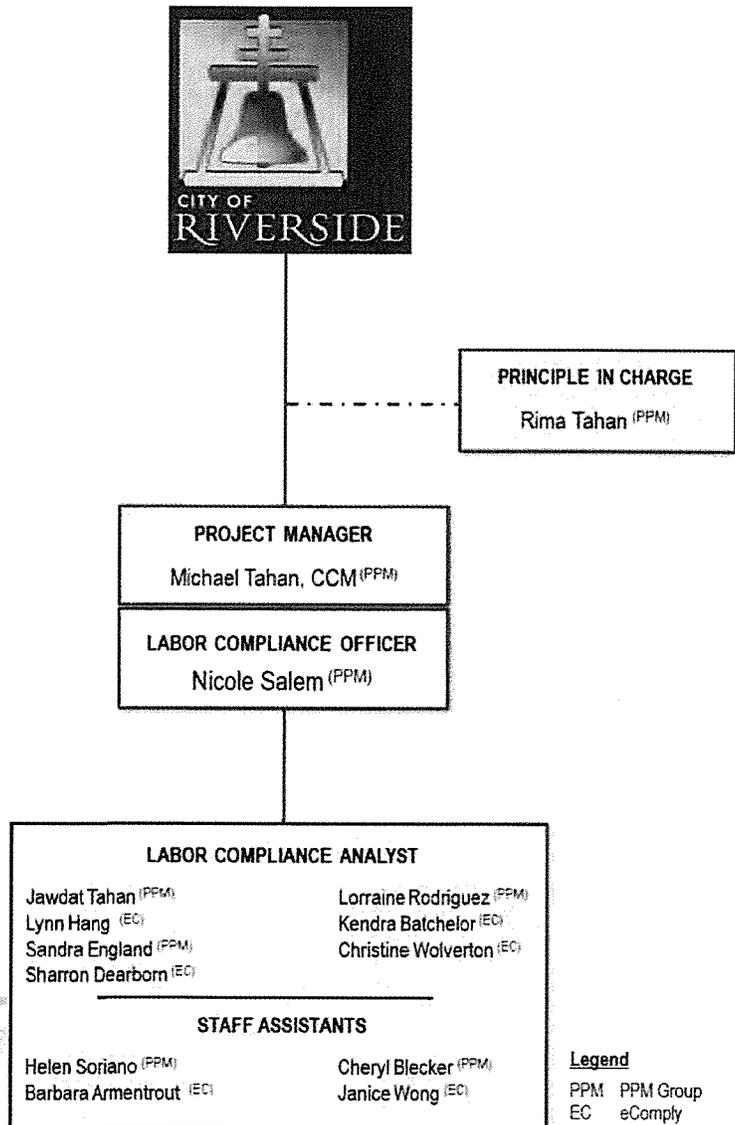
## Organizational Chart

Project Manager, Michael Tahan and Nicole Salem, our Labor Compliance Officer, will be responsible for the delivery of our team's services. Other than Michael Tahan and Nicole Salem, PPM Group is proposing multiple labor compliance analysts who will be available to address all elements of the scope of work. Our organizational chart shows our qualified resources available to handle all assigned task.

The Staff Experience Matrix below demonstrates our team members similar work experience.

Following the Staff Experience Matrix are resumes of our key personnel, which include relevant experience, professional certifications and registrations, education and phone numbers.

PPM Group's Team Members have extensive labor compliance experience as illustrated in the table below:





## **MICHAEL TAHAN, CCM, *Project Manager / Labor Compliance Manager***

Michael has more than 20 years of program and project management, financial reviews, operations, labor compliance, administration, public relations and coordination experience. As a Program and Project Manager, he has been responsible for project and quality control, contract administration, design management, consultant management, cost estimating, CPM Scheduling, claims management and governmental affairs.

**Michael has 10 years of experience with labor compliance, financial reviews (Franchise Fee and Landfill Contracts) and Labor Compliance audits. He has been the Project Manager for the On-Call Labor Compliance services to the City of Riverside for over eight (8) years.**

He has provided services to various agencies in California including Los Angeles County, Caltrans, California Department of Water, OCTA, Riverside County Transportation Department, and cities of Anaheim, Carson, Fullerton, Desert Hot Springs, Murrieta, Santa Monica, and Fontana. His Labor Compliance contracts experience managing and performing contract work include but is not limited to: analyzing certified payrolls and fringe benefit statements; conducting audits on contractors and interviewing employees to verify prevailing wages; evaluating adherence to applicable provisions of state and federal labor laws; meeting with employers, employees and their representatives to explain labor code sections; and verifying required wage adjustments were made.

In addition, he has researched, analyzed and interpreted laws and regulations on behalf of resident engineers or contractors, enabling them to address contractual questions and issues in relation to labor compliance and equal employment opportunity requirements.

Michael also helps ensure that the contractor is in compliance with all appropriate documentation needed for the type of funding. Our contracts have passed several state and federal audits with flying colors. Michael's experience includes:

- He has worked on enforcing the new DIR laws and types of funding including SB-854, Prop 84, CDBG, and ARRA
- Labor Code 1720-1815 and CCRs Title 8 to investigate and resolve complaints of potential wage violations and comply with all applicable California Labor Code requirements.

### **Education / Certification**

MBA, Business Administration: Management, California State University, Fullerton

BA, Business Administration, Beirut University, Beirut Lebanon

Certified Construction Manager (CCM)

### **Relevant Experience**

- City of Riverside Department of Public Work, Riverside, CA, Various Projects, *Labor Compliance Project Manager*
- Los Angeles County Labor Compliance Contract, Los Angeles, CA, *Project Manager*
- California Department of Water, Labor Compliance Contract, *Project Manager*
- Los Angeles County Construction Related Services, Los Angeles, CA, *Project Manager*
- Los Angeles County, Information Verification Reviews for Landfills and Franchise Fee Compliance, Los Angeles, CA, *Project Manager*
- County of Los Angeles Public Works, Waste Management Projects, Los Angeles, CA, *Project Manager*
- Caltrans District 8, San Bernardino County, CA, Various Construction Inspection Projects, *Document Control / Labor Compliance / Project Director*
- Caltrans District 7, Various Construction Inspection and Support Services, *Document Control / Labor Compliance / Project Director*.





## **NICOLE SALEM, *Labor Compliance Officer***

**Nicole has more than 10 years of experience in the construction and engineering industries with expertise in labor compliance, labor relations, contract administration and administration.**

As a Labor Compliance Officer, Nicole analyzed certified payrolls and fringe benefit statements, conducted contractor audits, conducted employee interviews to verify prevailing wages. Nicole evaluated adherence to applicable provisions of state labor laws; met with employers, employees and their representatives to explain labor code sections; and verified required wage adjustments were made.

**Nicole researches, analyzes and interprets laws and regulations on behalf of resident engineers or contractors, enabling them to address contractual questions and issues in relation to labor compliance and equal employment opportunity requirements. Nicole also enforces the new laws of SB854 and DIR monitoring. Nicole communicates effectively with agencies, unions or the Center for Contract Compliance regarding Public Record Request.**

While providing Labor Compliance services for the City of Riverside, Nicole has passed several State and Federal audits with flying colors. **Nicole has also been part of many restitution cases successfully retrieving money for the employees on City of Riverside projects.**

Nicole's experience includes:

- All types of funding, including Prop 84, CDBG, ARRA, and State,
- Labor Code 1720-1815 and CCRs Title 8 to investigate and resolve complaints of potential wage violations and comply with all applicable California Labor Code requirements,
- Labor Code requirements, including §1720 et seq. of the Labor Code regarding public works, limitations on use of volunteer labor (Labor Code §1720.4),
- Labor Compliance programs (Labor Code §1771.5) and payment of prevailing wages for work done and funded pursuant to these Guidelines, including payments to the Department of Industrial Relations under Labor Code §1771.3.

### **Education**

MBA, Business Administration University of Phoenix  
BA, Public Relations: Communications, California State University, Fullerton

### **Relevant Experience**

- City of Riverside Department of Public Work, Riverside, CA, Various Projects, *Labor Compliance Project Manager*
- Los Angeles County, West Coast Basin Barrier Project
- California State Department of Water, Sycamore Island Pond Isolation Project, *Labor Compliance Officer*
- California State Department of Water, Salton Sea Project, *Labor Compliance Officer*
- California State Department of Water, East Porterville Water Supply System Phase 2A Project, *Labor Compliance Officer*
- Riverside County Transportation Department, Clay Street Grade Separation, Jurupa Hills, CA, *Office Engineer / Labor Compliance Officer*
- California Department of Transportation (Caltrans) District 8, Roads Project Support, Riverside, CA, *Labor Compliance Officer*
- Orange County Transportation Authority (OCTA), Labor Compliance Services, Tustin, CA, *Labor Compliance Officer*
- Los Angeles Charter Oak Bikeway Access Improvements
- City of Carson SR-105 / I-405 Wilmington Interchange
- Los Angeles County Dominguez Gap
- Los Angeles County East Side Rail Bike Interface
- LA County Elizabeth Lake Project
- City of Fullerton State College Grade Separation
- OCTA Orange Parking Structure
- OCTA Orangethorpe Grade Separation



## JAWDAT TAHAN, *Labor Compliance Analyst*

Jawdat has more than 15 years of experience with expertise in Office Engineering and Labor Compliance. He has monitored Labor Compliance for the City of Carson, County of Riverside and Caltrans Oversight projects. Jawdat works directly with the Contractor and Agencies providing document control as a key element in project management. Included in this task is performing Labor Compliance. **He has approximately five (5) years of Labor Compliance experience supporting various contracts, analysts, and managers.**

**Jawdat collects certified payrolls, crosschecks hours on inspector dailies to certified payrolls, ensures prevailing wages are being paid and that contractors are abiding to State and Federal laws, conducts employee interviews and source document reviews if needed.** Jawdat is highly experienced in document control, project tracking and office administration and will be an asset with aiding in labor compliance. Jawdat is also responsible for calculating restitution if a discrepancy or underpayment is found. **He has experience with all types of funding, including Prop84, CDBG, ARRA, State and more.**

### Education / Certifications

BS, Business Management Indiana University, Kokomo, IN

Risk Management - "CPCU" Designation "Construction Risk and Insurance Specialist" Designation

### Relevant Experience

- Riverside County Transportation Department, Clay Street Grade Separation, Services, Jurupa Hills, CA, *Labor Compliance Officer*
- City of Carson, I-405/Wilmington Interchange Modification Project, Carson, CA, *Office Engineer*
- City of Carson, Wilmington Avenue/223rd Street Bridge Retrofit over the Dominguez Channel, Carson, CA, *Office Engineer*

## LORRAINE RODRIGUEZ, *Labor Compliance Analyst*

Lorraine has more than 31 years of experience in construction inspection on civil engineering road and highway improvement projects. Project experiences include new freeway construction; freeway rehabilitation and widening; slab replacement; pavement repairs; and bridge reconstruction.

**She provides labor compliance support to Caltrans District 8 throughout San Bernardino and Riverside Counties.**

Lorraine's duties **include analyzing certified payrolls, cross-checking daily reports to certified payrolls, conducting employee interviews, performing source-document-reviews, when needed, calculating restitution and initiating labor cases.** She also provided on-site training for Caltrans employees. She is proficient in current construction methods, inspection techniques and she can handle complex assignments, work independently, and make strong decisions. Lorraine is responsible for maintaining field records including progress photos; generating inspection reports; performing quantity calculations; generating progress pay estimates; and participating in construction site safety plan, policy and procedures review. She collects certified payrolls, crosschecks hours on inspector dailies to certified payrolls, ensures prevailing wages are being paid and that contractors are abiding to State and Federal laws, conducts employee interviews and source document reviews if needed.

### Education

Skadron College of Business

San Bernardino Extended Police Academy

### Relevant Experience

- I-15 Slab Replacement, Caltrans District 8, Riverside County, CA, *Assistant Resident Engineer / Office Engineer / Labor Compliance Analysis*
- SR-60 Emergency Slab Replacement, Caltrans District 8, Chino & Riverside, CA, *Assistant Resident Engineer / Office Engineer / Labor Compliance Analysis*
- I-15 Rehabilitation, Caltrans District 8, Devore, San Bernardino County, CA, *Assistant Resident Engineer / Office Engineer / Labor Compliance Analysis*



## LYNN HANG, *Labor Compliance Analyst*

Lynn has more than seven years of legal and consulting experience including expertise in labor and employment issues. Lynn has handled a board range of employment matters in state and federal court, litigated and participated in mediations and negotiated favorable settlements before the Labor Commissioner. Her background also includes strategic consulting for biotechnical, entertainment, financial, e-business, retail and consumer products.

In addition, **Lynn interprets statutes and regulations related to the Davis-Bacon Act and its state counterparts with a focus on prevailing wages and helps to ensure the department operations are in compliance with applicable laws and regulations.**

### Education / Certification

JD, University of California, Los Angeles  
BA, Business Administration, University of California, Berkeley

### Relevant Experience

- California State University, Prevailing Wage Compliance Software, California, *Labor Compliance Officer*
- Port of Long Beach, CA, *Labor Compliance Administrative*
- City of Mesa, Monitoring Compliance for Community Development, Mesa, CA, *Labor Compliance / Certified Payroll Reviewer5*

## KENDRA BATCHELOR, *Labor Compliance Analyst*

Kendra has more than 25 years of experience in software and customer service support for various business operations in technical industries. In her current role as a labor compliance officer for eComply, **Kendra provides certified payroll monitoring compliance and reporting.** She works directly with the client to gather their requirements, then completes the agency and rates setup. She provides written, virtual, and verbal training and materials for all contractors. **Kendra verifies the quality and accuracy of all certified payroll submissions and supporting documents. She helps contractors adhere with requirements relating to state and prevailing wage laws.**

As Director of Client Services, Kendra also directs the daily operations of the customer support team, prioritizing and delegating work tasks to ensure proper functioning of the department. She handles complex issues escalated from support representatives and works with agencies and contractors in the areas of setup, training, and an escalation point for support representatives. She is knowledgeable in prevailing wage compliance at the state and federal level, overseeing the rate schedule updates.

### Relevant Experience

- Township of Abington, Labor Compliance Monitoring, Abington, PA, *Labor Compliance Officer*
- New York City School Construction Authority, Labor Compliance Monitoring, New York City, NY, *Rates and Client Relations Lead*
- City of Kansas City, Missouri, Labor Compliance Monitoring, Kansas City, MO, *Rates and Client Relations Lead*
- Denver Housing Authority, Labor Compliance Monitoring, Denver, CO, *Rates and Client Relations Lead*
- New York City Housing Preservation Development, Labor Compliance Monitoring, New York City, NY, *Rates and Client Relations Lead*





## SANDRA ENGLAND, *Labor Compliance Analyst*

Sandra has more than 35 years of experience in labor compliance, office engineering, and construction inspection on highway and major public works projects. She was a Caltrans District 8 employee for over 20 years. Sandra assisted the Resident Engineer (RE) in construction office engineering with duties **including monitoring and enforcing labor compliance, setting-up and maintaining project files, processing documents and progress payments, providing and maintaining periodic contract reports, various contract logs and document-tracking devices**, assisting in coordination with participating agencies and adjacent projects, and performing close-out procedures. **She is experience in prevailing wage laws and regulations.** She is an effective communicator who works well with the public, staff, team members, and other project stakeholders. She is proficient in the use of standard software programs such as MS Office.

### Relevant Experience

- SR-58 Expressway Widening (08A2461), Caltrans District 8, Hinkley, CA, *Assistant Resident Engineer / Office Engineer / Labor Compliance Analysis*
- SR-40 Pavement Rehabilitation (08A2147), Caltrans District 8, Barstow & Needles, CA, *Assistant Resident Engineer / Office Engineer / Labor Compliance Analysis*
- I-15 Improvements, Caltrans District 8, Barstow, CA, *Labor Compliance Analysis/Office Engineer*



## CHRISTINE WOLVERTON, *Labor Compliance Analyst*

Christine has more than 17 years Information Technology experience and six years offering exceptional client relations and support and reporting for eComply Solutions' clients. Her responsibilities have included but are not limited to providing clients with professional reporting and monitoring services, reviewing and interpreting rates in different jurisdictions, assisting and training of other users with the use of the eComply application, monitoring the progress of others in the use of the application, assuring the quality of the application, and ensuring the application meets the needs for the client.

**As a Labor Law Compliance Specialist, Christine works with the client agency to provide exceptional reporting and certified payroll monitoring. Specifically, Christine handles the compliance monitoring for prevailing wage projects as well as providing weekly reporting for each project's status.** Christine works directly with the agencies' compliance department to assist with their daily tasks and to streamline the process for compliance checks. She also serves as the first line of dedicated support for the contractors.

### Education

Coursework, Computer Information Technology  
Columbus State Community College

Bachelors Coursework Computer Information  
Technology and Business Analyst Career Path,  
Franklin University

### Relevant Experience

- Ohio Department of Natural Resources, Labor Compliance Monitoring, Columbus, OH, *Labor Law Compliance Specialist*
- New York City School Construction Authority, Labor Compliance Monitoring, New York City, NY, *Rates and Quality Assurance*
- City of Kansas City, Missouri, Labor Compliance Monitoring, Kansas City, MO, *Rates and Quality Assurance*



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## SHARRON DEARBORN, *Labor Compliance Analyst*

Sharron has 42 years of experience in the construction industry. She has worked for subconsultants and international construction firms. Her broad experience includes overall accounting functions for project administration and corporate office duties. Her recent experience includes office engineer, field manager of accounting, facilities manager and labor compliance on large design-build projects for the Construction Engineering Management Team.

**Sharron is considered an expert in DBE compliance—tracking / monitoring for contractor / consultants, labor compliance, prevailing wage rates and law, accounting, job cost, document control and facilities management.**

Sharron worked closely with the client in change order / extra work orders and final claim negotiations. She possesses an underlying knowledge of the construction process and how projects are structured and executed from her degree in Construction Management.

### Education

BA, Business Administration University of Phoenix, AZ

### Relevant Experience

- San Bernardino Association of Governments, Colton Flyover, Colton, CA, *Field Auditor / Labor Compliance Officer*
- SANBAG, I-210/I-10 Improvement Project, San Bernardino County, CA, *Labor Compliance Officer / Office Engineer*
- Eastern Transportation Corridor, Orange County, CA, *Field Accountant / Labor Compliance Officer*

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## HELEN SORIANO, *Staff Assistant*

Helen has more than 20 years of experience in contract administration on highways and major public work projects. She has excellent computer knowledge including MS word, excel, powerpoint. She is a multi-tasked individual who works well in a fast-paced environment, while continuously providing outstanding customer service. Her experience includes monthly and annual budgeting process, forecasting and various financial planning and analysis tasks for the Corporate Division. She has knowledge of FAR and GAAP.

**Helen monitors and enforces labor compliance, setting-up and maintaining project files, processing documents and progress payments, providing and maintaining periodic contract reports, various contract logs and document-tracking devices.** In addition, she assists in coordination with participating agencies and adjacent projects and performing close-out procedures. **She is experience in prevailing wage laws and regulations.**

**Helen is experienced Caltrans Contract Documentation; well familiar with Caltrans Task Orders, Personnel Requests, ODCs, TECs and invoicing requirements, and familiar in Prevailing Wage requirements.** She provides invoices in a timely manner and provides monthly Contract expenditures; reviews invoices for accuracy and completion before billing to Caltrans; managing subconsultants' records; manages overall budget for Contract and provides report to the Caltrans Contract Manager; and monitors and maintains required DBE involvement. She has excellent Computer Skills – Microsoft Office Excel (Pivot), Word, Power Point; Dynamic SL (Solomon), Deltek, and MAS 90.

### Education

BS, Commerce / Accounting University of Pangasinan Philippines

### Relevant Experience

- On-Call Professional & Technical Construction Support Services, Caltrans District 8, San Bernardino & Riverside Counties, CA, *Senior Contract Administrator*
- On-Call Construction Inspection Services, Caltrans District 8, San Bernardino & Riverside Counties, CA, *Contract Administrator*
- On-Call Construction Inspection Services, Caltrans District 7, Los Angeles, CA, *Senior Contract Administrator*



## **BARBARA ARMENTROUT, Staff Assistant**

Barbara has demonstrated a record of high performance standards, including attention to schedule, deadlines, and total quality management. Barbara is responsible for assisting end-users with questions regarding the payroll labor compliance web-based system. **As a Labor Law Compliance Specialist, she works with the client agency to provide reporting and certified payroll monitoring. She handles the compliance monitoring for prevailing wage projects as well as providing weekly reporting for each project's status.**

### **Relevant Experience**

- City of Kansas City, Missouri, Labor Compliance Monitoring, Kansas City, MO, *Client Services Rep.*
- Denver Housing Authority, Labor Compliance Monitoring, Denver, CO, *Client Services Rep.*
- New York City Housing Preservation Development, Labor Compliance Monitoring, New York City, NY, *Client Services Representative*

## **CHERYL BLECKER, Staff Assistant**

Cheryl has more than 30 years of experience in transportation including work within a public sector environment managing public outreach programs for over \$5 million in capital projects. Experience includes developing marketing strategies, attending client meetings, establishing effective teaming relationships; communicating the firm's value; and producing quality submittals. Her experience includes administrative assistant, office management, and customer services. Cheryl's experience also includes contacting businesses located in project areas, informing them of the project and providing them with contact information in case of questions. She is responsible for compliance, budgeting, tracking, and supporting construction projects. Her contract administration experience includes maintaining project files, monitoring staff timesheets, tracking budgets, preparing monthly invoices, preparing certified payroll, tracking project costs, producing reports and auditing documentation. She monitors and reviews timesheets, expense reports and invoices; verifies payrolls; and generates cost control reports.

### **Education**

MBA, Technology Management, University of Phoenix  
BA, Business Management University of Phoenix

### **Relevant Experience**

- Alabama Street Bridge at Santa Ana River Ribbon Cutting Ceremony, City of Redlands, Redlands, CA
- SR-138 Community Outreach, Caltrans District 8, San Bernardino, CA
- On-Call Community Outreach, Caltrans District 8, City of Riverside, CA
- On-Call Engineering Services, City of Loma Linda, Rialto, CA
- 5<sup>th</sup> Street Bridge Replacement & Road Widening, City of Highland, Highland, CA
- I-15 / Overland Drive Overcrossing, City of Temecula, Temecula, C

## **JANICE WONG, Labor Law Compliance Specialist / Staff Assistant**

Janice has demonstrated a record of high performance standards, including attention to schedule, deadlines, and total quality management. As a Labor Law Compliance Specialist, Janice works with the client agency to provide exceptional reporting and certified payroll monitoring. Specifically, Janice handles the compliance monitoring for prevailing wage projects as well as providing weekly reporting for each project's status.

### **Education**

BS, Business Administration, Finance and Marketing, University of California, Berkeley, 1985

### **Relevant Experience**

- Port of Long Beach, Labor Compliance Monitoring, Long Beach, CA, *Rates and Quality Assurance*

Janice works directly with the agencies' compliance department to assist with their daily tasks and to streamline the process for compliance checks. She also serves as the first line of dedicated support for the contractors. **As a Labor Law Compliance Specialist, Janice works with the client agency to provide exceptional reporting and certified payroll monitoring. Specifically, she handles the compliance monitoring for prevailing wage projects as well as providing weekly reporting for each project's status.**

CERTIFICATE

STATE OF            )     California  
                          )     SS:  
COUNTY OF        )     San Bernardino

I, HEREBY, CERTIFY that during a meeting of the Board of Directors of the PPM Group Inc., a corporation existing under the laws of the State of California, held on October 26, 2018, the following resolution was duly passed and adopted:

“RESOLVED, that Rima Tahan and Michael Tahan, as President/Secretary and Vice President of the Corporation, be and is hereby authorized to execute the Agreement for Labor Compliance Auditing Services, RFP No. 1840 between the City of Riverside and this corporation and that his execution thereof and with the Corporate Seal affixed, shall be the official act and deed of this Corporation.”

I further certify that said resolution is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the corporation this 26, day of October, 2018.

  
\_\_\_\_\_  
Rima Tahan, Secretary

(SEAL)

