

CITY COUNCIL
MEETING AGENDA

CITY OF MONTEBELLO CITY COUNCIL/SUCCESSOR AGENCY
CITY HALL COUNCIL CHAMBERS
1600 WEST BEVERLY BOULEVARD
MONTEBELLO, CALIFORNIA¹ ^{1[2]}
WEDNESDAY, NOVEMBER 28, 2018

5:30 P.M.

MONTEBELLO CITY COUNCIL

JACK HADJINIAN
MAYOR PRO TEM

ART BARAJAS
COUNCILMEMBER

WILLIAM M. MOLINARI
COUNCILMEMBER

VIVIAN ROMERO
COUNCILMEMBER

CITY CLERK
IRMA BARAJAS

CITY TREASURER
ASHOD MOORADIAN

CITY STAFF

ACTING CITY MANAGER
Andrew G. Pasmant

CITY ATTORNEY
Arnold M. Alvarez-Glasman

DEPARTMENT HEADS

Assistant City Manager
Fire Chief
Police Chief
Finance Administrator
Interim Director of Planning/Community Development
Director of Recreation and Community Services
Director of Transportation

Danilo Batson
Fernando Pelaez
Brad Keller
Robert Mescher
Manuel Mancha
David Sosnowski
Tom Barrio

OPENING CEREMONIES

- 1. CALL MEETING TO ORDER: Mayor Pro Tem Hadjinian**
- 2. ROLL CALL: City Clerk I. Barajas**

***IN CONSIDERATION OF OTHERS, PLEASE TURN OFF, OR MUTE,
ALL CELL PHONES AND PAGERS.
THANK YOU FOR YOUR COOPERATION.***

¹ *In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Building Official at 323/887-1497. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35.102-35.104 ADA Title III203+)*

^{2[2]} *Please note that the information contained in this agenda is a summary of the staff report prepared or each item. Complete copies of each staff report are available in the Office of the City Clerk.*

3. **STATEMENT OF PUBLIC ORAL COMMUNICATIONS FOR CLOSED SESSION ITEMS:**
Members of the public interested in addressing the City Council on Closed Session items must fill out a form provided at the door, and turn it in to the City Clerk prior to the announcement of Closed Session items.

Please be aware that the maximum time allotted for individuals to speak shall not exceed three (3) minutes per speaker. Please be aware that in accordance with State Law, the City Council may not take action or entertain extended discussion on a topic not listed on the agenda. Please show courtesy to others and direct all of your comments to the Mayor.

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ALL CELL PHONES AND PAGERS.
THANK YOU FOR YOUR COOPERATION.***

ORAL COMMUNICATIONS ON CLOSED SESSION ITEMS

CLOSED SESSION

The City Attorney shall provide a briefing on the item listed for Closed Session as follows:

4. **CONFERENCE WITH REAL PROPERTY NEGOTIATORS**
Government Code 54956.8
Property: 1345 North Montebello Boulevard, Montebello
Agency's Negotiator: Acting City Manager Pasmant, City Attorney Alvarez-Glasman
Negotiating Party: Costco
5. **CONFERENCE WITH REAL PROPERTY NEGOTIATORS**
Government Code Section 54956.8
Property: 501-525 Whittier Blvd. and 112, 114-116, 121, 124 and 132
South 6th St.
Agency negotiator: Andrew Pasmant
Negotiating Parties: Danny Ku
Under Negotiation: Terms of sale
6. **A. PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT**
Government Code Section 54957
Title: Director of Finance
Title: Director of Human Resources
Title: Director of Planning and Community Development
- B. CONFERENCE WITH LABOR NEGOTIATORS**
Government Code section 54957.6
Agency designated representative: Andrew G. Pasmant, Acting City Manager
Employee organization: Smart TD UTU, Montebello City Employees Association, Unrepresented Employees, Montebello Supervisor's Association, Montebello Mid-Management Association, Montebello Police Officers Association, Montebello Police Management Association, Montebello Firefighters Association, Montebello Fire Management Association.
7. **AUDIT BY CALIFORNIA STATE AUDITOR'S OFFICE**
Government Code Section 54956.75

REGULAR SESSION

8. **INVOCATION**

9. PLEDGE OF ALLEGIANCE

- 10. STATEMENT OF PUBLIC ORAL COMMUNICATIONS:** Members of the public interested in addressing the City Council on any agenda item or topic must fill out a form provided at the door, and turn it in to the City Clerk prior to the beginning Oral communications. A form does not need to be submitted for public hearing items.

Speakers wishing to address the City Council on an item that is not on the agenda will be called upon in the order that their speaker card was received. Those persons not accommodated during this thirty (30) minute period will have an opportunity to speak under "Oral Communications – Continued" after all scheduled matters have been considered.

Please be aware that the maximum time allotted for individuals to speak shall not exceed three (3) minutes per speaker. Please be aware that in accordance with State Law, the City Council may not take action or entertain extended discussion on a topic not listed on the agenda. Please show courtesy to others and direct all of your comments to the Mayor.

11. PUBLIC ORAL COMMUNICATIONS ON OPEN SESSION ITEMS (30 MINUTES)

12. STAFF COMMUNICATIONS ON ITEMS OF COMMUNITY INTEREST

13. CORRECTIONS TO THE AGENDA – ACTING CITY MANAGER

- 14. APPROVAL OF AGENDA:** Any items a Councilmember wishes to discuss should be designated at this time. All other items may be approved in a single motion with the exception of **ITEM NO. 16** any item upon which a member of the public or a member of the City Council has requested to speak. Such approval will also waive the reading of any ordinance.

CONSENT MATTERS

15. AWARD OF AGREEMENT FOR REQUEST FOR PROPOSAL 19-2 – BUILDING AND SAFETY SERVICES

COMMENT: Upon review and analysis of the proposals to the City's Request for Proposal (RFP No. 19-2) for Building and Safety Services, the City Council will consider: 1) selecting and awarding a three-year agreement for Building and Safety Services for Building Official and Combination Building Inspector services; 2) approving a resolution of appropriation to fund the services of the selected consultant; 3) approving a two-month extension of the agreement with the current consultant to allow for any transition period (if necessary); and 4) and authorizing the Acting City Manager to execute the Agreement(s) on behalf of the City.

The Building and Safety Services will provide the services listed in RFP No. 19-2.

If new consultant is selected, it may be necessary to extent the agreement with the current consultant (Transtech Engineers) for an additional two-month during the transition period. It is estimated that this will cost \$18,465.

There is \$65,000 remaining (excluding the aforementioned two-month extension of \$18,465) in Planning and Community Development available for the remainder of the FY 2018/19 Budget to pay for the proposed services. Depending on the consultant selected an additional appropriation may be required to provide these services.

RECOMMENDATION: Staff recommends that the City Council: ☐

1. Award a three-year agreement for Building and Safety Services for Building Official and Combination Building Inspector services (RFP No. 19-2) for the Planning and Community Development Department.
2. Approve a resolution of appropriation to fund the services of the selected consultant.
3. Approve a two-month extension of the agreement with the current consultant to allow any transition, if necessary.
4. Authorize the Acting City Manager to execute the Agreement(s) on behalf of the City.

16. METHOD OF MARCH 5, 2018 SPECIAL MUNICIPAL ELECTION

COMMENT: To satisfy Elections Code requirements, the City Council must request its desired level of election services from the Los Angeles County Registrar-Recorder/County Clerk's Office no later than December 7, 2018. The City Council must choose one of the following three options: (1) adopt a resolution authorizing and requesting the Los Angeles County Registrar-Recorder/County Clerk's Office to perform its full services in conducting a traditional stand-alone election (i.e. an election with polling places within the City of Montebello), (2) adopt a resolution authorizing an all-mail ballot election and requesting services associated with such election, or (3) adopt a resolution authorizing a selected consultant to perform full services in conducting a traditional stand-alone election, after reviewing submitted proposals to RFQ #Q-19-22 and awarding an agreement to a qualified consultant, and requesting the Los Angeles County Registrar-Recorder/County Clerk's Office to perform any ancillary services with such election.

The estimated cost of this Special Municipal Election is expected to be approximately \$366,000.00, according to the Los Angeles County Registrar-Recorder/County Clerk if their full services are requested by the City. Alternatively, the estimated cost of this Special Municipal Election is expected to be approximately \$228,000.00, according to the Los Angeles County Registrar-Recorder/County Clerk if an all-mail ballot election is authorized by the City. Lastly, the City Council will be presented all proposals submitted to RFQ #Q-19-22, related to a request for qualifications and quotes for comprehensive election services, for their consideration and potential award of contract.

RECOMMENDATION: City staff recommends that the City Council consider and choose one of the following three options in authorizing how the March 5, 2019 Special Election, an election of one member of the City Council for a term expiring in November 2020, will be conducted:

1. Adopt a resolution authorizing and requesting the Los Angeles County Registrar-Recorder/County Clerk's Office to perform its full services in conducting a traditional stand-alone election (i.e. an election with polling places within the City of Montebello), which is estimated to cost \$366,000 according to the Los Angeles County Registrar-Recorder/County Clerk's Office; or
2. Adopt a resolution authorizing an all-mail ballot election and requesting services associated with such election, which is estimated to cost \$228,000 according to the Los Angeles County Registrar-Recorder/County Clerk's Office; or
3. Adopt a resolution authorizing a selected consultant to perform full services in conducting a traditional stand-alone election, after reviewing submitted proposals to RFQ #Q-19-22 and awarding an agreement to a qualified consultant in a form approved by the City Attorney's Office, and requesting the Los Angeles County Registrar-Recorder/County Clerk's Office to perform any ancillary services with such election.

17. REMOVAL OF THE HIRING FREEZE FOR NECESSARY POSITIONS

COMMENT: That City Council will consider unfreezing the positions of: (1) Director of Finance; (2) Director of Human Resources & Risk Management; and (3) Director of Planning & Community Development.

The current monthly salary ranges for the three positions (Director of Finance, Director of Human Resources & Management, and Director of Planning & Community Development) is currently \$9,937 – \$12,083 per position (\$119,244 - \$144,996 annually, excluding benefits), as adopted in Resolution 18-52.

RECOMMENDATION: It is recommended that City Council unfreeze the following positions: (1) Director of Finance; (2) Director of Human Resources & Risk Management; and (3) Director of Planning & Community Development.

18. INVESTMENT REPORT – OCTOBER 2018

RECOMMENDED ACTION: Move to approve and file said report.

19. PAYMENT OF BILLS: RESOLUTION APPROVING THE CITY/SUCCESSOR AGENCY WARRANT REGISTER OF DEMANDS DATED NOVEMBER 28, 2018

RECOMMENDED ACTION: Adopt the proposed resolution approving the Warrant Register dated November 28, 2018.

20. PUBLIC ORALS – IF NEEDED

COUNCIL ORALS

21. COUNCILMEMBER BARAJAS

None.

22. COUNCILMEMBER ROMERO

- a. Policies on direction given by City Council versus city manager and discussion.
- b. Residents right to contribute to the governance of this city, and voicing their concerns.
- c. Marijuana licenses development agreements and the second phase application fees.
- d. Officials on phones and devices having a secret meeting within an "open meeting".

23. COUNCILMEMBER MOLINARI

None.

24. MAYOR PRO TEM HADJINIAN

None.

ADJOURNMENT

CITY OF MONTEBELLO

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Andrew Pasmant, Acting City Manager
BY: Manuel Mancha, Interim Planning and Community Development Director
SUBJECT: Award Agreement for Building and Safety Services - Request For Proposals (RFP No. 19-2)
DATE: November 28, 2018
(Continued from the 11/14/18 City Council Meeting)

RECOMMENDATION

Staff recommends that the City Council:

1. Award a three-year agreement for Building and Safety Services for Building Official and Combination Building Inspector services (RFP No. 19-2) for the Planning and Community Development Department.
2. Approve a resolution of appropriation to fund the services of the selected consultant.
3. Approve a two-month extension of the agreement with the current consultant to allow any transition, if necessary.
4. Authorize the Acting City Manager to execute the Agreement(s) on behalf of the City.

BACKGROUND

On August 6, 2018, the CITY issued a Request for Proposals (RFP) No.19-2 seeking proposals from qualified consultants to provide Building and Safety Services. The City of Montebello solicited proposals from qualified firms to provide services for a Building Official and Combination Building inspector for the Building Division. The RFP was posted on the City web site and on the Planet Bids.

On August 30, 2018, at 3:00 P.M. RFP No. 19-2 closed; a total of seven (7) consulting firms submitted proposals to the City. Below is a list of all seven consulting firms.

ANALYSIS

The intent is to provide professional building and safety services to the City; this includes, but is not limited to providing professional services in all of the following areas: Building Official Services and Combination Building Inspection Services, and Building Abatement. The selected firm will provide building and safety services under the direction of the City's Planning and Community Development Director. It is the City's intent to select one (1)

firm to provide all of the services.

The following companies submitted responses to the RFP (alphabetical order):

- 4Leaf Inc.
- CSG Consultants
- Infrastructure Engineers, Inc.
- Interwest Consulting Group
- Transtech Engineers
- VCA Code
- Willdan Engineering

The Evaluation Committee reviewed and evaluated the proposals in accordance with the scoring criteria established in RFP No. 19-2. The scoring criteria are:

Category & Description	Points
Firm Experience with similar projects	20
Ability to work effectively with the City	20
Proposal Fee	40
References	20
TOTAL POINTS AVAILABLE	100

As part of the evaluation, Staff reviewed the proposed annual fee for the above mentioned services. Below is a breakdown of these fees for each of the proposals for a period of 3 years, 1 year and 6 months (by fee):

Company (Proposer)	Cost for Service Overall 3 Yrs.	Annual Cost for Service	Estimated 6-month (remainder of fiscal year)
VCA Code	\$361,920	\$120,640	\$60,320
Interwest Consulting Group	\$378,144	\$126,048	\$63,024
Transtech Engineers, Inc.	\$389,792	\$129,930	\$64,956
Willdan Engineering	\$411,840	\$137,280	\$68,640
Infrastructure Engineers	\$413,478	\$137,826	\$68,913
CSG Consultants	\$436,800	\$145,600	\$72,800
4Leaf Inc.	\$474,240	\$158,080	\$79,040

As part of the staff report, staff prepared a detailed comparison sheet showing the annual fee for the requested three years. (See Attachment E).

Below are the average panel scores for each firm (by score):

Company	Score (Average)
VCA Code	91
Transtech Engineers, Inc.	90
Infrastructure Engineering	90
Interwest Consulting Group	90
Willdan Engineering	90
CSG Consultants	85

Term of the Agreement

The proposed Agreement shall be for a period of three (3) year with a two (2) year optional extension upon approval of the City Council.

FISCAL IMPACT

The Building and Safety Services will provide the services listed in RFP No. 19-2.

If new consultant is selected, it may be necessary to extent the agreement with the current consultant (Transtech Engineers) for an additional two-month during the transition period. It is estimated that this will cost \$18,465.

There is \$65,000 remaining (excluding the aforementioned two-month extension of \$18,465) in Planning and Community Development available for the remainder of the FY 2018/19 Budget to pay for the proposed services. Depending on the consultant selected an additional appropriation may be required to provide these services.

Summary

Upon review and analysis of the proposals to the City's Request for Proposal (RFP No. 19-2) for Building and Safety Services, the City Council will consider: 1) selecting and awarding a three-year agreement for Building and Safety Services for Building Official and Combination Building Inspector services; 2) approving a resolution of appropriation to fund the services of the selected consultant; 3) approving a two-month extension of the agreement with the current consultant to allow for any transition period (if necessary); and 4) and authorizing the Acting City Manager to execute the Agreement(s) on behalf of the City.

ATTACHMENTS

- A- Resolution
- B- Contract Agreement
- C- RFP 19-2 – Building and Safety Services
- D- Copies of Proposals
- E- Fee Proposals Comparison Sheet.

Exhibit “A”
Request for Proposals for Building and Safety Services

ATTACHMENT A

Resolution

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY OF COUNCIL OF THE CITY OF MONTEBELLO
AUTHORIZING THE APPROPRIATION OF FUNDS RELATED TO RFP 19-2
FOR BUILDING AND SAFETY CONTRACT SERVICES**

THE CITY COUNCIL OF THE CITY OF MONTEBELLO DOES RESOLVE AS FOLLOWS:

SECTION 1. That the Director of Finance is hereby authorized to make the following appropriation:

FROM		TO	
<u>Account Number</u>	<u>Amount</u>	<u>Account Number</u>	<u>Amount</u>
100-2900	\$XXX,XXX	100-50-540-6040.10	\$XXX,XXX
(Unassigned Fund Balance)		(Building & Safety – Outside Contracts)	

SECTION 2. That the City Clerk shall certify to the adoption of the Resolution, which shall become effective immediately upon approval.

ADOPTED AND APPROVED this 28th day of November, 2018.

ATTEST

Jack Hadjinian, Mayor Pro Tem

Irma Barajas, City Clerk

ATTACHMENT B

Contract Agreement

CITY OF MONTEBELLO
PROFESSIONAL SERVICES AGREEMENT NO.

BY AND BETWEEN
CITY OF MONTEBELLO
AND
_____.

THIS AGREEMENT ("Agreement") is made and entered into on _____, 2018, by the CITY OF MONTEBELLO, a municipal corporation (hereinafter referred to as "CITY") and _____ (hereinafter referred to as "CONSULTANT"). CITY and CONSULTANT are sometimes referred to herein individual as the "Party," and jointly as the "Parties."

RECITALS

WHEREAS, the CITY desires to retain a qualified professional CONSULTANT to provide building and safety services in the CITY;

WHEREAS, the CONSULTANT represents that it is fully qualified to perform such services by virtue of its experience and the training, education and expertise of its principals and employees.

NOW THEREFORE, in consideration of performance by the Parties of the covenants and conditions herein contained, the Parties hereto agree as follows:

SECTION 1. SERVICES / COMPENSATION.

A. All terms, conditions, requirements, and provisions of the Request for Proposals for Building and Safety Services (August 6, 2018) ("Request for Proposals"), as such is set forth fully in **Exhibit "A"** hereto, are hereby incorporated fully herein by this reference and shall be binding on the Parties. To the extent of a conflict between the terms of this Agreement and that set forth in any exhibits or attachments hereto, the terms of this Agreement shall govern.

B. CONSULTANT shall provide to CITY the Building and Safety Services scope of work that is set forth fully in the Request for Proposals, as such is set forth fully in **Exhibit "A"** hereto and incorporated fully herein by this reference (hereinafter "Professional Services").

C. CONSULTANT shall be compensated for the performance of the Professional Services as a fixed fee and not to exceed fee of \$###,###.00 ("Compensation"). CONSULTANT shall provide an itemized billing statement to the CITY for Professional

Services performed. CONSULTANT shall not incur fees or costs which exceed the Compensation without the prior written consent of the CITY.

SECTION 2. TERM.

- A. This Agreement shall commence upon issuance of the Notice to Proceed by the City ("Effective Date"), and shall expire upon completion or 10 weeks unless terminated earlier as hereinafter provided. This Agreement may be extended for up to 10 weeks upon such terms and conditions mutually agreed upon by the Parties in writing.
- B. This Agreement shall be for a three (3) year term from the time of execution with a two (2) year optional extension at either one (1) year or two (2) years as mutually agreed upon by the Parties in writing.

SECTION 3. PERFORMANCE.

- a. CONSULTANT shall at all times, faithfully, competently, and to the best of its ability, experience and talent, perform all tasks described herein.
- b. CONSULTANT shall employ, at a minimum, generally accepted standards and practices utilized by companies engaged in providing similar services, as are required of CONSULTANT hereunder, in meeting its obligations under this Agreement.
- c. CONSULTANT shall be knowledgeable of and subject to all CITY ordinances, rules and regulations, standard operating procedures, and the supervisory chain of command.
- d. CONSULTANT shall have the right to retain, subject to CITY's approval, additional individuals, consultants or sub-consultants to assist in the completion of services as herein defined. Compensation for additional individuals, consultants or sub-consultants shall be the sole and exclusive responsibility of the CONSULTANT.
- e. CONSULTANT shall retain all original reports, field and office notes, correspondence, calculations, maps, and other documents specifically related to the services provided by CONSULTANT pursuant to this Agreement, other than documents which are exempt from disclosure pursuant to the attorney-client privilege or any other law. Said documents shall be made available for inspection by the CITY upon request.

SECTION 4. WORK PRODUCT.

- a. CONSULTANT hereby agrees that all work produced pursuant to this Agreement, and provided to CITY during and upon completion of this Agreement, shall be the property of the CITY, and ownership of said work product shall be retained by the CITY. CONSULTANT may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by CONSULTANT.

b. All data, documents, discussion, or other information developed or received by CONSULTANT or provided for performance of this Agreement are deemed confidential and shall not be disclosed by CONSULTANT without prior written consent by the CITY. The CITY shall grant such consent if disclosure is legally required. All such written products shall be returned to the CITY upon the termination or expiration of this Agreement. CONSULTANT agrees that the covenants contained in this Article shall survive the expiration or termination of this Agreement.

SECTION 5. EXTRA SERVICES.

No extra services over and above the Compensation shall be rendered by the CONSULTANT under this Agreement unless such extra services first shall have been duly authorized in writing by the City Manager.

SECTION 6. CITY SUPERVISION.

The City Manager shall have the right of general supervision of all work performed by the CONSULTANT and shall be the CITY agent with respect to obtaining CONSULTANT's compliance hereunder. No payment for services rendered under this Agreement shall be made without the prior approval of the City Manager.

SECTION 7. TERMINATION.

In the event that either Party hereto fails or refuses to perform any of the provisions of this Agreement at the time and in the manner required, the non-defaulting party shall give the defaulting party written notice of the default, the nature of the default, and of the steps necessary to cure the default.

a. Termination for Cause. In the event that any of the provisions of the Agreement are violated by either party, the non-defaulting Party may terminate the Agreement by serving written notice upon the other Party, listing the violation(s) and its intent to terminate such Agreement unless within ten (10) days after the serving of such notice, such violation shall cease or be rectified, the contract shall upon the expiration of an additional thirty (30) days cease and terminate. Violations by CONSULTANT which cannot be corrected within ten (10) days, said contract shall at the option of the City cease and terminate upon the giving of like notice. In the event of any such termination for default by CONSULTANT, the City may take over the work and prosecute the same to completion by contract or otherwise for the account and at the expense of the CONSULTANT. The CONSULTANT and his sureties shall be liable to the City for any excess cost occasioned in the event of any such termination. This change shall not be construed to prevent the termination, for other causes authorized by law or other provisions of this contract. In the event of a termination for cause, CONSULTANT shall only be entitled to the Compensation for those Professional Services satisfactory performed on or before the effective date of termination.

b. Termination For Convenience. The CITY shall have the option, at its sole discretion and without cause, to terminate this Agreement in whole, or in part, by giving ten (10) business days' written notice to CONSULTANT. Upon the termination of this Agreement as provided herein, the CITY shall provide to CONSULTANT the part of Compensation which would otherwise be payable to CONSULTANT for services CONSULTANT had completed as of the date of termination, less the amount of all previous payment with respect to the Compensation. Further, upon such a termination for convenience by CITY, the Parties agree that CONSULTANT shall be reimbursed for any "non-refundable" costs that CONSULTANT has incurred for its services under this Agreement, provided that: (1) such "non-refundable" costs were incurred by the CONSULTANT prior to the date of termination, and (2) that CONSULTANT provides the CITY with adequate proof that CONSULTANT incurred the costs, and is unable to seek a refund for such costs. Such "non-refundable" costs may include but are not limited to, travel reservations incurred by the CONSULTANT for its performance of services under this Agreement. CONSULTANT agrees to cease all work under this Agreement on or before the effective date of any notice of termination.

SECTION 8. EMPLOYMENT OF CITY EMPLOYEES.

No regular employee of the CITY shall be employed by CONSULTANT during the term of this Agreement.

SECTION 9. NON-LIABILITY OF CITY OFFICIALS AND EMPLOYEES.

No official or employee of the CITY shall be personally liable to CONSULTANT in the event of any default or breach by CITY, or for any amount which may become due to CONSULTANT.

SECTION 10. INDEPENDENT CONSULTANT.

a. The CONSULTANT is and shall, at all times, remain as to the CITY a wholly independent CONSULTANT. Neither the CITY nor any of its elected officials, officers, employees or agents shall have control over the conduct of the CONSULTANT except as expressly set forth in this Agreement. The CONSULTANT shall not at any time or in any manner represent that he is in any manner an elected official, officer, employee or agent of the CITY. No employee benefits shall be available to the CONSULTANT in connection with the performance of this Agreement. Except as provided in this Agreement, CITY shall not pay salary, wages, or other compensation to CONSULTANT for performance hereunder for CITY, CITY shall not be liable for compensation to CONSULTANT, CONSULTANT's employees or CONSULTANT'S sub-consultants for injury or sickness arising out of performing services hereunder.

b. The parties further acknowledge and agree that nothing in this Agreement shall create or be construed to create a partnership, joint venture, employment relationship or any other relationship except as set forth in this Agreement.

c. CITY shall not deduct from the Compensation paid to CONSULTANT any sums required for Social Security, withholding taxes, FICA, state disability insurance or any other federal, state or local tax or charge which may or may not be in effect or hereinafter enacted or required as a charge or withholding on the compensation paid to CONSULTANT. CITY shall have no responsibility to provide CONSULTANT, its employees or sub-consultants with workers' compensation insurance or any other insurance.

SECTION 11. PERS ELIGIBILITY INDEMNITY.

a. In the event that CONSULTANT or any employee, agent, or sub-consultant of CONSULTANT providing services under this Agreement claims or is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of the CITY, CONSULTANT shall indemnify, defend, and hold harmless CITY for the payment of any employee and/or employer contributions for PERS benefits on behalf of CONSULTANT or its employees, agents, or sub-consultants, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of CITY.

b. Notwithstanding any other agency, state or federal policy, rule, regulation, law or ordinance to the contrary, CONSULTANT and any of its employees, agents, and sub-consultants providing service under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefit, or any incident of employment by CITY, including but not limited to eligibility to enroll in PERS as an employee of CITY and entitlement to any contribution to be paid by CITY for employer contribution and/or employee contributions for PERS benefits.

SECTION 12. LEGAL RESPONSIBILITIES.

CONSULTANT shall at all times observe and comply with all applicable laws, ordinances, codes, and regulations of the federal, state and local governments including, but not limited to the Montebello Municipal Code. The CITY, and its appointed or elected officers, employees, or agents, shall not be liable at law or in equity occasioned by failure of the CONSULTANT to comply with this section.

SECTION 13. INDEMNIFICATION.

The CONSULTANT agrees to, and shall defend, indemnify, protect and hold harmless, the CITY, its elected and appointed boards, officers, officials, employees, agents and volunteers from and against any and all claims, demands, lawsuits, defense costs, civil, penalties, expenses, causes of action, and judgments at law or in equity, or liability of any kind or nature which the CITY, its elected and appointed boards, officers, officials, employees, agents, and volunteers may sustain or incur or which may be imposed upon them for injuries or deaths of persons, or damage to property arising out of

CONSULTANT'S negligent or wrongful act, or omission under the terms of this Agreement, except only liability arising out of the sole negligence of the CITY.

SECTION 14. INSURANCE COVERAGE.

During the term of this Agreement, CONSULTANT shall carry, maintain, and keep in full force and effect insurance against claims for death or injuries to persons or damages to property that may arise from or in connection with CONSULTANT'S performance of this Agreement. Such insurance shall be of the types and in the amounts as set forth below:

- **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis for bodily injury and property damage, including products-completed operations, personal injury and advertising injury, with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, the limit shall be twice the required occurrence limit.
- **Automobile Liability Insurance:** Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if CONSULTANT has no owned autos, Code 8 (hired) and 9 (non-owned), with a limit no less than \$1,000,000 per accident for bodily injury and property damage.
- **Worker's Compensation** insurance as required by the laws of the State of California, with Statutory Limits, and Employer's Liability Insurance with a limit of no less than \$1,000,000 per accident for bodily injury or disease.
- **Professional Liability** insurance appropriate to the CONSULTANT'S profession, with limit no less than \$1,000,000 per occurrence or claim, \$2,000,000 aggregate.

If the CONSULTANT maintains higher limits than the minimums shown above, the CITY requires and shall be entitled to coverage for the higher limits maintained by the CONSULTANT.

CONTACTOR shall require each of its sub-consultants, if any, to maintain insurance coverage that meets all of the requirements of this Agreement.

The policy or policies required by this Agreement shall be issued by an insurer admitted in the State of California and with a current rating of at least A:VII in the latest edition of Best's Insurance Guide.

Each insurance policy required above shall state that coverage shall not be canceled, except after thirty (30) days' prior written notice (ten (10) days for non-payment) has been given to the City. CONSULTANT agrees that if it does not keep the aforesaid insurance in full force and effect CITY may either (i) immediately terminate this Agreement for Cause; or (ii) take out the necessary insurance and pay, at CONSULTANT'S expense, the premium thereon.

At all times during the term of this Agreement, CONSULTANT shall maintain on file with CITY's Risk Manager a certificate or certificates of insurance showing that the aforesaid policies are in effect in the required amounts and naming the CITY as an additional insured. CONSULTANT shall, prior to the commencement of work under this Agreement, file with the CITY's Risk Manager such certificate(s).

CONSULTANT shall provide proof that policies of insurance required herein expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages.

The general liability and automobile policies of insurance required by this Agreement shall contain an endorsement naming CITY, its officers, employees, agents, and volunteers as additional insured's. All of the policies required under this Agreement shall contain an endorsement providing that the policies cannot be canceled or reduced except on thirty days' prior written notice to the CITY. CONSULTANT agrees to require its insurer to modify the certificates of insurance to delete any exculpatory wording stating that failure of the insurer to mail written notice of cancellation imposes no obligation, and to delete the word "endeavor" with regard to any notice provisions.

The insurance provided by CONSULTANT shall be primary to any coverage available to the CITY. Any insurance or self-insurance maintained by CITY, its officers, employees, agents or volunteers, shall be in excess of CONSULTANT'S insurance and shall not contribute with it.

All insurance coverage provided pursuant to this Agreement shall not prohibit CONSULTANT, and CONSULTANT'S employees, agents or subCONSULTANTS, from waiving the right of subrogation prior to a loss. CONSULTANT hereby waives all rights of subrogation against the CITY.

Any deductibles or self-insured retentions must be declared to and approved by the CITY. At the option of CITY, CONSULTANT shall either reduce or eliminate the deductibles or self-insured retentions with respect to CITY, or CONSULTANT shall procure a bond guaranteeing payment of losses and expenses.

Procurement of insurance by CONSULTANT shall not be construed as a limitation of CONSULTANT'S liability or as fall performance of CONSULTANT'S duties to indemnify, hold harmless and defend under Section 9 of this Agreement.

SECTION 15. SUBCONTRACT, ASSIGNMENT OR DELEGATION.

CONSULTANT shall not subcontract, delegate or assign its duties or rights hereunder, either in whole or in part, without the prior written consent of CITY. Any proposed subcontract, delegation, or assignment shall provide a description of the services to be covered, identification of the proposed sub-CONSULTANT, delegee, or assignee, and

an explanation of why and how the same was selected, including the degree of competition involved.

Any subcontract, delegation or assignment shall be made in the name of CONSULTANT and shall not bind or purport to bind the CITY and shall not release CONSULTANT from any obligations under this Agreement including, but not limited to, the duty to properly supervise and coordinate the work of employees, assignees, delegees or sub-consultants. No such subcontract, delegation or assignment shall result in an increase in the amount of total compensation payable to the CONSULTANT under the Agreement.

SECTION 16. NO WAIVER.

Waiver by any party hereto of any term, condition or covenant of this Agreement shall not constitute the waiver of any other term, condition or covenant hereof.

SECTION 17. DISPUTE RESOLUTION; GOVERNING LAW.

Disputes regarding the interpretation or application of any provision(s) of this Agreement shall, to the extent reasonably feasible, be resolved through good faith negotiations between the Parties. If any action at law or in equity is brought to enforce this Agreement or because of alleged dispute, breach, default or misrepresentation in connection with the provisions of this Agreement, the prevailing party in such action shall be entitled to reasonable attorney's fees, expert fees, costs and necessary disbursements incurred in that action or proceeding, in addition to such other relief as may be sought and awarded. The venue for any litigation shall be County of Los Angeles, California. The Parties agree that the covenants contained in this Article shall survive the expiration or termination of this Agreement.

SECTION 18. ATTORNEY'S FEES AND COSTS.

If litigation is reasonably required to enforce or interpret the provisions of this Agreement, the prevailing party in such litigation shall be entitled to an award of reasonable attorney's fees and costs in addition to any other relief to which it may be entitled.

SECTION 19. WARRANTIES.

Each of the parties represents and warrants to one another as follows:

a. It has received independent legal advice from its attorneys with respect to the advisability of entering into and executing this Agreement;

b. In executing this Agreement, it has carefully read this Agreement, knows the contents thereof, and has relied solely on the statements expressly set forth herein and has placed no reliance whatsoever on any statement, representation, or promise of any

other party, or any other person or entity, not expressly set forth herein, nor upon the failure of any other party or any other person or entity to make any statement, representation or disclosure of any matter whatsoever; and

c. It is agreed that each party has the full right and authority to enter into this Agreement and that the person executing this Agreement on behalf of either party has the full right and authority to fully commit and bind such party to the provisions of this Agreement.

SECTION 20. MISCELLANEOUS.

a. The descriptive paragraph headings of this Agreement are included for purposes of convenience only and shall not control or affect the construction or interpretation of any of its provisions.

b. Whenever the context hereof shall so require, the singular shall include the plural, the male gender shall include the female gender, and the neuter and vice versa.

c. In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision hereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provisions had never been contained herein.

d. The representations and warranties made by the parties to this Agreement shall survive the consummation of the transaction herein described.

e. This Agreement may be signed in any one or more counterparts all of which taken together shall be but one and the same Agreement. Any signed copy of this Agreement or of any other document or agreement referred to herein, or copy or counterpart thereof, delivered by facsimile transmission, shall for all purposes be treated as if it were delivered containing an original manual signature of the party whose signature appears in the facsimile and shall be binding upon such party in the same manner as though an originally signed copy had been delivered.

f. Each of the parties acknowledges that it has been represented by independent counsel of its own choosing, or if it has not been so represented, it has been admonished to obtain independent counsel and has freely and voluntarily waived and relinquished the right to counsel. Each party who has not obtained independent counsel acknowledges that the failure to have independent legal counsel will not excuse such party's failure to perform under this Agreement or any agreement referred to in this Agreement.

SECTION 21. NOTICE.

All notices, demands, requests or approvals to be given under this Agreement shall be given in writing and conclusively shall be deemed served when delivered personally or on the second business day after the deposit thereof in the United States mail, postage prepaid, registered or certified, addressed as hereinafter provided. All notices, demands, requests, or approvals hereunder shall be given to the following addresses or such other addresses as the Parties may designate by written notice:

Manuel Mancha
Interim Planning and Community Development Director
City of Montebello
1600 West Beverly Boulevard
Montebello, California 90640
E-mail: mmancha@cityofmontebello.com

SECTION 22. NON-DISCRIMINATION AND EQUAL OPPORTUNITY EMPLOYER

In the performance of this Agreement, CONSULTANT shall not discriminate against any employee, sub-CONSULTANT, or applicant for employment because of race, color, creed, religion, sex, marital status, national origin, ancestry, age, physical or mental handicap, mental condition or sexual orientation. CONSULTANT will take affirmative action to ensure that sub-CONSULTANT and applicants are employed and that employees are treated during employment, without regard to their race, color, creed, religion, sex, marital status, national origin, ancestry, age, physical or mental handicap, medical condition or sexual orientation.

SECTION 23. CONFLICT OF INTEREST.

CONSULTANT covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which may be affected by the services to be performed by CONSULTANT under this Agreement, or which would conflict in any manner with the performance of its services hereunder. CONSULTANT further covenants that, in performance of this Agreement, no person having any such interest shall be employed by it. Furthermore, the CONSULTANT shall avoid the appearance of having any interest that would conflict in any manner with the performance of its services pursuant to this Agreement.

CONSULTANT covenants not to give or receive any compensation, monetary or otherwise, to or from the ultimate vendor(s) of services to CITY as a result of the performance of this Agreement, or the services that may be procured by the CITY as a result of the recommendations made by CONSULTANT. CONSULTANT's covenant under this section shall survive the termination of this Agreement.

SECTION 24. ENTIRE AGREEMENT.

This Agreement contains the entire understanding between the CITY and CONSULTANT. Any prior agreements, promises, negotiations or representations not

expressly set forth herein are of no force or effect. Subsequent modifications to this Agreement shall be effective only if in writing and signed by each party. If any term, condition or covenant of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this Agreement shall be valid and binding.

CITY OF MONTEBELLO

CONSULTANT

Andrew Pasmant
Acting City Manager

Dated: _____

Name
Title

Dated: _____

ATTEST:

Irma Barajas
City Clerk

APPROVED AS TO FORM:

Arnold Alvarez-Glasman
City Attorney

ATTACHMENT C

RFP 19-2 – Building and Safety Services



CITY OF MONTEBELLO

**REQUEST FOR PROPOSALS (RFP # 19-2)
FOR BUILDING AND SAFETY SERVICES
FOR THE PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT**

Closing Date and Time: August 30, 2018 (by 3:00 p.m.)

Submittal Information: For Delivery/In Person Submittal: City of Montebello City Clerk 1600 W. Beverly Blvd., Montebello, CA 90640. Four (4) Original Copies of Proposal & One Electronic (PDF in a thumb drive)

For Electronic Submittal (via PlanetBids): One (1) Electronic Proposal (PDF Format)

Contact Person: Danilo Batson, Assistant City Manager. Phone: (323) 887-1462 and E-mail DBatson@cityofmontebello.com

I. INVITATION

The City of Montebello is requesting proposals from consultants to provide professional building and safety services to the City. This includes, but is not limited to, providing professional services in all of the following areas: Building Official Services and Combination Building Inspection Services, and Building Abatement. The selected firm will provide building and safety services under the direction of the City's Planning and Community Development Director.

It is the City's intent to choose one (1) firm to provide all of the requested services.

II. SELECTION TIMELINE (TENTATIVE)

City Issuance of the RFP	August 6, 2018
Written Inquiries/Questions due by	August 23, 2018 5:00 pm
RFP Closing Date (due date)	August 30, 2018 3:00 pm
Consultant Interviews	September 4, 2018
City Council Approval	September 12, 2018

III. INQUIRIES

Bidders must carefully examine this RFP and any addenda that may be posted on the City's website prior to submission of their proposal. Bidders must seek clarification of any ambiguity, conflict, omission or other error in this RFP in writing prior to submission of their proposal. If an answer materially affects the RFP, the information will be incorporated into an addendum and distributed to all vendors via the City's website; no other contact shall be made by the City to vendors regarding addenda to the RFP. It shall be the vendor's sole responsibility to check the City's website to determine if any addenda have been posted prior to the proposal due date.

IV. SUBMITTAL INSTRUCTIONS

The proposal package shall consist of two parts: 1) Technical qualifications, and 2) Billing rates sheet/cost proposal. Proposals will be received through 3:00 P.M. on **August 30, 2018**. If submitting through Planet Bids, only one electronic copy is required. If submitting via US Mail, Delivery Services or Delivery, please submit four (4) copies of your proposal and one electronic copy on a thumb drive addressed to the attention of:

City of Montebello
City Clerk's Office
1600 W. Beverly Blvd.
Montebello, CA 90640

Attention: **REQUEST FOR PROPOSALS (RFP # 19-2) FOR BUILDING AND SAFETY SERVICES**

All proposals must either be 1) on paper, mailed or delivered to the City of Montebello Or 2) Electronically submitted through PlanetBids' Bidder Portal, accessed through the City of Montebello's official website at <http://www.cityofmontebello.com/rfp-bids/bid-opportunities.html>. All Prospective Bidders must register to bid through the PlanetBids Vendor Portal found on the City of Montebello's website at the link provided above. **There no fees to register and bid on this Request For Proposals.**

NO LATE, EMAILED, OR FAXED PROPOSALS WILL BE ACCEPTED.

V. REQUIRED PROPOSAL FORMAT

In order to maintain uniformity with all proposals submitted, it is requested that the Consultant's proposal include the following minimum information:

- A. **Cover Letter** – Letter that serves as an executive summary of the proposal limited to no more than three (3) pages. The letter should include your firm's understanding of the work to be performed. In addition, state why your firm believes itself to be the best qualified to perform the services requested. Also,

state the Management Contact (name and title of the representative authorized to sign an agreement for your firm) and Project Manager (name and title of the person responsible for day-to-day management of the project).

B. Table of Contents – Include a clear identification of the material by section and by page number.

C. Summary Sheet –

1. This section of the proposal must include a fully-completed copy of the Summary Sheet included with this proposal.

2. Provide the name, title, experience and qualifications of the personnel who will be assigned to the project.

3. Provide the resume of the Management Contact with the City as listed in the completed Summary Sheet.

D. Allocation of Resources – Provide a clear conceptual plan for services to the City that you believe are appropriate for the City. Indicate features, skills and/or services which distinguish your firm and make it the better choice for the City. Indicate how the resources of your firm (e.g., number and type of personnel allocated by hours) will be allocated for this project. Submittal of a project schedule is required as part of the allocation of resources.

E. Scope of Services – Proposals must address all items set forth in the "Scope of Services" section of this RFP. Additional information which, in your opinion, should be included must be clearly identified. The items must be addressed in the order in which they appear in the "Scope of Services" section.

F. Previous Relevant Projects and References –

1. List similar services performed for all similar organizations/entities in the last five years and when performed. Show names of organizations, and names and telephone numbers of persons who can be contacted with regard to the services you have provided.

2. List all similar public agencies for which contracts were terminated in the last five years. Show names of organizations and names and telephone numbers of persons who can be contacted. Firms may provide a brief explanation of the reason(s) for termination(s).

G. Experience of Proposed Personnel and Resumes of Personnel to be Used.

H. Proposed fee structure listed by contract year. The fees need to be clearly identified for each of the potential five years of the contract (initial three year term and the optional two year extension).

VI. SELECTION CRITERIA

Proposal will be reviewed by the City staff. The proposal will be rated/ranked according to the following criteria:

- Cost
- Proposed Personnel - The experience and qualifications of the proposed personnel and the firm on similar projects. The availability of proposed personnel and overall firm capabilities to meet additional needs of the City. Proven experience of principle personnel for specific positions.
- Project Approach – The proposed project approach and services that the firm is capable of providing and how the firm's approach meets the needs of the City.
- Project Controls –The firm's ability to control costs and provide accurate and timely invoices; to monitor and stay within budget; to monitor schedule and review times and the techniques used to complete projects within the proposed time frames.
- Client References – Provide at least three (3) current references. The references should identify the client, a contact name and telephone number, a description of the services provided and the location where the service was performed. The City also reserves the right to contact the clients that terminated contracts with the firm as listed in the firm's submittal.
- Ability to comply with City standard professional services agreement.
- Award will be in accordance with the provisions of the Montebello Municipal Code. The proposals may be reviewed individually by staff members; and, may be reviewed through an ad hoc committee to assist in the selection process. The finalists may be requested to provide the CITY with a presentation and/or oral interview. The ad hoc committee may review the RFP's as well as any requested presentations and/or oral interviews to gather information that will assist in making a recommendation to City Council.

The CITY reserves the right to:

- Reject any and all proposals at its discretion
- Cancel the entire RFP
- Waive any minor errors or informalities in any Proposals, to the extent permitted by law
- Conduct oral interviews
- Negotiate with one or more CONSULTANTS
- Require a best and final offer from one or more CONSULTANTS
- Issue an amended RFP to ensure compatibility of the Proposal for comparison

The successful firm may be invited to interview and enter into a Professional Services Consultant Agreement with the City.

VII. SCOPE OF WORK

Consultant services – The successful vendor will provide personnel to act independently in accomplishing work for the City.

A. Building Official Administrative Services

The Consultant shall provide an ICC Certified Building Official. The Building Official is responsible for overseeing building inspections, code compliance, abatement, and acts as an official City representative on building-related matters. Specific responsibilities include, but are not limited to:

1. Function as the Building Official as set forth in the California Building Code, in other City adopted building codes, ordinance Municipal Code, and as specified in Federal and State law.
2. Issue Certificates of Use and Occupancy for building and structures.
3. Assist in the coordination and oversight of the building permit, building inspection, building counter and building code enforcement services so that they function as one building and safety organization.
4. Maintain, amend and develop ordinances and regulations necessary to implement and enforce the latest editions of the California Building Code, including any and all related Codes, or other uniform safety codes, laws, or regulations as adopted or amended by the City deemed necessary by the City to protect the health safety and welfare of its citizens.
5. Prepare building and safety code violation cases for submittal to the City Attorney's office when prosecution action is necessary to obtain compliance with existing codes and regulations.
6. Quality control review of building inspections.
7. Resolution of resident inquiries and complaints.
8. Make determination on the approval and use of alternative materials and methods of construction.
9. Assist in the administration and processing of complex Building Code issues and dispute resolution, including making final interpretations concerning the application of building and safety codes.
10. Contribute the necessary resources to the configuration, implementation and on-going support of an automated permitting system
11. Review discretionary applications for preliminary compliance with construction codes.
12. Coordinate with Code Enforcement regarding abatement program.

13. Review and update the Building/Safety Procedures Manual.
14. Monthly Reporting of Building and Safety Activities as well as reports required for fee collection and other reports required by the State of California or other government agencies.
15. Review Planning Commission & City Council staff reports related to Building & Safety items (as needed).
16. Periodic attendance at Planning Commission & City Council meetings (as needed).
17. Provide emergency and after hours inspection and reports of damaged properties or structures.
18. Meet with developers, homeowners, business owners, architects, engineers and the general public at the City or in the field, as the need dictates, to resolve grievance and/or respond to questions and ensure timely project processing in compliance with Federal, State and City laws and ordinances.

The ideal proposal would include a Building Official who is available to be at the City during the hours that City Hall is open to the public, have previous Building Official experience, is customer-service oriented, and has experience with managing multiple tasks, assignments and responsibilities. The Building Official shall hold office hours, at City Hall, at least one day per week for appointments or counter assistance, between the hours of 8:00 a.m. and 5:00 p.m. (or 8 hours).

B. Combination Building Inspector Services

The position is responsible for all building inspection services, including residential and commercial inspection of for all building trades, site visits, completing building logs/records, but not limited to:

1. Provide building inspection services by fully trained/certified inspectors for all construction regulated by all applicable Federal, State and City building and safety codes/ordinances, and National Pollution Discharged and Elimination System Permit (NPDES) requirements.
2. Inspect building and structures, for which building permits have been issued, for compliance with the approved plans and applicable codes and ordinances.
3. Inspect for compliance with conditions of approval set forth by the City's Planning and Community Development Department, Planning Commission, and/or City Council.
4. Building inspection – field hours shall be 8:00 a.m. to 5:00 p.m. (or 8 hours), Tuesdays and Thursdays (minimum of 2 days per week).
5. Enforce conditions of approval associated with discretionary permits regarding building and safety regulations, as adopted by the City.

6. During inspections, review for compliance with code, accessibility, building, electrical, mechanical and plumbing work, etc. Issue stop/correct work notices, or notices of violation when violations of the above referenced codes and regulations occur.
7. Provide special inspections by qualified inspectors and conduct investigations as directed by the City, including field and office research and the preparation of letters and/or documents.
8. Handle resident/building inquiries and resolve complaints.
9. Assist in processing of public records requests (as needed).
10. Assist in construction and demolition debris recycling program (as needed).
11. Building Code Abatement Inspection (including lien process, as needed).
12. Maintain records and prepare documents for storage and/or imaging.

C. Included Duties, Responsibilities, and Information

The consultant shall be responsible to ensure that all other Building and Safety duties and follow-up – not specifically mentioned in the table above – are performed in a timely and responsive manner.

The consultant shall be responsible to ensure all personnel assigned to the City of Montebello have sufficient on-going training to perform their assigned duties. In addition, the consultant shall have at least one Certified Access Specialist (CAsp) on staff, in case such services are required. The consultant will be required to assist the City in any ISO audits that arise during the contract term. The consultant will also be required to furnish at least two copies of the latest adopted building code, including one copy to the City Clerk for the official City record and to keep those materials up to date.

The ideal proposal will include staff that are assigned to be at the City for Building Official (at least one day a week to hold appointments and assist customers over the counter) and for Combination Building Inspector (at least 2 days per week to performed inspections and respond to inquiries), are customer-service oriented, and have experience with successfully managing multiple tasks, assignments and responsibilities. The successful firm will ensure that it has assigned personnel – with contact and coverage information clearly communicated to the City – that are required to be available to respond to emergency situations that may require Building and Safety services at times when City Hall is closed for business.

The City is proposing to scan and digitizing the catalog of old building plans and permits with the goal of maintaining only electronic versions of plans for projects that have been completed. There is a significant backlog of this material.

VIII. CITY PROVIDED OFFICE SPACE AND EQUIPMENT

The City will provide only the following office space and equipment for use in performing building and safety services:

1. Use of office space at City Hall that is approximately the same square footage and configuration currently occupied by the Building & Safety Division
2. Use of approximately 2 City office phones
3. Use of office furniture
4. Use of approximately 2 City network computers
5. Copier

IX. ATTACHMENTS

- A. City Standard Professional Services Agreement with insurance requirements
- B. Building & Safety Division Data for 6 months
- C. Building & Safety Fee Schedule

The agreement for services shall be for the term of three (3) years, commencing from the date of Council award, with the ability to extend the agreement for up to an additional two (2) years. City Council may amend the term at their discretion.

A sample professional service agreement is attached for your review. Upon selection of a successful proposal, the sample agreement will be executed with the proposal attached as a description of terms and costs for the services provided. Bidders shall review the agreement and stipulate in their proposals whether there is any language in the agreement that they would like to City to modify or consider modification.

X. AWARD CRITERIA

General Provision – The award of contracts shall be at the sole discretion of the City. It is the intent to make an award to one Bidder for all items although the City reserves the right to make multiple awards depending on the needs and best interests of the City. The City may accept or reject any or all proposals in whole or in parts and may waive informalities in the process. The contents of the proposal of the selected Bidder will become the basis for a contractual obligation when the award is made. Professional Services – Award will be made to the most qualified Bidder whose proposal is determined to be the most advantageous to the City at a reasonable price.

XI. TERMS AND CONDITIONS

- A. Applicable Laws – The laws of the State of California will govern the contract. The applicable law for any legal dispute arising out of the contract shall be the

law of the State of California. The Bidder shall comply with all federal, state, county and local laws concerning this type of commodity/service. All system provided by the Bidder shall comply with all applicable federal, state, and local building, fire, safety, and electrical codes and all relevant industry standards.

- B. Equal Employment Opportunity – The Bidder shall comply with all applicable state and federal laws addressing Equal Employment Opportunity.
- C. Conflict of Interest – Except for items that are clearly promotional in nature, mass produced, trivial in value and not intended to invoke any form of reciprocation, employees of the City of Montebello may not accept gratuities, entertainment, meals of anything of value whatsoever from current or potential suppliers. The offer of such gratuity to an employee of the City shall be cause for declaring such supplier to be an irresponsible proposer and preventing him from bidding.
- D. Independent Contractor Status – It is expressly understood that the Bidder named in any contract entered into by the City is acting as an "independent contractor" and not as an agent or employee of the City of Montebello.
- E. Default of Contractor/Consultant – The City of Montebello shall hold the Bidder responsible for any damage that may be sustained because of the failure or neglect of the Bidder to comply with any term or condition listed herein.
- F. Permits and Licenses – The Bidder shall secure or maintain in force during the period covered by any contract resulting from this specification all licenses and permits required by law for the operation of their business including a Montebello Business License.
- G. Appropriation of Funds – If the terms of this agreement extends into fiscal years subsequent to that in which it was approved, such continuation of the contract is subject to the appropriation of funds for such purpose by the City of Montebello City Council. If funds to effect such continued payment are not appropriated, the Bidder agrees to terminate any goods or service supplied to the City under this agreement.
- H. Assignment – The Bidder shall, under no circumstances, assign any contract issued as a result of this proposal by any means whatsoever, or any part thereof to another party without express written permission of the City of Montebello.
- I. Award of Contract – Award of any contract arising from any proposal submitted as a result of this RFP may require approval by the City of Montebello City Council as prescribed by City Ordinances and Codes. All awards require a City of Montebello Purchase Order prior to work or delivery. If, after award of contract, consultant provides additional terms or conditions, the award shall be considered VOID.
- J. Signed Submission of Proposals – The submission of proposals must be signed in longhand by the Bidder with his/her usual signature. Submission of proposals by partnerships must be signed with the partnership name by the

principal partner, followed by the signature and designation of the person signing; submission of proposals by corporations must be signed with legal name of the corporation of president, secretary, or other person authorized to bind it in the matter. The name of each person signing shall be typed or printed below the signature.

K. Addendum to the RFP – If it becomes necessary to revise any part of this RFP, an addendum to the RFP will be posted on the City's website (see "Bid Submittal Instructions"). All addenda issued during the time of bidding will be incorporated into any resulting contract.

L. Late Submission of Proposal – Any submission of proposals received after the due date and time specified in this RFP will not be considered.

M. Withdrawal of Submission of Proposals – Any Bidder may withdraw his/her submission of proposals, either personally or by written or facsimile request at any time prior to the time set for the proposals opening, provided that written confirmation of any facsimile withdrawal of the signature of the Bidder is placed in the mail and postmarked prior to the time set for the opening thereof. Negligence on the part of the Bidder in preparing his/her submission of proposals confers no right of withdrawal or modification of his/her submission after such submission has been opened.

N. Rejection of Submission of Proposals – The RFP does not commit the City of Montebello to award any contract. The City reserves the right, at its sole discretion, to reject any or all proposals without penalty, to waive irregularities in any proposals or in the RFP procedures, and to be the final judge as to which is the responsible, qualified proposal. Any proposal that contains items not specified, items that are incorrect, that does not complete all the items scheduled, or does not respond to items in the manner specified in this RFP, and proposals received by telephone or facsimile, may be considered non responsive and may be rejected on these bases in the sole discretion of the City. Proposals offering less than 90 days for acceptance from the proposed closing date may be considered non-responsive and may be rejected.

Non-acceptance of any proposal will not imply any criticism of the proposal or convey any indication that the proposal was deficient. Non-acceptance of any proposal will mean that another proposal was deemed to be more advantageous to the City of Montebello, or that no proposal was deemed acceptable.

O. Public Information – After the date specified for the opening of the RFP, all materials received relative to general service proposals become public information and are available for inspection. Professional service proposals become public upon award of contract. The City reserves the right to retain all proposals submitted, whether or not the proposal was selected or judged to be responsive.

- P. Bidder's Cost to Develop Proposal – Costs for developing proposals in response to this RFP are entirely the obligation of the Bidder and shall not be chargeable in any manner to the City of Montebello.
- Q. News Releases – The Bidder shall not make news releases pertaining to an award resulting from proposals made in response to the RFP without the prior written approval of the City of Montebello Planning and Community Development Director or designee. In addition, the successful Bidder must agree not to release any advertising copy mentioning the City of Montebello or quoting the opinion of any City employee without written approval by the City of Planning and Community Development Director.
- R. Right to Negotiate Proposals – The City of Montebello reserves the right to negotiate any price or any provision, accept any part, or all parts of any and all proposals whatever is in the best interest of the City and the taxpaying public. Bidders are encouraged to submit their best prices in the proposal as negotiations may only occur with the lowest responsible bidder for general services. For professional services, fees may be negotiated with the most qualified proposer.

XII. CONSULTANT COMPENSATION

Selected consultant will be asked to provide specific scope and “not to exceed fixed fee” prior to the issuance of the notice to proceed. The funds necessary for all services identified under the Scope of Work are appropriated in the Planning and Community Development Department Maintenance & Operation Budget.

XIII. CITY DISCLAIMER

The City reserves the right to reject any or all the Proposal, to waive any informality in any Qualification, and to select the Proposal that best meet the needs of the City. The City also reserves the right to reduce or revise elements of the scope of services, or to amend or modify the contractual requirements, or to negotiate with any qualified consultant.

No representation is made that any contract will be awarded pursuant to this RFP. In no way shall a contract be viewed as an exclusive contract in any way. The City reserves the right to retain additional consultants as necessary to satisfy the needs of the City. All costs incurred in the preparation of the proposal, in the submissions of additional information and/or in any other aspect of a proposal prior to the award of a written contract will be borne by the proposed firm. Information submitted to the City in response to this RFP will become the property of the City of Montebello and will not be returned. The “technical” portion of the Proposal will be considered public information.

XIV. STANDARD CONTRACT/AGREEMENT

Firms that are interested should be willing to enter into a professional services agreement with the City and comply with the City's insurance requirements as indicated in the agreement. A sample of the standard agreement is included in Exhibit "A" for reference.

Inquiries /questions regarding this RFP should be submitted in written form to:

Danilo Batson, Assistant City Manager / Director of Public Works at
DBatson@cityofmontebello.com

ATTACHMENT A

CITY OF MONTEBELLO

PROFESSIONAL SERVICES AGREEMENT NO. _____

BY AND BETWEEN

CITY OF MONTEBELLO

AND

****CONSULTANT'S NAME****

This agreement ("Agreement") is made as of *date* by and between the City of Montebello, a municipal corporation ("City") and ****consultant's name**** ("Consultant"). City and Consultant are sometimes hereinafter individually referred to as a "Party" and collectively referred to as the "Parties."

RECITALS

WHEREAS, the City desires to utilize the services of Consultant as an independent contractor to provide consulting services to the City as set forth in the attached Exhibit "A;" and

WHEREAS, the Consultant represents that it is fully qualified to perform such consulting services by virtue of its experience and the training, education, certification, license, and expertise of its principals and employees.

NOW THEREFORE, in consideration of performance by the Parties of the covenants and conditions herein contained, the Parties hereto agree as follows:

1. Consultant's Services.

A. Scope of Services. The nature and scope of the specific services to be performed by Consultant are as described in Exhibit "A."

B. Time of Performance. Consultant shall complete the specific services according to the schedule of performance which is also set forth in Exhibit "A."

2. Term of Agreement.

This Agreement shall commence on *date* (the "Commencement Date") and shall terminate effective *date* or unless terminated by either party or parties as set forth

pursuant to the provisions of this Agreement and Exhibits.

3. Compensation.

A. City agrees to compensate Consultant for services under this Agreement in compliance with the schedule set forth in Exhibit "A". Payment will be made only after submission of proper monthly invoices in the form and manner specified by City. City shall endeavor to pay invoices bearing correct and authorized charges within 30-days of the date they are received; however, Consultant acknowledges and agrees that due to City warrant run procedures, the City cannot guarantee that payment will occur within this time period. City shall not be responsible to Consultant for any additional charges, interest or penalties due to a failure to pay within such period.

B. Total payment to Consultant pursuant to this Agreement shall not exceed *enter amount*. Compensation shall be payable as set forth in the Compensation Schedule in the attached Exhibit "A".

4. General Terms and Conditions.

The General Terms and Conditions set forth in Exhibit "B" are incorporated as part of this Agreement. In the event of any inconsistency between the General Terms and Conditions and any other exhibit to this Agreement, the General Terms and Conditions shall control unless it is clear from the context that both Parties intend the provisions of the other exhibit(s) to control.

5. Addresses.

City: City of Montebello
1600 West Beverly Blvd.
Montebello, CA 90640

Consultant: *name*
address

6. Exhibits.

All exhibits referred to in this Agreement are listed here and are incorporated and made part of this Agreement by this reference.

Exhibit "A": Scope of Services, Time of Performance and Compensation Schedule.

Exhibit "B": General Terms and Conditions.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the dates written below.

CITY OF MONTEBELLO
("CITY")

COMPANY NAME
("CONSULTANT")

Andrew G. Pasmant
Acting City Manager

Principal Name
Title

Date: _____

Date: _____

ATTEST:

APPROVED AS TO FORM:

Irma Barajas, City Clerk

Arnold M. Alvarez-Glasman, City Attorney

EXHIBIT "A"

**SCOPE OF SERVICES, TIME OF PERFORMANCE
AND COMPENSATION SCHEDULE**

Attach Negotiated and Approved Proposal

EXHIBIT "B"

GENERAL TERMS AND CONDITIONS

1. Status as Independent Contractor.

A. Consultant is, and shall at all times remain as to City, a wholly independent contractor. Consultant shall have no power to incur any debt, obligation, or liability on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not, at any time, or in any manner, represent that it or any of its agents or employees are in any manner agents or employees of City.

B. Consultant agrees to pay all required taxes on amounts paid to Consultant under this Agreement, and to indemnify and hold City harmless from any and all taxes, assessments, penalties, and interest asserted against City by reason of the independent contractor relationship created by this Agreement. In the event that City is audited by any Federal or State agency the validity of a wholly independent contractor relationship between City and Consultant, then arising out of such audit and any appeals relating thereto.

C. Consultant shall not be entitled to retirement, medical, dental or other benefits provided to employees of the City.

D. In the event that Consultant, or its employee, agent, or subcontractor providing services under this Agreement, claims or is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of the City, Consultant shall indemnify, defend, and hold the City harmless for the payment of any employee and/or employer contributions for PERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of the City.

2. Standard of Performance

A. Consultant shall perform all work to the highest professional standards and in a manner reasonably satisfactory to the City Manager or his/her designee. The City Manager or his/her designee may from time to time assign additional or different tasks or services to Consultant, provided such tasks are within the scope of services described in Exhibit "A." However, no additional or different tasks or services shall be performed by Consultant other than those specified in Exhibit "A," or those so assigned in writing to Consultant by the City Manager or his/her designee.

B. The City Manager shall administer this Agreement and provide for immediate supervision of Consultant with respect to the services to be provided hereunder.

3. Indemnification.

A. Consultant is skilled in the professional calling necessary to perform the services and duties agreed to be performed under this Agreement, and City is relying upon the skill and knowledge of Consultant to perform said services and duties.

B. City and its respective elected and appointed boards, officials, officers, agents, employees and volunteers (individually and collectively, "Indemnities") shall have no liability to Consultant or any other person for, and Consultant shall indemnify, defend, protect and hold harmless Indemnities from and against, any and all liabilities, claims, actions, causes of action, proceedings, suits, damages, judgments, liens, levies, costs and expenses of whatever nature, including reasonable attorney's fees and disbursements (collectively "Claims"), which Indemnities may suffer or incur or to which Indemnities may become subject by reason of or arising out of any injury to or death of any person(s), damage to property, loss of use of property, economic loss or other loss occurring as a result of or allegedly caused by the Consultant's negligent or willful acts. Notwithstanding the foregoing, the provisions of this subsection shall not apply to Claims occurring as a result of the City's sole negligence or willful acts or omissions.

4. Insurance.

A. Without limiting Consultant's indemnification of Indemnities pursuant to Section 3 of this Agreement, Consultant shall obtain and provide and maintain at its own expense during the term of this Agreement the types and amounts of insurance as described below:

(i) Consultant shall procure and maintain at all times during the term of this Agreement, full coverage automobile insurance, of which a copy of such policy shall be delivered to City upon demand. Consultant shall provide general liability in the amount not less than One Million Dollars (\$1,000,000.00). Moreover, consultant shall procure and keep in force for the duration of this Agreement professional liability insurance in the minimum amount not less than One Million Dollars (\$1,000,000.00) per occurrence to protect the Consultant from errors and omissions, to which Consultant will deliver to City a Certificate of Insurance evidencing such insurance coverage prior to City's execution of this Agreement. Each of the policies shall be issued by an insurance company which is admitted to do business in the State of California, and name and list the City of Montebello as an additional insured. Insurance policies shall provide that the insurance coverage shall not be cancelled or reduced by the insurance carrier without the City of Montebello having been afforded ten (10) days written notice prior thereto by the carrier. The Consultant agrees it will not cancel or reduce said insurance coverage. The requirement as to the types of insurance to be maintain by

the Consultant are not intended to, and shall not in any manner limit Consultant's liabilities and obligation under this Agreement.

(ii) Workers' Compensation insurance on a state approved policy form providing statutory benefits as required by law with employer's liability limits no less than \$500,000 per accident for all covered losses.

B. City, its officers, officials, employees and volunteers shall be named as additional insureds on the policy(ies) as to commercial general liability and automotive liability.

C. All insurance procured pursuant to these requirements shall be written by insurers that are admitted carriers in the state of California with a Best's rating of no less than A:VIII.

D. All insurance policies shall provide that the insurance coverage shall not be non-renewed, canceled, reduced, or otherwise modified (except through the addition of additional insured's to the policy) by the insurance carrier without the insurance carrier giving City thirty (30) days' prior written notice thereof. Any such thirty (30) day notice shall be submitted to City via certified mail, return receipt requested, addressed to "City Clerk," City of Montebello, 1600 West Beverly Boulevard, Montebello, California, 90640. Consultant agrees that it will not cancel, reduce or otherwise modify said insurance coverage.

E. Consultant shall submit to City (i) insurance certificates indicating compliance with the minimum worker's compensation insurance requirements above, and (ii) insurance policy endorsements indicating compliance with all other minimum insurance requirements above, not less than one (1) day prior to beginning of performance under this Agreement. Endorsements shall be executed on City's appropriate standard forms entitled "Additional Insured Endorsement".

F. The Consultant's insurance shall be primary as respects the City, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees and volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

G. Consultant agrees that if it does not keep the aforesaid insurance in full force and effect, and such insurance is available at a reasonable cost, City may take out the necessary insurance and pay the premium thereon, and the repayment thereof shall be deemed an obligation of Consultant and the cost of such insurance may be deducted, at the option of City, from payments due Consultant.

5. Confidentiality.

Consultant in the course of its duties may have access to confidential data of City, private individuals, or employees of the City. Consultant covenants that all data, documents, discussion, or other information developed or received by Consultant or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Consultant without written authorization by City. City shall grant such authorization if disclosure is required by law. All City data shall be returned to City upon the termination of this Agreement. Consultants' covenant under this section shall survive the termination of this Agreement.

6. Ownership of Work Product.

All reports, documents or other written material developed by Consultant in the performance of this Agreement shall be and remain the property of City without restriction or limitation upon its use or dissemination by City. Such material shall not be the subject of a copyright application by Consultant.

7. Conflict of Interest.

A. Consultant covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which may be affected by the services to be performed by Consultant under this Agreement, or which would conflict in any manner with the performance of its services hereunder. Consultant further covenants that, in performance of this Agreement, no person having any such interest shall be employed by it. Furthermore, Consultant shall avoid the appearance of having any interest that would conflict in any manner with the performance of its services pursuant to this Agreement.

B. Consultant covenants not to give or receive any compensation, monetary or otherwise, to or from the ultimate vendor(s) of services to City as a result of the performance of this Agreement, or the services that may be procured by the City as a result of the recommendations made by Consultant. Consultant's covenant under this section shall survive the termination of this Agreement.

8. Termination for Cause.

A. *Termination for Cause.* Should Consultant fail to perform any of the obligations required of Consultant within the time and in the manner provided for under this Agreement within seven (7) days after receipt from City of a written notice of such default, or should Consultant violate any of the terms and conditions of the Agreement, City may terminate this Agreement with cause upon thirty (30) days' written notice to Consultant. The effective date of termination shall be upon the date specified in the notice of termination. Consultant agrees that in the event of such termination, City's obligation to pay Consultant shall be limited to payment only for those services satisfactorily rendered prior to the effective date of termination. Immediately upon

receiving written notice of termination, Consultant shall discontinue performing services, preserve the product of the services, and turn over to City the product of the services in accordance with written instruction of City.

B. *Termination for Convenience.* City may, in its sole discretion, by written notice to Consultant, terminate the whole or any part of this Agreement at any time and without cause by giving written notice to Consultant of such termination, and specifying the effective date thereof, (5) days' before the effective date of such termination. Upon the effective date of termination, Consultant shall immediately cease performance of any and all Services under this Agreement. Consultant may not terminate this Agreement except for cause.

9. Personnel.

Consultant represents that it has, or will secure at its own expense, all personnel required to perform the services under this Agreement. All of the services required under this Agreement will be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. Consultant reserves the right to determine the assignment of its own employees to the performance of Consultant's services under this Agreement, but City reserves the right, for good cause, to require Consultant to exclude any employee from performing services on City's premises.

10. Non-Discrimination and Equal Employment Opportunity.

A. Consultant shall not discriminate as to race, color, creed, religion, sex, marital status, national origin, ancestry, age, physical or mental handicap, medical condition, or sexual orientation, in the performance of its services and duties pursuant to this Agreement, and will comply with all rules and regulations of City relating thereto. Such nondiscrimination shall include but not be limited to the following: employment, upgrading, demotion, transfers, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

B. Consultant will, in all solicitations or advertisements for employees placed by or on behalf of Consultant state either that it is an equal opportunity employer or that all qualified applicants will receive consideration for employment without regard to race, color, creed, religion, sex, marital status, national origin, ancestry, age, physical or mental handicap, medical condition, or sexual orientation.

C. Consultant will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Agreement except contracts or subcontracts for standard commercial supplies or raw materials.

11. Assignment.

Consultant shall not assign or transfer any interest in this Agreement nor the performance of any of Consultant's obligations hereunder, and any attempt by Consultant to so assign this Agreement or any rights, duties, or obligations arising hereunder shall be void and of no effect.

12. Compliance with Laws.

Consultant shall keep informed of State, Federal and Local laws, ordinances, codes and regulations that in any manner affect those employed by it or in any way affect the performance of its service pursuant to this Agreement. The Consultant shall at all times comply with such laws, ordinances, codes and regulations. Without limiting the generality of the foregoing, if Consultant is an out-of-state corporation or LLC, it must be qualified or registered to do business in the state of California pursuant to sections 2105 and 17451 of California Corporations Code. The City, its officers and employees shall not be liable at law or in equity occasioned by failure of Consultant to comply with this Section.

13. Licenses.

At all times during the term of this Agreement, Consultant shall have in full force and effect all licenses (including a City business license) required of it by law for performance of the services hereunder.

14. Non-Waiver of Terms, Rights and Remedies.

Waiver by either party of any one or more of the conditions of performance under this Agreement shall not be a waiver of any other condition of performance under this Agreement. In no event shall the making by City of any payment to Consultant constitute or be construed as a waiver by City of any breach of covenant, or any default which may then exist on the part of Consultant, and the making of any such payment by City shall in no way impair or prejudice any right or remedy available to City with regard to such breach or default.

15. Attorney's Fees.

In the event that either party to this Agreement shall commence any legal or equitable action or proceeding to enforce or interpret the provisions of this Agreement, the prevailing party in such action or proceeding shall be entitled to recover its costs of suit, including reasonable attorney's fees and costs, including costs of expert witnesses and consultants.

16. Notices.

Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on (a) the day of delivery if delivered by hand during Consultant's regular business hours or by facsimile before or during Consultant's regular business hours; or (b) on the third business day following deposit in the United States mail, postage prepaid, to the addresses heretofore set forth in the Agreement, or to such other addresses as the Parties may, from time to time, designate in writing pursuant to the provisions of this section.

17. Governing Law.

This Agreement shall be interpreted, construed and enforced in accordance with the laws of the State of California.

18. Counterparts.

This Agreement may be executed in any number of counterparts, each of which shall be deemed to be the original, and all of which together shall constitute one and the same instrument.

19. Severability.

If any provision or any part of any provision of this Agreement is found to be invalid or unenforceable, the balance of this Agreement shall remain in full force and effect.

20. Entire Agreement.

This Agreement, and any other documents incorporated herein by specific reference, represents the entire and integrated agreement between Consultant and City.

This Agreement supersedes all prior oral or written negotiations, representations or agreements. This Agreement may not be amended, nor any provision or breach hereof waived, except in a writing signed by the Parties which expressly refers to this Agreement. Amendments on behalf of the City will only be valid if signed by the appropriate officer of the City as set forth in the Montebello Municipal Code and attested by the City Clerk.

21. Authority.

The person or persons executing this Agreement on behalf of Consultant warrants and represents that he/she has the authority to execute this Agreement on behalf of the Consultant and has the authority to bind Consultant to the performance of its obligations hereunder.

ATTACHMENT B - Building & Safety Division Data for 6 months (January to June 2018)

Building & Safety Division	Amounts
Contractors Building Permits	\$ 466,297.87
Contractors Plumbing Permits	\$ 62,579.97
Contractors Electrical Permits	\$ 114,768.03
Contractors Mechanical Permits	\$ 76,139.96
Contractors Plan Check Fees	\$ 513,370.30

ATTACHMENT C - Building & Safety Fee Schedule

Building Fees	
BUILDING FLAT FEES	
Inspection outside of normal business hours (2 hr min)	\$177
Re-inspection Fee	\$177
Inspection	\$177
Additional Plan Review - per hr	\$212
Investigation Fee for clearance	\$354
Inspection for resale of SFD	\$230
Demolition of Building	\$248
Plumbing Permit:	
Issuance	\$35
Plumbing Fixture or Trap or Set of Fixtures on One Trap	\$35
Site Sewer	\$88
Connection to Sewer	\$88
Rainwater Systems - per drain	\$88
Water Heater and / or Vent	\$88
Gas Piping Systems:	
1-4 outlets	\$88
5+ more outlets	\$142
Industrial Waste Pretreatment Interceptor, including its trap and vent, functioning as fixture traps	\$177
Swimming Pool and / or Spa	\$177
Installation, Alteration, or Repair of Water Piping	\$88
Repair or Alteration of drainage or vent piping	\$88
Lawn sprinkler system - per backflow device	\$88
Vacuum Breakers or Backflow protective	\$88
Devices on tanks, vats, or for installation on unprotected plumbing fixtures:	
1-4 fixtures	\$88
5+	\$18
Lawn Sprinkler	\$88
Electrical Permits:	
Permit Issuance:	\$35
Branch Circuits:	
1-10 circuits	\$88
Each Additional Circuits	\$53
For appliance branch circuits	
1-10 outlets	\$35
Each additional outlet over 10	\$88
Appliances, Motors or other equipment:	
Less than 3,	
3-5 HP, KW or KVA	\$88

5-20 HP, KW, or KVA	\$88
20-50 HP, KW, or KVA	\$88
50-100 HP, KW, or KVA	\$88
100+ HP, KW, or KVA	\$88
Air Conditioning Units	\$88
Service Installations less than 600V:	
0-200 Amps	\$142
201-600 Amps	\$177
601-1,200 Amps	\$230
1,200+ Amps	\$18
Service Installations over 600V:	\$354
Temporary Power Service - Pole	\$177
Each additional pole	\$35
Busways	\$53
Signs, outline lighting and marquees:	
Systems on one branch circuit	\$53
Each additional branch circuit	\$35
Flashers, Timers, or motors	\$35
Swimming Pools	\$230
Spa	\$177
Mechanical Permits:	
Permit Issuance:	\$35
Furnace - up to 100,000 BTU / hr	\$177
Furnace - over 100,000 BTU / hr	\$177
Floor Furnace	\$177
Suspended Heater, Wall Heater, or Floor Mounted Heater	\$177
Installation, relocation, or replacement of appliance vent	\$177
Repair, alteration, or addition to heating appliance, refrigeration unit, cooling unit, absorption, evaporative cooling system	\$177
Boiler or Compressor - 3HP and up to 100,000 BTU / hr	\$177
Boiler or Compressor - 3-15HP and 100,000-500,000 BTU / hr	\$177
Boiler or Compressor - 15-20 HP or 500,000-1,000,000 BTU / hr	\$177
Boiler or Compressor - 30-50 HP or 1,000,000-1,750,000 BTU / hr	\$230
Boiler or Compressor - 50+ HP or 1,750,000+ BTU / hr	\$265
Air Handling Unit - up to 10,000 CFM	\$265
Air Handling Unit - over 10,000 CFM	\$177
Evaporative Cooler - other than potable	\$177
Ventilation Fan	\$177
Hood / duct	\$265
Domestic Incinerator	\$177
Commercial Incinerator	\$230
Any other item not classified	\$230
Fire Dampers	\$88
Installation of duct to existing system	\$35

Building Plan Check Fees - Percentage of Building Permit Fees	54%
Expedited Plan Check - per submittal	125% of Plan Check Fee
Building Permit / Inspection Fees	
Project Valuation - \$1.00 to \$500.00	\$263.11
Project Valuation - \$500.00 to \$2,000	
First \$500	\$263.11
Each Additional \$100 or fraction thereof	\$5.85
Project Valuation - \$2,001 to \$25,000	
First \$2,000	\$350.81
Each Additional \$1,000 or fraction thereof	\$41.94
Project Valuation - \$25,001 to \$50,000	
First \$25,000	\$1,315.54
Each Additional \$1,000 or fraction thereof	\$35.08
Project Valuation \$50,001 to \$100,000	
First \$50,000	\$2,192.56
Each Additional \$1,000 or fraction thereof	\$31.57
Project Valuation \$100,001 to \$500,000	
First \$100,000	\$3,771.21
Each Additional \$1,000 or fraction thereof	\$10.31
Project Valuation \$500,001 to \$1,000,000	
First \$500,000	\$7,893.23
Each Additional \$1,000 or fraction thereof	\$1.75
Project Valuation \$1,000,001 to \$5,000,000	
First \$1,000,000	\$8,770.26
Each Additional \$1,000 or fraction thereof	\$2.19
Project Valuation \$5,000,001 to \$10,000,000	
First \$5,000,000	\$17,540.52
Each Additional \$1,000 or fraction thereof	\$1.96
Project Valuation \$10,000,001 to \$25,000,000	
First \$10,000,000	\$27,363.21
Each Additional \$1,000 or fraction thereof	\$2.56
Project Valuation \$25,000,001 to \$50,000,000	
First \$25,000,000	\$65,776.94
Each Additional \$1,000 or fraction thereof	\$0.18
Project Valuation \$50,000,001 to \$100,000,000	
First \$50,000,000	\$70,162.07
Each Additional \$1,000 or fraction thereof	\$1.75
Project Valuation - \$100,000,001 and over	
First \$100,000,000	\$157,868.18
Each Additional \$1,000 or fraction thereof	\$0.88

City of Montebello
Planning and Community Development Department

To: Prospective Responders/Bidders

From: Danilo Batson
Assistant City Manager

Date: August 13, 2018

Subject: RFP No. 19-2 – Request for Proposals for Building and Safety Services
(ADDENDUM # 1 – RESPONSES TO INQUIRIES)

I. RESPONSES TO INQUIRIES:

- 1) Required Proposal Format, states "This section of the proposal must include a fully-completed copy of the Summary Sheet included with this proposal." This sheet does not seem to be included in the RFP. Will this item be located in an addenda at a later date?

ANSWER: Please use the form attached for this purpose.

Bidder's Certificate: (This Certificate must be signed and returned together with the Bid Proposal, otherwise the submitted bid shall be considered incomplete.)

I ACKNOWLEDGE RECEIPT OF THIS ADDENDUM #1 AND I ACCEPT THE
AFOREMENTIONED CONDITIONS.

DATE: _____

COMPANY: _____

SIGNATURE: _____

TITLE: _____

CITY OF MONTEBELLO
BUILDING AND SAFETY SERVICES (RFP NO. 19-2)

SUMMARY SHEET

- I. Consultant shall perform the following services/tasks, per the RFP:

Services/Tasks	Hours/Week	Hourly Rate	Weekly Rate	Annual Cost (52 weeks)
Building Official	8			
Combination Building Inspector	16			
Total Annual Cost				

ATTACHMENT D

Copies of Proposals

Proposal for Building and Safety Services for the Planning & Community Development Department (RFP # 19-2)



Prepared for



The City of
Montebello

August 30, 2018



INFRASTRUCTURE
ENGINEERS



August 30, 2018

Danilo Batson, Assistant City Manager
City of Montebello
1600 W. Beverly Boulevard
Montebello, CA 90640

Subject: Proposal (RFP # 19-2) for Building and Safety Services for the Planning & Community
Development Department

Infrastructure Engineers has had the distinct pleasure of working with the City of Montebello for more than 15 years – providing building plan checking and plan check counter services, city and civil engineering, CIP oversight, and construction management and inspection. Our mission is to continue to earn the respect and confidence of the City and its staff by providing the highest standard of professional municipal services that ultimately have a positive contribution to the community.

Our understanding of the services requested comes from the subject RFP released by the City of Montebello. The City is seeking a qualified consulting firm to provide building official and building inspection services to the City's Planning and Community Development Department. We understand the City is seeking a firm to provide staff at the City offices that are highly capable of performing Building Official administrative duties such as code interpretations, plan reviews, responding to complaints about building conditions and administering building violations, keeping codes current with the latest codes and literature, providing monthly reporting, and attending Planning Commission and City Council meetings, as necessary, among other duties.

The City is requesting a well-qualified and experienced building inspector in conjunction with the needed tasks normally performed within a city's building department. The City's expectation is to be assured that these services continue to be provided at a high level of service and in the most efficient and courteous manner - and we could not agree more. We will provide an extraordinarily experienced and credentialed Building Official at the City's offices one day per week (8 hours) to provide these administrative duties, and a veteran building inspector two days per week (16) hours to provide inspection services and to help with inquiries and complaints. We also have other staff available as needed to address extraordinary workloads or in case of an emergency.

We consider Infrastructure Engineers to be the best-qualified firm to meet your needs for the following reasons:

- ◆ Infrastructure Engineers is familiar with the City, its culture, and its business and community environment. Not only have we been working with City staff for many years, we have also been personally involved in community events, such as the City's Fourth of July celebration, the annual employees' appreciation dinner and dance and other celebrations.
- ◆ We understand that an integral component of building and safety services is positive and diplomatic communication. People coming to the Building and Safety Division with their projects may be veteran contractors or homeowners pursuing their first remodel; whatever the situation, our staff have been providing courteous attention and service at the counter and engaging with the public regarding

expectations and requirements for plans. We know the City's constituency and our staff have demonstrated the courteous and timely service the public expects and deserves.

- ◆ We have been providing building official and inspection services to many cities. In addition, City of Montebello staff knows our company and our staff; we have formed efficient and respectful relationships that will continue to provide the best quality of services without the need to "come up to speed." In addition, we already know the City's expectations for quality and timely service; we know the City's codes and ongoing projects; and we have been advocating for the City for more than 15 years through the wide variety of engineering services we have provided to you.
- ◆ We are available and enthusiastic! We will continue to work hard for the City of Montebello while providing personal attention to every detail. In addition, we understand the funding and timing restriction challenges faced by cities. The Infrastructure team is intimately familiar with all aspects of building inspection services required by the City.

For this important assignment, we are proposing to provide the services of Jay Shih, PE, CBO, CASp, QSP/D, for the Building Official position. Jay has 34 years of experience in the engineering and building and safety arena working for public agencies and municipalities, providing highly skilled reviews, and providing assistance to the public in development projects. He holds numerous International Code Council certifications, including being a Certified Building Official, Certified Building Plans Examiner, and Certified Fire Plans Examiner. Jay is also a Qualified SWPPP Practitioner and Developer (QSP/D) and is certified by the Division of State Architect as a Certified Access Specialist (CASp). Jay has provided building and safety services to the following agencies:

- ◆ County of San Bernardino Building and Safety Department
- ◆ Cities of Baldwin Park, Beverly Hills, El Segundo, Huntington Park, La Puente, Lynwood and Rosemead
- ◆ City of Los Angeles, Community Redevelopment Agency

Our proposed Building Inspector is David Gatica. David has more than 20 years of experience as a contracted building inspector for more than a dozen cities. Services he has provided include inspecting a wide variety of structures, both new and remodeled, issuing permits, and working with the public at city counters to provide timely and courteous customer service. David is an ICBO-certified Building Inspector and has worked at more than one dozen cities throughout Los Angeles County and the greater southland. These cities include the following:

- | | | |
|------------------|----------------|----------------|
| ◆ Cudahy | ◆ Baldwin Park | ◆ San Marino |
| ◆ La Quinta | ◆ San Dimas | ◆ Irwindale |
| ◆ La Puente | ◆ Hemet | ◆ Adelanto |
| ◆ South El Monte | ◆ Bell | ◆ Apple Valley |
| ◆ Lynwood | ◆ Diamond Bar | ◆ Glendora |

Our Project Manager will be Andre Dupret. As Vice President of Development Services for Infrastructure Engineers, Andre Dupret oversees planning and building and safety operations for the company. His responsibilities include project management, overseeing a large staff of professional planners, building officials and inspectors, plan check examiners, permit technicians, and other support staff, as well as maintaining customer relations and client interface. He will be responsible for the day-to-day management of this contract.

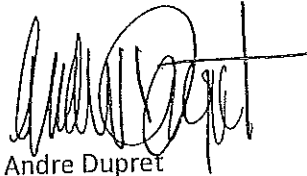
I will be the Management Contact for this contract. As Senior Vice President of Municipal services, I am authorized to sign agreements for our firm. If you have any questions about our proposal, please feel free to contact our Contract/Project Manager, Andre Dupret, at 714-940-0100 ext. 5130, or by email at adupret@infengr.com.

We look forward to continuing to provide excellent service to the City of Montebello.

Sincerely,
Infrastructure Engineers



Steve Forster
Sr. Vice President, Municipal Services



Andre Dupret
Vice President, Development Services

City of Montebello
Planning and Community Development Department

To: Prospective Responders/Bidders

From: Danilo Batson
Assistant City Manager

Date: August 13, 2018

Subject: RFP No. 19-2 – Request for Proposals for Building and Safety Services
(ADDENDUM # 1 – RESPONSES TO INQUIRIES)

I. RESPONSES TO INQUIRIES:

- 1) Required Proposal Format, states "This section of the proposal must include a fully-completed copy of the Summary Sheet included with this proposal." This sheet does not seem to be included in the RFP. Will this item be located in an addenda at a later date?

ANSWER: Please use the form attached for this purpose.

Bidder's Certificate: (This Certificate must be signed and returned together with the Bid Proposal, otherwise the submitted bid shall be considered incomplete.)

I ACKNOWLEDGE RECEIPT OF THIS ADDENDUM #1 AND I ACCEPT THE
AFOREMENTIONED CONDITIONS.

DATE: August 22, 2018

COMPANY: Infrastructure Engineers

SIGNATURE: 

TITLE: Sr. Vice President, Municipal Services



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Summary Sheet

Infrastructure Engineers has been providing building plan check services to the City of Montebello for the past four years as well as providing other staff in the City's offices. In addition, we have had staff in place at the City to assist with civil and traffic engineering and administrative services for many years. This experience and knowledge of the City's inner workings, acquired from our long-term relationship, will allow our team to provide uninterrupted and consistent service to your customers. The City of Montebello is a highly valued client, and we take our service to you very personally.

Our building and safety services program will continue to be closely centered around the City's requirements based on the latest City-adopted versions of the building, mechanical, plumbing, and electrical codes, administrative, disabled access, and energy conservation regulations, as well as mandates by California state codes, Title 24 regulations, city ordinances, and building department policies and procedures. We incorporate our extensive experience to maintain the high quality of service you and your customers expect and deserve. Our team members will coordinate all activities with other departments, agencies, and jurisdictions as necessary and as directed by the City.

Infrastructure Engineers is proud to claim that we provide Certified Building Officials (CBOs) with the professional credentials and experience to step into any situation with full confidence and the ability to manage even the most active and demanding local government Building & Safety environments.

Our CBOs have the training and skill sets to review and process plans and specifications ranging from complex new construction to tenant improvements (TIs), from minor solar retrofits to major cannabis cultivation facilities. Our CBOs have the time-tested experience to understand the complexities that many projects present and know how to confer with applicants to discuss drawings and technical specifications and to arrive at solutions to any issue being considered.

Infrastructure Engineers currently has CBOs placed in the cities of Huntington Park, Lynwood and Baldwin Park, providing expert in-house oversight of the enforcement of construction codes to ensure public safety and health, as well as being responsible for coordination and management of building permit, building inspection, building counter and building code enforcement services.

For this assignment, Infrastructure Engineers is prepared to provide the necessary building inspection services needed. Our building inspectors are responsible for all building services, including residential and commercial inspection of all building trades, site visits, and completing building logs and records.

Our Summary Sheet matrix is provided on the following page.

CITY OF MONTEBELLO

BUILDING AND SAFETY SERVICES (RFP NO. 19-2)

SUMMARY SHEET

- I. Consultant shall perform the following services/tasks, per the RFP:

Services/Tasks	Hours/Week	Hourly Rate	Weekly Rate	Annual Cost (52 weeks)
Building Official	8	\$125	\$1,000	\$52,000
Combination Building Inspector	16	\$95	\$1,520	\$79,040
Total Annual Cost				\$131,040

CONTRACT
MANAGE.

2

130

260

13,520

+ 131,040

\$144,560



Assigned Personnel

Jay Shih, PE, CBO, CASp, QSP/D - Building Official

We are proposing Jay Shih as the City's Building Official. Jay has 34 years of experience in the engineering and building and safety arena, working for public and agencies and municipalities, providing highly skilled reviews and assistance to the public in development projects. He holds numerous International Code Council certifications, as shown in his resume in the section titled "Experience of Proposed Personnel" beginning on page 14. Jay's career has been focused on providing building and safety services to public agencies, some of which include the following:

- ◆ County of San Bernardino Building and Safety Department
- ◆ Cities of Baldwin Park, Beverly Hills, El Segundo, Huntington Park, La Puente and Rosemead
- ◆ City of Los Angeles, Community Redevelopment Agency

David Gatica – Combination Building Inspector

We are proposing David Gatica as Building Inspector for the Building and Safety Services contract. David is an ICBO-certified building inspector with more than 20 years of experience as a contracted inspector for numerous cities. He will be familiar to City staff through his inspections of the Home2 Suites project. Other cities David has worked for are listed in his resume, which is provided in the section titled "Experience of Proposed Personnel" beginning on page 15.

Management Contact

Andre Dupret – Contract Manager

As Infrastructure Engineers' Vice President of Development Services, Andre Dupret oversees Building and Safety operations for the company. His responsibilities include project management, overseeing a large staff of professional building officials and inspectors, plan check examiners, permit technicians, and other support staff, as well as maintaining customer relations and client interface.

To ensure fulfillment of services requested by the City, Andre will provide oversight and direction for our assigned staff, including ensuring that certifications and licenses are maintained. Andre has more than 30 years of management experience in municipal planning, building and community development. His experience also includes overseeing administration of Community Development Block Grant (CDBG) programs, grant writing, strategic planning, community safety and code compliance, and the development and implementation of neighborhood revitalization programs. Andre's resume is provided in the section titled "Experience of Proposed Personnel" beginning on page 13.



Allocation of Resources

Infrastructure Engineers brings staff who are highly experienced in working with cities and within city offices to perform building official and inspection services. Infrastructure Engineers was founded for the primary purpose of supporting municipalities in staff augmentation for building and safety and civil engineering design services, so we are able to match skills and availability to City needs. We currently have staff placed in the City of Montebello as well as the cities of Baldwin Park, Bell Gardens, Glendora, Huntington Park and Lynwood – we are accustomed to aligning with and assisting City staffs.

In addition, each of our proposed staff have first-hand knowledge of the new way cities work, the budget and schedule constraints that cities face, and they have extensive experience working with the public. Our staff have demonstrated thorough knowledge of working within federal and state funding vehicles on countless projects for the City of Montebello, currently and in the past. We coach our staff to be proactive and stay on the lookout for ways in which we can assist our city clients and make their projects run more smoothly, often with the added benefits of savings to schedules and budgets.

Infrastructure Engineers will be the best choice for the City of Montebello due to our existing knowledge of the Planning and Community Development Department operations, staff and needs. In addition, we have an extensive and skilled roster of building officials and inspectors. Currently, we have three (3) qualified Building Officials and four (4) experienced Building Inspectors. In addition, our staff has been working with the City for more than 15 years – we're part of the family! We have been providing these very services to the City of Montebello for four years. You and your staff know our company and our staff; we have formed efficient and respectful relationships that will continue to provide the best quality of services without the need to come up to speed.

Furthermore, we already know the City's expectations for quality and timely service; we know the City's codes and ongoing projects; and we have been advocating for the City for years, through the wide variety of engineering services and the talented and dedicated people we have provided to you.

The following table is our Project Schedule, which shows how our resources will be allocated for this contract.

Project Schedule

The following table provides the number and type of personnel to be allocated for this project.

Responsibility	Staff	Hours per Week
Contract Manager	Andre Dupret, APA	2
Building Official	Jay Shih, PE, CBO, CASp, QSP/D	8
Building Inspector	David Gatica	16

Scope of Services

Our primary approach is to serve as a direct extension of City staff while providing building official administration and building inspection services. We will always promote a team approach with City staff, developers, contractors, architects, and the City's constituents. This approach, coupled with our administrative and management experience and responsibility, will provide for tight coordination and a common focus as we work with the public to move projects forward. We have significant experience in public works and development projects, some with high political visibility and public interest, and all



with critical schedules, budgets, and site constraints. Overall, we will provide the administrative discipline and leadership necessary to move projects forward on schedule and on budget.

The following section lists each task in order as presented and required in the City's RFP under "Scope of Services".

Building Official Administrative Services

Our proposed Building Official, Jay Shih, is an ICC-certified building official, professional civil engineer, certified access specialist, ICC-certified building plans examiner and fire plans examiner. He will oversee building inspections, code compliance, abatement, and act as an official City representative on building-related matters. His responsibilities will include, but are not limited to the following tasks:

1. *Function as the Building Official as set forth in the California Building Code, in other City adopted building codes, ordinance Municipal Code, and as specified in Federal and State law.*

Jay Shih is highly experienced in the complex technical duties of enforcing construction California Building Standards Code (the Code) to ensure public safety and health. Because he has spent decades in service to municipal agencies, he is familiar and comfortable with working with applicants and the public to ensure plans meet all municipal and state codes.

2. *Issue Certificates of Use and Occupancy for building and structures.*

After the building official inspects the building or structure and finds no violations of the provisions of the Code or other laws that are enforced by the department of building and safety, the building official will issue a certificate of occupancy. A certificate of occupancy is evidence that the construction of a building is in compliance with the approved plans and specifications, but the issuance of a certificate of occupancy is not to be construed as an approval of a violation of the provisions of the Code or of other ordinances of the jurisdiction. Jay will follow the building permit process through plan review and construction inspection and, ultimately, determine if a Certificate of Occupancy can then be issued.

3. *Assist in the coordination and oversight of the building permit, building inspection, building counter and building code enforcement services so that they function as one building and safety organization.*

Jay's considerable experience as an engineering department director, certified Building Official, plan check engineer, and certified access specialist has allowed him to hone the skills needed to oversee entire Building and Safety departments and staff. He understands the processes and procedures of permitting, inspection and code enforcement and how to manage the skills and time of staff who perform these duties so that each applicant can be assured that their project is being attended to with proper focus and implementation.

4. *Maintain, amend and develop ordinances and regulations necessary to implement and enforce the latest editions of the California Building Code, including any and all related Codes, or other uniform safety codes, laws, or regulations as adopted or amended by the City deemed necessary by the City to protect the health safety and welfare of its citizens.*

The California Building Standards Code is published in its entirety every three years by order of the California Legislature, with supplements published in intervening years. A city or county may establish more restrictive building standards reasonably necessary because of local climatic,



geological or topographical conditions. Findings of the local conditions and the adopted local building standards must be filed with the California Building Standards Commission to become effective. Jay is up to date on code changes and will assist City staff in implementing those changes by amending and developing ordinances.

5. *Prepare building and safety code violation cases for submittal to the City Attorney's office when prosecution action is necessary to obtain compliance with existing codes and regulations.*

The building official is authorized to serve a notice of violation on the person responsible for the construction, demolition, alteration or occupancy of a building or structure in violation of the Code, or in violation of the permit issued. Such notice of violation will direct the discontinuance of the illegal action and the abatement of the violation. If the notice of violation is not complied with promptly, the building official is authorized to request the City Attorney's office to institute the appropriate proceeding at law or in equity to restrain, correct or abate such violation, or to require the removal or termination of the unlawful occupancy of the building or structure. When prosecution action is necessary, Jay will prepare building and safety code violation cases and submit to the City Attorney's office for prosecution.

6. *Quality control review of building inspections.*

Jay will randomly accompany our building inspector to inspect different occupancies during various phases of construction to ensure relevance and accuracy. Jay will visit those premises by himself in the unlikely event there might be any complaints against the building inspector for adequate inspection or poor customer service. This is a means of ensuring that Infrastructure Engineers' resolve to provide professional and courteous service is maintained.

7. *Resolution of resident inquiries and complaints.*

Even though our building inspectors and plans examiners are fully aware of the importance of good customer service, there will inevitably be disputes between staff and the general public on occasion. Prior to becoming a code professional, Jay had his own design practice for several years, he understands the needs and is willing to listen to homeowners', permit expeditors', contractors', engineers' and architects' side of the story. Jay will be able to resolve resident inquiries and complaints in a satisfactory manner.

8. *Make determination on the approval and use of alternative materials and methods of construction.*

Where there are practical difficulties involved in carrying out the provisions of the Code, Jay will grant modifications for individual cases for the use of alternative materials and methods of construction not specifically prescribed by the Code, upon application of the owner, provided that Jay first determines that special individual reason makes the strict letter of the Code impractical, the modification is in compliance with the intent and purpose of the Code, and that such modification does not lessen health, accessibility, life and fire safety or structural integrity. Where the request to use alternative materials and methods of construction is not approved, Jay will respond in writing stating the reason why the alternative is not approved.

9. *Assist in the administration and processing of complex Building Code issues and dispute resolution, including making final interpretations concerning the application of building and safety codes.*

Jay is Infrastructure Engineer's Chief Building Official, overseeing building officials, plans examiners and building inspectors. In the event of a dispute in code interpretation between a plans examiner



Infrastructure Engineers is well qualified to respond to a local or regional emergency. In the event of an emergency, Jay and our building inspector will provide emergency and after-hours inspection and reports of damaged properties or structures. Evenings and weekends for special events and meetings can be accommodated with 48 hours' notice.

18. *Meet with developers, homeowners, business owners, architects, engineers and the general public at the City or in the field, as the need dictates, to resolve grievance and/or respond to questions and ensure timely project processing in compliance with Federal, State and City laws and ordinances.*

Jay and our building inspector are available for applicant inquiries or conferences anytime during regular business hours, without charge, via telephone or emails, 8:00 AM to 5:00 PM, Monday through Friday. Customers have the options of meeting Jay at the City or in the field during his official public counter hours or by appointment in our City of Industry office. Jay will arbitrate disputes on code interpretations and resolve the more difficult and complex engineering and code-related issues.

Combination Building Inspector Services

The position is responsible for all building inspection services, including residential and commercial inspection of all building trades, site visits, completing building logs/records, but not limited to:

1. *Provide building inspection services by fully trained/certified inspectors for all construction regulated by all applicable Federal, State and City building and safety codes/ordinances, and National Pollution Discharged and Elimination System Permit (NPDES) requirements.*

Our building inspector, David Gatica, is a fully trained ICBO-certified building inspector with more than 20 years of experience, both as a contract inspector and an employee inspector of a dozen cities throughout Southern California. In addition, Jay, our building official, is a qualified storm water pollution prevention plan (SWPPP) practitioner/developer with many years of experience inspecting and ensuring SWPPPs are in place and that drainage and capture methods are in compliance.

2. *Inspect building and structures, for which building permits have been issued, for compliance with the approved plans and applicable codes and ordinances.*

Our building inspector will perform field inspections and technical work in connection with the plans that have been submitted and approved and enforcement of ordinances and ICC building codes. In addition, the building inspector will complete work related to licensing, planning, zoning, and permitting as required and enforcement of municipal codes.

3. *Inspect for compliance with conditions of approval set forth by the City's Planning and Community Development Department, Planning Commission, and/or City Council.*

Conditions of approval are determined by the submittal of approved plans for a broad spectrum of disciplines that would include drainage and grading plans, landscaping and irrigation plans, adequate fire protection facilities, appropriate connection to sanitary sewer facilities, curb, gutter, paveout, and necessary drainage facilities, among other conditions set down by the City. David has worked with more than one dozen cities as a building inspector. He knows and understands these conditions and will study the City of Montebello's conditions for any variations.

4. *Building inspection – field hours shall be 8:00 a.m. to 5:00 p.m. (or 8 hours), Tuesdays and Thursdays (minimum of 2 days per week).*



We propose assigning David to the City for two days per week, working within the hours noted here.

5. *Enforce conditions of approval associated with discretionary permits regarding building and safety regulations, as adopted by the City.*

A discretionary permit is granted following determinations that require the exercise of judgment and deliberation, as opposed to merely determining that a request complies with a set of standards. Because David has more than 20 years of experience in permit enforcement, he has seen many instances where good judgement was relied upon to enforce conditions of approval.

6. *During inspections, review for compliance with code, accessibility, building, electrical, mechanical and plumbing work, etc. Issue stop/correct work notices, or notices of violation when violations of the above referenced codes and regulations occur.*

As a combination building inspector, David is fully cognizant of code compliance and can issue stop work or correct work notices when conditions do not meet or are in violation of these codes and regulations.

7. *Provide special inspections by qualified inspectors and conduct investigations as directed by the City, including field and office research and the preparation of letters and/or documents.*

Infrastructure Engineers has a full complement of qualified inspectors and building officials who are skilled at conducting investigations and provided subsequent reports and documentation. In addition, we have administrative staff in our offices and at the City who can assist in document preparation.

8. *Handle resident/building inquiries and resolve complaints.*

David will track, monitor and resolve resident inquiries and resolve complaints with courtesy and diplomacy to ensure that all parties understand the issues and can agree on resolutions.

9. *Assist in processing of public records requests (as needed).*

Having worked with many cities as both a contract inspector and as an employee of city staff, David's career has been based on responding to inquiries from the public.

10. *Assist in construction and demolition debris recycling program (as needed).*

Assigned staff will ensure that the City is compliant with its policies and procedures for the removal and disposal (recycling) of debris generated by construction and/or demolition activities within the City.

11. *Building Code Abatement Inspection (including lien process, as needed).*

Infrastructure staff will work with City staff to identify the type of abatement program that the City requires and will coordinate the development and implementation of such a program.

12. *Maintain records and prepare documents for storage and/or imaging.*

The maintenance of daily logs and records are in integral part of the building inspection process. David is adamant about exacting procedures for these records. In addition, Infrastructure Engineers has administrative staff, both in our offices and at the City, who can assist with storage and scanning of documents for record retention.



Project Controls

Each of our staff are reliable and are often expected to function as troubleshooters, frequently relying on personal experience to find solutions to complicated issues in the office and in the field, functioning quite often with little or no supervision. This approach to project management is, in the long run, efficient, a time savings and most importantly, represents a cost savings.

Most projects that experience a cost overrun do so because of a lack of effective time management and a failure to apply budgetary controls. Our staff are seasoned professionals who watch the clock, employ years of experience in their jobs, which equates to quick and accurate efficiencies of scale, and our staff track and log tasks – important project data that is used to prepare complete and accurate invoices which cities find helpful when reconciling their project records for billing and audit purposes.



Previous Relevant Projects and References

As noted, Infrastructure Engineers provides building and safety services to many cities throughout the greater Los Angeles area. In this section, we have provided references for those contracts that are directly relevant to the City of Montebello's needs.

City of Baldwin Park - Building Official Administrator & Building Inspections

Client Contact:

Luis Rodriguez, Interim Community
Development Director
14403 Pacific Avenue
Baldwin Park, CA 91706

Phone: (626) 813-5261
Email: lrodriguez@baldwinpark.com

Infrastructure Engineers' contract Building Official performs a variety of supervisory, administrative, and technical work for building inspections, permit processing and code enforcement, and compliance activities for the City of Baldwin Park. The Building Official reviews the latest editions of the California Building Code, including any and all related Codes, or other uniform safety codes, laws, or regulations, and updates City codes and regulations as necessary to ensure compliance. The Building Official plans, organizes, supervises, reviews and participates in the work of professional, technical, contract and office support staff; coordinates activities with other City departments, outside agencies, and organizations; develops and implements programs and procedures within the Building Division; performs other related duties as required. The Building Official routinely interacts with and prepares reports for the Planning Commission and City Council, determines approvals and issues certificates of occupancy.

Huntington Park – Building Official Services & Building Inspection and Plan Review Services

Client Contact:

Sergio Infanzon, Director of Community Development
6550 Miles Avenue
Huntington Park, CA 90255

Phone: (323) 582-6161
Email: sinfanzon@hpca.gov

Infrastructure Engineers is providing a Building Official for the City of Huntington Park. The Building Official is responsible for overseeing review of building plans, calculations and specifications for proposed structures; establishing estimated values of proposed construction. The Building Official resolves interpretation issues for inspections of buildings under construction and existing buildings for compliance with the adopted plumbing, mechanical, building and electrical codes, and evaluates modifications to adopted codes when necessary. The Building Official also oversees final inspection for construction projects at completion for issuance of certificate of occupancy and signs for the Building and Safety Department.

Infrastructure Engineers staff are responsible for all building and safety services, providing counter assistance, permitting and development activities, and building inspections and assisting with public inquiries. Our staff also provide inspection services for code, accessibility, grading, building, electrical, mechanical and plumbing work, etc.; track, monitor and resolve resident inquiries and resolve complaints; process public records requests, and provide permit issuance annual update reports to



outside agencies. Construction and demolition debris recycling are addressed by Infrastructure Engineers staff as well as building code abatement administration and inspections (including lien processing).

City of Lynwood – Building Official and Inspection Services

Client Contact:

Michell Ramirez, Community Development Director 11330 Bullis Road Lynwood, CA 90262	Phone: (310) 603-0220, ext. 605 Email: mramirez@lynwood.ca.us
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Since 2012, Infrastructure Engineers has been providing building and safety plan checks on a daily basis, including placement of counter staff to assist the public with their plans, and building inspections since 2016. The range of plans reviewed and inspected structures includes the City's new annex building and senior center, countless residential and commercial buildings, warehouse additions, commercial complex suites, marketplace tenant improvements, hotels, parks and associated buildings, dozens of solar panel projects, cell towers and antennas, numerous street improvement projects, as well as cannabis cultivation facility plan review.

City of Glendora - On-call As Needed Plan Check & Building Inspection Services

Dave Davies, Director of Public Works 116 E. Foothill Blvd. Glendora, CA 91741	Phone: (626) 914-8246 Email: ddavies@cityofglendora.org
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Infrastructure Engineers staff are performing building inspections; reviewing plans to determine project scope and compliance with adopted codes and standards; inspecting existing buildings and premises for change of use, occupancy or compliance with applicable codes and ordinances; working with the public to ensure structures are safe and ready for occupancy and inspecting construction projects for compliance with all parts of Title 24 of the California Code of Regulations, including building and fire codes and standards. Staff are providing courteous service when interacting with visitors, the public and City staff.

City of Bell Gardens - Building Inspection and Plan Checking Services

Chau Vu, Director of Public Works 8327 Garfield Avenue Bell Gardens, CA 90201	Phone: (562) 806-7770 Email: CVu@bellgardens.org
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As an exclusive municipal contract provider to the City of Bell Gardens for the past 10 years, Infrastructure Engineers provides a number of services to the City, including building inspection and plan checking, municipal engineering, SWPPP/NPDES/MS4 compliance and reviews, staff augmentation, program management, and construction management. Specifically, building inspection services were provided for the Bicycle Casino Hotel, a seven-story, 117,907-square-foot hotel, as well as numerous new and redeveloped residential units, commercial buildings, and restaurants. We also provide subdivision map checking, improvement plan checking, building and structural plan checking, and review of various engineering reports.



Experience of Proposed Personnel and Resumes of Personnel to be Used

Infrastructure Engineers is proud of our history of providing contract engineering services to the City of Montebello as well as other Southland cities. We provide a highly qualified team of professional building official and inspectors, each with in-depth knowledge of applicable codes and regulations. The resumes of our proposed staff are provided herein; however, we have a cadre of additional veteran staff who can assist during times of extraordinarily heavy workloads.

Andre Dupret – Program Manager

Education

MA Candidate, Public Administration, Villanova University

BA, Environmental/Urban Design from California State University, Fullerton

Professional Affiliations

American Planning Association

Gateway Cities Council of Governments – Planning Directors

Years of Experience: 30

Andre Dupret will oversee the Building and Safety Services contract. He will be on hand to ensure all the City's needs are met.

Andre has more than 30 years of progressively responsible executive management experience in municipal planning, building, community development, economic development, redevelopment and housing. He has extensive local government experience in areas of city administration, human resources, planning and building, public works, community services, community and economic development and utility services.

Andre's experience also includes managing the California state-mandated dissolution of redevelopment, and the affairs of the Successor Agency and Oversight Board; overseeing administration of Community Development Block Grant (CDBG) programs; grant writing; strategic planning; advance project management, including neighborhood restoration, infrastructure rebuilding, revitalization of commercial corridors and community reinvestment projects; intergovernmental relations; risk management, claims oversight and labor negotiations; facilities and streets maintenance;

community safety and code compliance; and the development and implementation of neighborhood revitalization programs.

Relevant Experience

Andre has held the following managerial and director positions:

- ◆ City of Lynwood - Interim Director of Community Development
- ◆ City of Hawaiian Gardens - Executive Planning Consultant
- ◆ City of Maywood - Contract Project Manager
- ◆ City of South Pasadena - Assistant City Manager
- ◆ City of Pomona - Deputy City Manager; Redevelopment Advisor; Interim Director of Economic Development, Community Services, Planning & Housing, and Community Development
- ◆ City of Artesia – Redevelopment Advisor
- ◆ Director of Technical Services - Planning & Redevelopment. A partial list of cities served includes Covina, Dinuba, Blythe, Manteca, Exeter, Lemoore, Needles, Santa Paula, Crescent City, Eureka, Firebaugh, Mendota, Lindsay, Calexico, and Loma Linda.



Jay Shih, Jay Shih, PE, CBO, CASp, QSP/D

Education

MS, Geotechnical
Engineering
BS, Civil Engineering

Certifications

Registered Civil Engineer,
CA, No. 46841

ICC Certified Building
Official, No. 8356883

DSA Certified Access
Specialist, No. CASp-683

ICC Certified Building Plans
Examiner, No. 8356883

Qualified SWPPP
Practitioner/Developer

Years of Experience: 34

Jay Shih is a veteran building official and plan reviewer with 34 years of experience. He began his career with the City of Los Angeles, Department of Water & Power as a civil engineering assistant. He performed field reconnaissance reviews and soil exploration tasks and prepared soil reports and compaction reports. Jay built on this early experience by continuing education and certifications by the International Code Council. Jay has spent his career working for public agencies, providing highly skilled reviews and assistance to the public in development projects as well as design of grading plans, SUSMP, SWPPP, WQMP and subdivision maps, performing topographic, boundary and ALTA surveys, and preparing soil and compaction reports.

Relevant Experience

Building Official and Principal Plan Check Engineer, Cities of Baldwin Park and Huntington Park Building Departments. Provides counter plan check and building code consultation; checks residential and commercial plans, including mechanical, electrical and plumbing; checks grading, drainage, low impact development, erosion control and WQMP plans; reviews soil, compaction, hydrology analyses and SUSMP reports; provides input to

Planning Department in the drafting of Conditional Use Permits; coordinates with City Engineers in the review of tentative and final tract maps, parcel maps for lot split, and lot merger in compliance with the Subdivision Map Act.

Certified Building Official & Senior Plan Check Engineer, City of Lynwood. Provides counter plan check and building code consultation for the building departments. Checks residential and commercial plans, including mechanical, electrical and plumbing.

Senior Plan Check Engineer, County of San Bernardino Building and Safety. Provided reviews of residential and commercial plans as a contractor working for the county.

Senior Plan Check Engineer, Cities of El Segundo and Beverly Hills. Provided reviews of building plans for the as a contract engineer.

Director of Engineering, City of Los Angeles, Community Redevelopment Agency. Directed Engineering Department operations in revitalizing blighted communities within the city. Oversaw staff construction managers and inspectors in managing construction contracts. Checked tenant improvement, building rehabilitation, and public works improvement plans prepared by staff engineers and consultants prior to advertising and bidding construction projects.

Civil Engineer, City of Los Angeles, Department of Public Works. Checked subdivision maps and metes and bounds legal descriptions. Designed retaining walls and concrete bulkheads. Prepared public improvement plans including sidewalks, sewers and storm drains. Performed construction management of public improvements.

Structural Engineering Associate, City of Los Angeles, Department of Building & Safety. Checked architectural plans in compliance with building and zoning codes. Checked structural plans and calculations and checked grading plans and reviewed soil reports and compaction reports.



David Gatica – Building Inspector

Certifications

ICBO Building Inspector
#43607

POST Certificate Arrest
and Firearms (PC 832)

Years of Experience: 21

David Gatica has more than 20 years of experience as a contracted building inspector. Services he has provided include counter work, issuing permits, customer service, inspection of footings/set-backs, ground plumbing, slab grades, insulation, drywall and final as well as inspection of sub standards. His experience includes Inspection of tract homes, alterations, additions and light commercial buildings.

Relevant Experience

- ◆ Interim Building Inspector, City of Glendora
- ◆ Interim Building Inspector Services, City of Baldwin Park
- ◆ Building Inspector, Building Inspection & Plan Check Services, City of Lynwood
- ◆ Building Inspector, Home 2 Suites - Building and Public Works Inspection, City of Montebello.
Provided mechanical, electrical and plumbing inspection for this 8-story, 137,000 sf, 203-guest room hotel located within the existing Municipal Golf Course in Montebello.
- ◆ Contract Building Inspector - City of Cudahy
- ◆ Contract Building Inspector - City of La Quinta
- ◆ Infrastructure Engineers, Contract Building Inspector - City of Baldwin Park, City of La Puente, City of South El Monte and the City of Lynwood
- ◆ Building Inspector - City of Baldwin Park
- ◆ Building Inspector - City of San Dimas
- ◆ Contract Building Inspector - City of Hemet, City of Baldwin Park, City of Bell and the City of Diamond Bar
- ◆ Contract Building Inspector - City of San Marino, Public Works Inspector for ADA project, which included handicap ramps at curbs, street slurry and curb & gutter project.
- ◆ Contract Building Inspector - City of Irwindale
- ◆ Building Inspector - City of Adelanto
- ◆ Building Inspector - City of Apple Valley



Proposed Fee Structure

Year One

Responsibility	Staff	Hours per Week/Rate
Contract (Project) Manager	Andre Dupret, APA	2 x \$130
Building Official	Jay Shih, PE, CBO, CASp, QSP/D	8 x \$125
Building Inspector	David Gatica, CBI/PC32	16 x \$95

Year Two

Responsibility	Staff	Hours per Month/Rate
Contract (Project) Manager	Andre Dupret, APA	2 x \$136
Building Official	Jay Shih, PE, CBO, CASp, QSP/D	8 x \$131
Building Inspector	David Gatica, CBI/PC32	16 x \$100

Year Three

Responsibility	Staff	Hours per Month/Rate
Contract (Project) Manager	Andre Dupret, APA	2 x \$143
Building Official	Jay Shih, PE, CBO, CASp, QSP/D	8 x \$138
Building Inspector	David Gatica, CBI/PC32	16 x \$105

Year Four

Responsibility	Staff	Hours per Month/Rate
Contract (Project) Manager	Andre Dupret, APA	2 x \$150
Building Official	Jay Shih, PE, CBO, CASp, QSP/D	8 x \$146
Building Inspector	David Gatica, CBI/PC32	16 x \$110

Year Five

Responsibility	Staff	Hours per Month/Rate
Contract (Project) Manager	Andre Dupret, APA	2 x \$156
Building Official	Jay Shih, PE, CBO, CASp, QSP/D	8 x \$153
Building Inspector	David Gatica, CBI/PC32	16 x \$116

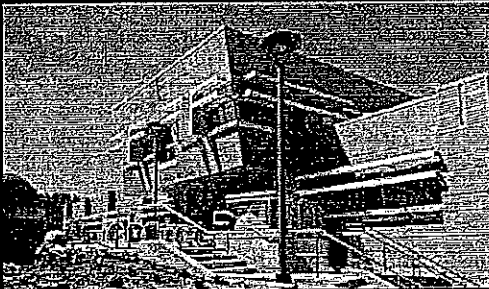
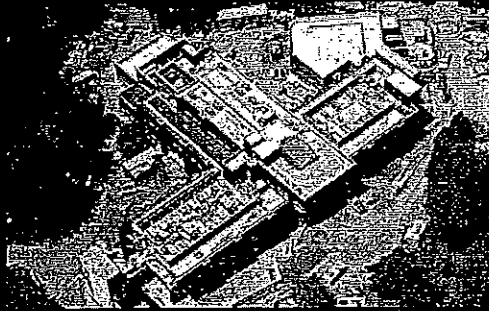
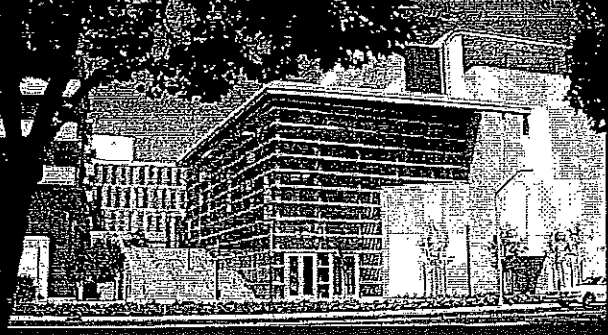
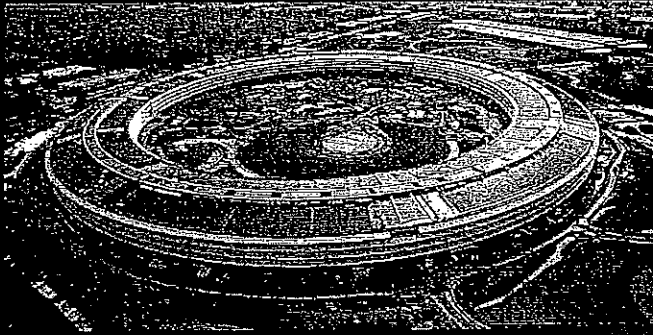


First Optional Year

Responsibility	Staff	Hours per Month/Rate
Contract (Project) Manager	Andre Dupret, APA	2 x \$164
Building Official	Jay Shih, PE, CBO, CASp, QSP/D	8 x \$161
Building Inspector	David Gatica, CBI/PC32	16 x \$122

Second Optional Year

Responsibility	Staff	Hours per Month/Rate
Contract (Project) Manager	Andre Dupret, APA	2 x \$172
Building Official	Jay Shih, PE, CBO, CASp, QSP/D	8 x \$170
Building Inspector	David Gatica, CBI/PC32	16 x \$128



PROPOSAL TO PROVIDE
BUILDING AND SAFETY SERVICES
RFP NO. 19-2

FOR THE
CITY OF MONTEBELLO
CITY CLERK'S OFFICE
1600 W. BEVERLY BLVD.
MONTEBELLO, CA 90640



AUGUST 30, 2018
SUBMITTED BY:



4LEAF, INC.

ENGINEERING • CONSTRUCTION MANAGEMENT
BUILDING INSPECTION • PLAN CHECK

Proposal to Provide

**Building and Safety
Services**

For The

**Planning & Community
Development
Department**

City of Montebello

RFP # 19-2

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Section F.	Previous Relevant Projects and References
Section G.	Experience of Proposed Personnel and Resumes of Personnel to be Used
Section H.	Proposed Fee Structure Listed by Contract Year



4LEAF, INC.

ENGINEERING • CONSTRUCTION MANAGEMENT
BUILDING INSPECTION • PLAN CHECK

Section A. Cover Letter

- Signed Addendum # 1



4LEAF, INC.

ENGINEERING • CONSTRUCTION MANAGEMENT • INSPECTION • PLAN CHECK

City of Montebello
City Clerk's Office
1600 W. Beverly Blvd.
Montebello, CA 90640
Attn: Danilo Batson, Assistant City Manager / Director of Public Works

August 30, 2018

RE: Request for Proposals (RFP No. 19-2) for Building and Safety Services.

Dear Mr. Batson;

4LEAF, Inc. (4LEAF) is excited to have the opportunity to present our proposal to provide Building and Safety Services to the City of Montebello (City). 4LEAF has been providing these services for numerous public and private clients in California for more than 19 years and is looking forward to the opportunity to provide these services for the City. 4LEAF can provide any amount of full-time or part-time personnel required by the City. Based on the Summary Sheet provided by the City for RFP No. 19-2, 4LEAF is proposing one ICC Certified Building Official for eight (8) hours a week and one Combination Building Inspector for sixteen (16) hours a week. Should the City require, both proposed personnel are available for additional hours. 4LEAF has can offer the City further staff and personnel should the City have the need. **4LEAF is the ideal choice for the following reasons:**

☒ **Southern California Experience**

4LEAF is one of the largest firms in California serving more than 140 jurisdictions. 4LEAF was established in 1999 and incorporated in 2001 and is a full-service engineering firm specializing in providing plan review, building inspection, and building department management services. We have recently expanded into Southern California our new clientele already includes:

- County of Ventura
- City of Whittier
- City of Fontana
- City of Victorville
- City of San Marcos

☒ **As-Needed Building Official Services**

4LEAF is currently that As-needed Building Official in several California jurisdictions including the Cities of East Palo Alto, San Pablo, Lathrop, Hollister, Capitola, San Juan Bautista, Pinole, and the County of San Benito.

☒ **Depth of Resources**

Regardless of the type of personnel you are looking for, 4LEAF has the depth of resources to provide staff on short notice. 4LEAF has a proven track record of providing building officials, inspectors, permit technicians, and plan review engineers typically within 24 hours of request. 4LEAF has the desire to serve any building and safety services need the City may have, regardless of duration. The City will have access to 4LEAF's comprehensive team of building officials and inspectors. **4LEAF currently has more than 20 ICC Certified Building Officials** on staff working in municipalities either on an interim or extended contract basis and has the **largest inspection pool** in the industry (**more than 125 inspectors**).

☒ **Approach**

Our staff incorporates the right combination of experience, education, certifications, and registrations, allowing the 4LEAF team to provide a wide range of resources customized to the specific requirements of each client and project. 4LEAF principals and project managers have the experience to handle any requests. You can be confident that you will be dealing with staff that understands your department and service protocols. **Our approach to providing Building and Safety Services for the City is straight forward:**

- Provide you with a lineup of **highly-qualified professionals** who know how to partner successfully with the City.
- Supply **proven resources and innovative ideas.**
- Offer **resource reliability and flexibility.**
- **Respond** to your needs.

☒ **Leadership**

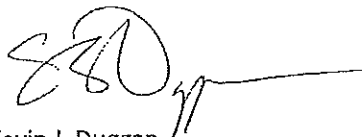
The contract with the City of Montebello will be managed by Executive Project Manager Craig Tole. Craig and 4LEAF have a successful track record of providing Building Safety Services for many Cities and Counties throughout California. Craig's contact information:

4LEAF, Inc.
4695 MacArthur Ct., Ste. 1100
Newport Beach, CA 92660

Office: (949) 877-9432
Cell: (925) 580-4055
Email: ctole@4leafinc.com

As President of 4LEAF, I am authorized to sign an agreement for 4LEAF. If you have any questions or require additional information, please feel free to contact me at your convenience. I may be reached in my office at: (925) 462-5959 by or email: kduggan@4leafinc.com.

Sincerely,
4LEAF, Inc.



Kevin J. Duggan
President

City of Montebello
Planning and Community Development Department

To: Prospective Responders/Bidders

From: Danilo Batson
Assistant City Manager

Date: August 13, 2018

Subject: RFP No. 19-2 – Request for Proposals for Building and Safety Services
(ADDENDUM # 1 – RESPONSES TO INQUIRIES)

I. RESPONSES TO INQUIRIES:

- 1) Required Proposal Format, states "This section of the proposal must include a fully-completed copy of the Summary Sheet included with this proposal." This sheet does not seem to be included in the RFP. Will this item be located in an addenda at a later date?

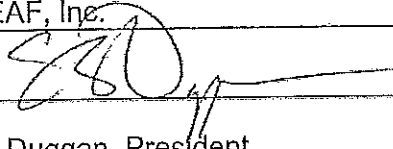
ANSWER: Please use the form attached for this purpose.

Bidder's Certificate: (This Certificate must be signed and returned together with the Bid Proposal, otherwise the submitted bid shall be considered incomplete.)

I ACKNOWLEDGE RECEIPT OF THIS ADDENDUM #1 AND I ACCEPT THE
AFOREMENTIONED CONDITIONS.

DATE: August 29, 2018

COMPANY: 4LEAF, Inc.

SIGNATURE: 

TITLE: Kevin J. Duggan, President



4LEAF, INC.

ENGINEERING • CONSTRUCTION MANAGEMENT
BUILDING INSPECTION • PLAN CHECK

Section B. Table of Contents



4LEAF, INC.

ENGINEERING • CONSTRUCTION MANAGEMENT
BUILDING INSPECTION • PLAN CHECK

Section C. Summary Sheet



Section C: Summary Sheet

4LEAF, Inc. (4LEAF) is one of California's largest provider of Building Department Services. 4LEAF has more than 250 employees, most of which work within our Building Department Services Division. Our proposal is written to outline 4LEAF's contacts, experience, and service deliverables. 4LEAF is proposing two highly-qualified Building and Safety personnel to provide on-site services to the City of Montebello.

Proposed Building Official Administration Services

Jose Martinez, CBO is an ICC Certified Building Official with more than 15 years of experience working with California Building Departments. Since joining 4LEAF in 2014, Jose has provided Building Official services for the City of East Palo Alto, San Pablo, and the County of Mendocino. Prior to joining 4LEAF, Jose worked directly for the City of Kings City as the City's Chief Building Official. Jose is fluent in Spanish and would be available to the City upon award of contract.

Certifications:

- ICC Certified Building Official
- ICC Certified Building Plans Examiner
- ICC Certified Building Inspector
- ICC Certified Residential Electrical Inspector
- ICC Certified CALGreen Inspector
- ICC Certified Accessibility Inspector/Plans Examiner
- ICC Certified CALGreen Plans Examiner
- IAPMO Certified Plumbing Inspector
- IAPMO Certified Mechanical Inspector
- ICC Certified Building Code Official
- ICC Certified Housing Code Official
- ICC Certified Property Maintenance and Housing Inspector

Proposed Combination Building Inspector Services

Jeff Rocca is a local Senior Combination Building with more than 15 years of experience. Jeff is currently in the close-out phase of a \$198 million student housing project for Cal Poly San Luis Obispo. Jeff would be available to the City upon award of contract.

Certifications:

- ICC Commercial Plumbing Inspector
- ICC Commercial Mechanical Inspector
- ICC Commercial Combination Inspector
- ICC Commercial Building Inspector
- ICC Combination Inspector
- ICC Building Inspector
- ICC Plumbing Inspector
- ICC Electrical Inspector
- ICC Mechanical Inspector
- ICC Residential Building Inspector
- ICC Residential Plumbing Inspector
- ICC Residential Electrical Inspector
- ICC Residential Mechanical Inspector
- ICC Residential Combination Inspector

Management Contacts

4LEAF's management staff is diligent about being available to our clients. We encourage our clients to call us whenever a need arises. From questions to staff needs, our approach to helping Building Departments manage their operation effectively is by providing resources upon request.

Craig Tole, Director of Development Services, Executive Project Manager

Craig's contact information: Office – (949) 877-9432 Email - ctole@4leafinc.com

Mike Leontiades, CBO, Director of Operations, Plan Review and Inspection, Project Manager

Mike's contact information: Office – (949) 877-9432 Email - mleontiades@4leafinc.com

Craig Tole

Executive Project Manager

Experience

12+ years

Education

Bachelor of Science, Economics, 2000
Sonoma State University

Industry Affiliations

International Code Council (ICC)
CALBO
CBOAC
APWA

Experience Summary

Craig has been the Director of the 4LEAF's Development Services team for the past 13 years under the supervision of the Vice President of Engineering and the company President. Among Craig's responsibilities include the day to day contact with many of 4LEAF's valuable clients in the Building & Safety, Engineering, Construction Management, and Plan Check industries. Craig has successfully managed a multitude of inspection projects ranging from \$1 million to \$6 Billion. Craig also manages numerous Building Department clients and is responsible for recruiting, qualifying, and placing staff throughout the organization.

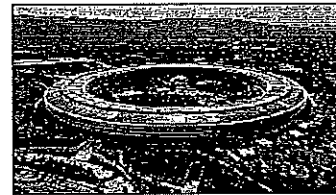
Select Project Experience

City of Cupertino, CA

Apple Campus 2

Inspection Services Project Manager

Craig is responsible for consultant building and public works department services to the City of Cupertino Building Department on behalf of 4LEAF. Services include on-site plan review engineering, permitting, plan review, and project inspection services. Craig is the Consultant Project Manager for the **\$6 Billion Apple Campus 2**. Craig is responsible for hiring, placement, and supervision of a project team that will reach more than 20 personnel. This project construction spans nearly 180 acres and approximately 4 million Sq. Ft. of construction. The campus will include a 2.8 Million Sq. Ft. Main Building with subterranean parking, Corporate Fitness Center, Corporate Auditorium, two above grade Parking Structures, Central Utility Plant, and 600,000 Sq. Ft. of Research and Development Buildings.

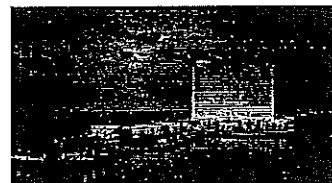


Wynn Boston Harbor

City of Everett, MA

Inspection Services Project Manager

Craig is the Inspection Services Project Manager for the new \$2.4 Billion Wynn Casino Development in Everett, Massachusetts. The project highlights include:



- Luxury Hotel (629 Rooms)
- Gaming Area
- Retail Space, Gym/Spa
- Food & Beverage Outlets
- Convention & Meeting Space
- Parking Garage

City of Palo Alto

VMWare, Taube-Koret Campus for Jewish Living, Mitchell Park Library

Consultant Project Manager

Craig is responsible for consultant building department services to the City of Palo Alto Building Department on behalf of 4LEAF which includes 15 personnel. Services include on-site plan review engineering and on-call building inspection services. Craig was also the Consultant Project Manager for three large Municipal projects which included the \$1.3 Billion VMware Campus, Mitchell Park Library, and the \$350 Million Taube-Koret CJL.



Building Department Management / Inspection Services

Project Manager

Craig is currently the Building Department Manager on behalf of 4LEAF. Craig is responsible for all staff augmentation assignments performed for clientele including building official, building inspection, permit technicians/counter services, code enforcement, etc. Craig is responsible for recruiting and placing all building department staff as well as the pick-up and delivery and assignment of plan reviews to appropriate engineers and certified staff. Craig manages more than 90 Building Department contracts including:

- ◆ City of Cupertino, Building Department
- ◆ City of Palo Alto, Building Department
- ◆ County of Santa Clara, Building Department
- ◆ County of Santa Clara, Facilities & Fleet
- ◆ City of Sunnyvale, Building Department
- ◆ City of San Pablo, Building Department
- ◆ City of Hollister Building Department
- ◆ City of Dublin, Staffing/Recruitment Manager
- ◆ City of Monterey, Building Department
- ◆ County of San Benito, Building Department
- ◆ County of Stanislaus, Capital Projects
- ◆ City of Walnut Creek, Building Department

Various Universities and Community College Districts

Project Manager

Craig has managed multiple consultant agreements with the California State School System, University of California, and Community College Districts. These contracts include Construction Management and Inspector of Record services for both On-Call agreements and project specific assignments. Our University clientele includes:

- Cal Poly San Luis Obispo
- University of California, Berkeley
- Stanford University School of Medicine
- Stanford University Facilities Department
- University of California, Davis, Campus Inspection Services
- San Francisco Unified School District
- Evergreen Community College District
- West Valley Mission Community College District
- College of Marin
- San Jose State University



Mike Leontiades, CBO

Director of Operations/Project Manager

Experience

35 + years

Education

Ashworth College
Construction Management

College of San Mateo
Building Inspection Technology

Los Medanos College
Microsoft Office

Certifications

ICC Certified Building Official
ICC Certified Combination Inspector
ICC Certified Electrical Inspector
ICC Certified Mechanical Inspector
ICC Certified Plumbing Inspector
ICC Certified Residential Building Inspector
Disaster Service Worker, Safety Assessment Program
CPR/First Aid Certified
OSHA 10 Training Certificate

Affiliations

IAPMO
ICC
CALBO

Experience Summary

Mike is a proven successful leader with over 35 years of construction skills and knowledge, plus 16 years of responsible experience in government. Mike is self-motivated and driven to provide excellent customer service delivery and is adept at coordinating and leading teams to benefit mutual growth and success. As Building Official, Mike demonstrated the ability to build and maintain strong relationships with all public contacts, design professionals, elected officials, and property owners. Mike also possess a working knowledge to examine plans and inspect for code for Residential and Commercial projects to ensure compliance with California Building, Mechanical, Plumbing, Electrical, Energy Codes and Green Building Standards, regulations & ordinances. Prior to joining 4LEAF, Mike was the Chief Building Official for the Town of Danville where he managed the Plan Review, Inspection, and Front Counter responsibilities for the Town.

Select Professional Experience

4LEAF, Inc.

Director of Operations – Plan Review & Inspections / Project Manager 2016 - Present

Mike has recently joined 4LEAF as Director of Operations for Building Department Plan Review and Inspections. Mikes responsibilities include:

- Recruiting and interviewing prospective employees
- Mentoring and developing plan review, building inspectors, and permit staff
- Assisting in managing the placement of staff including the tracking of customer service delivery
- Track each inspectors' active certifications
- Providing quality answers to code-related or situational questions from inspection staff or clientele
- Managing the plan review and support teams
- Handling the workflow and distribution of plan reviews
- Performing plan reviews and inspections on as-needed basis

Town of Danville, CA.

Chief Building Official

7/2006 – 9/2016

Mike supervised and lead his team of eight staff members in the Building Division. He was responsible for managing and directing the operations of the Town's Building Division. He provided quality reports to the Development Services Director. Mike also performed the duties of the Senior Building Inspector from 2007 to 2015. He was responsible for creating numerous staff reports for Council Meetings regarding Building Division related matters, including ordinances, nuisance abatement hearings, and the triennial code adoption process. Mike excels at forming a partnership approach with all of his contacts, including design professionals, contractors, and homeowners. Mike has ability to resolve disputes and complaints and come up with creative and innovative solutions to problems. He strived to achieve a win-win scenario in every situation.

Some of Mike's accomplishments include:

- Creating and updating informational handouts
- Reducing the turn-around timeframe for plan reviews
- Sustaining high morale within the division
- Implemented IVR automated inspection line
- Launched and maintained a Customer Satisfaction Survey Form
- Established numerous Town ordinances
- Leadership of the Year Award, 2004
- Town Manager's Customer Service Award, 2012
- Employee of the Year Award, 2014
- Graduate of Contra Costa County Leadership Academy, 2016

Town of Danville, CA

Senior Building Inspector

2003 – 2006

Mike was responsible for overseeing the daily operation of the entire inspection process. He handled complaints, inspected emergency situations including structure fires, vehicles or tree collisions with buildings, and other life safety incidents. Mike provided quality training to his inspection team and also created and sent letters regarding code violations.

Town of Danville, CA

Building Inspector

2000 – 2003

Mike was responsible for providing building inspections on residential construction including large subdivisions. He kept accurate records, worked to resolve problems before they arose and created a helpful approach while achieving code compliance.

Riccomi Construction Services, S.F. CA. 1992 - 2000

Construction Supervisor



4LEAF, INC.

ENGINEERING • CONSTRUCTION MANAGEMENT
BUILDING INSPECTION • PLAN CHECK

Section D. Allocation of Resources



Section D: Allocation of Resources

4LEAF, Inc. (4LEAF) is a California "C" Corporation that was established in 1999 and incorporated in 2001 by experienced engineers and managers with a focus on providing plan review, project inspection, and on-call inspection services to municipal Building and Public Works Departments. With the goal of setting the industry standard for excellent customer service, 4LEAF has grown to **more than 250 personnel (including more than 125 Building Inspectors)** throughout California, Washington, Nevada, and New England. 4LEAF will not utilize subconsultants and is capable of providing any amount of full-time or part-time personnel required for this contract.

Allocation of resources will depend on the needs of the City. Based on the Summary Sheet provided by the City for RFP No. 19-2, 4LEAF is proposing one ICC Certified Building Official for eight (8) hours a week and one Combination Building Inspector for sixteen (16) hours a week. Should the City require, both proposed personnel are available for additional hours. 4LEAF has can offer the City further staff and personnel should the City have the need.

Principal/Management Team:

President: Kevin Duggan(P) – (925) 462-5959 (E) – kduggan@4leafinc.com**Vice President:** Bert Gross, P.E.(P) – (916) 965-0010 (E) – bgross@4leafinc.com**Vice President:** Gene Barry, P.E.(P) – (925) 462-5959 (E) – gbarry@4leafinc.com**Executive Project Manager:** Craig Tole(C) – (925) 580-4055 (E) – ctole@4leafinc.com

Southern California Area Office
4695 MacArthur Ct, Suite 1100
Newport Beach, CA 92660

Bay Area - Corporate Office
2126 Rheem Drive
Pleasanton, CA 94588

Sacramento Office
8896 North Winding Way
Fair Oaks, CA 95628

Washington Office
1201 Pacific Avenue, Suite 600
Tacoma, WA 98402

New England Office
35 Spaulding Street, 1st Floor
Everett, MA 02149

4LEAF Consulting, LLC
125 E. Reno Ave. Suite 3
Las Vegas, NV 89119

4LEAF maintains the **largest database of qualified personnel of varied qualifications.**

Title	# of Staff	Title	# of Staff
ICC Certified Plans Examiners	25+	ICC Certified Inspectors & Inspectors of Record	125+
ICC Certified Building Officials	15	Registered Architects	3
Registered Engineers (PE/ SE)	20	ICC Permit Technicians	8
Code Enforcement Staff (PC832)	8	CASp	10
Construction Managers/Inspectors	18	QSP/QSD	3

4LEAF has a proven track record of reviewing and inspecting projects of all sizes and complexities including:

Multi-Family Projects
City/County-Owned Facilities
Large Campuses
Stadiums/Arenas
Commercial Office Parks
Detention/Criminal Justice Facilities
Essential Service Facilities

Refinery Facilities
Site Work
Water Front
Health Care Facilities
Transportation Facilities
Commercial Shopping Centers
High-Profile Type B Commercial Construction



As an experienced firm, 4LEAF has approaches to working with clients that are very different from those you might find when working with a large corporation. Our philosophy is to strive to be the best firm providing our clients with outstanding customer service and first-rate plan review and inspection services. 4LEAF has been the industry leader in providing Building Department Services to public and private clients throughout California. *4LEAF has provided plan review and inspection services for numerous projects including office campuses, parking garages, transportation facilities, city-owned buildings, universities, public schools, hospitals, sports arenas, infrastructure, essential service facilities, solar projects, and laboratories. 4LEAF has also performed thousands of plan reviews on residential properties and tenant improvements.*

4LEAF's staff has a depth of experience in working with all types of building structures and has performed inspection and plan review services on more than \$25 billion dollars in construction during the past 17 years. We have worked with planning and building departments in the construction, rehabilitation, and repair of both public and private buildings as well worked with design review and preservation boards to determine the design criteria and associated project requirements of building improvements. In addition, our staff have performed inspections and plan reviews for public and private building structures for compliance with life-safety and Americans with Disabilities Act (ADA) accessibility requirements.

Basic Services Provided by Firm

Building Department Services	Construction Management and Public Works Inspection	Engineering / Environmental Services
• Jurisdictional Inspectors • OSHPD/DSA Inspectors of Record • ICC Certified Plan Review • California Certified Accessibility Specialists (Inspection & Review) • Leed Accredited Professionals • ICC Certified Building Officials • Complete Building Department Services • In House Plan Review • Offsite Plan Review • Property Condition Surveys • Code Enforcement • RH&S Program Management	• Constructability Reviews • Baseline Schedule Review • Stakeholder Coordination • Submittals & RFI's Review • Performing Claims Analysis • Public Works Inspection • Construction Monitoring & Reporting	• Phase I & II Environmental Assessments • Storm Water Pollution Prevention • CERCLA and RCRA Remedial Investigation Work Plans • NPDES Permitting and Compliance • Engineering Cost Estimates • Geotechnical Engineering • Soil Characterization & Waste Profiling • Health & Safety Plans

Firm's Financial Stability

4LEAF is a financially-stable company and many of our contracts are multi-year, which provides a large base for stability, a significant backlog of funding, and support of many in-house resources. During the past 19 years, 4LEAF's reputation for technical excellence and corporate integrity has allowed us to grow our staff and expand our services into new areas. We presently have seven offices located throughout California, Nevada, Massachusetts, and Washington, and a staff of more than 250 certified and licensed Engineers, Architects, Construction Managers, Inspectors, and Administrative staff available to serve our clients.

Project Management Team

As your consultant, we understand that **our role is to be an advocate on behalf of our clients** and represent their best interests. 4LEAF's team will function as an extension of our client's staff, seamlessly integrating with



the personnel and practices established by the City while adding the perspective and expertise that only 4LEAF can offer.

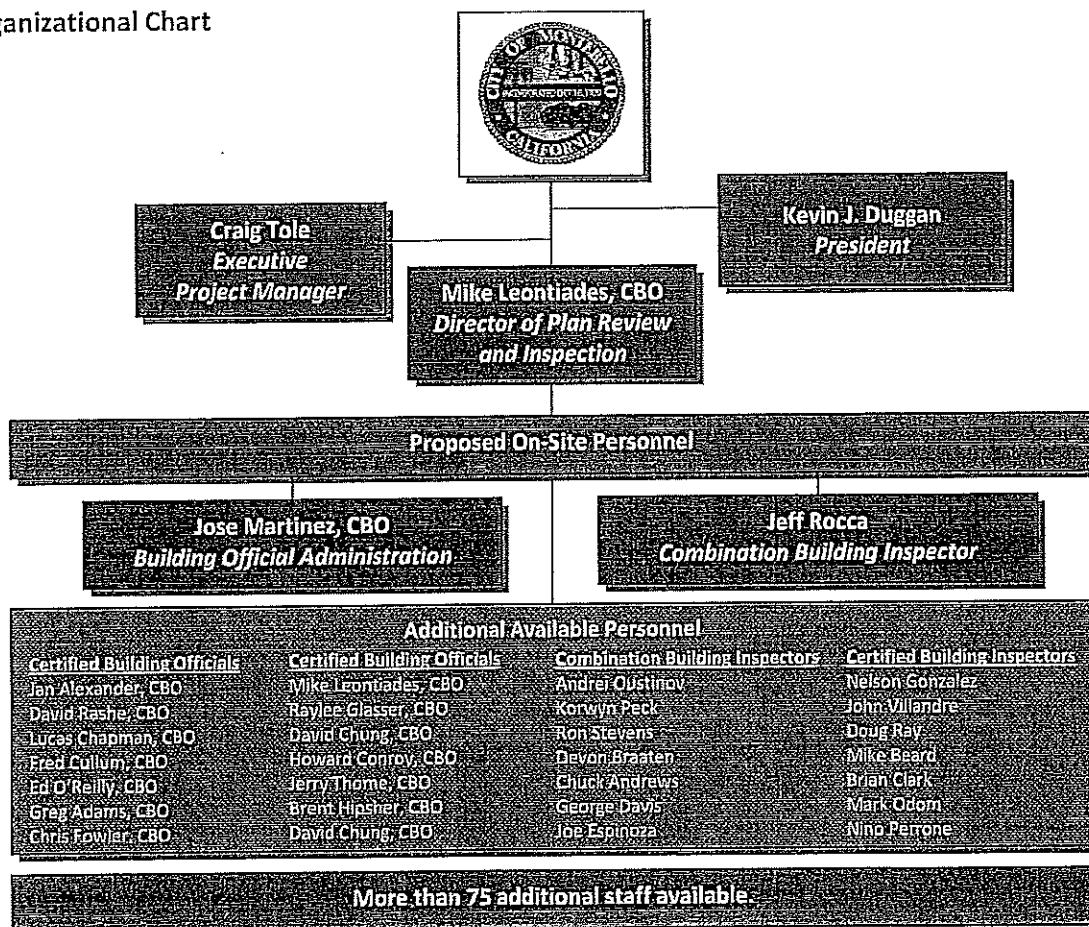
Craig Tole, Director of Development Services, Executive Project Manager

Craig Tole has been the Director of the 4LEAF Development Services team for the past 13 years. Craig is responsible for municipal client management including staff recruitment, hiring, and placing for all building department personnel for positions like permit/counter staff, building official, plans examiners, residential inspectors, commercial inspectors, and inspection services for complex commercial-developer funded projects.

Mike Leontiades, CBO, Director of Plan Review and Inspection

As former Building Official of the Town of Danville, Mike Leontiades understands the City environment. Mike is the Director of 4LEAF's Plan Review and Inspection Services. As a whole, Mike is responsible for a team that has collectively performed more than \$16 billion of Building and Safety work. Among Mike's responsibilities include the day to day contact with many of 4LEAF's valuable clients and managing more than 30 plan review staff including Engineers and ICC Certified personnel. Mike will handle all building department staffing requests. The availability of additional inspectors will vary depending on when the request is made. **Staffing includes:**

- Building Department Services Staffing
- Full-Time and Part-Time Building and Fire Inspectors
- Building and Fire Plan Review Personnel
- Certified Access Inspections/Consulting

Organizational Chart



4LEAF, INC.

ENGINEERING • CONSTRUCTION MANAGEMENT
BUILDING INSPECTION • PLAN CHECK

Section E. Scope of Services



Section E: Scope of Services

4LEAF has reviewed the City's Request for Proposals: Building and Safety Services, RFP No. 19-2. It is our understanding that the City is requesting services that include but are not limited to; Building Official, Combination Building Inspection, and Building Abatement Services. 4LEAF is proposing two personnel to the City with additional staff and services available should the City require.

4LEAF's proposed Building Official Jose Martinez shall oversee building inspections, code compliance, abatement, act as an official City representative on building-related matters and shall hold office hours at least one day a week for appointments or counter assistance during City office hours. Jose's experience includes but is not limited to all related experience listed in the RFP;

- Function as the Building Official as set forth in the California Building Code, in other City adopted building codes, ordinance Municipal Code, and as specified in Federal and State law;
- Issue Certificates of Use and Occupancy for building and structures;
- Assist in the coordination and oversight of the building permit, building inspection, building counter and building code enforcement services so that they function as one building and safety organization;
- Maintain, amend and develop ordinances and regulations necessary to implement and enforce the latest editions of the California Building Code, including any and all related Codes, or other uniform safety codes, laws, or regulations as adopted or amended by the City deemed necessary by the City to protect the health safety and welfare of its citizens.
- Prepare building and safety code violation cases for submittal to the City Attorney's office when prosecution action is necessary to obtain compliance with existing codes and regulations;
- Quality control review of building inspections;
- Resolution of resident inquiries and complaints;
- Make determination on the approval and use of alternative materials and methods of construction;
- Assist in the administration and processing of complex Building Code issues and dispute resolution, including making final interpretations concerning the application of building and safety codes.
- Contribute the necessary resources to the configuration, implementation and on-going support of an automated permitting system;
- Review discretionary applications for preliminary compliance with construction codes;
- Coordinate with Code Enforcement regarding abatement program;
- Review and update the Building/Safety Procedures Manual;
- Monthly Reporting of Building and Safety Activities as well as reports required for fee collection and other reports required by the State of California or other government agencies;
- Review Planning Commission & City Council staff reports related to Building & Safety items (as needed);
- Periodic attendance at Planning Commission & City Council meetings (as needed);
- Provide emergency and after-hours inspection and reports of damaged properties or structures;
- Meet with developers, homeowners, business owners, architects, engineers and the general public at the City or in the field, as the need dictates, to resolve grievance and/or respond to questions and ensure timely project processing in compliance with Federal, State and City laws and ordinances.



4LEAF, INC.

ENGINEERING • CONSTRUCTION MANAGEMENT
BUILDING INSPECTION • PLAN CHECK

4LEAF's proposed Combination Building Inspector Jeff Rocca shall be responsible for all building inspection services, including residential and commercial inspection of for all building trades, site visits, and completing building logs/records. Jeff is available to the City for at least sixteen hours a week (2 days), during City office hours. Jeff's experience includes but is not limited to all related experience listed in the RFP;

- Provide building inspection services by fully trained/certified inspectors for all construction regulated by all applicable Federal, State and City building and safety codes/ordinances, and National Pollution Discharged and Elimination System Permit (NPDES) requirements;
- Inspect building and structures, for which building permits have been issued, for compliance with the approved plans and applicable codes and ordinances;
- Inspect for compliance with conditions of approval set forth by the City's Planning and Community Development Department, Planning Commission, and/or City Council;
- Building inspection – field hours shall be 8:00 a.m. to 5:00 p.m. (or 8 hours), Tuesdays and Thursdays (minimum of 2 days per week);
- Enforce conditions of approval associated with discretionary permits regarding building and safety regulations, as adopted by the City;
- During inspections, review for compliance with code, accessibility, building, electrical, mechanical and plumbing work, etc. Issue stop/correct work notices, or notices of violation when violations of the above referenced codes and regulations occur;
- Provide special inspections by qualified inspectors and conduct investigations as directed by the City, including field and office research and the preparation of letters and/or documents;
- Handle resident/building inquiries and resolve complaints;
- Assist in processing of public records requests (as needed);
- Assist in construction and demolition debris recycling program (as needed);
- Building Code Abatement Inspection (including lien process, as needed);
- Maintain records and prepare documents for storage and/or imaging.

Both Jose and Jeff are customer-service oriented, have experience with successfully managing multiple tasks, assignments and responsibilities, and are available to respond to the City in emergency situations that require Building and Safety services at times when City Hall is closed for business.

4LEAF's Project Managers will ensure all personnel assigned to the City of Montebello have on-going training to perform their assigned duties. 4LEAF has nine (9) Certified Access Specialist (CAsp) on staff in case the City requires such services.

4LEAF will assist the City in any ISO audits that arise during the contract term and will furnish at least two copies of the latest adopted building code, including one copy to the City Clerk for the official City record and to keep those materials up to date.

Experience with ISO

With approximately 13 full-time personnel working at the City of Palo Alto, 4LEAF was instrumental in the program put in place to achieve an ISO 1 Rating. In March of 2015, Palo Alto became the 8th City in the Country out of 14,000 Building Departments to achieve this status.





Additional Services Available

Plan Review

4LEAF plan reviews approximately 2,000 plans each year and has the depth of experience in providing consultant services on a variety of projects. Our project history includes City/County owned properties, laboratories, military projects, transportation projects, office buildings, criminal justice facilities, health care facilities, and high-profile Type B commercial construction projects. Our project history includes:

- Wynn Casino, Everett, MA – (\$2.4 Billion)
- City of Cupertino – Main Street Cupertino (\$300 Million)
- Administrative Office of the Courts – (\$200 Million)
- City of Cupertino – Apple Campus 2 Parking Garages (\$130 Million)
- City of Livermore – Fire/Building Reviews for Paragon Outlet Mall – Phases 1 & 2 (\$100 Million)
- County of Stanislaus – County Jail Buildings 1, 2, and 3 (\$90 Million)
- City of Dublin – Ross Headquarters (\$50 Million)

4LEAF can provide plan review for any and all types of structures to ensure compliance with all adopted codes, local ordinances (including Tier 1 of Cal Green, if required) and state and federal laws that pertain to Building and Safety, and for compliance with the adopted International Code Council (ICC) Building, Plumbing, Electrical, Mechanical, National Fire Protection codes and standards, and the Accessibility and Noise and Energy Conservation requirements as mandated by the State of California Title 24, State of California Water Efficient Landscape Ordinance, the State of California Certified Access Specialist (CAsp) compliance, and all other applicable ordinances. ***Types of projects we provide these services for include; Single-Family Dwellings, Multi-Family Dwelling Units, Commercial, and Industrial. 4LAF plan review services include:***

- **On-Site Review** – 4LEAF can provide Structural and Non-Structural Plans Examiners to work in your City office on an as-needed basis. 4LEAF currently performs this service for ten different jurisdictions throughout California.
- **Off Site Review** – 4LEAF works with more than 100 jurisdictions providing off-site plan review services. 4LEAF has more than 25 plans examiners on staff including 20 Plan Review Engineers, three Fire Protection Engineers, and 10 ICC certified Plan Check staff. 4LEAF staff will pick-up and drop-off all projects in person to ensure the most efficient services. **4LEAF is currently providing off-site plan review services to such local jurisdictions as the Cities of Fontana, Whittier, and the County of Ventura.**
- **Electronic Plan Review** – 4LEAF provides electronic review of files to help eliminate the use of paper and take the plan review workflow to a whole new level. 4LEAF's offices are equipped with large scale monitors for easy review of plans.

Type of Plans	Transportation	Initial Review	Subsequent Review	Expedited Service
Residential	<24 Hours (pick up & delivery by 4LEAF staff)	<10 Days	<5 Days	Negotiable per project
Commercial	<24 Hours (pick up & delivery by 4LEAF staff)	<10 Days	<5 Days	Negotiable per project
Large Commercial >15,000 Sq. Ft.	<24 Hours (pick up & delivery by 4LEAF staff)	Negotiable	Negotiable	Negotiable per project



Document Control

When plans and documents are received for review, 4LEAF's Plan Review Manager and Document Control Technician analyzes the project, creates a job number, and completes a Job Setup Sheet. This form highlights both jurisdiction and project specific design criteria and notes applicable contact information. Jobs are transmitted through 4LEAF's easily accessed EZPlan Review portal which tracks initial and subsequent reviews and is open for view by the customer. The City and their customers can view 4LEAF's plan control log through EZPlan Review Portal.

Plans then get distributed for review to a 4LEAF team consisting of a Plan Review Engineer or Architect (a licensed state professional) and/or an ICC Certified Plans Examiner, as applicable. Our staff then performs his or her function of analyzing the plans and documentation for effective conformance to the California Codes, referenced construction standards, and City amendments. Code review methodology entails "The Effective Use of the CBC" reinforced through proprietary and jurisdictional checklists. When complete the Plan Review Manager overviews the project for quality control purposes and forwards comments or approvals to the pre-designated contacts.

4LEAF's EZPlan Review

- Structural & Non-Structural Guidelines and Checklists
- Specialized Web-Based Spreadsheet (EZPlan Review)

Electronic Plan Review

4LEAF is a green company and has the capability to receive and review electronic plans (pdf format) utilizing both Adobe Acrobat Pro and Bluebeam. 4LEAF has successfully implemented and used Blue Beam for electronic review of files to help eliminate the use of paper and take the plan review workflow to a whole new level. 4LEAF's offices are equipped with large scale monitors for easy review of plans. Bluebeam Revu combines powerful PDF editing, markup and collaboration technology with reliable file creation.

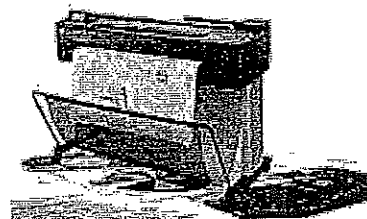


Structural Only Review

Upon request, 4LEAF will perform "structural only" reviews for the City. 4LEAF can communicate directly with the designers via email, in-person meetings, and through our EZ Plan Review system. 4LEAF prefers PDF files for "structural only" reviews which allow several different Structural Engineers to review plans together should there be design related questions. The majority of 4LEAF's plan review engineers have a design background and work well with project designers.

Plan Scanning

4LEAF is pleased to provide "Plan Scanning" as part of our comprehensive service. This includes the scanning of all new residential and commercial project permit documents. This includes the review and preparation of documents, manuals, and reports including procedure manuals, handouts (public use). In addition, 4LEAF will assist the City with the permit tracking and generating system and details of the Building Division operation as directed by the Building Official. 4LEAF's clerical document management team is experienced with this effort with neighboring clients and understand the importance of supporting the Building Division with this service.





4LEAF, INC.

ENGINEERING • CONSTRUCTION MANAGEMENT
BUILDING INSPECTION • PLAN CHECK

Inspection Services

4LEAF maintains the largest database of qualified inspectors of varied qualifications. Inspectors vary from current full-time inspection staff, idle staff (temporarily between assignments), and pre-qualified staff which include inspectors who are available subject to client demand. 4LEAF's inspectors are all ICC Certified and experienced working within a municipal work environment. 4LEAF will provide inspectors with all the necessary tools, equipment, and current code books sufficient to facilitate all required inspections. 4LEAF can provide interim or full-time inspectors same-day or within one business day. Simply call, email, or text our assigned Project Manager for an immediate response.

We maintain an on-call database for as-needed requests with our clients. 4LEAF utilizes this service for more than 75 municipalities. Below is a snapshot of our database.

Monthly Inspection Assignment Schedule

City										City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City	City
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On Call Building Department Staff Services

4LEAF has a proven track record of providing Building Officials and Permit Technician/Counter staff to jurisdictions throughout California. 4LEAF's Building Officials are all ICC Certified and come with many years of experience working in the Building and Safety Industry. Most of 4LEAF's Building Officials have worked directly for jurisdictions before joining 4LEAF. 4LEAF's Building Officials are experienced with planning, organizing, directing and reviewing all operations and activities of Building Departments which include but are not limited to; assuming responsibility for implementing all City activities related to setting and ensuring compliance with building standards including plan check, inspection and correction of hazards; to supervising and performing the more difficult inspections; and to approving plans and specifications as necessary.

The 4LEAF pool of talented professionals also includes qualified and experienced permit technicians capable of providing all permit processing and counter services. 4LEAF can deploy such staff on short notice and offer training programs for department staff, if required.

Our staff encompasses the right combination of experience, education, and certifications. 4LEAF Permit Technician Staff must be experienced and dedicated to serving the public at the Planning and Building Department counter. Typical duties include:

- Accepting Plans for Plan Check
- Verification that Plans are accurate and complete
- Calculate Permit Fees
- Explain ordinances and procedures to owners, contractors, developers, architects, and general public
- Assist with preparation of permit applications
- Receive Plans for Planning and Building permits and route to various agencies (if requested)
- Accept complaints on code violations, process, and record complaints
- Answer telephone for field and office staff
- Process inspection requests
- Maintain files for building permits
- Operate Building Department's computerized information system
- Input variety of information including building permits and inspections
- Complete related duties and responsibilities as assigned by Building Official and Senior staff members

4LEAF has numerous of Permit/Counter Technicians on staff, many whom are currently assigned to Building Departments throughout the state. All staff will have the materials, resources, tools, and training required to perform the job.

Building Department Services Placement Schedule

Building Department Staff	Interim	Full-Time
Permit Technician (ICC Certified)	Less Than 2 Days	Less Than 5 Days
Assistant Permit Technician/ Counter Staff	Less Than 2 Days	Less Than 5 Days
Building Official	Less Than 2 Days	Less Than 15 Days

**Certified Access Specialist (CAsp)**

4LEAF has ten Certified Access Specialists on staff who have performed CAsp inspections and plan reviews as well as, consulted on numerous construction projects for accessibility questions and advice.



CAsp Inspector	Certification No.	Expiration
Gary Lepori, CBO	CASp-407	01/24/2021
Jerry Thome	CASp-104	09/14/2021
Mike Anderson, P.E.	CASp-328	09/22/2019
Howie Conroy, CBO	CASp-429	07/31/2021
David Rashé, CBO	CASp-213	06/23/2019
Scott Wungluck	CASp-560	04/29/2020
Brent Hipsher, CBO	CASp-422	04/12/2021
William Holl, AIA	CASp-509	12/6/2019
Peter Oliver	CASp-818	04/11/2021
Logan Ellis	CASp-629	07/3/2021

Public Works Inspection Services

In addition to building inspection, 4LEAF *has an experienced staff that provides public works inspection.* Our team has supported numerous projects for on-call construction management and inspection services contracts for clients such as the Sacramento Regional Transit District, California State Parks, and numerous local municipalities. Our many public works projects include light-rail extension projects, water/sewer systems, roadways, and bridges. Our team of qualified public works inspectors are available should the City have needs in this area.



4LEAF, INC.

ENGINEERING • CONSTRUCTION MANAGEMENT
BUILDING INSPECTION • PLAN CHECK

Section F. Previous Relevant Projects and References



Section F: Previous Relevant Projects and References

Building Department Services

4LEAF is the largest provider of Building Department Services. 4LEAF currently supplies more than **125 ICC Inspectors** to municipal clients both on an on-call basis or permanent assignment. 4LEAF also performs a multitude of **plan review services** for these clients both on-site and from our 4LEAF office locations.

City / County / State On-Call Clientele

City of Fontana (Recently Awarded)	California Polytechnic University	City of Palo Alto
City of Whittier (Recently Awarded)	County of San Luis Obispo	City of Oakland
City of San Marcos (Recently Awarded)	City of East Palo Alto	City of El Paso de Robles
County of Ventura (Recently Awarded)	City of Fremont	County of Santa Clara
City of Victorville (Recently Awarded)	County of San Mateo	San Jose State University
City of Cupertino	City of Walnut Creek	City of Brentwood
City of Hollister	City of Berkeley	City of Alameda
City of Daly City	City of Rohnert Park	City of Emeryville
City of San Jose	City of Modesto	City of Merced
City of San Leandro	County of Alameda	City of Rocklin
City of Dublin	City of Sunnyvale	City of Riverbank
City of Pleasanton	City of Pittsburg	City of Tracy
City of Livermore	City of Capitola	City of Martinez
City of Gilroy	County of Stanislaus	City of Stockton
City of Burlingame	City of Davis	County of Tuolumne
City of Monterey	City of El Cerrito	University of California, Davis
City of Newark	City of Pinole	City of Sacramento
City of Lathrop	Town of Tiburon	City of Carmel By-The Sea
City of Citrus Heights	City of Santa Cruz	City of Benicia
City of Vallejo	College of Marin	County of San Joaquin
City of Folsom	City of San Mateo	City of San Pablo
City of Roseville	City of Hayward	City of Concord



3. List of Local References

Agency Name: City of Whittier
Contact Name: Michelle Harenca, Senior Building Inspector, Plan Checker
Contact Telephone: (562) 567-9320
Contact Email: Mharenca@CityofWhittier.org
Population: 86,883
Services: Plan Review Services

Agency Name: City of Fontana
Contact Name: Gilbert Estrada, CBO, Chief Building Official
Contact Telephone: (909) 350-7640
Contact Email: GEstrada@Fontana.org
Population: 209,665
Services: Plan Review Services
Date of Service: 2018

Agency Name: County of Ventura
Contact Name: Ruben M. Barrera, PE, CBO, County Building Official
Contact Telephone: (805) 654-2771
Contact Email: Ruben.Barrera@Ventura.org
Population: 849,738
Services: Plan Review Services
Date of Service: 2018

Agency Name: City of Atascadero
Contact Name: David Muehlhausen, CBO, CFBO, Chief Building Official
Contact Telephone: (805) 470-3410
Contact Email: DMuehlhausen@atascadero.org
Population: 30,330
Services: Plan Review Services
Date of Service: 2018

Agency Name: City of Arroyo Grande
Contact Name: Johnathan Hurst, CBO, Chief Building Official
Contact Telephone: (805) 473-5450
Contact Email: JHurst@ArroyoGrande.org
Population: 18,097
Services: Plan Review Services
Dates of Service: 2018



4LEAF, INC.

ENGINEERING • CONSTRUCTION MANAGEMENT
BUILDING INSPECTION • PLAN CHECK

Additional References

City of Hollister, CA

Building Official, Plan Review, Permit Technician, and Inspection Services

4LEAF has been providing full-service Building Department Services to the City of Hollister since 2012. Currently 4LEAF has four full-time employees at the City whom provides building official, building plan check, building permit issuance, and combination building inspection services as would be expected as a standard function of a Building Department. 4LEAF also provides off-site plan check and fire plan check services.



Services provided to the City includes:

- Combination inspections to verify with City of Hollister's latest adopted and amended Title 24 California Building Codes, parts, 2,3, 4, 6, 8, and 12 covering structural, fire, life-safety, disables access, energy conversion, plumbing mechanical and electrical installations.
- Off-site plan review. 4LEAF's off-site plan review team completes residential and commercial plan reviews on any projects not performed by on-site personnel. Plans include an initial review and subsequent rechecks. All pick-up or shipping expenses are covered by 4LEAF. All initial plan reviews for residential, commercial, and large commercial are completed within (10) working days of submittal. Subsequent reviews are completed within (5) working days of the resubmittal.
- Preparation of all building permits and related paper work to be submitted to the City for collection of permit fees.
- Collection of all fees for building inspection and review services at Building Department office and submits to the City's Finance Department all received payments by the close of each business day.
- All inspections completed within one (1) working day of request by a permit holder for any work which requires a building permit.
- Certification in writing that each inspection performed and authorized as complete, conforms to all applicable local, state and federal building codes, ordinances, regulations and requirements, and that the work is in conformity with applicable approved plans and specifications.
- Fire plan checks of alarm permits, fire sprinkler systems, hood system, and underground storage tanks for compliance with all applicable, local, state, and federal codes. Provides all approved plans to the City fire department to make inspections. Collects fees for fire plan checks, fire permits and fire inspections.



Agency Name:	City of Hollister
Contact Name:	Bill Avera, City Manager
Contact Telephone:	Office: (831) 636-4300
Contact Email:	Bill.Avera@CityofHollister.ca.gov
Employees:	Currently approximately four (4) 4LEAF employees
Services:	Plan Review, Permit Technicians, and Building Inspection
Date of Service:	2012 - Present



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City of Palo Alto, CA

Building Inspection, Permit Technician, Plan Review

Miscellaneous jurisdictional assignments

Since 2007, 4LEAF has provided several combination inspectors to assist the City staff with routine daily inspections for commercial and residential properties located throughout Palo Alto. Our inspection services vary from full-time to temporary part-time staff to help augment vacation or extended absences to due illness and/or market demand.



On-Site Plans Examiners

Since 2010, 4LEAF has provided on-site plans examiners for the City of Palo Alto. All Plans Examiners are registered Engineers in the State of California and are responsible for reviewing larger projects between \$100,000 to \$50,000,000 under the direction of the Chief Building Official. In addition, they will also assist the Permit Counter with over-the-counter plan reviews and general questions from the public. Some of the most recently reviewed projects include Skype, Stanford Medical Center, Technology Credit Union, and VMware.

Inspection Services (Project Specific)

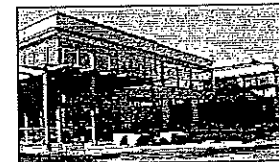
4LEAF also provided the Project Inspector on the City of Palo Alto new **Mitchell Park Library and Community Center** under Turner Construction Management. 4LEAF is responsible for performing combination inspections and the project is on track for LEED Gold Certification. The project consists of a new 56,000 sq. ft. joint facility that will replace the two former facilities. The new Mitchell Park Library and Community Center is a highly sustainable joint-use facility that will be a vibrant destination for civic, cultural, social, educational, and recreational activities.



4LEAF provided the building inspection services on the **Taube-Koret Campus for Jewish Living**. This project replaced the old Sun Microsystems space and made way for a 8.6 acre and \$350 million mixed used facility which included Senior Housing, Gymnasium, in-door and outdoor swimming pools, parking structure, theatre, school, etc. This project won several awards and was a huge benefit to the community.



4LEAF provided two full-time inspectors to the VMware campus. This project is a \$1.3 billion expansion project at the Stanford Research Park. This project includes construction of an extensive expansion and renovation of the current corporate office campus totaling approximately 800,000 sq. ft. and three (3) parking garage structures for approximately 2,900 stalls. This project is pending LEED Certification.



ISO 1 Rating

With approximately 13 full-time personnel working at the City of Palo Alto, 4LEAF was instrumental in the program put in place to achieve an ISO 1 Rating. In March of 2015, Palo Alto became the 8th City in the Country out of 14,000 Building Departments to achieve this status.



Annual Contract Value: ~\$2,000,000

Client Name: City of Palo Alto
Project Dates: 2007 - Present
Client Contact: George Hoyt, CBO, Chief Building Official
Client Telephone: Office: (650) 329-2368
Client Address: 285 Hamilton Ave. Palo Alto, CA 94301
Contact Email: George.Hoyt@CityofPaloAlto.org



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BUILDING INSPECTION • PLAN CHECK

City of Cupertino, CA

On-Call Plan Review, Fire Plan Check, and Inspection Services

4LEAF is currently performing on-call building inspection, plan review, and fire plan review services for the City of Cupertino. 4LEAF has completed numerous residential and commercial plan reviews on behalf of the City.



Apple Campus 2

4LEAF is currently providing the Building, Fire, and Public Works Department Inspection services on the largest private commercial construction project in the Country. 4LEAF has been tasked with mobilizing a **project team of more than 20 Building, Fire, and Public Works Inspectors**, Project Administration Staff, and Engineering team for this more than **\$6 Billion project**. 4LEAF is responsible for coordinating the inspections in relation to the City's permits and ultimately packaging milestones of the project for occupancy approval from the City's Chief Building Official. This project includes several different buildings on Campus to include:

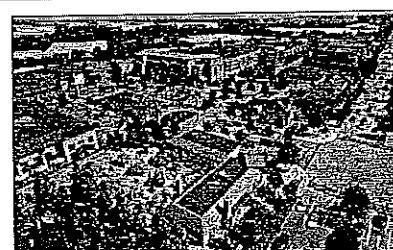
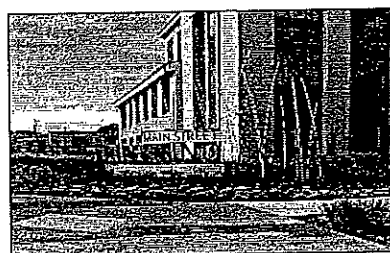


Main Street Cupertino Project

4LEAF performed a review on the Main Street Cupertino Project. The 17.4 acre Downtown Cupertino project includes 130,000 square feet of retail space, 100,000 square feet of office space, and 160 units of high-end senior Housing. This project was a collaborative effort working closely with the City of Cupertino, the design professionals and the developer. This project includes:

Site Description / Master Plan

- Main Street Cupertino Encompasses 17.4 Acres
- 130,000 Square Feet of Retail
- One Acre European Inspired Public Square
- 100,000 Square Feet of Class A Office
- 150-250 Room Hotel
- 160+ Units of High-End Senior Housing



Annual Contract Value: \$4,000,000

Agency Name:	City of Cupertino
Population:	60,643
Project Dates:	2010 – Present
Client Contact:	Albert Salvador, P.E., C.B.O., Chief Building Official
Client Telephone:	Office: (408) 777-3328
Client Address:	10300 Torre Ave, CA 95014
Contact Email:	AlbertS@Cupertino.org



4LEAF, INC.

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City of East Palo Alto, CA

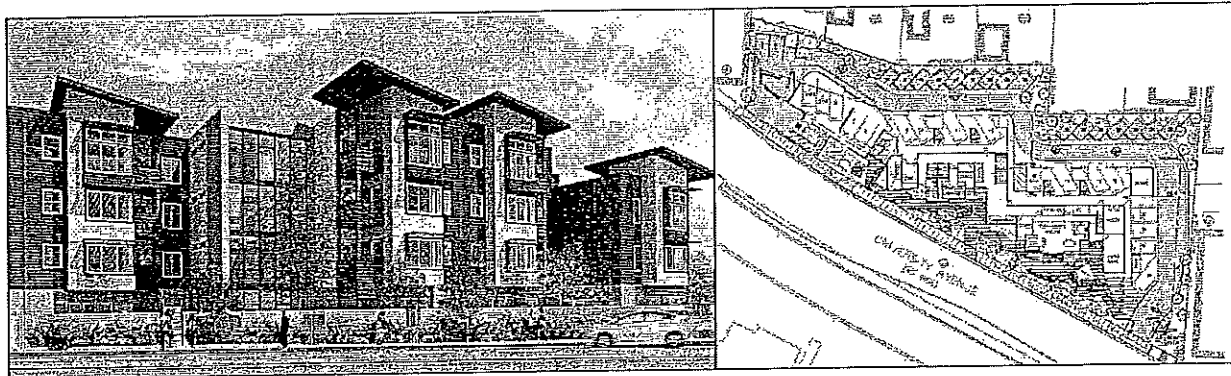
On-Call Building Department Services

Since 2012, 4LEAF has provided the City of East Palo Alto with on-call building department services which building inspection, plan review, and as-needed Certified Building Officials services. Over the last five years, 4LEAF has completed numerous residential and commercial plan reviews on behalf of the City including the new \$25 million, four-story, University Avenue Senior Housing project. The 0.74-acre affordable senior housing project will provide homes for low-income seniors earning up to 60% of area median income. The project includes:



- 36 one-bedroom and 5 two-bedroom apartments
- New construction 3- and 4 stories
- Wood frame with tuck under parking
- Density 54.6 units/acre

The project which is situated within walking distance of the East Palo Alto Senior Center, the city library, a pharmacy, a market, a fire station and a bus stop, will also feature a community garden, barbecue area, computer lab and a community room with a kitchen.



4LEAF recently provided an interim Building Official for more than six months while the City went through the recruitment stage for their full-time CBO. 4LEAF has also been instrumental in helping the City identify many of their key new hires including two different Building Officials and a one full-time inspector.

Client Name: City of East Palo Alto
Project Location: 2358 University Ave, East Palo Alto
Client Contact: Sean Charpentier, Assistant City Manager
Client Address: 1960 Tate Street
East Palo Alto, CA 94303
Client Telephone: (650) 853-3100

Key Personnel

Craig Tole – Consultant PM



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City of Everett, MA, Wynn Casino

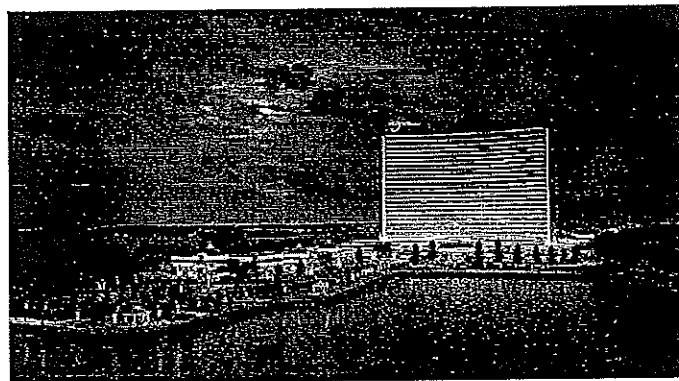
Plan Review Services & Inspection Services

4LEAF provided the plan review services and is currently providing building inspection services for the new Wynn Casino Development in Everett, Massachusetts. This will be a single-phase project that will include other Tenant Improvements for retail clients.



The Wynn Casino will be built at the former chemical manufacturing plant totaling 33.9 acres and will help revitalize that portion of town. The projects will include:

- Luxury Hotel (629 Rooms)
- Gaming Area
- Retail Space
- Food and Beverage Outlets
- Convention and Meeting Space
- Gym/Spa
- Parking Garage



Wynn
EVERETT

The project will also include an extensive landscape and open space amenities including a public gathering with outdoor park-like open space, a pavilion, waterfront features, a public harbor walk and transportation docking facilities connecting the City of Everett to the Mystic River and Boston Harbor. 4LEAF's plan review and inspection responsibilities will include Structural (including deep foundation and underground garage construction), ADA (requirement of Federal Americans with Disabilities Act), Plumbing, Mechanical, Electrical, Energy, Smoke Control, Fire-Life Safety, and accessibility by exercising our thorough knowledge of the Massachusetts State Building Code and all statutes and regulations governing public building construction projects. 4LEAF's team is also comprised of two key subconsultants that include Paul Morriarty and Associates and R.W. Sullivan.

Client Name: City of Everett, MA
Project Location: Everett, MA
Client Contact: Jim Soper, CBO
Client Email: james.soper@ci.everett.ma.us
Client Phone: (617) 394-2224
Valuation: \$2.4 Billion

Key Personnel

Craig Tole – Inspectional Services Manager
Joe Nicolas, PE – Plan Review Manager
Kevin Duggan – Principal
Stefanie Hlonis, PE – Plan Review Engineer



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Section G. Experience of Proposed Personnel and Resumes of Personnel to be Used

Jose Martinez, CBO

Building Official / Combination Inspector / Plans Examiner

Experience

21+ years

Education

San Jose City College, 2007

PC 832 Laws of Arrest

Hartnell College, King City, CA, General Studies

Certifications

ICC Certified Building Official

ICC Certified Building Plans Examiner

ICC Certified Building Inspector

ICC Certified Accessibility
Inspector/Plans Examiner

ICC Certified Residential Electrical
Inspector

ICC Certified CALGreen Inspector

ICC Certified CALGreen Plans
Examiner

IAPMO Certified Plumbing Inspector

IAPMO Certified Mechanical Inspector

ICC Certified Property Maintenance and
Housing Inspector

ICC Certified Building Code Official

ICC Certified Housing Code Official

Journeyman's Certificate

PC832 Laws of Arrest

Certified ATC-20, SAP

Languages

English (Fluent)

Spanish (Fluent)

Experience Summary

Jose is an ICC Certified Building Official with more than 21 years of experience, 15 of those years working within California Building Departments. As a Building Official Jose has successfully managed the budget and staff of Building and Safety Departments that included Building Inspection, Plan Review, and Code Enforcement. Most recently Jose has served as the Chief Building Official for such jurisdictions as the cities of East Palo Alto, San Pablo, King City, and the Counties San Benito and Mendocino. As a Building Inspector Jose has conducted inspections on many residential, commercial, and industrial buildings and has worked on numerous projects as a Project Inspector or Inspector of Record.

Select Professional Experience

4LEAF, Inc.

Building Official/Plans Examiner/Combination Inspector

2014 - Present

Jose is often tasked to serve as a Building Official Jose for 4LEAF clients, As building Official, Jose manages inspections, plan review, and code enforcement and overseeing staff members including inspectors and permit technicians. Jose is currently serving the City of East Palo Alto as Interim Building Official. Jose's prior assignments include being an on-site plans examiner on behalf of 4LEAF for the City of Healdsburg and the City of San Mateo. Additionally, Jose spent nearly one year with the City of Salinas as the Permit Center Manager and served the City of Cupertino for more than one year performing commercial building inspections on a large mixed-use project consisting of 80 apartment units and 7,000 sq. ft. of commercial space as well as the \$6 Billion Apple Campus 2 Project.

King City

Chief Building Official

2007 - 2014

Prior to joining 4LEAF Jose was the Chief Building Official, for the City of Kings City. Jose provided Building Department management and

inspection services including department administration, supervision of employees, building inspections, plan checks, permit issuance, determination of required fees, and meetings with contractors and the general public.

County of Monterey

Building Inspector/Code Enforcement/Plans Examiner

2003 – 2007

As Building Inspector, Plans Examiner and Code Enforcement, Jose served as the liaison between the Code Enforcement Staff and Building Inspectors. Jose conducted inspections of single-family dwellings, commercial, and industrial projects. Jose also investigated complaints related to housing issues and illegal construction. As Plan Examiner Jose conducted plan reviews on single-family dwellings and commercial projects.

Carpenters Local Union 605

Journeyman Carpenter

1997 – 2003

Jose was involved in the construction of new educational projects (K-12 schools and community colleges, and Type IV buildings); new single-family dwellings; commercial and industrial projects; tenant improvements and remodels. While working as a carpenter, Jose also attended a four-year apprenticeship program.

Jeff Rocca

Senior Commercial Building Inspector

Experience

15+ years

Education

El Camino College, Gardena, CA
Building Construction Technology, 2003
Inspection Dynamics, Gardena, CA
Leuzinger High School, Lawndale, CA 2001

Certifications

ICC Commercial Plumbing Inspector
ICC Commercial Mechanical Inspector
ICC Commercial Combination Inspector
ICC Commercial Building Inspector
ICC Combination Inspector
ICC Building Inspector
ICC Plumbing Inspector
ICC Electrical Inspector
ICC Mechanical Inspector
ICC Residential Building Inspector
ICC Residential Plumbing Inspector
ICC Residential Electrical Inspector
ICC Residential Mechanical Inspector
ICC Residential Combination Inspector
ICC Structural Steel and Bolting Special Inspector
ICC Reinforced Concrete Special Inspector
ICC Spray Applied Fire Proofing Special Inspector
ICC Structural Masonry Special Inspector
ICC Soils Special Inspector
ACI - Concrete Field Testing
DSA Masonry Special Inspector (#5583)
NICET Construction Materials Level 1
FEMA - Disaster Housing Inspector
CALTRANS Test Methods:
125, 201, 216, 231, 504, 518, 533, 539
540, 543, 556 & 557

Professional Affiliations

International Code Council

Training

Construction Health & Safety
OSHA CFR Title 29, Part 1926
OSHA 10 Hour
OSHA 30 Hour

Experience Summary

Jeff is currently a Senior Commercial Building Inspector for 4LEAF with more than 15 years of commercial construction experience as a Special Inspector and a Commercial Building Inspector. Jeff is certified in most trades through the International Code Council and has the ability to inspect construction of all types and complexities. In addition, Jeff is well known for his excellent customer service approach with the building community and fellow inspectors. Jeff has worked on two-Billion-dollar construction projects including:

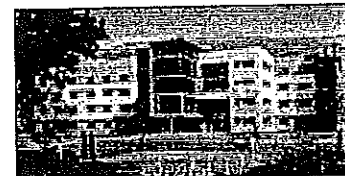
- Apple Campus 2 \$6 Billion
- CHCF Prison \$1.2 Billion
- YakPityutyu Student Housing Project \$198 Million

Select Project Experience

Cal Poly San Luis Obispo, YakPityutyu Student Housing

Inspector of Record

Jeff is currently performing Inspector of Record Services on the YakPityutyu Student Housing South Project named after the Northern Chumash Tribe. This \$198 million project includes the construction of seven, four-five story residential buildings consisting of the addition of 1,475 beds, 29 resident advisor spaces and (2) two-bedroom apartments for professional staff, totaling 383,000 square feet. This project includes a campus welcome center and 483 parking spaces totaling 154,000 square feet. The project also includes site development, site utilities, parking ramps, sidewalks and curb cuts, landscaping, site lighting, and signage. Jeff is part of a team of two IOR's to assure conformance and compliance with the Title 24 California Code of Regulations, California Building Code, Office of the State Architect Standards, California State University Standards, and CSU recommended procedures.



City of Cupertino

Apple Campus 2

Senior Project Inspector

As a Senior Project Inspector Jeff helped manage and inspect the on-site operations of the Project Team. The construction spans nearly 180 acres and approximately 4 million Sq. Ft. of construction. The campus included a 2.8 Million Sq. Ft. Main Building with subterranean parking, Corporate Fitness Center, Corporate Auditorium, two above grade Parking Structures, Central Utility Plant, and 600,000 Sq. Ft. of Research and Development Buildings. Jeff has been instrumental in working with the contracting team to ensure the minimum standards of the California Building Code are met and establishing relationships with the hundreds of subconsultants for various trades. Jeff continually trained and mentored new inspectors that were brought to the project and worked on inspection checklists to ensure continuity for inspections throughout the campus. In addition, Jeff assisted the administration team with the coordination of the inspections to include assignments and posting of results into several portals associated with different buildings. He also contributed to the monthly report distributed to City Management.



AMEC Environment & Infrastructure, Los Angeles, CA

PIH Hospital

Construction Inspector

2013 - 2014

For approximately one year, Jeff served as the Structural Inspector for PIH Health Hospital Retrofit in Whittier, CA. Jeff was responsible for observation of drilling operations, soldier piles, piles, tie-back anchors, and the jacking of soldier beams for underpinning of existing structure. In addition, Jeff witnessed and observed the third-party materials testing and special inspections.

Leland Saylor Associates, San Francisco, CA

CHCF Prison Hospital, Stockton, CA

Construction Inspector/Project Inspector

2012 - 2013

Jeff worked as the Inspector for the 1.2 Million square foot correctional healthcare facility on a 144-acre site. The CHCF provides acute medical and mental healthcare to approximately 3,000 inmate patients of all security levels and the facility is \$1.2 Billion in valuation. Jeff was responsible for inspection of civil, ADA compliance, structural, mechanical, pipelines, plumbing, fire alarm, and site work.

Earth Systems of Southern California

Field Technician / Construction Inspector

2004 - 2012

For approximately eight years, Jeff worked for Earth Systems where he was responsible for inspections of soils, concrete, and masonry. When not performing field inspections, Jeff assisted with field inspection/testing reports and worked in the laboratory performing various soils and materials testing. Jeff worked on various types of projects including schools, hospitals, water distribution, pipelines, hillside grading, commercial tilt-ups, wind farms, and CALTRANS.



4LEAF, INC.

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Section H. Proposed Fee Structure Listed by Contract Year

**Section H: Proposed Fee Structure Listed by Contract Year**

4LEAF's fee structure is based on providing the minimum amount of Building and Safety Services hours requested in the Request for Proposal, Building and Safety Services, RFP No. 19-2. 4LEAF is open to negotiations should the City require full-time services. Should further services be required our rates are listed under Additional Services.

FEE STRUCTURE BY CONTRACT YEAR

STAFFING	CONTRACT TERM 2018-2021	CONTRACT TERM 2022-2023
Building Official Administrative Services	\$150/hour	\$154.50/hour
Combination Building Inspector Services	\$115/hour	\$118.50/hour

ADDITIONAL SERVICES

SERVICE	PERCENTAGE OF CITY'S COLLECTED FEE
Plan Check & CASp Services	Plan Check Percentage: 55% Plan Review Hourly Cost: \$90 Non-Structural Review \$120 Structural Review * Fee includes initial review and two (2) rechecks. * Fee includes shipping and courier service.

HOURLY RATES FOR SPECIAL SERVICES AND INCIDENTAL COSTS

Chief Building Official	\$150/hour
On-Site Plan Review Engineer	\$130/hour
On-Site Non-Structural Plans Examiner.....	\$110/hour
Senior Lead Inspector	\$120/hour
Senior Combination Building Inspector (Building Inspector III)	\$115/hour
Commercial Building Inspector (Building Inspector II)	\$95/hour
Residential Building Inspector (Building Inspector I).....	\$80/hour
Training Building Inspector	\$65/hour
Code Enforcement Officer	\$90/hour
Permit Technician	\$65/hour
Senior Permit Technician.....	\$75/hour
Inspector of Record (including DSA or OSHPD)	\$135/hour
Public Works Inspector.....	\$145/hour
OSHPD Inspector	\$135/hour
CASp Inspection.....	\$150/hour
Hourly overtime charge per inspector	1.5 x hourly rate
Mileage (for inspections performed within the City)	IRS Rate + 20%

CITY OF MONTEBELLO
BUILDING AND SAFETY SERVICES (RFP NO. 19-2)

SUMMARY SHEET

- I. Consultant shall perform the following services/tasks, per the RFP:

Services/Tasks	Hours/Week	Hourly Rate	Weekly Rate	Annual Cost (52 weeks)
Building Official	8	\$150	\$1,200	\$62,400
Combination Building Inspector	16	\$115	\$1,840	\$95,680
Total Annual Cost				\$158,080



BASIS OF CHARGES FOR HOURLY RATES

Rates are inclusive of "tools of the trade" such as forms, telephones, and consumables.

- All invoicing will be submitted monthly.
- Staff Augmentation work (excluding plan review) is subject to 8-hour minimum charges unless stated otherwise.
- Most plan reviews will be done in 10 business days or less and 5 business days or less for re-checks. This is not inclusive of holidays or the day of the pick-up of plans.
- Expedited reviews will be billed at 2x the hourly rates listed in Section H, Proposed Fee Structure by Contract Year.
- All hourly plan review services will be subject to 2-hour minimum fee.
- 4LEAF assumes that these rates reflect the 2018-2021 contract term. 3% escalation for 2022-2023 contract term is negotiable per market conditions.
- Overtime and Premium time will be charged as follows:

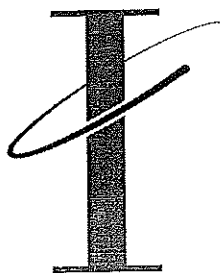
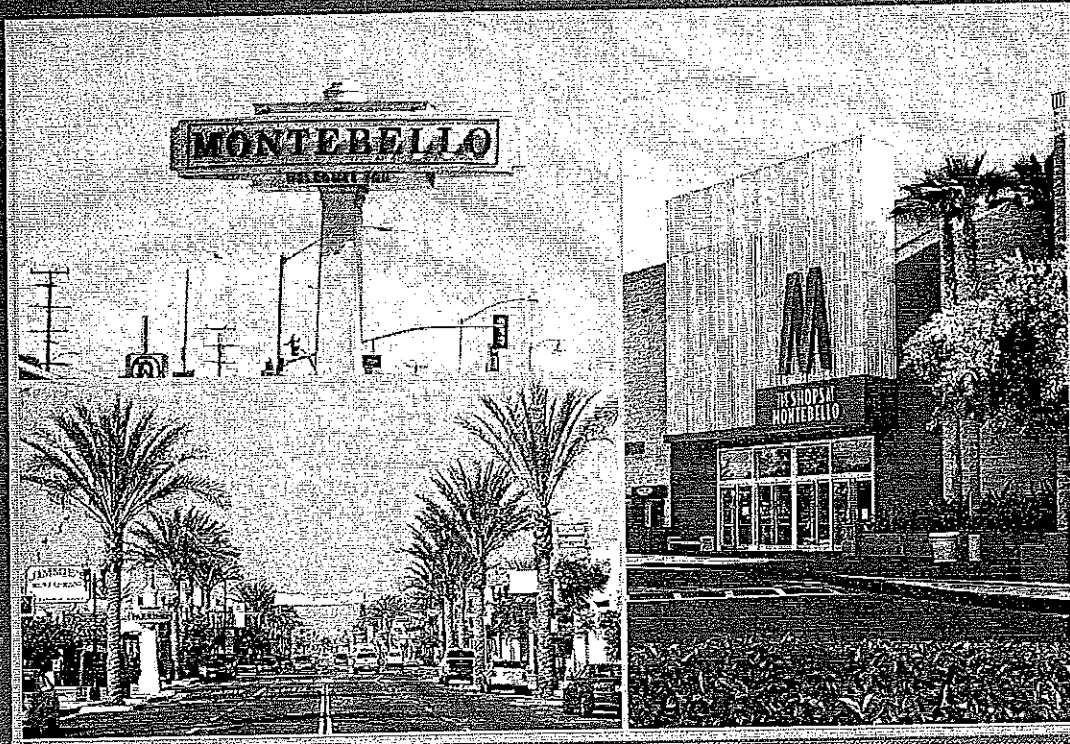
- Regular time (work begun after 5AM or before 4PM)	1 x hourly rate
- Night Time (work begun after 4PM or before 5AM)	1.125 x hourly rate
- Overtime (over 8 hours M-F or Saturdays)	1.5 x hourly rate
- Overtime (over 8 hours Sat or 1 st 8 hours Sun)	2 x hourly rate
- Overtime (over 8 hours Sun or Holidays)	3 x hourly rate
- Overtime will only be billed with prior authorization of the Assistant City Manager, Director of Public Works, or other responsible designated City personnel.
- All work with less than 8 hours rest between shifts will be charged the appropriate overtime rate.
- Mileage, driven during the course of Inspections will be charged at cost plus 20%.
- Payment due on receipt. All payments over 30 days will be assessed a 1.5% interest charge.
- Client shall pay attorneys' fees, or other costs incurred in collecting delinquent amounts.
- Client agrees that 4LEAF's liability will be limited to the value of services provided.
- *Prevailing Wage assignments will be billed at the "Inspector of Record/Project Inspector" rate or equivalent differential.

August 30, 2018

PREPARED FOR THE

CITY OF MONTEBELLO
PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

**Response to Request for Proposals for
BUILDING AND SAFETY SERVICES (RFP#19-2)**



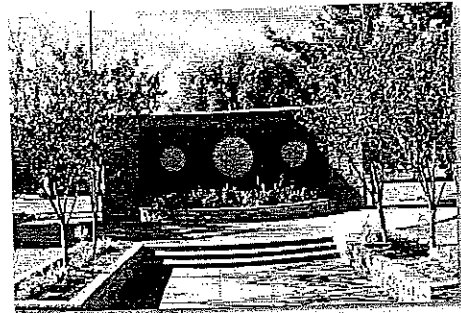
**INTERWEST
CONSULTING
GROUP**

Ron Beehler, SE, CBO
Director, Building Safety Services
15140 Transistor Lane
Huntington Beach, CA 92649
949.613.5595

www.interwestgrp.com

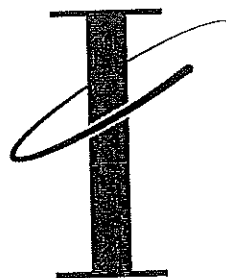
August 30, 2018

Response to Request for Proposals for
Building and Safety Services
for the Planning & Community Development Department
RFP #19-2



Prepared for the
City of Montebello
City Clerk's Office

Attn: Request for Proposal (RFP #19-2) for Building and Safety Services
1600 W. Beverly Blvd.
Montebello, CA 90640



By
Interwest Consulting Group

Ron Beehler, SE, CBO
Director, Building Safety Services
15140 Transistor Lane
Huntington Beach, CA 92649
Ph: 714.899.9039

www.interwestgrp.com

August 30, 2018

City Clerk's Office | City of Montebello
Attn: Danilo Batson, Assistant City Manager
1600 W. Beverly Blvd.
Montebello, CA 90640



RE: RFP for Building and Safety Services for the Planning & Community Development Department (RFP #19-2)

Dear Mr. Batson,

Interwest Consulting Group (Interwest) is pleased to submit our proposal for professional building services that include, but is not limited to, providing Building Official Services and Combination Building Inspection Services, and Building Abatement services for the City of Montebello.

We have assembled a highly qualified team to provide quality, dependable and efficient building department services. The team members identified within our proposal were carefully selected based upon their experience, qualifications and building code knowledge. They have significant experience providing building and safety services for a multitude of California cities and counties and are available immediately to provide services to support the City of Montebello's development activities.

As detailed in our proposal, our proposed staff are appropriately licensed and certified.

Interwest's management philosophy is to retain senior-level employees with numerous years of experience in their chosen fields. Most of our plans examiners have construction industry experience with both private and public agencies. Our goal is to provide experts in the industry who can perform services for building departments in a seamless manner by customizing our services to correspond with our client's expectations and needs. We strive to work collaboratively with planning and building department personnel, applicants and designers to resolve issues as efficiently as possible to expedite the plan review process, with a focus on successful project outcomes.

Interwest provides an excellent choice to provide building and safety services to the City of Montebello for the following reasons:

- ✓ *We provide all services in a **cost-effective manner**.*
- ✓ *We provide a **high level of customer service** for internal and external customers.*
- ✓ *We provide **California licensed structural, mechanical, electrical and fire protection engineers** for plan review of large and complex projects.*
- ✓ *We balance the need to ensure conformance to standards and regulations with the need for **predictability, uniformity, and efficiency**.*
- ✓ *As a company that specializes in staff augmentation, we provide **services that are flexible** to meet the needs of the City of Montebello.*

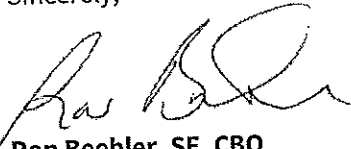
Jay Elbettar, PE, LEED AP, CASp, CBO, ICC, will be the main point of contact for the City of Montebello. Jay's contact information is as follows:

Jay Elbettar, PE, CASp, LEED AP, CBO, ICC
Regional Manager, Building Safety Services
15140 Transistor Lane | Huntington Beach, CA 92649
jelbettar@interwestgrp.com
O | 714.975.9068
C | 949.287.9134

As Interwest's Director of Building Safety Services, I am authorized to bind the firm to all commitments made in our proposal and am available to address any questions that may arise during the period of proposal evaluation.

Our team looks forward to the opportunity to serve the City of Montebello and help to add to your continued success.

Sincerely,



Ron Beehler, SE, CBO
Director, Building Safety Services
rbeehler@interwestgrp.com
O | 714.899.9039
C | 949.613.5595

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Summary Sheet

City of Montebello
Planning and Community Development Department

To: Prospective Responders/Bidders

From: Danilo Batson
Assistant City Manager

Date: August 13, 2018

Subject: RFP No. 19-2 – Request for Proposals for Building and Safety Services
(ADDENDUM # 1 – RESPONSES TO INQUIRIES)

I. RESPONSES TO INQUIRIES:

- 1) Required Proposal Format, states "This section of the proposal must include a fully-completed copy of the Summary Sheet included with this proposal." This sheet does not seem to be included in the RFP. Will this item be located in an addenda at a later date?

ANSWER: Please use the form attached for this purpose.

Bidder's Certificate: (This Certificate must be signed and returned together with the Bid Proposal, otherwise the submitted bid shall be considered incomplete.)

I ACKNOWLEDGE RECEIPT OF THIS ADDENDUM #1 AND I ACCEPT THE
AFOREMENTIONED CONDITIONS.

DATE: August 27, 2018

COMPANY: Interwest Consulting Group, Inc.

SIGNATURE: *Ron Beehler*

TITLE: Ron Beehler, SE, CBO, Director, Building Safety Services

CITY OF MONTEBELLO
BUILDING AND SAFETY SERVICES (RFP NO. 19-2)

SUMMARY SHEET

- I. Consultant shall perform the following services/tasks, per the RFP:

Services/Tasks	Hours/Week	Hourly Rate	Weekly Rate	Annual Cost (52 weeks)
Building Official	8	\$100.00	\$800.00	\$41,600.00
Combination Building Inspector	16	\$100.00	\$1,600.00	\$83,200.00
Total Annual Cost				\$124,800.00

Our proposed Principal-in-Charge, **Ron Beehler, SE, CBO**, has extensive experience overseeing projects and teams that are nearly identical in size and scope to this engagement for the City of Montebello.

RON BEEHLER, SE, CBO,

PRINCIPAL-IN-CHARGE

Ron utilizes experience gained through more than 35 years of hands on experience performing life safety, accessibility and structural plan reviews to successfully manage building departments, building department services and high-profile building projects on behalf of public agencies throughout California. His experience includes establishing and coordinating on-site building department services for large multi-building projects and unique fast-paced development projects. Ron has served as Chief Building Official for multiple California public agencies including interim assignments. Ron has also provided building department assessments on behalf of municipal clients to identify inefficiencies and implement best practice improvements.

In his role as Interwest's Director of Building Safety Services, Ron oversees all projects for our current building and safety clients. Licensed as a Civil and Structural Engineer in California and Nevada, certified by the International Code Council as a Building Official, Plans Examiner and Building Inspector, Ron is uniquely qualified to evaluate and manage all building department services. His background includes the position of Chief Building Official with the City of Sacramento directing a staff of 120 engineers, plan reviewers and building inspectors, Chief of Engineering Design and Construction for the California National Guard and Senior Structural Engineer with the Office of Statewide Health Planning and Development (OSHPD).

Ron is dedicated to maintaining his knowledge of California building codes, laws and regulations related to building department operations. He frequently lectures and presents classes on technical topics on behalf of professional organizations including CALBO and multiple International Code Council Chapters throughout California and other western states. Ron attends structural and building code symposiums, lectures, and training classes on a regular basis to ensure up-to-date knowledge of building code requirements as they relate to state-of-the-art building design practices.

Our proposed Project Manager, **Jay Elbettar, PE, CASp, LEED AP, CBO, ICC**, has extensive experience as a Project Manager for our Southern California Building and Safety Services.

JAY ELBETTAR, PE, CASp, LEED AP, CBO, ICC

PROJECT MANAGER

Jay has nearly 40 years of building official and plan review experience. His progressive and extensive knowledge of the building industry and municipal organizations translates into efficient and effective services to our clients.

Jay Elbettar is a renowned expert on building code's applications, interpretations and administration. He has served on local, state and national boards, commissions and committees that developed and produced state and national codes. Well versed with the development of codes, he is a well-known code educator and consultant. Jay holds a bachelor and a master's degree in structural engineering and is a licensed professional engineer in seven states. He is a LEED Accredited professional and CASp certified. Jay holds many ICC national and state certifications and currently serves as President of the International Code Council.

PROPOSED PERSONNEL

Our proposed Building Official and Combination Inspector, **Bradley Fliehmman, CBO, ICC**, has extensive experience as a Project Manager for our Southern California Building and Safety Services.

BRADLEY FLIEHMANN, CBO, ICC

BUILDING OFFICIAL & INSPECTOR

Bradley is a seasoned, ICC Certified Building Official and Building and Electrical Inspector with extensive leadership experience in public program management. He is well-versed in building code requirements as well as the inner-workings of municipal Building and Safety departments. His career includes more than 18 years of experience in electrical construction and maintenance, 5 years in the electrical utility industry with high voltage experience, and 12 years in management positions. This experience has given him the necessary insight to assist City plan check staff with complex electrical plan reviews.

Detailed Resumes for our proposed staff will be provided in Section G – Experience of Proposed Personnel and Resumes as requested by the City.

Allocation of Resources

PLAN FOR PROVIDING SERVICES

We understand that the City of Montebello is seeking a qualified consultant to provide Building and Safety Building Official and Combination Building Inspection Services. Our services will include an experienced and qualified Building Official who will in turn serve as a Combination Building Inspector to be available to the City as requested in the RFP. This strategy will benefit the city of Montebello in providing consistent and thorough approach in code compliance. In addition the proposed staffing will afford the city flexibility in seeking Building Official and or Building Inspector assistance at any given time with the same hourly rate. The public will also benefit from this strategy where they will be able to get resolutions to their issues rapidly and instantaneously where they will be able to interact with the same person in the field and in the city's offices. The building official will be able to do minor plan reviews during their presence at the city. In addition, our Project manager will provide technical and administrative support to our onsite staff as needed.

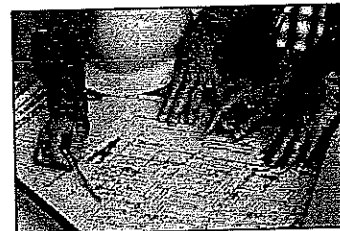
Interwest has provided building safety staff augmentation services to California cities for more than 16 years. We have a wealth of highly qualified building safety staff, including Building Officials, registered Structural, Mechanical, Electrical, and Fire Protection Engineers, and ICC-certified Building Plan Reviewers, Building Inspectors and Permit Technicians.

By selecting Interwest, the City of Montebello will benefit from our staff's practical experience in municipal environments, which has taught us the primary importance of ensuring that turnaround times and scheduling commitments are met consistently.

We are confident we can assist the City of Montebello in achieving a high level of service and satisfaction for both internal and external customers. Interwest looks forward to collaborating with the City to provide the proposed building and safety services and appropriate staffing levels in an efficient and cost-effective manner to the citizens and development community of Montebello.

BUILDING OFFICIAL & COMBINATION INSPECTION SERVICES

Our Building Officials are intimately familiar with the procedures and processes that need to be maintained to ensure a Building Department runs smoothly. We understand the City of Montebello is looking for an on-site Building Official for 8-hours per week or as-needed. They work effectively with all staff and departments, as required.

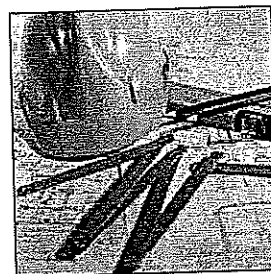


Our proposed Building Official and Combination Inspector, **Bradley Fliehmman, CBO** is an ICC Certified Building Official and ICC Building Inspector with years of experience in building inspections and code compliance. He possesses additional certifications in Building, Electrical and Combination residential inspections. We are confident that Bradley's more than 18 years of relevant experience will translate into efficient, technically sound, and customer-focused leadership for the City of Montebello's Building Division.

Areas of responsibility for the Building Official may include but are not limited to:

- Building Department administration
- Oversee all plan review services to make sure all assignments are completed within specified timeframes
- Ensure complete compliance with all applicable Federal, State, and local codes and ordinances
- Quality control review of plan checks and inspections
- Building Code updates for Municipal Code adoption
- Fielding resident inquiries and complaints
- Providing on-going support of the City's automated permitting system
- Reviewing discretionary applications for preliminary compliance with construction codes
- Coordinating a proactive abatement program
- Creating and/or updating an internal Building and Safety Procedures Manual
- Monthly/Annual Reporting of Building and Safety Activities
- Attending Commission and City Council meetings (as-needed)

Interwest will provide a Certified Combination Inspector to perform all Building Division inspections, on-site for 16 hours per week as-needed. We understand that occasionally inspections may be required over weekends and holidays and outside of normal hours, which we can accommodate with reasonable notice. Additional inspection staff is also available to address peak inspection workload demands.



Interwest's staff of ICC-certified inspectors have performed inspection services on a wide variety of construction projects including many large custom homes, new residential developments, and commercial, institutional, essential service buildings and industrial projects such as power plants and electrical wind turbines. When necessary for large or fast-track projects, multiple inspectors are available. We will provide our inspectors with all hand tools, reference materials, equipment, and cell phones as needed for performance of their duties at no additional charge to the City. The City shall provide City specific policy training and provide the necessary City maps, forms and data entry training.

We understand that personality and customer service is crucial to on-the-job success, therefore, when backup inspectors are needed, we will select inspectors who are well versed in customer service and skilled in dealing with people both at the public counter and in the field. All inspection personnel assigned will be ICC and/or CASp certified as required. Our inspectors are able to read, understand and interpret construction documents, truss drawings and calculations, prepare and maintain accurate records and reports, communicate effectively orally and in writing and work effectively with contractors, the public and City staff. Inspectors will possess knowledge of approved and modern methods, materials, tools and safety used in building inspection and the most current building standards.

Our inspection services include but are not limited to:

- Performing all necessary building inspections in a timely and courteous manner.

- Resolving code interpretation issues in the field.
- Enforcing compliance with the conditions of approval and the code requirements set forth on the plans for which a permit was issued.
- Observing each project at the completion of the various stages of construction for compliance with the appropriate building code, State disabled access and energy regulations.
- Identifying issues of non-compliance with applicable building codes.
- Ensuring that adequate records are maintained for all building inspection activities.
- Performing administrative duties including but not limited to scheduling of inspections and record keeping.
- Coordinating with Public Works Inspectors on matters involving public water, sewer, storm drainage and street improvements.

Inspections performed by Interwest's inspectors will be performed in accordance with the City's adopted version of the California Building Code, California Residential Code, California Green Building Code, California Mechanical Code, California Plumbing Code and the California Electrical Code. Projects will also be inspected for conformance with the accessibility, noise and energy conservation requirements as mandated by State of California Title 24 and all applicable ordinances. Interwest's inspectors will inspect projects for conformance with approved drawings and specifications which will include review of the permit documents to verify that onsite conditions are consistent with the approved documents for square footage, setbacks, heights and any other applicable conditions. At the completion of inspections, Interwest's inspectors will complete all necessary City forms and documents as required to provide seamless service and enter all inspection records into the City's permit tracking system. Interwest's inspectors will participate in and attend inspection staff meetings and training events sponsored by the City.

Staff assigned to the City will work with the Building Official/City Representatives for interpretations, local ordinances, local preferences, alternate materials exceptions /alternates to the model codes. They will report directly to the person designated for all project-related work, items (if any) which cannot be resolved between the project inspector(s) and the contractor. Interwest's inspectors will coordinate on all certificates of occupancy to ensure that all City departments and regulatory agencies have approved the project.

PROJECT SCHEDULE

We understand the city of Montebello is open Mondays through Thursday on a 4-10 schedule. We propose the Building Inspection services to be conducted 8:00 a.m. to 5:00 p.m. (or 8 hours) Tuesdays and Thursdays and Building Official Services available 8:00 a.m. to 5:00 p.m. (or 8 hours) Wednesdays.

Additional hours will be provided when needed, at the City's direction, if there is an increase in construction activity that warrant such need. These additional services will be billed at the same rate as outlined below in section H.

Scope of Services

UNDERSTANDING THE SCOPE OF SERVICES

We understand that the City of Montebello is looking for an on-site Building Official and an on-site Combination Building Inspector. We are able and ready to provide these services to the City of Montebello.

Interwest shall be responsible to ensure that all other Building and Safety duties and follow-up – not specifically mentioned are performed in a timely and responsive manner.

Interwest shall be responsible to ensure all personnel assigned to the City of Montebello have sufficient on-going training to perform their assigned duties. In addition, Interwest shall have at least one Certified Access Specialist (CASp) on staff, in case such services are required. Interwest will be required to assist the City in an ISO audits that arise during the contract term. We also will have at least two copies of the latest adopted building code, including one copy to the City Clerk for the official City record and to keep those materials up to date.

Building Official Services shall include, but not be limited to the following:

1. Function as the Building Official as set forth in the California Building Code, in other City adopted building codes, ordinance Municipal Code, and as specified in Federal and State Law.
2. Issue Certificates of Use and Occupancy for building structures.
3. Assist in the coordination and oversight of the building permit, building inspection, building counter and building code enforcement services so that they function as one building and safety organization.
4. Maintain, amend and develop ordinances and regulations necessary to implement and enforce the latest editions of the California Building Code, including any and all related Codes, or other uniform safety codes, laws, or regulations as adopted or amended by the City deemed necessary by the City to protect the health safety and welfare of its citizens.
5. Prepare building and safety code violation cases for submittal to the City Attorney's office when prosecution action is necessary to obtain compliance with existing codes and regulations.
6. Quality control review of building inspections.
7. Resolution of resident inquiries and complaints.
8. Make determination on the approval and use of alternative materials and methods of construction.
9. Assist in the administration and processing of complex Building Code issues and dispute resolution, including making final interpretations concerning the application of building and safety codes.
10. Contribute the necessary resources to the configuration, implementation and on-going support of an automated permitting system.
11. Review discretionary applications for preliminary compliance with construction codes.
12. Coordinate with Code Enforcement regarding abatement program.
13. Review and update the Building/Safety Procedures Manual.
14. Monthly Reporting of Building and Safety Activities as well as reports required for fee collection and other reports required by the State of California or other government agencies.
15. Review Planning Commission & City Council staff reports related to Building & Safety items (as-

- needed).
16. Periodic attendance at Planning Commission & City Council meetings (as-needed).
 17. Provide emergency and after-hours inspection and reports of damaged properties or structures.
 18. Meet with developers, homeowners, business owners, architects, engineers and the general public at the City or in the field, as the need dictates, to resolve grievance and/or respond to questions and ensure timely project processing in compliance with Federal, State and City laws and ordinances.

Building Inspection Services shall include, but not be limited to the following:

1. Provide building inspection services by fully trained/certified inspectors for all construction regulated by all applicable Federal, State and City building and safety codes/ordinances, and National Pollution Discharge and Elimination System Permit (NPDES) requirements.
2. Inspect building and structures, for which building permits have been issued, for compliance with the approved plans and applicable codes and ordinances.
3. Inspect for compliance with conditions of approval set forth by the City's Planning and Community Development Department, Planning Commission, and/or City Council.
4. Building Inspection – field hours shall be 8:00 a.m. to 5:00 p.m. (or 8 hours), Tuesday and Thursdays (minimum of 2 days per week).
5. Enforce conditions of approval associated with discretionary permits regarding building and safety regulations, as adopted by the City.
6. During inspections, review for compliance with code, accessibility, building, electrical, mechanical and plumbing work, etc. Issue stop/correct work notices, or notices of violation when violations of the above referenced codes and regulations occur.
7. Provide special inspections by qualified inspectors and conduct investigations as directed by the City, including field and office research and the preparation of letters and/ documents.
8. Handle resident/building inquiries and resolve complaints.
9. Assist in processing of public records requests (as-needed).
10. Assist in construction and demolition debris recycling program (as-needed).
11. Building Code Abatement Inspection (Including lien process, as-needed).
12. Maintain records and prepare documents for storage and/ imaging.

Alternate Service – Plan Review

If desired, Interwest is prepared to offer plan review services in addition to the Building official and Building Inspector services. Plan review services will include plan review for architectural, structural, mechanical, electrical, plumbing, energy, accessibility, green building standards, geotechnical review and seismic design as applicable. Interwest's plan review services are performed by licensed engineers and ICC certified Plans Examiners for both on-site and off-site plan reviews. We will also review and provide comments and recommendations on certain applications forwarded by the Planning Division, namely, Architectural & Site Plan Review as required.

Our plans examiners will review plans for conformance with the latest adopted version of the California Building Code (CBC), California Residential Code (CRC), California Mechanical Code (CMC), California Plumbing Code (CPC), California Electrical Code (CEC), California Fire Code (CFC), California Energy Efficiency Standards, CALGreen, (California Green Building Code), Stormwater treatment and/or management, Accessibility and Energy Conservation requirements as mandated by State Title 24, and City of Montebello specific regulations and policies, as applicable.

Our staff will work with project applicants and the city staff in a collaborative and professional manner to quickly identify and resolve any violations of codes, standards or local ordinances. We will provide thorough plan reviews in an effort to provide complete and accurate construction documents to minimize questions and problems during the construction phase of projects. Plan review comments will be specific, detailed, complete, and reference plan sheet numbers and code sections where applicable. Interwest will provide a clear, concise and thorough document from which clients, designers, contractors and owners can work. Comment letters will be delivered to the City and other designated recipients (e.g., designers, contractors, owners) via email, FAX, and/or reliable overland carrier. If requested, Interwest will transmit plan review comments and coordinate re-checks directly with the applicant. Interwest will use the City's permitting software to update plan review status and attach plan review comment letters to the permit record.

Interwest Consulting Group's staff of engineers and plans examiners are always available and willing to discuss plan review issues for projects that we have reviewed with City staff, applicants, designers and/or contractors via meetings, phone, FAX or e-mail as required to resolve issues. Voice mails, e-mails and faxes will be responded to as quickly as possible, usually within 24 hours.

Previous Relevant Projects and References

CLIENT REFERENCES

The Southern California client references listed below may be contacted to verify Interwest's experience and qualifications.

CITY OF EASTVALE
Michele Nissen, *City Manager*
951.361.0900 | mnissen@eastvaleca.gov
12363 Limonite Ave Suite 910, Eastvale, CA 91752

CITY OF POMONA
Mark Lazzaretto, *Former Director of Planning, Housing, & Building*
626.308.2800 | mlazzaretto@sgch.org
505 S. Garey Avenue | Pomona, CA 91766

CITY OF LAKE FOREST
Gayle Ackerman, *Director of Development Services*
949.461.3460 | gackerman@lakeforestca.gov
25550 Commercentre Drive | Lake Forest, CA 92630

CITY OF WILDOMAR
Gary Nordquist, *City Manager*
951.677.7751 | gnordquist@cityofwildomar.org
23873 Clinton Keith Rd # 201, Wildomar, CA 92595

CITY OF SANTA CLARITA
Frank Oviedo, *Assistant City Manager*
661.255.4901 | foviedo@santa-clarita.com
23920 Valencia Blvd., Ste. 140 | Santa Clarita, CA 91355

COMPARABLE CONTRACTS

Below is a list of clients to which Interwest staff provides comparable building and safety services.

CLIENT	SCOPE OF WORK
City of Agoura Hills	Building Plan Review & Building Inspection
City of Anaheim	Building Plan Review, Building Inspection & Permit Technician
City of Buena Park	Building Plan Review
City of Chino Hills	Building Inspection
City of Corona	Building Plan Review and Building Inspection

City of Costa Mesa	Interim Building Official, Building Plan Review, Building Inspection, Interim Public Works Director, Engineering Plan Review, Construction Management & Inspection
City of Covina	Building Plan Review & Building Inspection
City of Eastvale	Building Official, Building Plan Review, Building Inspection & Permit Technician; Engineering Plan Review, Construction Management and Inspection
City of Hemet	Building Plan Review & Building Inspection
City of Indio	Building Inspection
City of Irvine	Building Plan Review, Building Inspection, Engineering Plan Review, Grading Inspection, Engineering Counter Services
City of Lake Forest	Building Official, Building Plan Review, Building Inspection & Permit Technician
City of Long Beach	Building Plan Review & Inspection
City of La Quinta	Building Plan Review
City of Monterey Park	Building Plan Review
City of Montclair	Fire Plan Review
City of Murrieta	Building Official, Plan Review & Inspection
City of Palm Springs	Building Inspection
City of Pomona	Building Official, Building Plan Review, Building Inspection & Permit Technician; Engineering Plan Review, Construction Management and Inspection Services
City of Rancho Cucamonga	Plan Review & Inspection
City of Redlands	Plan Review & Inspection
City of Rialto	Plan Review
City of Santa Clarita	Assistant Building Official, Plan Review, Inspection & Permit Technician Services
City of South El Monte	Building Plan Review
City of South Gate	Building Plan Review
City of Upland	Building Official, Building & Fire Plan Review, Inspection, Permit Technician
City of Vernon	Plan Review & Inspection
City of Wildomar	Building Official, Building Plan Review, Building Inspection, & Permit Technician; Engineering Plan Review, Construction Management & Inspection Services
City of Yorba Linda	Building Plan Review, Building Inspection, Construction Management & Inspection
County of Los Angeles	Building Inspection & Permit Technician
County of Mono	Building Plan Review
County of Riverside	Building Plan Review, Building Inspection, Engineering Plan Review

Experience of Proposed Personnel & Resumes

PROPOSED PERSONNEL | STAFF QUALIFICATIONS

The following is a chart of our proposed staff's licenses and certifications.

<i>Name</i>	<i>Current Licenses & Certifications</i>	<i>License & Certification Number</i>
Ron Beehler, SE, CBO <i>Principal-in-Charge</i>	CA Registered Professional Civil Engineer CA Registered Professional Structural Engineer NV Registered Professional Civil Engineer NV Registered Professional Structural Engineer CABO Certified Building Official ICC Certified Building Official ICC Building Code Specialist ICC Building Plans Examiner ICC Building Inspector	C39404 S3632 CE019992 SE019992 1492 801789 801789 801789 801789
Jay Elbettar, PE, CASp, LEED AP, CBO, ICC <i>Southern CA Building Safety Services Manager Building Official Certified Access Specialist</i>	CA Registered Professional Civil Engineer Certified Access Specialist ICC Certified Building Official ICC CAL Green Inspector ICC Building Plans Examiner ICC Certified Sustainability Professional ICC CALGreen Plans Examiner ICC CA Commercial Building Inspector ICC Accessibility Inspector/Plans Examiner ICC Commercial Building Inspector ICC Permit Technician ICC Permit Specialist	36388 CASp-117 860995 860995 860995 860995 860995 860995 860995 860995 860995 860995
Bradley Fliehmman, CBO, ICC <i>Chief Building Official Inspection</i>	ICC Certified Building Official ICC CA Residential Combination Inspector ICC Building Inspector ICC Electrical Inspector ICC CA Residential Building Inspector ICC CA Residential Electrical Inspector ICC CA Residential Mechanical Inspector ICC CA Residential Plumbing Inspector ICC CA Commercial Building Inspector ICC CA Commercial Electrical Inspector ICC/AACE Property Maintenance and Housing Inspector	5277991 5277991 5277991 5277991 5277991 5277991 5277991 5277991 5277991 5277991 5277991



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E D U C A T I O N

Graduate coursework in Structural
and Geo-Technical Engineering
California State University Sacramento

BS, Civil Engineering
California State University, Chico

AA, Physical Science
Butte College, Oroville, CA

**R E G I S T R A T I O N S
C E R T I F I C A T I O N S**

Structural Engineer
State of California | SE3632

Professional Civil Engineer
State of California | CE39404

Structural Engineer
State of Nevada | SE019992

Professional Civil Engineer
State of Nevada | CE019992

International Code Council | 801789

ICC Certified Building Official

ICC Building Code Specialist

ICC Building Plans Examiner

ICC Building Inspector

Lecturer on Building Code Related Topics

California Licensed General and
Electrical Contractor

National Earthquake Hazard Reduction
Program Training

California Construction Law Training

Construction Claim Mitigation Training

Leadership Training

**A F F I L I A T I O N S
A C C O M P L I S H M E N T S**

Past President of San Joaquin ICC Chapter
of Building Officials

Vice president of Napa Solano ICC Chapter

Multiple Term Board of Director Member
for the Sacramento Valley Association of
Building Officials

Ron Beehler, SE, CBO

Director of Building Safety Services Principal-in-Charge

Ron utilizes experience gained through more than 35 years of hands on experience performing life safety, accessibility and structural plan reviews to successfully manage building departments, building department services and high-profile building projects on behalf of public agencies throughout California. Ron's experience includes establishing and coordinating on-site building department services for large multi-building projects and unique fast paced development projects. Ron has served as Chief Building Official for multiple California public agencies including interim assignments. Ron has also provided building department assessments on behalf of municipal clients to identify inefficiencies and implement best practice improvements.

Licensed as a Civil and Structural Engineer in California and Nevada, certified by the International Code Council as a Building Official, Plans Examiner and Building Inspector, Ron is uniquely qualified to evaluate and manage all building department services. His background includes the position of Chief Building Official with the City of Sacramento directing a staff of 120 engineers, plan reviewers and building inspectors, Chief of Engineering Design and Construction for the California National Guard and Senior Structural Engineer with the Office of Statewide Health Planning and Development (OSHPD).

Ron is dedicated to maintaining his knowledge of California building codes, laws and regulations related to building department operations. He frequently lectures and presents classes on technical topics on behalf of professional organizations including CALBO and multiple International Code Council Chapters throughout California and other western states. Ron attends structural and building code symposiums, lectures, and training classes on a regular basis to ensure up-to-date knowledge of building code requirements as they relate to state-of-the-art building design practices.

P R O J E C T S P E C I F I C E X P E R I E N C E

Director, Building Safety Services

2006 - Present Interwest Consulting Group | CA

Ron provides direct oversight of all Building Safety services including coordination of all plan review and building inspection services, ensuring timely and responsive services. Ron works with building officials for our full-service clients to insure timely and efficient services. Ron also manages and provides direct oversight of plan review and inspection services for large, complicated and fast paced projects on behalf our public agency clients.

Chief Building Official

2003 - 2006 City of Sacramento | CA

Ron planned, directed and managed activities for a large 120-person building department with oversight responsibilities for construction inspections and plan review of 18,000 permitted projects annually. He planned, organized, administered and evaluated staff work. Other duties included report writing and presentations to community groups, city council and professional organizations, and planning and administering a budget of \$13.6 million.



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Supervising Engineer | Building Inspection Division

2002 - 2003 City of Sacramento | CA

Ron supervised plan review, managing plan intake and public counter functions for 2 regional permit centers, trained and mentored staff, met with architects and engineers to resolve building code related issues, coordinated plan review for high profile projects, and worked with field inspection supervisors and inspectors.

Regional Compliance Officer | Senior Structural Engineer

1998 - 2002 CA State Office of Statewide Health Planning & Development

Ron supervised regional hospital inspection program coordinating field inspection staff and approval of special inspection issues. He resolved complicated code related inspection issues, and reviewed plans, specifications and structural calculations for healthcare facilities. Ron consulted with architects and engineers to resolve complex code interpretation issues. He researched and investigated structural adequacy of building materials and manufactured products, and verified proper loads, forces and materials for the design of buildings and equipment anchorage.

Chief of Facilities Engineering

1991 - 1998 California National Guard | CA

Ron supervised and planned work for engineering design and project inspection staff, developed scope and budgets for projects, directed preparation of plans from preliminary design through working drawings, coordinated and approved project specifications and cost estimates, negotiated and approved project changes, coordinated inspection activities, resolved inspection disputes, represented National Guard/Military Department at public meetings, conducted plan review for projects designed by consultants, and presented design concepts and final designs.

Associate Structural Engineer

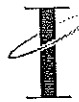
1987 - 1991 CA State Office of Statewide Health Planning & Development

Ron reviewed construction plans and specifications for new hospitals and skilled nursing facilities for California Building Code and UBC requirements, met with architects and engineers to resolve plan review issues, reviewed field changes, investigated and resolved construction conflicts and other administrative duties.

Associate Engineer | Architect

1983 - 1987 Sacramento County Building Dept/Plan Review Division

Ron reviewed construction plans and specifications, and structural calculations for building code compliance, reviewed plans for residential, multi-residential, commercial and industrial structures, and met with designers to resolve code issues related to commercial and residential structures.



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GROUP**

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EDUCATION

Master of Science, Structural Engineering,
University of Southern California,
Los Angeles, 1985

Graduate Studies, Civil Engineering,
California State University,
Los Angeles, 1983

Bachelor of Science, Civil Engineering,
University of Baghdad, 1978

**REGISTRATIONS
CERTIFICATIONS**

Registered Professional Engineer, CA | 36388
Registered Professional Engineer, TX, FL CO, TN,
NV, GA

LEED Accredited Professionals, (USGBC)

Certified Access Specialist CASp, (DSA) - State of
California Division of State Architect

International Code Council | 860995

CALGreen Inspector
Building Plans Examiner
Certified Sustainability Professional
CALGreen Plans Examiner
Certified Building Official
California Commercial Building Inspector
Accessibility Inspector/Plans Examiner
Commercial Building Inspector
Permit Technician
Permit Specialist

AWARDS

Department of the Army Commendation,
1983, work on Construction of the Space
Shuttle Assembly Building and Faculty
Modifications, Vandenberg Air Force Base,
California.

Donovan Award, City of Glendale, 1994

Certificates of Appreciation, International
Conference of Building Officials, 1997-1998,
1998-1999 and 1999-2000.

Certificates of Appreciation, International Code
Council, 2001, 2002.

California Senate Resolution, 2009,
Exemplary Record of Personal, Professional
and Civic Leadership during Presidency of
leadership of CALBO

2010 International Code Council Gerald E.
Jones Code Official of the Year award

Induction to the California Building Officials
Association Hall of Fame, CALBO, 2014

Honorary Life Time Member, California Building
Officials Association, CALBO, 2018

Jay Elbetta, PE, CBO, LEED-AP, CASp

Building Official

Jay has nearly 40 years of building official and plan review experience. His progressive and extensive knowledge of the building industry and municipal organizations translates into efficient and effective services to our clients.

Jay is a renowned expert on building code applications, interpretations and administration. He has served on local, state and national boards, commissions and committees that developed and produced state and national codes. He holds a bachelor and a master's degree in engineering and is a licensed professional engineer in seven states. He is a LEED Accredited professional and holds many ICC national and state certifications.

Jay is an excellent supervisor and communicates effectively with co-workers, architects, engineers, property owners, and the general public, both verbally and in writing.

PROJECT SPECIFIC EXPERIENCE

Building Safety Manger

2018 - Present Interwest Consulting Group | CA

Building Official/Regional Director

2010 - 2018 CAA/City of Mission Viejo | CA, Town of Lyons, CO,
City of Wheat Ridge, CO, Town of Bennet, CO, Carson City, NV and City of
Sparks, NV

Director of Building & Safety

1997 - 2010 City of Newport Beach | CA

Building Official

1995 - 1997 City of Glendale | CA

President

1983 - 1997 Bettar & Assoc., Consulting Engineers & Architects

Senior Engineer

1992 - 1995 City of Glendale | CA

Civil Engineer | Plan Check Supervisor

1991 - 1992 City of Glendale | CA

Structural Engineering Associate

1990 - 1992 City of Glendale | CA

Structural Engineer (GS-12)

1981 - 1990 U.S. Army Corps of Engineers

INDUSTRY AFFILIATIONS

- Member, American Society of Civil Engineers (ASCE)
- Member, International Code Council (ICC)
- Member, Los Angeles Chapter (ICC)
- Member, California Building Officials (CALBO)
- Past member, Structural Review Committee (ICBO)
- Past member, California Building Officials Board of Registration for Engineers and Land Surveyor
- Past co-chair, ICBO Orange Empire Chapter, Code Development Committee



**INTERWEST
CONSULTING
GROUP**

www.interwestgrp.com

- Served as Treasurer, Secretary, Vice President, President, and Past President of the Orange Empire Chapter and two times chair of the county wide code uniformity adoption effort. (ICC)
- Past member, Civil Engineering Technical Advisory Committee, Board of Registration for Engineers and Land Surveyors, State Of California
- Past member, ICC Building Performance Committee (ICC)
- Past Member, Building and Fire Board of Appeals, City of Glendale
- Past member, California Building Officials Disabled Access Committee (CALBO)
- Past Chair, California Building Officials Automation and Newsletter Committee (CALBO)
- Former Vice chair, California Building Officials Building Standards Committee (CALBO)
- Past Member, Structural Design and Lateral Forces Advisory Committee, Building Standards Commission, State of California
- Instructor (CALBO CTI)
- Chair, ICC-CALBO Exam Development Committee (ICC)
- Past President, California association of Building Officials Board of Directors (CALBO)
- Past Member, State of California Hospital Building Safety Board (OSHPD)
- Past Chair, Seminars and Education Committee (Hospital Building Safety Board)
- Past Vice Chair, Code Cycle/Green Building Committee (Hospital Building Safety Board)
- Past Member, Standard Details Committee (Hospital Building Safety Board)
- Past Member, Certified Access Institute Board, CASI
- Past Member, Board for international and professional Standards (ICC)
- Chair, ICC-ES Board of Managers (ICC)
- Former Commissioner/Vice Chair, State of California Seismic Safety Commission, Governor's Appointment
- Honorary Life Time Member, Orange Empire Chapter (ICC)
- Honorary Life Time Member, Sacramento Valley Chapter (ICC)
- President of The International Code Council, (ICC)



**INTERWEST
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EDUCATION

B.S., Business Management
University of Phoenix
2008

AA Degree- General Studies, Cerritos
College- Norwalk, 1995

**REGISTRATIONS
CERTIFICATIONS**

International Code Council | # 5277991

ICC Certified Building Official
ICC CA Residential Combination Inspector
ICC Building Inspector
ICC Electrical Inspector
ICC CA Residential Building Inspector
ICC CA Residential Electrical Inspector
ICC CA Residential Plumbing Inspector
ICC CA Residential Mechanical Inspector
ICC CA Commercial Building Inspector
ICC CA Commercial Electrical Inspector
ICC / AACE Property Maintenance and
Housing Inspector

Bradley Fliehmman, CBO, ICC

Building Official | Building Inspector

Bradley is a seasoned, ICC Certified Building Official and Building and Electrical Inspector with extensive leadership experience in public program management. He is well-versed in building code requirements as well as the inner-workings of municipal Building and Safety departments. His career includes more than 18 years of experience in electrical construction and maintenance, 5 years in the electrical utility industry with high voltage experience, and 12 years in management positions. This experience has given him the necessary insight to assist City plan check staff with complex electrical plan reviews.

PROJECT SPECIFIC EXPERIENCE

Building Inspector

2018 – Present

Interwest Consulting Group

Bradley currently provides building Inspection Services to the City of Lake Forest. He performs construction inspections on residential and commercial projects including structural, mechanical, electrical and plumbing inspections. He also assists staff on complex electrical plan reviews.

Journeyman Inside Wireman

2016 – 2017

IBEW LU 332

In this position, Bradley was the crew foreman for mechanical controls installation on new Apple Headquarters for CH Reynolds; demolition and temporary power for the new El Camino Hospital site for Rosendin Electrical; the one-line crew on the new 521,000s.f., 5 story Lucille Packard Children's Hospital for Redwood Electric Group; and the construction of new charging stations for electric busses at Stanford University for Pfiffer Electric.

Field Supervisor

2015 – 2016

Conti Corp.

As part of the Renewable Energy Division, Bradley assisted the Senior Project Manager in estimating, planning, and information management of numerous solar projects including multiple PV canopies for medical facilities (\$300-\$400K each location), the Calipatria Solar Farm (20 MW), and the Beacon Solar farm (250MW). As part of the Service Division, he managed numerous small scale electrical projects (up to \$100k) mostly involving commercial/industrial upgrades and electric vehicle charging stations. He was responsible for all aspects of field supervision and project management including estimating, subcontract coordination, manpower planning, and RFIs.

Journeyman Inside Wireman

1994 – 2013

IBEW LU 332/ 617

In this position, Bradley participated in many projects including: a capacity upgrade in an active CSI Data Storage Center; the construction of new Facebook Campus for Rosendin Electric; research and commissioning crew and the major expansion and remodel of terminal 3 of the SFO Intl Airport for Cupertino Electric; and a residential remodel of the Sacred Heart Jesuit Center for Best Electric.

Foreman

2014

IBEW LU 639-JW

Bradley was the foreman on the harness crew for the Topaz Solar Farm (550MW).

Foreman

2012 – 2014

IBEW LU 440-JW

Bradley was the journeyman workman on Commissioning and the foreman on the installation of PV panels of the Desert Sunlight Solar Farm (500MW). He was also the journeyman workman on several wastewater treatment upgrade projects.



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Journeyman Service Technician

2010 – 2012

A.B.M.

Bradley performed electrical service calls and small residential, commercial, industrial projects. He was responsible for estimating projects, executing agreements and completing within expected margins. He also was the advanced lighting control and digital video display specialist (Daktronics).

Code Compliance Supervisor

2006 – 2008

City of Corona

As Code Compliance Supervisor, Bradley was responsible for 5 employees performing investigations on illegal construction and combination inspections through final.

Journeyman Electrical Mechanic | Building Mechanical Inspector | Wastewater Treatment Electrician

2000 – 2006

City of Los Angeles

In the Department of Water and Power, Bradley served as a Journeyman Electrical Mechanic on the construction of new substations and upgrades including two large solar arrays for the LA Convention Center. He was also a rigging specialist.

For the Department of Building and Safety, he was a Building Mechanical Inspector and Combination residential inspector assigned to the code enforcement division.

In the Department of Sanitation, he was a Wastewater Treatment Electrician, in a maintenance position at the Hyperion Treatment Plant with advanced industrial automation, high voltage, and motor control including SCADA.

Journeyman Wireman

1999 – 2000

IBEW LU 11

Bradley participated in a major remodel project at Dodger Stadium and a new polypropylene plant at the Arco refinery.

Director of Operations

1996 – 1999

Sign Doctor

Bradley was responsible for field operations including troubleshooting, estimating, and repair and maintenance of electrical signs, site lighting, and controls.

Fee Structure

Below, we have provided plan review and staffing fees, broken down as requested in the RFP. We have developed an alternative fee structure to provide enhanced high quality comprehensive building safety services to the City of Montebello for your consideration.

Hourly rates schedule for inspection and other staffing services

In order to provide the city enhanced Building and Safety Services we are proposing an experienced and qualified Building Official who will in turn serve as a Combination Building Inspector to be available to the City as requested in the RFP. This strategy will benefit the City of Montebello in providing consistent and thorough approach in code compliance. In addition, the proposed staffing will afford the city flexibility in seeking Building Official and or Building Inspector assistance at any given time utilizing the same hourly rate. The public will benefit from this strategy by being able to obtain resolutions to their issues rapidly and instantaneously through interaction with the same person in the field and in the city's offices. The building official will be able to complete minor plan reviews during their presence at the city, time permitting. In addition, our Project manager will also provide technical and administrative support to our onsite staff as-needed.

- Building Official/Senior Building Inspector.....\$100

Overhead cost, including mileage

- Mileage while performing City duties will be charged at the current IRS rate.
- Any work requested by the City in excess of eight hours per day, or on nights and weekends (overtime) will be charged at 125% of the noted rate.

Alternative Fee Structure

In order to ensure cost consistency to the city and streamlined building safety strategy, we propose to provide comprehensive Building and Safety Services as follows:

- One Permit Technician to cover the Building Department counter, Monday – Thursday 7:30 am – 5:30 pm excluding lunch hour
- One Building Inspector to perform all requested Building Division inspections, on-site 8 am- 5 pm two days per week for 16 hours per week.
- Building Official services not to exceed 8-hours per week.
- Perform all typical building department plan review services to include plan review of architectural, structural, mechanical, electrical, energy, plumbing, accessibility, green building standards, on-site civil, on-site grading and stormwater/NPDES code requirements as applicable

We propose to provide the services as identified in our alternative fee structure of a fee of 54% of the combined monthly building department revenue charged by the City based on the current adopted fee schedule for Building Department Services. For services beyond those identified above, we propose to utilize the following hourly rates.

SCHEDULE OF HOURLY BILLING RATES

CLASSIFICATION	HOURLY BILLING RATE
Certified Building Official.....	\$125
Licensed Plan Review Engineer (Struct., Mech., Elect., Civil, Grading).....	\$135
ICC Certified Plans Examiner.....	\$95
Permit Technician.....	\$60-\$65
ICC Certified Building/Fire Inspector	\$85-\$95
CASp Services.....	\$100

Interwest will transport plans for plan reviews which cannot be completed on-site between the City and our Regional Offices at no additional charge to the City.

Potential Five Year Contract Fees (initial 3-year term and the optional 2-year extension)

Contract Year	Total Fee Per year
1 st	\$124,800
2 nd	\$124,800
3 rd	\$128,544
4 th	\$131,115
5 th	\$133,737

AVERAGE \$128,599

Submitted To

CITY OF MONTEBELLO

City Clerk's Office

1600 W. Beverly Blvd.

Montebello, CA 90640

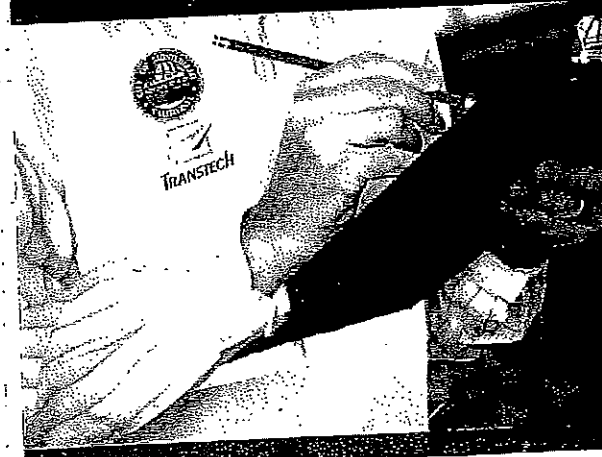
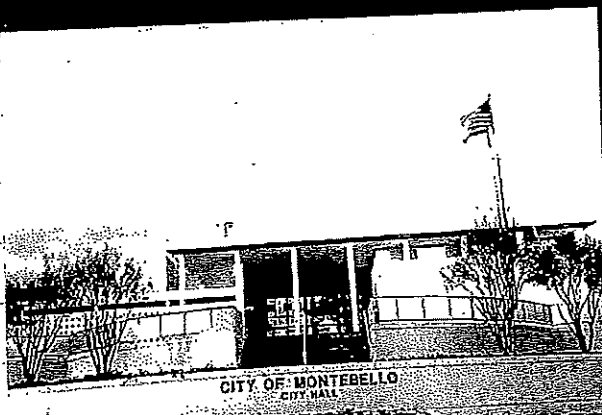
Attention: REQUEST FOR PROPOSALS (RFP #
19-2) FOR BUILDING AND SAFETY SERVICES



Due Date: August 30, 3:00 PM

Submittal Requirement: 4 original copies
& 1 electronic (pdf in thumb drive)

PROPOSAL (RFP # 19-2) FOR BUILDING AND SAFETY SERVICES



Submitted By

TRANSTECH ENGINEERS, INC.

TRANSTECH

13367 Benson Avenue
Chino CA 91710

www.transtech.org
855.595.2495 (toll-free)

ISO 9001 Certified

Contact Persons for this Proposal:

Ayla Jefferson, CBO

ayla.jefferson@transtech.org

C: 909-851-5765

Dennis Tarango, CBO

dennis.tarango@transtech.org

C: 909-821-7117

A. COVER LETTER

August 30, 2018

CITY OF MONTEBELLOCity Clerk's Office
1600 W. Beverly Blvd.
Montebello, CA 90640Attention: **REQUEST FOR PROPOSALS (RFP # 19-2) FOR BUILDING AND SAFETY SERVICES****TRANSTECH**13367 Benson Avenue
Chino CA 91710
www.transtech.org
855.595.2495 (toll-free)
ISO 9001 Certified**Subject: PROPOSAL, (RFP# 19-2) FOR BUILDING AND SAFETY SERVICES**

In response to the City's request, Transtech is pleased to submit this proposal for the subject services.

Our proposal is submitted in the format specified in "Section V. Required Proposal Format" of the RFP.

Established in 1989, Transtech (a California Corporation) is a multi-disciplinary engineering consulting firm, which provides municipal engineering services. Transtech is currently providing similar contract services to approximately 25 agencies, and has extensive experience working in a mixed staff/consultant environment for approximately 30 years.

We are accustomed to working with governmental agencies and have an experienced understanding of governmental issues and budgetary complexities, which include but are not limited to policies and procedures. We consider our staff as extension of City staff, and work in the same structure and hierarchy as other City staff, and coordinate and interact with various City staff members. Our staff and resources include approximately 100 engineers, project managers, designers, plan checkers, inspectors, construction managers, traffic and transportation analysts, technicians, admin support personnel and contract/subcontract staff. We have necessary staff and resources available to commence with assignments upon City's authorization and compete them efficiently.

Our Service Capabilities include:

- Building and Safety Services, Building Inspection, Plan Check, Building Evaluations, City Building Official, Code Enforcement
- Civil Engineering, Freeways and Interchanges, Local Streets and Roads, Sewerage, Water and Storm Drain, Pavement Management System, Grading Studies
- Staff Augmentation
- CIP Program Management
- Construction Management and Inspection
- Federally Funded Project Management
- Grant Writing
- CDBG Project Management
- City Engineer, City Traffic Engineer, Development Review, Public Works Engineering, Plan Check, Inspection
- Labor Compliance
- Planning Support
- Traffic and Transportation Planning and Engineering
- Water Resources Engineering
- Surveying, Mapping, ALTA, Right-of-way Engineering
- Emergency and Disaster Response, Support and Recovery Services

Following is a partial listing of our municipal services contracts:**City of Temple City**

- ✓ Building & Safety Services: Building Official, Plan Review, Inspection, As-Needed Permit Technician
- ✓ Engineering Services: City Engineering, Traffic Engineering, Design, Construction Management, CIP Project, Management, PW Inspection, Federally Funded Project Management

City of Alhambra

- ✓ Building & Safety Services: Building Official, Plan Review, Inspection, Permit Technician
- ✓ Engineering Services: City Engineering, Traffic Engineering, Design, Construction Management, CIP Project, Management, PW Inspection, Federally Funded Project Management



City of Seal Beach

- ✓ Building & Safety Services: Building Official, Plan Review, As-needed Inspection
- ✓ Public Works Services: Public Works/CIP Inspection

City of Claremont

- ✓ Building & Safety Services: Building Official, Plan Review, Inspection

City of Cudahy

- ✓ Building & Safety Services: Plan Review Services
- ✓ Engineering Services: City Engineering, Traffic Engineering, Design, Construction Management, CIP Project, Management, PW Inspection, Federally Funded Project Management

City of West Hollywood

- ✓ Building & Safety Services: As-Needed Inspection, Plan Review, Permit Technician

City of Hawaiian Gardens

- ✓ Building and Safety Services: Building Official, Plan Review, Inspection, Permit Technician

San Manuel Indian Reservation

- ✓ Building & Safety Services: Building Official, Plan Review, Inspection

San Manuel Casino (Requires staff clearance by State Gaming Agency)

- ✓ Building & Safety Services: Building Official, Plan Review, Inspection

City of South El Monte

- ✓ Engineering Services: City Engineering, Traffic Engineering, Design, Construction Management, CIP Project, Management, PW Inspection, Federally Funded Project Management, and PW Plan Check

City of Placentia

- ✓ Development/Public Works Plan Check: As-Needed Development/Public Works Plan Check

City of San Bernardino

- ✓ Engineering and Building Division Services: As-Needed Engineering, Construction Management, Inspection

San Bernardino County Housing Authority

- ✓ Engineering and Building Division Services: As-Needed Engineering, Building & Safety Support Services

City of Big Bear

- ✓ Engineering Services: Design Services

City of South Pasadena

- ✓ Building & Safety Services: Building Official, Plan Review, Inspection, Permit Technician

City of Bell

- ✓ Building & Safety Services: Building Official, Plan Review, Inspection, As-Needed Permit Technician
- ✓ Engineering Services: Civil Design Services

City of Commerce

- ✓ Building & Safety Services: Building Official, Plan Review, Inspection
- ✓ Engineering Services: City Engineering, Traffic Engineering, Design, Construction Management, CIP Project, Management, PW Inspection, Federally Funded Project Management

City of Montebello

- ✓ Building and Safety Services: Building Official and Inspection

UTC Corporation/City of Riverside

- ✓ Building & Safety Services: Plan Review, Inspection, and Support

City of San Marino

- ✓ City Traffic Engineering Services: City Traffic Engineering

City of Monterey Park

- ✓ Engineering Services: Engineering Support, Traffic Engineering, CIP Management, As-Needed PW Plan Check

- ✓ Building & Safety Services: Building plan check and inspection services on City CIP Building projects under PW Department

Riverside County Economic Development Agency

- ✓ Engineering and Building Division Services: As-Needed Engineering, Building Evaluations, & Surveying Services

City of Manhattan Beach

- ✓ Engineering/Public Works Services: Design, Public Works and Construction Inspection, Construction Management Services

City of Irwindale

- ✓ Public Works Inspection Services: Public Works/CIP Inspection

City of Beaumont

- ✓ Engineering Services: Engineering Support Staff Augmentation Services

Local Firm:

Our resources and staff are always within the nearby area, and always available to respond to City's needs and requests in an efficient manner on short notices consistent with our "Same Day Response" motto. We have extensive experience in providing similar services. In the nearby local area, we provide similar services to the Cities of South Pasadena, Alhambra, Monterey Park, Montebello, Commerce, Bell, Cudahy, Temple City, South El Monte.

Our company and staff are members or serve on various committees:

- American Public Works Association (APWA)
- American Society of Civil Engineers (ASCE)
- Construction Management Association of America (CMAA)
- Institute of Transportation Engineers (ITE)
- Commissioner; CALBO Outreach/Communications Committee
- ICC Los Angeles Basin Chapter Board of Directors
- ICC Building Officials Membership Governing Council
- ICC Code Development Committee Vice Chair



- Chair; ICC Sustainability Membership Council
- Chair; ICC LA Basin Chapter Inspection Committee
- Commissioner; ICC Codes & Standards Council
- Commissioner; CALBO Green Committee
- Commissioner; ICC/CALBO CA Exam Committee

- ICC Technology/Web Advisory Group
- IAS Accreditation Committee
- ICC LA Chapter Accessibility Committee

Licenses and Certificates of the Firm and Staff Members in Diversified Fields

- ICC Certified Building Official
- ICC Certified Building Code Official
- ICC Certified Sustainability Professional
- ICC Certified Building, Electrical, Mechanical & Plumbing Electrical Plans Examiner
- ICC Certified Commercial Building, Electrical, Mechanical & Plumbing Inspector
- ICC Certified Residential Building, Electrical, Mechanical & Plumbing Inspector
- ICC Certified Combination Inspector
- ICC Certified Fire Plans Examiner
- ICC Certified Permit Technician
- ICC Certified CalGreen - California Green Building Plan Examiner
- ICC Certified CalGreen - California Green Building Inspector
- ICC Certified CA Residential Mechanical Inspector
- ICC Certified Plumbing Inspector UPC
- ICC Certified CA Commercial and Res Plumbing Inspector
- ICC Certified Accessibility Plans Examiner
- ICC Certified Accessibility Inspector
- CAsp, California Access Specialist
- IAPMO Certified CA Residential Mechanical Inspector
- Professional Licensed Engineer (PE, SE, ME, EE)
- Professional Licensed Traffic Engineer (TE)
- Professional Licensed Land Surveyor (PLS)
- Professional Transportation Planner (PTP)
- Licensed General Contractor A and B
- Qualified Storm Water Pollution Prevention Plan Developer (QSD)
- Qualified Storm Water Pollution Prevention Plan Practitioner (QSP)
- General Permit Qualified Industrial Stormwater Practitioner (QISP)

Quality, Cost Effective, Efficient, Responsive Service:

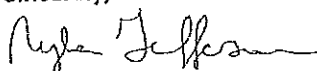
- Our services are founded on the principals of Total Quality Management for Total Customer Care and Satisfaction.
- All telephone calls or e-mails received are returned within same working day, or the following day. We take pride in our "Same Day Response" motto.
- Transtech also provides a 24-hour emergency contact number to its clients.
- Customer Care means highest quality customer service. Transtech is committed to providing "Customer Care" to the City, City's patrons; responding quickly and effectively to the walk-in, telephone, and electronic inquiries of the public related to our services. Responsiveness is an integral part of Transtech's "Customer Care" service approach.
- Our Contract Principal will meet with the Client's Project Manager frequently for service evaluation and address any areas for improvements.
- Responsiveness is an integral part of Transtech's "customer friendly" service approach. While our service is always on an "as needed" basis, our responsiveness is on "full-time" basis.
- Transtech understands the importance of being able to expedite certain projects, when requested, by the City. Transtech has sufficient staff and resources to expedite projects.

We are deeply committed to maintaining our partnership with our valued customers, its community, and remain open and enthusiastic to receiving input on how to best serve the City's needs today and in the future to further enhance the City's reputation as an ideal community to live, invest, work, and play in.

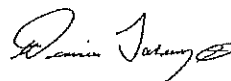
Our well experienced in-house staff is readily available to commence with the services upon authorization.

Thank you for the opportunity to submit this proposal. If you have any questions or need additional information, please contact Ayla Jefferson, CBO, C: 909-851-5765; E: ayla.jefferson@transtech.org.

Sincerely,



Ayla Jefferson, CBO, Principal Building Official
E: ayla.jefferson@transtech.org; C: 909-851-5765



Dennis Tarango, CBO, Principal Building Official
E: dennis.tarango@transtech.org; C: 909-821-7117



B TABLE OF CONTENTS

B. TABLE OF CONTENTS

B.1

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G. PROPOSED PERSONNEL AND RESUMES	G.1 – G.24
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APPENDIX – CONTRACT	



C SUMMARY SHEET

C.1

C. SUMMARY SHEET

Information listed in RFP: 1. This section of the proposal must include a fully-completed copy of the Summary Sheet included with this proposal.

Summary Sheet has been received with Addendum 1:

CITY OF MONTEBELLO

BUILDING AND SAFETY SERVICES (RFP NO. 19-2)

SUMMARY SHEET

- I. Consultant shall perform the following services/tasks, per the RFP:

Services/Tasks	Hours/Week	Hourly Rate	Weekly Rate	Annual Cost (52 weeks)
Building Official	8	\$135	\$1,080	\$56,160
Combination Building Inspector	16	\$84	\$1,344	\$69,888
Total Annual Cost				\$126,048

Below is signed Addendum, which transmitted the above Summary Sheet:

City of Montebello

Planning and Community Development Department

To: Prospective Responders/Bidders

From: Danilo Batson
Assistant City Manager

Date: August 13, 2018

Subject: RFP No. 19-2 – Request for Proposals for Building and Safety Services
(ADDENDUM # 1 – RESPONSES TO INQUIRIES)

I. RESPONSES TO INQUIRIES:

- 1) Required Proposal Format, states "This section of the proposal must include a fully-completed copy of the Summary Sheet included with this proposal." This sheet does not seem to be included in the RFP. Will this item be located in an addenda at a later date?

ANSWER: Please use the form attached for this purpose.

Bidder's Certificate: (This Certificate must be signed and returned together with the Bid Proposal, otherwise the submitted bid shall be considered incomplete.)

I ACKNOWLEDGE RECEIPT OF THIS ADDENDUM #1 AND I ACCEPT THE
AFOREMENTIONED CONDITIONS.

DATE: 8/30/2018

COMPANY: Transtech Engineers, Inc.

SIGNATURE:

Ayla Jefferson, CBO, Principal Building Official

TITLE:



Information listed in RFP: 2. Provide the name, title, experience and qualifications of the personnel who will be assigned to the project.

Ayla Jefferson, CBO, Principal Building Official



- ✓ Over 20 years of experience
- ✓ Serves as Contract Building Official at various agencies under Transtech's Municipal Service Contracts
- ✓ First person in the US to achieve the new Certified Sustainability Professional certification launched in July 2017 by ICC
- ✓ Involved in ICC organization in various positions, including ICC National Chair for ICC Sustainability Membership Council; Chair for ICC Los Angeles Basin Chapter Inspection Committee; Commissioner for ICC Codes & Standards Council, Commissioner for Calbo Green Committee, Outreach & Communications Committee and ICC CALBO Exam Development Committee
- ✓ ICC Certifications: Building Code Official; Certified Building Official; Certified Sustainability Professional; Accessibility Inspector; Accessibility Plans Examiner; Building Plans Examiner; CalGreen-California Green Building Plans Examiner, Building Inspector; CBC Building Inspector, UBC Building Inspector; California Commercial Building Plans Examiner, Plumbing Inspector, Residential Plumbing Inspector, Residential Mechanical Inspector; UPC Plumbing Inspector
- ✓ IAPMO Certified Plumbing Inspector, Mechanical Inspector
- ✓ Her local agency experience at Transtech's current contract cities include providing building and safety related services for the Building and Safety Division/Departments to the Cities of Alhambra, Temple City, South Pasadena, Seal Beach, West Hollywood, Monterey Park (Public Works Plan Review), Bell, Cudahy, Montebello, San Manuel Indian Reservation and Casino.
- ✓ Prior experience includes working with the Cities La Habra Heights, Hawaiian Gardens, and Huntington Park.

Dennis Tarango, CBO, Backup Building Official



- ✓ Over 20 years of experience
- ✓ Serves as Contract Building Official at various agencies under Transtech's Municipal Service Contracts
- ✓ Involved in ICC organization in various positions, including ICC Sustainability Membership Council
- ✓ ICC Certifications: CBO, Building Plans Examiner, Commercial Building Inspector, Fire Plans Examiner
- ✓ His local agency experience at Transtech's current contract cities include providing building and safety related services for the Building and Safety Division/Departments to the Cities of Alhambra, Temple City, South Pasadena, Seal Beach, West Hollywood, Monterey Park (Public Works Plan Review), Cudahy, Montebello, La Quinta, Riverside County Economic Development Agency, San Manuel Indian Reservation and Casino, and UTC Corporation/City of Riverside.
- ✓ Prior experience includes working with the Cities of Diamond Bar, Hemet, Baldwin Park, Hawaiian Gardens, Huntington Park, Brea, and Yorba Linda.



Bill Dorman, CBO, Backup Building Official, Inspector

- ✓ Over 30 years of experience
- ✓ Serves as Building Official, Plan Checker and Inspector for various Transtech Contract Cities.
- ✓ Previously served as Senior Structural Building Inspector, Supervising Engineering Plan Check Coordinator, and Building Official/Code Administrator for various Transtech Contract Cities
- ✓ Extensive experience in managing construction projects, owner representative services, code consulting, forensic investigative services, and expert witness and construction mediation services.
- ✓ ICC Certifications: CBO, Building Inspector, Building Plans Examiner
- ✓ His local agency experience at Transtech's current contract cities include providing building and safety related services for the Building and Safety Division/Departments to the Cities of Alhambra, Temple City, South Pasadena, Seal Beach, Monterey Park (Inspection and Public Works Plan Review), Cudahy, and San Manuel Indian Reservation.
- ✓ Prior experience includes working with the Cities of Pasadena, Hawaiian Gardens, and Huntington Park.

Jeffrey Kao, PE, CBO, CASp, Backup Building Official, Inspector

- ✓ Over 20 years of experience
- ✓ MS in Structural Engineering, BS in Civil Engineering.
- ✓ Licensed Civil Engineer (PE)
- ✓ ICC Certifications: CBO, Building Plans Examiner, CalGreen Inspector, CalGreen Plans Examiner, Mechanical Plans Examiner, Plumbing Plans Examiner, Building Inspector, CASp
- ✓ Extensive experience in Structural Plan Check
- ✓ Experience includes working as structural design engineer
- ✓ His local agency experience at Transtech's current contract cities include providing building and safety related services for the Building and Safety Division/Departments to the Cities of Alhambra, Temple City, South Pasadena, San Manuel Indian Reservation and Casino.
- ✓ Prior experience includes working with the Cities La Habra Heights and Huntington Park.
- ✓ Fluent in Chinese Mandarin

Mark Harold, CBO, Backup Building Official, Inspector

- ✓ Over 35 years of experience.
- ✓ Serves as Sr. Inspector, Plans Examiner, and Inspector Trainer at various Transtech Contract Cities
- ✓ ICC Certifications: CBO, Building Official, Plans Examiner, Commercial Building Inspector, Residential Building Inspector, Fire Inspector
- ✓ His local agency experience at Transtech's current contract cities include providing building and safety related services for the Building and Safety Division/Departments to the Cities of Alhambra, Temple City, South Pasadena, Seal Beach, Monterey Park (Building Inspection), Montebello, and San Manuel Indian Reservation and Casino.
- ✓ Prior experience includes working with the Cities of Hawaiian Gardens, Huntington Park, Temecula, and La Quinta



Eric Garcia, Building Inspector

- ✓ Over 5 years of experience
- ✓ Bilingual in Spanish
- ✓ ICC Certifications: Commercial Building Inspector, Residential Building Inspector, Structural Masonry, Reinforced Concrete, Prestressed Concrete, Residential Plumbing Inspector
- ✓ Highlights: L.A. City Masonry, L.A. City Reinforced Concrete, L.A. City Drilled- In-Anchor
- ✓ Serves as Inspector at various Transtech Contract Cities
- ✓ His local agency experience at Transtech's current contract cities include providing building and safety related services for the Building and Safety Division/Departments to the Cities of Alhambra and Bell.
- ✓ Prior experience Includes working with the Cities of Los Angeles, Orange, Los Angeles County, Hawaiian Gardens and Huntington Park.

Jason Robbins, Backup Building Inspector

- ✓ Over 6 years of experience.
- ✓ ICC Certifications: Building Inspector, Commercial Building Inspector, Residential Combination Inspector, Residential Building Inspector, Residential Electrical Inspector, Residential Mechanical Inspector, Residential Plumbing Inspector, Permit Technician
- ✓ Serves as Inspector at various Transtech Contract Cities
- ✓ His local agency experience at Transtech's current contract cities include providing building and safety related services for the Building and Safety Division/Departments to the Cities of Alhambra, Temple City, South Pasadena, Seal Beach, Bell, and Montebello.
- ✓ Prior experience includes working with the Cities of Commerce supporting LA County Staff and Huntington Park.

Robert Mendoza, Backup Building Inspector

- ✓ Over 20 years of experience
- ✓ ICC Certifications: Building Inspector and Permit Technician
- ✓ Serves as Inspector at various Transtech Contract Cities
- ✓ His local agency experience at Transtech's current contract cities include providing building and safety related services for the Building and Safety Division/Departments to the Cities of Alhambra, and South Pasadena.

Jonathan Tarango, Backup Building Inspector

- ✓ Over 8 years of experience
- ✓ ICC Certifications: Building Inspector
- ✓ Serves as Building Inspector and Permit Technician at various Transtech Contract Cities
- ✓ His local agency experience at Transtech's current contract cities include providing building and safety related services for the Building and Safety Division/Departments to the Cities of Alhambra.
- ✓ Prior experience includes working with the Cities of Diamond Bar, Hemet, and Huntington Park.

Thomas Navarrette, Backup Building Inspector

- ✓ Over 5 years of experience
- ✓ ICC Certifications: Residential Building Inspector
- ✓ Serves as Building Inspector at various Transtech contract cities including City of Bell, City of Alhambra, and City of Montebello.

Full Resumes of above persons are provided in Section G. PROPOSED PERSONNEL AND RESUMES of the Proposal.

Information listed in RFP: 3. Provide the resume of the Management Contact with the City as listed in the completed Summary Sheet.

Below is the resume of the Management Contact, Ayla Jefferson, CBO, who is designated as the Principal Building Official.

AYLA JEFFERSON, CBO, ICC Certified Building Official, Plans Examiner, Inspector

Ms. Jefferson has over 20 years of experience in private and governmental sector. She has extensive experience in managing building and safety departments of different municipalities under Transtech contracts. Ms. Jefferson holds over 15 International Code Council issued professional certifications including Certified Building Code Official and 2 IAPMO certifications. Recently she is recognized as the first person in the US to achieve the new Certified Sustainability Professional certification launched in July 2017 by International Code Council <http://media.iccsafe.org/news/icc-enevents/2017v14n24/jump-csp.html>

EDUCATION

- Rio Honda College, CE
- Bosphorous Univ, Turkey
- Athanee Royal, Belgium

CERTIFICATIONS

- ICC Certifications:
Building Code Official;
Building Official; Certified
Sustainability
Professional, Accessibility
Inspector; Accessibility
Plans Examiner; Building

She has served as Building Official, Deputy Building Official, Plan Checker, Code Enforcement Official, Community Improvement Coordinator, Planning Technician, and Inspector for various municipalities. As Building Official, she provides necessary code interpretations, and coordinates with agency staff and departments, and applicants on building and safety related issues. She handles building and zoning code violations as well as working in coordination with the City Prosecutor to abate violations. She also provides over the counter plan check as Deputy Building Official/Plans Examiner. She has broad knowledge of municipal government operations, including preparation and presentation of staff reports and resolutions to city councils, committees and related interaction with members of the public, other city departments and other governmental agencies. She has extensive experience in construction codes, building and safety plan review and inspection, code interpretations, and resolving code related construction and plan review problems on a broad range of projects.

She also coordinates code adoptions for Transtech contract cities. She is involved on various ICC boards, and has served and/or currently serving on a



- Plans Examiner
- California Building Plans Examiner
 - CalGreen-California Green Building Plans Examiner and Inspector
 - Building Inspector CBC
 - Building Inspector UBC
 - California Commercial Plumbing Inspector, Residential Plumbing Inspector
 - California Residential Mechanical Inspector
 - IAPMO Certified Plumbing, Mechanical Inspector

number of ICC Councils, Committees and Boards, locally and nationally. She also served on Calbo Green Committee on State level. She was also appointed as the first national Chair to the ICC Sustainability Membership Council. Ms. Jefferson is responsible for the management of Transtech's Building and Safety Department, and coordination with Transtech's municipal clients. With her analytical and strategic management skills, she provides strong leadership, develops and collaborates with primary contacts to protect and to enhance Transtech's position in specific proceedings; she facilitates and maintains close, long-term working relationships with municipalities in the building and safety realm.

HIGHLIGHTS

Currently serving as Vice Chair (Past Chair) on ICC Sustainability Membership Council; Currently serving Calbo Community & Outreach Committee; Served ICC/Calbo California Codes Exam Committee; Served on ICC Codes & Standards Council; Served Calbo Green Committee; Chaired ICC Los Angeles Basin Chapter Inspection Committee

EXPERIENCE IN LARGE COMPLEX PROJECTS (PARTIAL LIST) IN WHICH BUILDING OFFICIAL OVERSIGHT WAS PROVIDED:

- **Temple City Camellia Square (Project Value: \$15M):** Transtech provided full plan review as well as inspection services, the project included a shopping center with an underground garage and 4 total buildings as follows: a one-story 6,600 SF building; a two-story 25,700 SF building, a two-story 4,500 SF building; and, a two-story 43,400 SF building. This also included Map Check Services, including review of Tentative Parcel Map, Lot Line Adjustment, Perfecting Deed and Final Parcel Map, Off-site Improvements PW Inspection, and Building Inspection Services for this project.
- **Linden Walk Residential Development (Project Value: \$18.5M):** Transtech provided full plan review as well as inspection services for this development which included 74 Single Family Dwellings. This project is located in Temple City. This also included Map Check Services, including review of Tentative Parcel Map, Lot Line Adjustment, Perfecting Deed and Final Parcel Map, Off-site Improvements PW Inspection, and Building Inspection Services for this project.
- **Blossom Walk Residential Development (Project Value: \$5.7M):** Transtech provided full plan review as well as inspection services of for this development which includes 24-unit condominiums and 4 single family homes. This project is located in Temple City. This also included Transtech also provided Map Check Services, including review of Tentative Parcel Map, Lot Line Adjustment, Perfecting Deed and Final Parcel Map, Off-site Improvements PW Inspection, and Building Inspection Services for this project.
- **Pacific Plaza (Project Value: \$30.3M):** Located at 11 S 3rd St (condo) and 300 W Main St (retail). Transtech provided full plan review as well as inspection services of for this development which includes 120 condo units and retail space below. This project is located in Alhambra. This also



included Map Check Services, including review of Tentative Parcel Map, Lot Line Adjustment, Perfecting Deed and Final Parcel Map, Off-site Improvements PW Inspection, and Building Inspection Services for this project.

- **The Alhambra (Project Value: \$57.8M):** Located at 88 S Garfield Avenue, 2 S Garfield Avenue, 100 & 150 E Main St. Transtech provided full plan review as well as inspection services of for this development which includes 260 apartment units, 4-story parking garage, 72,000 sq ft 2-story retail building, 16,730 sq ft 1-story retail building, and 23,000 sq ft 1-story retail building. This project is located in Alhambra. This also included Map Check Services, including review of Tentative Parcel Map, Lot Line Adjustment, Perfecting Deed and Final Parcel Map, Off-site Improvements PW Inspection, and Building Inspection Services for this project.
- **Midwick Collection (Project Value: \$13M):** Located at 2400 S Fremont Avenue. Transtech provided full plan review as well as inspection services of for this development which includes 36 single family dwellings and 28 townhomes. This project is located in Alhambra. This also included Map Check Services, including review of Tentative Parcel Map, Lot Line Adjustment, Perfecting Deed and Final Parcel Map, Off-site Improvements PW Inspection, and Building Inspection Services for this project.
- **Casita de Zen (Project Value: \$21M):** Located at 28 N 3rd St (condo) and 235 W Main St (retail). Transtech provided full plan review as well as inspection services of for this development which includes mixed use project with 92 condos on top, and retail on bottom. This project is located in Alhambra. This also included Map Check Services, including review of Tentative Parcel Map, Lot Line Adjustment, Perfecting Deed and Final Parcel Map, Off-site Improvements PW Inspection, and Building Inspection Services for this project.
- **Main Street Collection (Project Value: \$23M):** Located at 410 W Main Street. Transtech provided full plan review as well as inspection services of for this development which includes 4-story mixed-use project with 8,200 s ft retail space, 52 condos, 9 live/work units, 19 townhomes, and 6 shopkeeper units. This project is located in Alhambra. This also included Map Check Services, including review of Tentative Parcel Map, Lot Line Adjustment, Perfecting Deed and Final Parcel Map, Off-site Improvements PW Inspection, and Building Inspection Services for this project.
- **City of Alhambra, Civic Center Library Project (\$25M):** Transtech provided plan check, inspection, construction management and owner representative services, the project included construction of a 45,000 SF Library with an underground parking garage.
- **820 Mission Development LLC (Project Value: \$10M):** Located at 820 Mission St. Transtech provided full plan review as well as inspection services of for this development which includes construction of new office building with one residential unit above, new 15 unit townhome



cluster with office fronting Mission Street with one-level subterranean parking, convert existing 3-story industrial building into 9 residential units, construct 13 townhome units. This project is located in South Pasadena.

- **Alta Med Medical Group (Project Value: \$4M):** Located at 1900 E Slauson Ave. Transtech provided full plan review as well as inspection services of for this development which includes a new mixed-use building of office space and an adult day care with new on grade parking. This project is located in Huntington Park. This also included review of Tentative Parcel Map, Lot Line Adjustment, Perfecting Deed and Final Parcel Map, Off-site Improvements PW Inspection, and Building Inspection Services for this project.

AS PART OF THE ROLES AND RESPONSIBILITIES OF A BUILDING OFFICIAL, BELOW IS PARTIAL LIST OF DUTIES AS IT RELATES TO THE ROLE OF CHIEF BUILDING OFFICIAL POSITION:

- Manage multiple Building and Safety Departments and staff and provide any other services as may be necessary for administration and enforcement of the California Building Code and related codes, and applicable provisions of the City's Municipal Code.
- Represent City's as its building official while interfacing with the public and other agencies.
- Respond quickly in the event of a local, regional, or national emergency or disaster, as building official.
- Read, interpret and analyze plans for major structures.
- Visit construction sites and conduct building code inspections when needed as well as conduct job-site evaluations of construction projects for the purpose of monitoring/enforcing compliance with approved plans and code requirements.
- Oversee and participate in the management of a comprehensive building department processes.
- Oversee, direct, and coordinate the work of building staff.
- Participate in the development and administration of the division goals, objectives, and procedures.
- Prepare clear and concise administrative and financial reports as it related to the building department.
- Work with professional architects, engineers, builders, and the general public with a customer service approach.
- Formulate and apply uniform policies and standards for the building inspection programs; formulate, interpret and explain specific building codes, ordinances and administrative orders.
- Research regulations, procedures and/or technical materials relating to building codes and enforcement.
- Represent the City before other agencies and groups on building inspection and enforcement matters.
- Make effective presentations before large and small groups of people.



- Coordinate division services with other programs and services within the County and with outside organizations, and agencies.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Communicate clearly and concisely, both orally and in writing.



D. ALLOCATION OF RESOURCES

Local Company:



Our resources and staff are always within the nearby area, and always available to respond to City's needs and requests in an efficient manner on short notices consistent with our "Same Day Response" motto. We have extensive experience in providing similar services. In the nearby local area, we provide similar services to the Cities of South Pasadena, Alhambra, Monterey Park, Montebello, Commerce, Bell, Cudahy, Temple City, South El Monte.

Readily available staff and resources:

Transtech has necessary staffing and resources readily available to commence providing the requested services to the City upon City's authorization to proceed.

Outline of current work load, staffing and ability and to provide the services in a timely and efficient manner:

Transtech is currently providing similar contract services to approximately 25 agencies. We have a structured approach to execute projects in an efficient manner that makes Transtech capable of providing the City with the highest quality product. Transtech has established guidelines and policies, including written manuals on quality control, project management, and design procedures for its staff and for its contract cities. These guidelines ensure a consistent approach to the execution of assignments undertaken by our organization in compliance with City's specific procedures, standards and requirements.

Working in a mixed staff/consultant environment:

Transtech has extensive experience working in a mixed staff/consultant environment. Since the late 1980s, Transtech's long history of working in mixed staff/consultant environment, is a proven record that speaks for itself. With today's ever-growing complexities and demand for multi-discipline expertise becoming more apparent, Transtech success relies on team building, recognizing abilities, motivating the talents and creating opportunities. Throughout the region, approximately 20 agencies, each with unique organizational structure have enjoyed their partnership with Transtech in enhancing their people's performance. We consider our staff as extension of City staff, and work in the same structure and hierarchy as other City staff. We coordinate and interact with various in-house City staff members just as another City staff member as part of the City Team.

Quality, Cost Effective, Efficient, Responsive Service:

- Our services are founded on the principals of Total Quality Management for Total Customer Care and Satisfaction.
- All telephone calls or e-mails received are returned within same working day, or the following day. We take pride in our "Same Day Response" motto.
- Transtech also provides a 24-hour emergency contact number to its clients.
- Customer Care means highest quality customer service. Transtech is committed to providing "Customer Care" to the City, City's patrons, responding quickly and effectively to the walk-in, telephone, and electronic inquiries of the public related to our services. Responsiveness is an integral part of Transtech's "Customer Care" service approach.



- Our Contract Principal will meet with the Client's Project Manager frequently for service evaluation and address any areas for improvements.
- Responsiveness is an integral part of Transtech's "customer friendly" service approach. While our service is always on an "as needed" basis, our responsiveness is on "full-time" basis.
- Transtech understands the importance of being able to expedite certain projects, when requested, by the City. Transtech has sufficient staff and resources to expedite projects.

Community Benefit Enhancement (CBE):



Supporting civic and community activities demonstrates Transtech's commitment to the progress, health and well-being of the communities we serve. This is something that we take pride in as a company. In services and partnership with our client cities, we have a proven record of active engagement in City and Community events. Taking this engagement to the next level, we formally offer our clients a special service as part of our commitment that we have branded as "Community Benefit Enhancement" or CBE. This could include involvement or presence at city programs or events, supporting local businesses through the chamber, youth events, hosting workshops, sports, scholarship opportunities, community service, managing homelessness challenges, public safety, crime prevention, or any other community benefit that the city wishes us to be a part of. Our goal is not just to serve as an engineering consultant which is what we are best at, but also in being an active partner with our clients, to further enhance the City's reputation as an ideal community to live, invest, work, and play in. This service could also be for consulting services for potential city staff training or workshops, funding strategy advisement, future development projects, attendance of special meetings on behalf of the city, or any unanticipated programs beyond our scope of services on which the City normally would not consult with us. We are deeply committed to maintaining our partnership with our valued customers and its community. In closing, Transtech remains open and enthusiastic to receiving input on how to best serve our client's needs today and in the near future.

We are deeply committed to maintaining our partnership with our valued customers, its community, and remain open and enthusiastic to receiving input on how to best serve the City's needs today and in the future to further enhance the City's reputation as an ideal community to live, invest, work, and play in.

Our well experienced in-house staff is readily available to commence with the services upon authorization.



E. SCOPE OF SERVICES

The scope of services is to provide Building Official Services and Combination Building Inspection Services under the direction of the City's Planning and Community Development Director.

The requested services will be provided in compliance with e Scope of Services as listed in City's RFP, which include:

A. Building Official Administrative Services

Provide an ICC Certified Building Official. The Building Official is responsible for overseeing building inspections, code compliance, abatement, and acts as an official City representative on building-related matters. Specific responsibilities include, but are not limited to:

1. Function as the Building Official as set forth in the California Building Code, in other City adopted building codes, ordinance Municipal Code, and as specified in Federal and State law.
2. Issue Certificates of Use and Occupancy for building and structures.
3. Assist in the coordination and oversight of the building permit, building inspection, building counter and building code enforcement services so that they function as one building and safety organization.
4. Maintain, amend and develop ordinances and regulations necessary to implement and enforce the latest editions of the California Building Code, including any and all related Codes, or other uniform safety codes, laws, or regulations as adopted or amended by the City deemed necessary by the City to protect the health safety and welfare of its citizens.
5. Prepare building and safety code violation cases for submittal to the City Attorney's office when prosecution action is necessary to obtain compliance with existing codes and regulations.
6. Quality control review of building inspections.
7. Resolution of resident inquiries and complaints.
8. Make determination on the approval and use of alternative materials and methods of construction.
9. Assist in the administration and processing of complex Building Code issues and dispute resolution, including making final interpretations concerning the application of building and safety codes.
10. Contribute the necessary resources to the configuration, implementation and on-going support of an automated permitting system
11. Review discretionary applications for preliminary compliance with construction codes.
12. Coordinate with Code Enforcement regarding abatement program.
13. Review and update the Building/Safety Procedures Manual.
14. Monthly Reporting of Building and Safety Activities as well as reports required for fee collection and other reports required by the State of California or other government agencies.
15. Review Planning Commission & City Council staff reports related to Building & Safety items (as needed).
16. Periodic attendance at Planning Commission & City Council meetings (as needed).
17. Provide emergency and after hours inspection and reports of damaged properties or structures.
18. Meet with developers, homeowners, business owners, architects, engineers and the general public at the City or in the field, as the need dictates, to resolve grievance and/or respond to questions and ensure timely project processing in compliance with Federal, State and City laws and ordinances.

The ideal proposal would include a Building Official who is available to be at the City during the hours that City Hall is open to the public, have previous Building Official experience, is customer-service oriented, and has experience with managing multiple tasks, assignments and responsibilities. The



Building Official shall hold office hours, at City Hall, at least one day per week for appointments or counter assistance, between the hours of 8:00 a.m. and 5:00 p.m. (or 8 hours).

B. Combination Building Inspector Services

The position is responsible for all building inspection services, including residential and commercial inspection of for all building trades, site visits, completing building logs/records, but not limited to:

1. Provide building inspection services by fully trained/certified inspectors for all construction regulated by all applicable Federal, State and City building and safety codes/ordinances, and National Pollution Discharged and Elimination System Permit (NPDES) requirements.
2. Inspect building and structures, for which building permits have been issued, for compliance with the approved plans and applicable codes and ordinances.
3. Inspect for compliance with conditions of approval set forth by the City's Planning and Community Development Department, Planning Commission, and/or City Council.
4. Building Inspection – field hours shall be 8:00 a.m. to 5:00 p.m. (or 8 hours), Tuesdays and Thursdays (minimum of 2 days per week).
5. Enforce conditions of approval associated with discretionary permits regarding building and safety regulations, as adopted by the City.
6. During inspections, review for compliance with code, accessibility, building, electrical, mechanical and plumbing work, etc. Issue stop/correct work notices, or notices of violation when violations of the above referenced codes and regulations occur.
7. Provide special inspections by qualified inspectors and conduct investigations as directed by the City, including field and office research and the preparation of letters and/or documents.
8. Handle resident/building inquiries and resolve complaints.
9. Assist in processing of public records requests (as needed).
10. Assist in construction and demolition debris recycling program (as needed).
11. Building Code Abatement Inspection (including lien process, as needed).
12. Maintain records and prepare documents for storage and/or imaging.

C. Included Duties, Responsibilities, and Information

The selected consultant will be responsible to ensure that all other Building and Safety duties and follow-up – not specifically mentioned in the table above – are performed in a timely and responsive manner.

The selected consultant will be responsible to ensure all personnel assigned to the City of Montebello have sufficient on-going training to perform their assigned duties.

In addition, the consultant shall have at least one Certified Access Specialist (CAsp) on staff, in case such services are required (*Note: Transtech has in-house CAsp certified Staff; his resume is included in the proposal*). The consultant will be required to assist the City in any ISO audits that arise during the contract term. The consultant will also be required to furnish at least two copies of the latest adopted building code, including one copy to the City Clerk for the official City record and to keep those materials up to date.

As required in the RFP, we will assign Building Official (at least one day a week to hold appointments and assist customers over the counter) and for Combination Building Inspector (at least 2 days per week to performed inspections and respond to inquiries). Our staff members are customer-service oriented, and have experience with successfully managing multiple tasks, assignments and responsibilities.



E. SCOPE OF SERVICES

We will provide contact and coverage information of all assigned staff to the City. Our assigned staff will be available to respond to emergency situations that may require Building and Safety services at times when City Hall is closed for business.



F PREVIOUS RELEVANT PROJECTS AND REFERENCES

F.1

F. PREVIOUS RELEVANT PROJECTS AND REFERENCES

RELEVANT EXPERIENCE:

Transtech has extensive experience in providing similar services to a number of agencies in the area. Established in 1989, Transtech (a California Corporation) is a multi-disciplinary engineering consulting firm, which provides municipal engineering services. Transtech is currently providing similar contract services to approximately 25 agencies, and has extensive experience working in a mixed staff/consultant environment for approximately 30 years.

We are accustomed to working with governmental agencies and have an experienced understanding of governmental issues and budgetary complexities, which include but are not limited to policies and procedures. We consider our staff as extension of City staff, and work in the same structure and hierarchy as other City staff, and coordinate and interact with various City staff members. Our staff and resources include approximately 100 engineers, project managers, designers, plan checkers, inspectors, construction managers, traffic and transportation analysts, technicians, admin support personnel and contract/subcontract staff. We have necessary staff and resources available to commence with assignments upon City's authorization and compete them efficiently.

Our Service Capabilities include:

- Building and Safety Services, Building Inspection, Plan Check, Building Evaluations, City Building Official, Code Enforcement
- Civil Engineering, Freeways and Interchanges, Local Streets and Roads, Sewerage, Water and Storm Drain, Pavement Management System, Grading Studies
- Staff Augmentation
- CIP Program Management
- Construction Management and Inspection
- Federally Funded Project Management
- Grant Writing
- CDBG Project Management
- City Engineer, City Traffic Engineer, Development Review, Public Works Engineering, Plan Check, Inspection
- Labor Compliance
- Planning Support
- Traffic and Transportation Planning and Engineering
- Water Resources Engineering
- Surveying, Mapping, ALTA, Right-of-way Engineering
- Emergency and Disaster Response, Support and Recovery Services

Local Firm:

Our resources and staff are always within the nearby area, and always available to respond to City's needs and requests in an efficient manner on short notices consistent with our "Same Day Response" motto. We have extensive experience in providing similar services. In the nearby local area, we provide similar services to the Cities of South Pasadena, Alhambra, Monterey Park, Montebello, Commerce, Bell, Cudahy, Temple City, South El Monte.

Following is a partial listing of our municipal services contracts:

City of Temple City

- ✓ **Building & Safety Services:** Building Official, Plan Review, Inspection, As-Needed Permit Technician
- ✓ **Engineering Services:** City Engineering, Traffic Engineering, Design, Construction Management, CIP Project, Management, PW Inspection, Federally Funded Project Management

City of Seal Beach

City of Alhambra

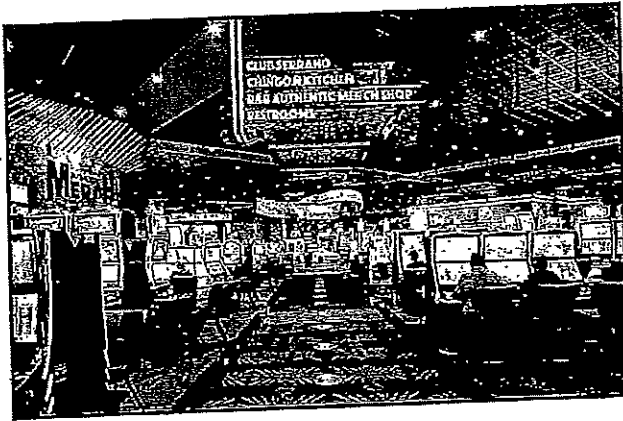
- ✓ **Building & Safety Services:** Building Official, Plan Review, Inspection, Permit Technician
- ✓ **Engineering Services:** City Engineering, Traffic Engineering, Design, Construction Management, CIP Project, Management, PW Inspection, Federally Funded Project Management



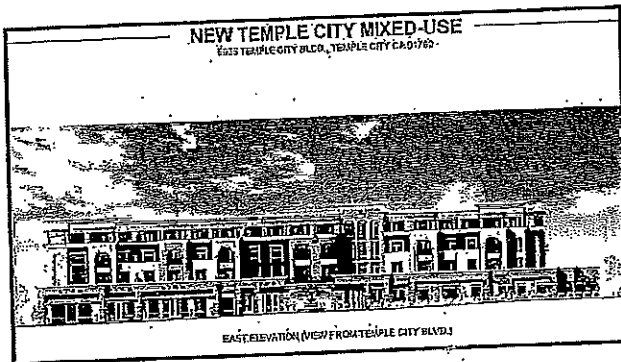
- ✓ **Building & Safety Services:** Building Official, Plan Review, As-needed Inspection
- ✓ **Public Works Services:** Public Works/CIP Inspection
- City of Claremont**
 - ✓ **Building & Safety Services:** Building Official, Plan Review, Inspection
- City of Cudahy**
 - ✓ **Building & Safety Services:** Plan Review Services
 - ✓ **Engineering Services:** City Engineering, Traffic Engineering, Design, Construction Management, CIP Project, Management, PW Inspection, Federally Funded Project Management
- City of West Hollywood**
 - ✓ **Building & Safety Services:** As-Needed Inspection, Plan Review, Permit Technician
- City of Hawaiian Gardens**
 - ✓ **Building and Safety Services:** Building Official, Plan Review, Inspection, Permit Technician
- San Manuel Indian Reservation**
 - ✓ **Building & Safety Services:** Building Official, Plan Review, Inspection
- San Manuel Casino (Requires staff clearance by State Gaming Agency)**
 - ✓ **Building & Safety Services:** Building Official, Plan Review, Inspection
- City of South El Monte**
 - ✓ **Engineering Services:** City Engineering, Traffic Engineering, Design, Construction Management, CIP Project, Management, PW Inspection, Federally Funded Project Management, and PW Plan Check
- City of Placentia**
 - ✓ **Development/Public Works Plan Check:** As-Needed Development/Public Works Plan Check
- City of San Bernardino**
 - ✓ **Engineering and Building Division Services:** As-Needed Engineering, Construction Management, Inspection
- San Bernardino County Housing Authority**
 - ✓ **Engineering and Building Division Services:** As-Needed Engineering, Building & Safety Support Services
- City of Big Bear**
 - ✓ **Engineering Services:** Design Services
- City of South Pasadena**
 - ✓ **Building & Safety Services:** Building Official, Plan Review, Inspection, Permit Technician
- City of Bell**
 - ✓ **Building & Safety Services:** Building Official, Plan Review, Inspection, As-Needed Permit Technician
 - ✓ **Engineering Services:** Civil Design Services
- City of Commerce**
 - ✓ **Building & Safety Services:** Building Official, Plan Review, Inspection
 - ✓ **Engineering Services:** City Engineering, Traffic Engineering, Design, Construction Management, CIP Project, Management, PW Inspection, Federally Funded Project Management
- City of Montebello**
 - ✓ **Building and Safety Services:** Building Official and Inspection
- UTC Corporation/City of Riverside**
 - ✓ **Building & Safety Services:** Plan Review, Inspection, and Support
- City of San Marino**
 - ✓ **City Traffic Engineering Services:** City Traffic Engineering
- City of Monterey Park**
 - ✓ **Engineering Services:** Engineering Support, Traffic Engineering, CIP Management, As-Needed PW Plan Check
 - ✓ **Building & Safety Services:** Building plan check and inspection services on City CIP Building projects under PW Department
- Riverside County Economic Development Agency**
 - ✓ **Engineering and Building Division Services:** As-Needed Engineering, Building Evaluations, & Surveying Services
- City of Manhattan Beach**
 - ✓ **Engineering/Public Works Services:** Design, Public Works and Construction Inspection, Construction Management Services
- City of Irwindale**
 - ✓ **Public Works Inspection Services:** Public Works/CIP Inspection
- City of Beaumont**
 - ✓ **Engineering Services:** Engineering Support Staff Augmentation Services



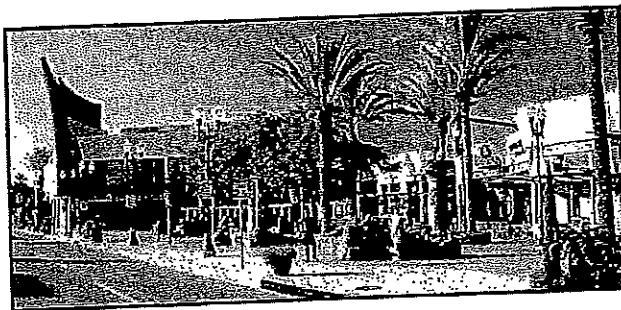
FOLLOWING IS PARTIAL LISTING OF VARIOUS LARGE AND COMPLEX PROJECTS THAT TRANSTECH PROVIDED BUILDING OFFICIAL, INSPECTION AND PLAN CHECK SERVICES:



San Manuel Casino, Refresh Project (\$200M): This three-year project was a multi-phase remodel of the entire 400,00 SF casino floor including 5 new restaurants, 3 new bars, retail stores, food court, executive offices, chiller plant, bridge, and 50,000 SF of new gaming area. Transtech provided plan check, inspection, Building Official services.

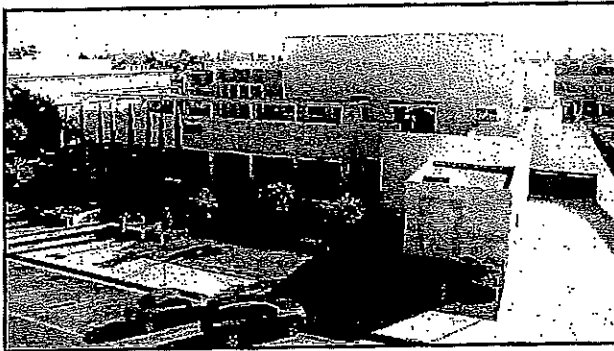


The Terraces (Mixed-Use Development (Project Value: \$19M): Located at 5935-5953 Temple City Blvd in Temple City. Transtech is currently providing full plan review for the 4 Story Mixed-Use Development which includes a one level basement garage, 61 condominium units as well as ground level and basement parking and 7,250 SF of commercial retail space/restaurant. Transtech also provided Map Check Services, including review of Tentative Parcel Map, Lot Line Adjustment, Perfecting Deed and Final Parcel Map, Off-site Improvements PW Inspection, and Building Inspection Services for this project.

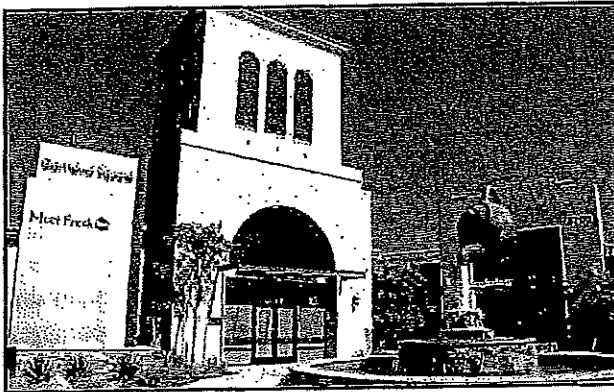


Renaissance Plaza (\$15M): This project was located in the City of Alhambra and included a parking structure, 10 plex movie theater, retail, and plaza. Transtech served as the City's Building Official, Plan Checker and Inspector for this project including construction manager of the parking structure, public plaza, and other improvements.



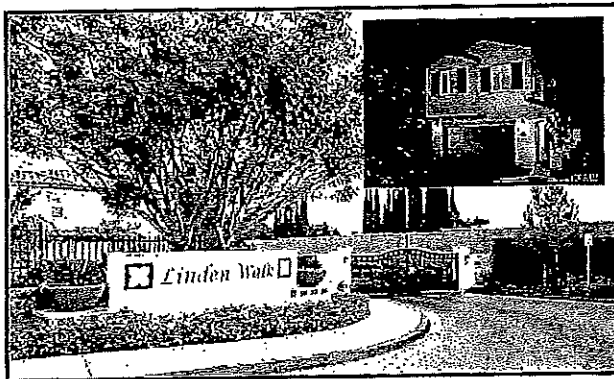


City of Alhambra, Civic Center Library Project (\$25M): Transtech provided plan check, inspection, construction management and owner representative services, the project included construction of a 45,000 SF Library with an underground parking garage.



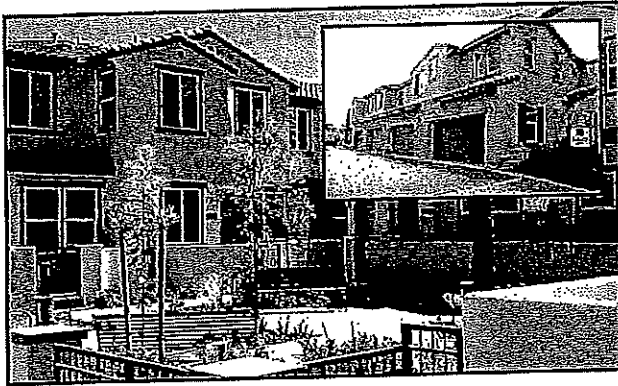
Temple City Camellia Square (Project Value: \$15M): Transtech provided full plan review as well as inspection services, the project included a shopping center with an underground garage and 4 total buildings as follows: a one-story 6,600 SF building; a two-story 25,700 SF building, a two-story 4,500 SF building; and, a two-story 43,400 SF building.

Transtech also provided Map Check Services, including review of Tentative Parcel Map, Lot Line Adjustment, Perfecting Deed and Final Parcel Map, Off-site Improvements PW Inspection, and Building Inspection Services for this project.



Linden Walk Residential Development (Project Value: \$18.5M): Transtech provided full plan review as well as inspection services for this development which included 74 Single Family Dwellings. This project is located in Temple City.

Transtech also provided Map Check Services, including review of Tentative Parcel Map, Lot Line Adjustment, Perfecting Deed and Final Parcel Map, Off-site Improvements PW Inspection, and Building Inspection Services for this project.



Blossom Walk Residential Development (Project Value: \$5.7M): Transtech provided full plan review as well as inspection services of for this development which includes 24-unit condominiums and 4 single family homes. This project is located in Temple City.

Transtech also provided Map Check Services, including review of Tentative Parcel Map, Lot Line Adjustment, Perfecting Deed and Final Parcel Map, Off-site Improvements PW Inspection, and Building Inspection Services for this project.



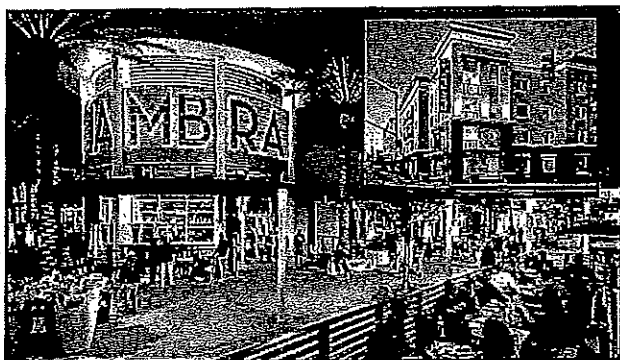
Garfield Avenue Parking Structure: This project included a 5-story level, 600 space parking structure as part of the Alhambra Redevelopment Agency and Downtown Redevelopment. Transtech provided plan check, inspection, construction management and owner representative services.



Pacific Plaza (Project Value: \$30.3M): Located at 11 S 3rd St (condo) and 300 W Main St (retail). Transtech provided full plan review as well as inspection services of for this development which includes 120 condo units and retail space below. This project is located in Alhambra.

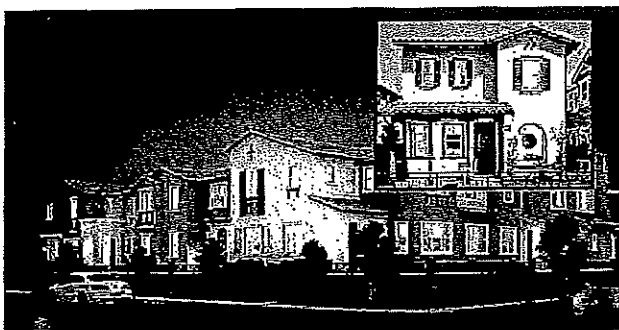
Transtech also provided Map Check Services, including review of Tentative Parcel Map, Lot Line Adjustment, Perfecting Deed and Final Parcel Map, Off-site Improvements PW Inspection, and Building Inspection Services for this project.





The Alhambra (Project Value: \$57.8M): Located at 88 S Garfield Avenue, 2 S Garfield Avenue, 100 & 150 E Main St. Transtech provided full plan review as well as inspection services of for this development which includes 260 apartment units, 4-story parking garage, 72,000 sq ft 2-story retail building, 16,730 sq ft 1-story retail building, and 23,000 sq ft 1-story retail building. This project is located in Alhambra.

Transtech also provided Map Check Services, including review of Tentative Parcel Map, Lot Line Adjustment, Perfecting Deed and Final Parcel Map, Off-site Improvements PW Inspection, and Building Inspection Services for this project.



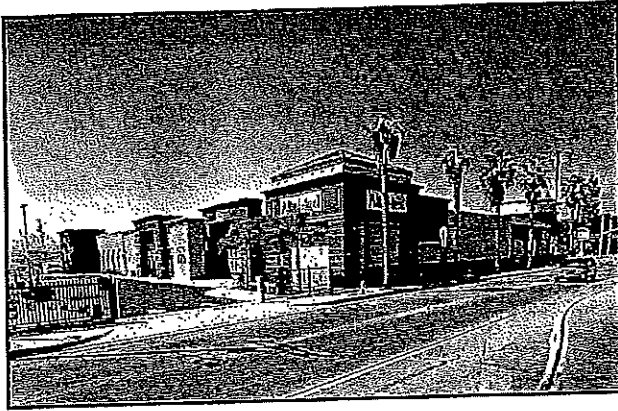
Midwick Collection (Project Value: \$13M): Located at 2400 S Fremont Avenue. Transtech provided full plan review as well as inspection services of for this development which includes 36 single family dwellings and 28 townhomes. This project is located in Alhambra.

Transtech also provided Map Check Services, including review of Tentative Parcel Map, Lot Line Adjustment, Perfecting Deed and Final Parcel Map, Off-site Improvements PW Inspection, and Building Inspection Services for this project.



Casita de Zen (Project Value: \$21M): Located at 28 N 3rd St (condo) and 235 W Main St (retail). Transtech provided full plan review as well as inspection services of for this development which includes mixed use project with 92 condos on top, and retail on bottom. This project is located in Alhambra.

Transtech also provided Map Check Services, including review of Tentative Parcel Map, Lot Line Adjustment, Perfecting Deed and Final Parcel Map, Off-site Improvements PW Inspection, and Building Inspection Services for this project.



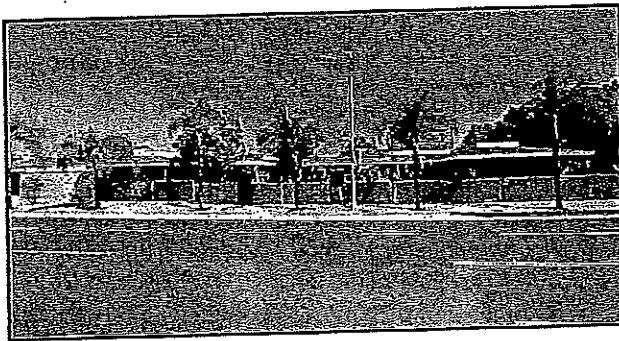
Alta Med Medical Group (Project Value: \$4M): Located at 1900 E Slauson Ave. Transtech provided full plan review as well as inspection services of for this development which includes a new mixed-use building of office space and an adult day care with new on grade parking. This project is located in Huntington Park.

Transtech also provided Map Check Services, including review of Tentative Parcel Map, Lot Line Adjustment, Perfecting Deed and Final Parcel Map, Off-site Improvements PW Inspection, and Building Inspection Services for this project.



Main Street Collection (Project Value: \$23M): Located at 410 W Main Street. Transtech provided full plan review as well as inspection services of for this development which includes 4-story mixed-use project with 8,200 sq ft retail space, 52 condos, 9 live/work units, 19 townhomes, and 6 shopkeeper units. This project is located in Alhambra.

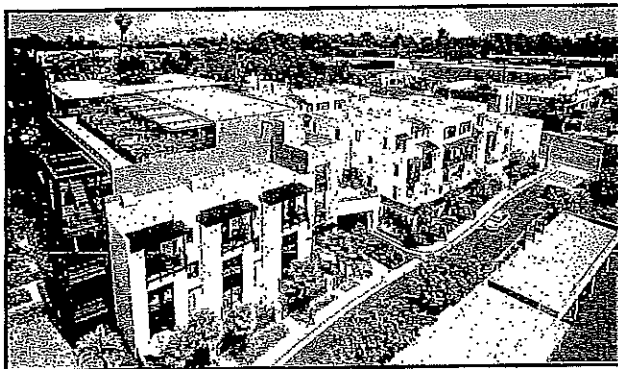
Transtech also provided Map Check Services, including review of Tentative Parcel Map, Lot Line Adjustment, Perfecting Deed and Final Parcel Map, Off-site Improvements PW Inspection, and Building Inspection Services for this project.



DaVita Alhambra Dialysis Center (Project Value: \$2M): Located at 1237 E Main St. Transtech provided full plan review as well as inspection services of for this development which includes 1-story 14,125 sq ft medical office. This project is located in Alhambra.

Transtech also provided Map Check Services, including review of Tentative Parcel Map, Lot Line Adjustment, Perfecting Deed and Final Parcel Map, Off-site Improvements PW Inspection, and Building Inspection Services for this project.

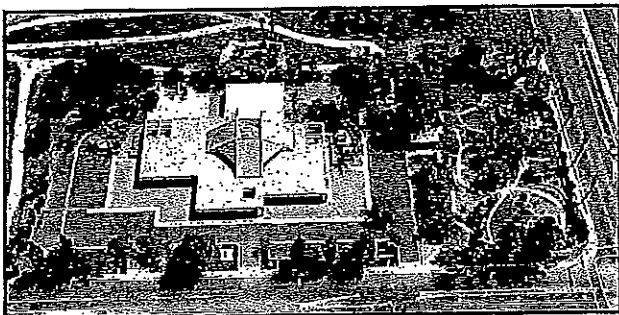




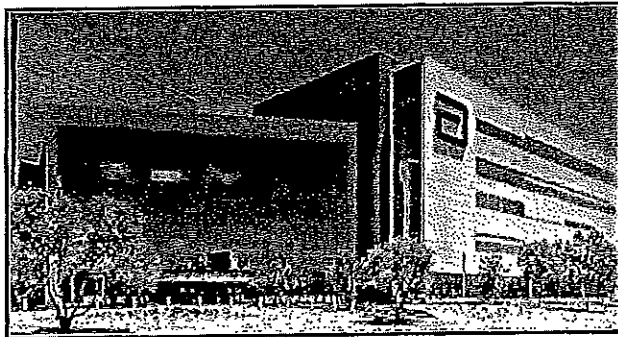
820 Mission Development LLC (Project Value: \$10M): Located at 820 Mission St. Transtech provided full plan review as well as inspection services of for this development which includes construction of new office building with one residential unit above, new 15 unit townhome cluster with office fronting Mission Street with one-level subterranean parking, convert existing 3-story industrial building into 9 residential units, construct 13 townhome units. This project is located in South Pasadena.



First Street Parking Structure (\$2.5M): This project is in the City of Alhambra and included a 4-story level, 276 space parking structure. Transtech provided plan check, inspection, construction management and owner representative service.



County of Riverside Economic Development Agency, Facility Evaluation: Located at 450 E. Alessandro Blvd Transtech provided Facility Evaluation Services comprised of a high-level analysis of the structural system and a code compliance evaluation of the entire 5 Acre property including a 16,826 SF office building, outdoor theater, and several assessor structures.



County of Riverside Economic Development Agency, Facility Evaluation: Located at 41888 Motor Car Pkwy Transtech provided Facility Evaluation Services including an accessibility compliance review to allow the 297,033 SF 5-story office building to operate as an essential services facility.

F. PREVIOUS RELEVANT PROJECTS AND REFERENCES



Mosaic Parking Structure (City Project-Project Value: \$6M): Transtech provided design/build program manager, construction manager, full plan review as well as inspection services of for this development which includes 5 story parking structure. This project is located in Alhambra.



REFERENCES:

Following are references from few of the local agencies we currently provide similar services:

Client Name: City of Commerce (Year started and completed: 2003 – Ongoing Service)

- Services Provided: Building Official, Building and Safety Plan Check, Inspection and Permit Technician, City Engineering, Public Works Plan Checks, Traffic Engineering, CIP Design, Construction Management, Inspection, Federally Funded Project Management
- Contact: Maryam Babaki, PE, PW and Development Services Director; T: 323-722-4805; E: mbabaki@ci.commerce.ca.us

Client Name: City of Alhambra (Year started and completed: 1993 – Ongoing Service)

- Services Provided: Building Official, Building and Safety Plan Check, Inspection and Permit Technician, City Engineering, Public Works Plan Checks, Traffic Engineering, CIP Design, Construction Management, Inspection, Federally Funded Project Management
- Contact: Marc Castagnola, Development Services Director, 626-570-5041; E: mcastagnola@cityofalhambra.org

Client Name: City of South Pasadena (Year started and completed: 1997 – Ongoing Service)

- Services Provided: Building Official, Building and Safety Plan Check, Inspection and Permit Technician
- Contact: David Watkins, Director of Planning and Building/Deputy City Manager; T: 626-403-7220; E: dwatkins@southpasadenaca.gov

Client Name: City of Temple City (Year started and completed: 2012 – Ongoing Service)

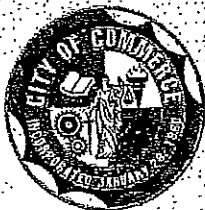
- Services Provided: Building Official, Building and Safety Plan Check, and on a need basis Inspection and Permit Technician, City Engineering, Public Works Plan Checks, Traffic Engineering, CIP Design, Construction Management, Inspection, Federally Funded Project Management
- Contact: Michael Forbes, Community Development Director; T: 626-285-2171; E: mforbes@templecity.us

Client Name: City of Cudahy (Year started and completed: 2012 – Ongoing Service)

- Services Provided: Building and Safety Plan Check, Engineering, CIP Design, Federally Funded Project Management
- Contact: Jose Pulido, City Manager; T: 323-282-5582; E: jpulido@cityofcudahyca.gov

Following are Reference Letters from above listed agencies:





City of Commerce

Public Works & Development Services Department

February 27, 2018

SUBJECT: Reference Letter - Services provided to the City of Commerce by Transtech Engineers, Inc.

To Whom It May Concern:

The City of Commerce is exceptionally satisfied with Transtech's services. They have always provided the highest quality staff, work product, and services, in an efficient and cost-effective manner, while having the best interest of the City in mind. They are very responsive, and immediately address any and all requests the City may have. They are problem solvers and on-time for all of their assignments.

Transtech Engineers, Inc. has been providing various contract engineering services to the City of Commerce for the past 17 years. These services include support for City Engineering, Construction Management, Design, CIP Project Management, Staff Augmentation for Public Works Engineering/Management, and Traffic Engineering. Transtech also provides As-needed Professional Services, inclusive of planning, various building and safety related support including permitting, plan review, and inspection, as well as any other services the City may need.

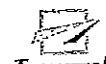
Transtech's staff has always been extremely responsive to the City's needs, and most recently served as the turn key construction managers for one of the region's largest infrastructure projects, the Washington Boulevard Widening and Reconstruction Project, which had a total budget of \$38M. This project also was recently recognized as Project of the Year by the American Public Works Association (APWA) in the category of Transportation.

On behalf of the City, I highly recommend Transtech's services. If you have any further questions, you can contact me directly at 323-722-4805 or at mbabaki@ci.commerce.ca.us.

Sincerely,

Maryam Babaki, PE
Director of Public Works & Development Services Department
City of Commerce

2535 Commerce Way • Commerce, California 90040 • (323) 722-4805 • FAX (323) 726-6231 • www.ci.commerce.ca.us





Gateway
to the
San Gabriel Valley

111
South First Street
Alhambra,
California
91801

City of Alhambra
Development Services Department

February 13, 2018.

I am pleased to write this letter of recommendation for Transtech Engineers, Inc.

Transtech Engineers, Inc. has been providing full Contract Building and Safety Services as well as City Engineering Services in the capacity of Building Official, Permit Technician, Building Inspector, Building Plan Check, City Engineering, City Traffic Engineering, Public Works Plan Checks, CIP Management, Construction Management, Grant Management, and as-needed Professional Services inclusive of planning, design, project management, and construction management to the City of Alhambra for nearly 25 years.

Based on mine and other staff's professional experience with Transtech and their staff, the City of Alhambra is extremely satisfied with their services over the years. They continue to provide the highest quality work, have always been professional, efficient, cost effective, while having the best interest of the City in their mind.

Their commitment to quality and quick responsiveness for any needs the City may have sets them apart from others. I can confidently recommend them for their services.

Please feel free to contact me if you have any questions.

Best Regards,

Marc Castagnola
Development Services Director
City of Alhambra
(626) 576-5041 / mcastagnola@cityofalhambra.org





CITY OF SOUTH PASADENA

PLANNING AND BUILDING DEPARTMENT
1414 MISSION, SOUTH PASADENA, CA 91030
TEL: 626.403.7220 • FAX: 626.403-7221
WWW.SOUTHPASADENACA.GOV

February 13, 2018

Subject: Reference Letter of Transtech Engineers, Inc.

To whom it may concern:

Transtech Engineers, Inc. has been providing Building and Safety Services in the capacity of Building Official, Permit Technician, Building Inspector, and Building Plan Check/Review to the City of South Pasadena for about 21 years, since 1997.

The City of South Pasadena is extremely satisfied with Transtech's services over the years. They always continue to provide the highest quality of services in an efficient and cost-effective manner. Their team has always been very professional and responsive to the City in a timely matter on all of their assignments or questions we may have. Their customer service approach continually gets compliments from the community and applicants.

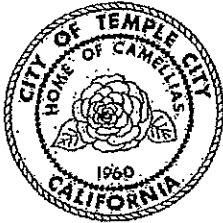
Based on our professional experience with Transtech and their staff, we highly recommend their services.

If you should have any further questions, please do not hesitate to contact me directly.

Sincerely,

David Watkins
Director of Planning and Building
City of South Pasadena
Tel: (626) 403 7220
E mail: DWatkins@SouthPasadenaCA.gov





9701 LAS TUNAS DRIVE | TEMPLE CITY | CALIFORNIA | 91780-2249 | (626) 285-2171

June 25, 2018

Subject: Transtech Engineers, Inc. Reference Letter for Services Provided to Temple City

To Whom It May Concern:

As the Community Development Director for Temple City, I highly recommend Transtech Engineers, Inc. for building and city engineering services. Transtech has provided contract Building and Safety Services and City Engineering Services to Temple City since 2012, and the City has been very satisfied with their services. Transtech staff have consistently provided high quality service in an efficient and cost-effective manner. They are highly responsive to any issues or requests that the City may have, and their work is consistently completed in a timely and professional manner.

Transtech provides full building and engineering services for Temple City in the capacity of Building Official, Building Inspection (as needed), Building Plan Check/Review, City Engineering, Traffic Engineering, Public Works Engineering, Capital Projects Management, Construction Management, Grant Management, and related professional services as requested.

Transtech provides excellent customer care and service not only internally to City staff but also to the public who frequently interacts with them through their Building and Safety Services. Based on my experience with Transtech and based on positive feedback I have received from my staff and our customers, I highly recommend Transtech for building and city engineering services.

If you have any questions, please feel free to contact me directly.

Sincerely,

Michael D. Forbes
Community Development Director
(626) 285-2171 x4305
mforbes@templecity.us



CUDAHY

OPEN MINDS, OPEN DOORS

March 21, 2018

SUBJECT: Reference Letter for Transtech Engineers, Inc.

To Whom It May Concern:

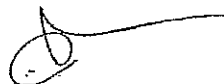
I have had the sincere privilege and fortune of working with Transtech Engineers, Inc. at two very different public agencies during my over 17-year City Manager career. As the City Manager at Temple City (i.e., an affluent and predominantly Asian community) and now as the City Manager at Cudahy (i.e., a lower income and predominately Latino community), Transtech has provided and still provides a variety of contract services including: City Engineering; City Traffic Engineering; Public Works Engineering; Management Plan Check / Inspection; Development Engineering; Capital Improvement Projects Program & Grant Management; and "As-needed Professional Services" inclusive of planning, design, project management, construction management and inspection.

Moreover, Transtech assisted me at both cities to secure millions of dollars in highly competitive grant funds while also managing a number of federally funded projects, from initial grant funding applications through the completion of project construction. Over the years, I have unequivocally found Transtech's work and conduct to be extremely ethical, professional, timely, and a tremendous value for their client cities through their excellent project value engineering efforts. Transtech's staff has always been extremely responsive to the City's needs while doing so in a professional and courteous manner.

In my cumulative experience in public service working for different public agencies, I highly recommend Transtech's services because they always deliver more than you expect on time and on budget. They have always provided the highest quality staff, work product, and services, in an efficient and cost-effective manner, while having the best interest of the City in mind.

Should you have any questions, please contact me at your earliest convenience in the office at (323) 773-5143 ext. 226, via cell phone at (323) 868-2126 or email at jpulido@cityofcudahyca.gov.

Sincerely,



Jose E. Pulido
City Manager



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2. *Methodology*

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4. *Discussion*

5. *Conclusion*

6. *References*

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12. *Abbreviations*

13. *Conflicts of Interest*

14. *Acknowledgments*

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16. *Data Availability Statement*

17. *References*

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20. *Supplementary Materials*

21. *Notes*

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G PROPOSED PERSONNEL AND RESUMES

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G. PROPOSED PERSONNEL AND RESUMES

AYLA JEFFERSON, CBO, Building Official



Ms. Jefferson has over 20 years of experience in private and governmental sector. She has extensive experience in managing building and safety departments of different municipalities under Transtech contracts. Ms. Jefferson holds over 15 International Code Council issued professional certifications including Certified Building Code Official and 2 IAPMO certifications. Recently she is recognized as the first person in the US to achieve the new Certified Sustainability Professional certification launched in July 2017 by International Code Council <http://media.iccsafe.org/news/icc-enews/2017v14n24/jump-csp.html>

She has served as Building Official, Deputy Building Official, Plan Checker, Code Enforcement Official, Community Improvement Coordinator, Planning Technician, and Inspector for various municipalities. As Building Official, she provides necessary code interpretations, and coordinates with agency staff and departments, and applicants on building and safety related issues. She handles building and zoning code violations as well as working in coordination with the City Prosecutor to abate violations. She also provides over the counter plan check as Deputy Building Official/Plans Examiner. She has broad knowledge of municipal government operations, including preparation and presentation of staff reports and resolutions to city councils, committees and related interaction with members of the public, other city departments and other governmental agencies. She has extensive experience in construction codes, building and safety plan review and inspection, code interpretations, and resolving code related construction and plan review problems on a broad range of projects.

She also coordinates code adoptions for Transtech contract cities. She is involved on various ICC boards, and has served and/or currently serving on a number of ICC Councils, Committees and Boards, locally and nationally. She also served on Calbo Green Committee on State level. She was also appointed as the first national Chair to the ICC Sustainability Membership Council. Ms. Jefferson is responsible for the management of Transtech's Building and Safety Department, and coordination with Transtech's municipal clients. With her analytical and strategic management skills, she provides strong leadership, develops and collaborates with primary contacts to protect and to enhance Transtech's position in specific proceedings; she facilitates and maintains close, long-term working relationships with municipalities in the building and safety realm.

HIGHLIGHTS

Currently serving as Vice Chair (Past Chair) on ICC Sustainability Membership Council; Currently serving Calbo Community & Outreach Committee; Served ICC/Calbo California Codes Exam Committee; Served on ICC Codes & Standards Council; Served Calbo Green Committee; Chaired ICC Los Angeles Basin Chapter Inspection Committee

EDUCATION

- Rio Honda College, CE
- Bosphorous Univ, Turkey
- Athanee Royal, Belgium

CERTIFICATIONS

- ICC Certifications: Building Code Official; Building Official; Certified Sustainability Professional, Accessibility Inspector; Accessibility Plans Examiner; Building Plans Examiner
- California Building Plans Examiner
- CalGreen-California Green Building Plans Examiner and Inspector
- Building Inspector CBC
- Building Inspector UBC
- California Commercial Plumbing Inspector, Residential Plumbing Inspector
- California Residential Mechanical Inspector
- IAPMO Certified Plumbing, Mechanical Inspector



EXPERIENCE IN LARGE COMPLEX PROJECTS (PARTIAL LIST) IN WHICH BUILDING OFFICIAL OVERSIGHT WAS PROVIDED:

- **Temple City Camellia Square (Project Value: \$15M):** Transtech provided full plan review as well as inspection services, the project included a shopping center with an underground garage and 4 total buildings as follows: a one-story 6,600 SF building; a two-story 25,700 SF building, a two-story 4,500 SF building; and, a two-story 43,400 SF building. This also included Map Check Services, including review of Tentative Parcel Map, Lot Line Adjustment, Perfecting Deed and Final Parcel Map, Off-site Improvements PW Inspection, and Building Inspection Services for this project.
- **Linden Walk Residential Development (Project Value: \$18.5M):** Transtech provided full plan review as well as inspection services for this development which included 74 Single Family Dwellings. This project is located in Temple City. This also included Map Check Services, including review of Tentative Parcel Map, Lot Line Adjustment, Perfecting Deed and Final Parcel Map, Off-site Improvements PW Inspection, and Building Inspection Services for this project.
- **Blossom Walk Residential Development (Project Value: \$5.7M):** Transtech provided full plan review as well as inspection services of for this development which includes 24-unit condominiums and 4 single family homes. This project is located in Temple City. This also included Transtech also provided Map Check Services, including review of Tentative Parcel Map, Lot Line Adjustment, Perfecting Deed and Final Parcel Map, Off-site Improvements PW Inspection, and Building Inspection Services for this project.
- **Pacific Plaza (Project Value: \$30.3M):** Located at 11 S 3rd St (condo) and 300 W Main St (retail). Transtech provided full plan review as well as inspection services of for this development which includes 120 condo units and retail space below. This project is located in Alhambra. This also included Map Check Services, including review of Tentative Parcel Map, Lot Line Adjustment, Perfecting Deed and Final Parcel Map, Off-site Improvements PW Inspection, and Building Inspection Services for this project.
- **The Alhambra (Project Value: \$57.8M):** Located at 88 S Garfield Avenue, 2 S Garfield Avenue, 100 & 150 E Main St. Transtech provided full plan review as well as inspection services of for this development which includes 260 apartment units, 4-story parking garage, 72,000 sq ft 2-story retail building, 16,730 sq ft 1-story retail building, and 23,000 sq ft 1-story retail building. This project is located in Alhambra. This also included Map Check Services, including review of Tentative Parcel Map, Lot Line Adjustment, Perfecting Deed and Final Parcel Map, Off-site Improvements PW Inspection, and Building Inspection Services for this project.
- **Midwick Collection (Project Value: \$13M):** Located at 2400 S Fremont Avenue. Transtech provided full plan review as well as inspection services of for this development which includes 36 single family dwellings and 28



townhomes. This project is located in Alhambra. This also included Map Check Services, including review of Tentative Parcel Map, Lot Line Adjustment, Perfecting Deed and Final Parcel Map, Off-site Improvements PW Inspection, and Building Inspection Services for this project.

- **Casita de Zen (Project Value: \$21M):** Located at 28 N 3rd St (condo) and 235 W Main St (retail). Transtech provided full plan review as well as inspection services of for this development which includes mixed use project with 92 condos on top, and retail on bottom. This project is located in Alhambra. This also included Map Check Services, including review of Tentative Parcel Map, Lot Line Adjustment, Perfecting Deed and Final Parcel Map, Off-site Improvements PW Inspection, and Building Inspection Services for this project.
- **Main Street Collection (Project Value: \$23M):** Located at 410 W Main Street. Transtech provided full plan review as well as inspection services of for this development which includes 4-story mixed-use project with 8,200 s ft retail space, 52 condos, 9 live/work units, 19 townhomes, and 6 shopkeeper units. This project is located in Alhambra. This also included Map Check Services, including review of Tentative Parcel Map, Lot Line Adjustment, Perfecting Deed and Final Parcel Map, Off-site Improvements PW Inspection, and Building Inspection Services for this project.
- **City of Alhambra, Civic Center Library Project (\$25M):** Transtech provided plan check, inspection, construction management and owner representative services, the project included construction of a 45,000 SF Library with an underground parking garage.
- **820 Mission Development LLC (Project Value: \$10M):** Located at 820 Mission St. Transtech provided full plan review as well as inspection services of for this development which includes construction of new office building with one residential unit above, new 15 unit townhome cluster with office fronting Mission Street with one-level subterranean parking, convert existing 3-story industrial building into 9 residential units, construct 13 townhome units. This project is located in South Pasadena.
- **Alta Med Medical Group (Project Value: \$4M):** Located at 1900 E Slauson Ave. Transtech provided full plan review as well as inspection services of for this development which includes a new mixed-use building of office space and an adult day care with new on grade parking. This project is located in Huntington Park. This also included review of Tentative Parcel Map, Lot Line Adjustment, Perfecting Deed and Final Parcel Map, Off-site Improvements PW Inspection, and Building Inspection Services for this project.

AS PART OF THE ROLES AND RESPONSIBILITIES OF A BUILDING OFFICIAL,
BELOW IS PARTIAL LIST OF DUTIES AS IT RELATES TO THE ROLE OF CHIEF
BUILDING OFFICIAL POSITION:



- Manage multiple Building and Safety Departments and staff and provide any other services as may be necessary for administration and enforcement of the California Building Code and related codes, and applicable provisions of the City's Municipal Code.
- Represent City's as its building official while interfacing with the public and other agencies.
- Respond quickly in the event of a local, regional, or national emergency or disaster, as building official.
- Read, interpret and analyze plans for major structures.
- Visit construction sites and conduct building code inspections when needed as well as conduct job-site evaluations of construction projects for the purpose of monitoring/enforcing compliance with approved plans and code requirements.
- Oversee and participate in the management of a comprehensive building department processes.
- Oversee, direct, and coordinate the work of building staff.
- Participate in the development and administration of the division goals, objectives, and procedures.
- Prepare clear and concise administrative and financial reports as it related to the building department.
- Work with professional architects, engineers, builders, and the general public with a customer service approach.
- Formulate and apply uniform policies and standards for the building inspection programs; formulate, interpret and explain specific building codes, ordinances and administrative orders.
- Research regulations, procedures and/or technical materials relating to building codes and enforcement.
- Represent the City before other agencies and groups on building inspection and enforcement matters.
- Make effective presentations before large and small groups of people.
- Coordinate division services with other programs and services within the County and with outside organizations, and agencies.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret and apply federal, state, and local policies, laws, and regulations.

Communicate clearly and concisely, both orally and in writing.



DENNIS TARANGO, CBO, Building Official

. Tarango has over 20 years of experience in the building and safety division. He is experienced in managing building and safety departments of different municipalities. Currently he is serving as Building Official for Transtech Contract Cities. At Transtech, Mr. Tarango is responsible for the Building and Safety Division as well as business development, client relations, and management oversight. With his analytical and strategic management skills, he provides strong leadership and develops staff to enhance the Departments abilities. Prior to working for Transtech, Mr. Tarango served as Deputy Building Official, Plans Examiner, and Senior Building Inspector for various local cities including the City of Diamond Bar, City of Yorba Linda, and City of Hemet.

Mr. Tarango's experience of building and safety operations, comes from working in the capacity of Building Official, Acting Building Official, Deputy Building Official, Plans Examiner and Building Inspector. He has comprehensive knowledge of municipal government operations, including preparation and presentation of staff reports and resolutions to city councils, committees and related interaction with members of the public, other city departments and other governmental agencies. He has extensive experience in construction codes, building and safety plan review and inspection, code interpretations, and resolving code related construction and plan review problems on a broad range of projects.

As Building Official, he provides necessary code interpretation in collaboration with other City Departments and applicants on building and safety related issues. He manages building and zoning code violations with the aid of the City Prosecutor to abate violations. He also provides over the counter plan check as Building Official/Plans Examiner.

As Plans Examiner, he is responsible for examination and approval of architectural and structural plans submitted to municipalities for a wide variety of projects ranging from small residential additions to large, multistory commercial and industrial facilities.

As Building Inspector, he has inspected an array of projects ranging from small residential additions to large complex multifamily, commercial, and industrial facilities. He was also responsible for inspector training and development.

EDUCATION

- California State Polytechnic University, Pomona, Engineering
- Fresno State University, Business Administration
- Rio Honda College, General Studies

ICC CERTIFICATIONS

- Certified Building Official
- Building Plans Examiner
- Commercial Building Inspector
- Building Inspector UBC
- Fire Plans Examiner

HIGHLIGHTS

- Currently on ICC Sustainability Membership Council Governing Committee

EXPERIENCE IN LARGE COMPLEX PROJECTS (PARTIAL LIST) IN WHICH BUILDING OFFICIAL OVERSIGHT WAS PROVIDED:

- **San Manuel Casino, Refresh Project (\$200M):** This three-year project was a multi-phase remodel of the entire 400,00 SF casino floor including 5 new restaurants, 3 new bars, retail stores, food court, executive offices, chiller plant, bridge, and 50,000 SF of new gaming area. Transtech provided plan check, inspection, Building Official services.
- **County of Riverside Economic Development Agency, Facility Evaluation:** Located at 41888 Motor Car Pkwy Transtech provided Facility Evaluation



- Services including an accessibility compliance review to allow the 297,033 SF 5-story office building to operate as an essential services facility.
- **County of Riverside Economic Development Agency, Facility Evaluation:** Located at 450 E. Alessandro Blvd Transtech provided Facility Evaluation Services comprised of a high-level analysis of the structural system and a code compliance evaluation of the entire 5 Acre property including a 16,826 SF office building, outdoor theater, and several assessor structures.
 - **Temple City Camellia Square (Project Value: \$15M):** Transtech provided full plan review as well as inspection services, the project included a shopping center with an underground garage and 4 total buildings as follows: a one-story 6,600 SF building; a two-story 25,700 SF building, a two-story 4,500 SF building; and, a two-story 43,400 SF building. This also included Map Check Services, including review of Tentative Parcel Map, Lot Line Adjustment, Perfecting Deed and Final Parcel Map, Off-site Improvements PW Inspection, and Building Inspection Services for this project.
 - **Linden Walk Residential Development (Project Value: \$18.5M):** Transtech provided full plan review as well as inspection services for this development which included 74 Single Family Dwellings. This project is located in Temple City. This also included Map Check Services, including review of Tentative Parcel Map, Lot Line Adjustment, Perfecting Deed and Final Parcel Map, Off-site Improvements PW Inspection, and Building Inspection Services for this project.
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- Building Inspection Services for this project.
- **Midwick Collection (Project Value: \$13M):** Located at 2400 S Fremont Avenue. Transtech provided full plan review as well as inspection services of for this development which includes 36 single family dwellings and 28 townhomes. This project is located in Alhambra. This also included Map Check Services, including review of Tentative Parcel Map, Lot Line Adjustment, Perfecting Deed and Final Parcel Map, Off-site Improvements PW Inspection, and Building Inspection Services for this project.
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 - **820 Mission Development LLC (Project Value: \$10M):** Located at 820 Mission St. Transtech provided full plan review as well as inspection services of for this development which includes construction of new office building with one residential unit above, new 15 unit townhome cluster with office fronting Mission Street with one-level subterranean parking, convert existing 3-story industrial building into 9 residential units, construct 13 townhome units. This project is located in South Pasadena.
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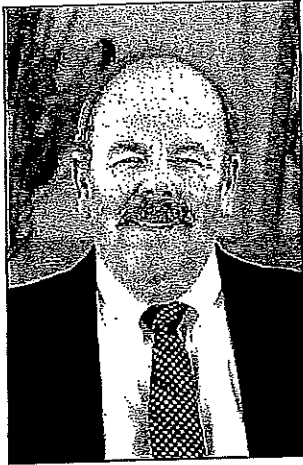
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BELOW IS PARTIAL LIST OF DUTIES AS IT RELATES TO THE ROLE OF CHIEF
BUILDING OFFICIAL POSITION:**

- Manage multiple Building and Safety Departments and staff and provide any other services as may be necessary for administration and enforcement of the California Building Code and related codes, and applicable provisions of the City's Municipal Code.



- Represent City's as its building official while interfacing with the public and other agencies.
- Respond quickly in the event of a local, regional, or national emergency or disaster, as building official.
- Read, interpret and analyze plans for major structures.
- Visit construction sites and conduct building code inspections when needed as well as conduct job-site evaluations of construction projects for the purpose of monitoring/enforcing compliance with approved plans and code requirements.
- Oversee and participate in the management of a comprehensive building department processes.
- Oversee, direct, and coordinate the work of building staff.
- Participate in the development and administration of the division goals, objectives, and procedures.
- Prepare clear and concise administrative and financial reports as it related to the building department.
- Work with professional architects, engineers, builders, and the general public with a customer service approach.
- Formulate and apply uniform policies and standards for the building inspection programs; formulate, interpret and explain specific building codes, ordinances and administrative orders.
- Research regulations, procedures and/or technical materials relating to building codes and enforcement.
- Represent the City before other agencies and groups on building inspection and enforcement matters.
- Make effective presentations before large and small groups of people.
- Coordinate division services with other programs and services within the County and with outside organizations, and agencies.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Communicate clearly and concisely, both orally and in writing.



BILL DORMAN, CBO, Building Official, Plans Examiner, Inspector

Mr. Dorman has over 30 years of experience in Building and Safety. He serves as Building Official/Plan Checker/Inspector at various Transtech contract cities. He has broad knowledge of municipal government operations, including preparation and presentation of staff reports and resolutions to city councils, committees and related interaction with members of the public, other city departments and other governmental agencies. He has extensive experience in construction codes, building and safety plan review and inspection, code interpretations, and resolving code related construction and plan review problems on a broad range of projects.

Prior to joining Transtech, he has served in various capacities, including as Building Official/Code Administrator for the City of Pasadena, and managed/supervised over 35 technical, professional and administrative employees.

EDUCATION

- AS degree — Architecture - East Los Angeles College
- Studied Architecture — Cal Poly — Pomona
- Studied Civil Engineering — Cal State Los Angeles
- BS degree — Business Administration - University of La Verne

CERTIFICATIONS

- ICC Certified Building Official
- ICC Certified Building Inspector
- ICC Certified Building Plans Examiner
- California General Contractor

CONTINUING EDUCATION

- 2016 Title 24 Energy Standards Revisions Seminar
- 2016 CBC Chapter 11-B Accessibility Standards Revisions Training
- 2015 IBC Significant Changes to Structural Provisions

Building Official/Code Administrator

- The administrative head of the Code Enforcement Division of the Community Development Services Department and responsible for Development Processing, Building & Safety administration, Plan Check, Building Inspection, Zoning Code Enforcement

Supervising Engineering Plan Check Coordinator

- Supervised plans examiners and permit technicians
- Provided fire & life safety and structural plan checks
- Provided code interpretations, division policies and procedures.
- Provided plan check administration
- Provided Development Processing administration

Senior Structural Building Inspector

- Responsible for supervision of specialty and combination building inspectors including office and field.
- Provided complex commercial and residential building inspection.
- Responsible for inspector education updates and code revisions.

Mr. Dorman also has extensive experience in managing construction projects, owner representative services, code consulting, forensic investigative services, expert witness and construction mediation services. Project Management services to the City of Pasadena and the Pasadena Tournament of Roses Association for the \$22.5 million Rose Bowl Improvements Project; to the Pasadena Library Foundation and the City of Pasadena for the historical restoration of the Central Library. Acted as Owner' Representative, Transtech Engineers for the construction of a 14.5-acre, \$110 million cultural center educational campus with five buildings including cathedral, cultural center and museum, three level sports complex, monastery, community assembly building with a restaurant and large commercial kitchen above a 320-car subterranean parking garage.



AS PART OF THE ROLES AND RESPONSIBILITIES OF A BUILDING OFFICIAL, BELOW IS PARTIAL LIST OF DUTIES AS IT RELATES TO THE ROLE OF CHIEF BUILDING OFFICIAL POSITION:

- Represent City's as its building official while interfacing with the public and other agencies.
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- Visit construction sites and conduct building code inspections when needed as well as conduct job-site evaluations of construction projects for the purpose of monitoring/enforcing compliance with approved plans and code requirements.
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- Oversee, direct, and coordinate the work of building staff.
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- Research regulations, procedures and/or technical materials relating to building codes and enforcement.
- Represent the City before other agencies and groups, on building inspection and enforcement matters.
- Make effective presentations before large and small groups of people.
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- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Communicate clearly and concisely, both orally and in writing



CRAIG MELICHER, PE, CBO, Sr. VP, Building Official, Staff Training

Mr. Melicher has 30 years of experience. He served in various capacities, such as Building Official, Deputy Building Official, Plan Checker, City Engineer, and CIP Manager for various Cities.

He successfully implemented the transition of City Engineering and/or Building Department Services for a number of local agencies in California. He has extensive experience in construction, California Building Codes, building and safety plan check and inspection, code interpretations, and resolving code related construction and plan check problems on a broad range of residential, commercial and public works capital improvement projects. He has a broad knowledge of municipal government operations, including preparation and presentation of staff reports/resolutions to city councils, committees and interaction with public, various city departments, city council and other governmental agencies.

EDUCATION

- Bachelor of Science in Civil Engineering, CalPoly, Pomona
- Various Construction Management Classes at UCLA, including:
 - Legal Aspects of Construction Management
 - Primavera based Construction Scheduling Software

REGISTRATION

- State of California Registered Civil Engineer

HIGHLIGHTS

- Served as City Engineer and Building Official for 6 Cities.
- Experience in working with State Architect's Office.
- Diversified experience in both Type A (General Engineering) and Type B (Building) projects.
- Experience in federally funded project management.

Mr. Melicher has served as Principal Manager for a wide variety of projects. Depending on the specific project, Mr. Melicher's services included everything from initial concept to project close-out. As each project faced its own unique challenges, Mr. Melicher was able to employ his extensive public agency background to insure the most expedition and cost effective solution to each respective challenge, especially where, as Program Manager, Mr. Melicher was specifically responsible for acting on behalf of and insuring the best interests of the project's client. His experience includes serving as Owner's Representative and Construction Manager for large and complex construction projects, such as public works/infrastructure, community center, city hall, library, parking structure, movie theaters, retail centers, etc.

Mr. Melicher also provided his expertise in the construction field serving as an expert witness for construction claims and defects. He has a strong background on the legal aspects of project and construction management and is particularly well versed in California statutes regulating all types of publicly funded construction. Mr. Melicher also has extensive experience in inspecting federally funded projects to ensure compliance with the State of California Department of Transportation (Caltrans) Local Assistance Procedures Manual.

Mr. Melicher also provides training, and establishes procedures for project, construction and program management to local governmental agencies. He lead a team of experts in the preparation of a very extensive Project, Program and Construction Management Procedures Manual for the public agency to assist the department in developing and implementing efficient and state of the art project management practices and procedures to better serve the operational needs of the department, as well as ensuring the delivery of good customer service to its clients.

He has a broad knowledge of municipal government operations, including preparation and presentation of staff reports/resolutions to city councils,



committees and interaction with public, various city departments, city council and other governmental agencies.

He has extensive experience in construction, California Building Codes, building and safety plan check and inspection, code interpretations, and resolving code related construction and plan check problems on a broad range of residential, commercial and industrial projects.

His experience also includes serving as construction manager for large and complex construction projects, such as public works/infrastructure, community center, city hall, library, parking structure, movie theaters, retail centers, etc. He has extensive experience in construction, Green Book, Caltrans Standards, Building Codes. Mr. Melicher has participated in a wide variety of multi-disciplinary development teams responsible for projects that include:

- Public Works and Infrastructure Improvements
- Commercial and Retail Developments
- Transportation and Parking Related Facilities
- Residential and Mixed Use Development
- Industrial Development

Some of the significant projects includes:

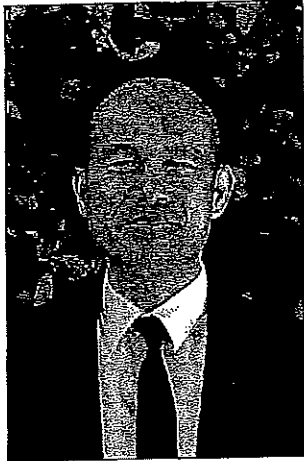
- **TACC Cultural Center Development, Lanham, MD.** Construction of a 310,000 square foot development that included five buildings over an underground parking garage, a Turkish Bath that includes a subterranean swimming pool and basketball court; a cultural center with auditorium and museum space; a fellowship hall with restaurant; a 16 unit apartment building and a large religious facility.
- **Riverside County Transportation Commission, Corona Main Street Metrolink Parking Structure and Pedestrian Bridge.** Construction of a 6 level, approximately 1,000 space parking structure that included a pedestrian bridge.
- **City of Alhambra Renaissance Plaza Parking Structure and Entertainment Center.** Construction of a 5 level, approximately 600 space parking structure, a 10-plex movie theater, several retail/restaurant tenant spaces.
- **City of Commerce Rosewood Community Center Closeout.** Construction of Transtech was retained by the City to take over the closeout as the project had fallen more than two years behind schedule. Craig assisted the City to complete the closeout and help resolve a multi-million dollar delay claim filed by the contractor against the City.
- **City of San Bernardino Historic Santa Fe Depot Renovation and Transit Center Parking Structure.** Craig managed the restoration and rehabilitation of the historic San Bernardino Santa Fe Train Depot. The scope included significant hazardous materials abatement, seismic and other structural upgrades, office tenant improvements, restaurant



improvements, installation of new electrical, HVAC, and plumbing systems, and improvements to the adjacent site. The project later included a 2½ level parking structure for approximately 350 cars.

- **Alhambra Redevelopment Agency Downtown Revitalization Program.** Revitalization program that included multiple improvements to the Fremont Plaza that included significant alteration of existing buildings for lease by Toys-R-Us and Party City, construction of a new 30,000 square foot store for PetSmart, and several other stand-alone retail buildings. Significant additional remodel work was also done on multiple buildings on Main Street for various retail and restaurant uses. Mr. Melcher also provide his expertise in the construction field serving as an expert witnesses for construction claims and defects and has a strong background on the legal aspects of project and construction management, and Mr. Melcher is particularly well versed in California statutes regulating all types of publicly funded construction.



JEFFREY KAO, PE, CASp, Building Official, Plans Examiner

Mr. Kao has over 20 years of experience and has been working at Transtech as Deputy Building Official, Senior Plans Examiner, On-Site Over the Counter Plans Examiner and performed plan checks for a variety of residential and commercial projects in Cities of Alhambra, South Pasadena and Temple City.

Mr. Kao has broad knowledge of building and safety operations, including working in the capacity of Deputy Building Official and Plans Examiner.

As Plans Examiner, he is responsible for examination and approval of architectural and structural plans submitted to municipalities for a wide variety of projects ranging from small residential additions to large, multistory commercial and industrial facilities.

As Deputy Building Official, he provides necessary code interpretations, and coordinates with agency staff and departments, and applicants on building and safety related issues. He also provides over the counter plan check as Deputy Building Official/Plans Examiner.

EDUCATION

- University of California, Los Angeles (UCLA), Masters in Civil Engineering with emphasis in Structural /Earthquake Engineering
- California State Polytechnic University Pomona, BS in Civil Engineering

His past experience includes working as a structural engineer for 4 years at a structural design firm. He was involved in various projects, including Mid-rise Steel Commercial Buildings, Steel Industrial High Bay Facilities, Wood Framed Public/Private Schools and Education Centers, Reinforced Concrete Masonry Studios and Auditoriums and Spreading Footing, Mat, Pile Foundation Design. His diversified experience gives him an excellent knowledge and understandings of "both sides of the counter."

REGISTRATION

- California Registered Civil Engineer no. 66742
- California Certified Access Specialist no. 755

Mr. Kao has extensive experience in Building Codes, plan check including building, grading and NPDES plan reviews, code interpretations and resolving code related construction and plan check problems on a broad range of residential and commercial projects.

HIGHLIGHTS

- Bilingual in Chinese
- Computer Aided Drafting: AutoCAD, Microstation
- Computer Aided Structural Analysis: SAP, STAAD
- Chinese Cantonese and Mandarin Speaker
- Extensive experience in Structural Plan Check
- Experience includes working as structural designer at a structural firm.
- Served as Deputy Building Official for a number Contract Cities

CERTIFICATIONS

- Certified Building Official
- California Building Plans Examiner
- CalGreen Inspector
- CalGreen Plans Examiner
- Mechanical Plans Examiner

Knowledge of Building and Safety Procedures:

- Building and zoning codes and ordinances that are enforced and implemented at the city
- Quality customer service
- Procedures and techniques of permit processing and process for plan review and inspection



- Plumbing Plans Examiner
- Building Inspector

- Sound judgement in interpretation of codes and regulations
- Exemplary communications (oral and written), public relation

Project and Task Related Experience Working in Transtech's client cities:

- Provides technical information and assistance to engineers, architects, contractors, and general public
- Assists permit technicians in taking in plan check submittals
- Ensures that contractors provide proper documentation and valid license at time of permit issuance
- Researches building plan check status
- Reviews plans to verify that all work proposed on plans is compliant with the code currently in effect
- Resolves issues diplomatically and tactfully
- Answers questions, concerns, or issues that residents, contractors, engineers, or business owners have regarding code
- Verifies with business license division that the occupancy group matches the type of use going into the tenant space
- Works closely with planning in resolving major projects by verifying key points on plans matched with planning's standards.
- Calculate fees for plan check and permits
- Reviews permit applications and issues permits

Project Experience working in Complex Projects (Partial List):

- 1439 W Main, Toyota Wondries – Building and grading plan check
- 700 N Stoneman , 70 condo units – grading plan check
- 500 S Marengo, Home Depot Expansion -- building plan check
- 1139 W Main, BMW Expansion – grading plan check
- 1 W Hellman, new medical office building – grading plan check
- 113-117 N Palm, 7 condo units – grading plan check



MARK HAROLD, Plans Examiner, Sr. Inspector

Mr. Harold has over 35 years of experience and has served as Building Official for the Cities of Temecula and La Quinta. He has broad knowledge of municipal government operations, including preparation and presentation of staff reports and resolutions to city councils, committees and related interaction with members of the public, other city departments and other governmental agencies. He has extensive experience in construction codes, building and safety plan review and inspection, code interpretations, and resolving code related construction and plan review problems on a broad range of projects. On top of his broad and extensive knowledge of municipal government and the building code, he also is the senior inspector who supervises and mentors Transtech's building inspectors. Some of Mr. Harold's duties include but is not limited to, providing assistance and answering questions that building inspectors have regarding building code; accompanying building inspectors on inspections; and reviewing, understanding, analyzing, and interpreting construction plans with compliance to the building and city standard codes. His professional experience includes:

EDUCATION

- Indiana University

CERTIFICATIONS

- Certified Building Official
- California Building Plans Examiner
- Commercial Building Inspector
- Residential Building Inspector
- Fire Inspector I

Transtech's one of the Building Officials serving various contract Cities:

- City of San Bernardino, Interim Building Official
- City of Alhambra, Code Enforcement Inspections
- City of Temple City, Special Projects Senior Inspector
- City of Monterey Park, Interim on a need Senior Inspector
- City of West Hollywood, Senior Building Inspector
- City of South Pasadena, Building Inspector
- City of Huntington Park, Building Inspector

City of Temecula, Building Official/Director of Building and Safety, 2000 - 2009

- Oversaw 3.1 million department budget, while participating with development of jurisdictional annual operating budget of \$67.3M.
- Oversaw/trained staff of 20: inspectors, administrative and outside consultants.
- Initiated and managed program addressing needs within building safety division.
- Created Temecula Energy Efficiency Improvement Program
- Development and Implementation of Building Inspection Points Program
- Developed and Implemented MOM Program. This program received national recognition in the Innovations in American Government Awards Grant Competition, John F. Kennedy School of Business, and Harvard University, 2006.

City of La Quinta, Building Official/ Building and Safety Manager, 1988-2000

- Led inspection and administrative staff: improved policies and procedures.
- Developed, trained and implemented programs for staff.
- Created City Plan Review Business Process / Development Project Types.
- Developed and implemented in-house procedures and guidelines.



- Performed quality control and oversight on all plan review.

Knowledge of Building and Safety Procedures:

- City's building, electrical, mechanic, plumbing, and municipal code
- Practices, methods, techniques, and safety standards of building construction
- Safety equipment and practices related to the work, including safe driving rules and practices
- Modern office practices, computer equipment, computer applications
- Providing quality customer service to the general public and city staff
- Maintaining organized and neat record keeping and procedures

Project and Task Related Experience Working in Transtech's client cities:

- Supervise all building inspectors and has provide training to building inspectors
- Perform building inspections including electrical, mechanical, plumbing, and grading
- Provides information to contractors, developers, engineers regarding code requirements.
- Review, understand, interpret, and analyze construction plans, specifications, and maps in conformance with city standards and policies.
- Provide contractors, engineers, or homeowners with clear and concise written instructions of how to proceed with the next inspection
- Investigate complaints and issue stop-work orders on unpermitted work
- Work closely with other inspectors, plans examiners, permit technicians, and building official to maintain strong communication skills to keep each other updated with any specific projects to keep in mind
- Answer all code related questions pertaining to inspections
- Receive all proper departmental final inspections and documentations prior to finalizing construction permits.
- Establish, maintain, and cultivate positive and congenial working relationships with those contacted in the course of the work

Project Experience working in Complex Projects (Partial List):

- Camellia Square – Temple City – 3 new commercial buildings with underground parking – Building Inspections
- Hawaiian Gardens Casino – Building Inspections
 - o 26 N 1st Street – Alhambra Mosaic Parking Structure – Building Inspections.



ERIC GARCIA, Building Inspector

Mr. Garcia has over 5 years of hands-on field experience in construction and fluent bi-lingual (English/Spanish) communication skills. At Transtech, he serves as Building Inspector at Transtech's Contract Cities. He performs building inspections for residential, commercial, and industrial projects in various cities such as Alhambra, Huntington Park, South Pasadena, and Hawaiian Gardens. His assignments include all types of building inspections ranging from building, mechanical, electrical, and plumbing inspections. Also, he performs other inspections such as pre-sales and business license inspections, and assist at the permit counter in issuing permits and help out applicants/residents.

His prior experience includes working as Deputy Inspector with a variety of special inspection companies as an independent subcontractor on different commercial and residential projects performing special inspections. He worked in different jurisdictions including in the Counties of Los Angeles and Orange, as well as with City of Los Angeles. His inspection duties included performing structural inspections, dealing with foundations, parking structures, multi-story decks, concrete, masonry, shotcrete, post tension, and drilled-in-anchors, and observing that that work is done in accordance with approved plans and specifications. He also performed sampling and testing, such as concrete samples, torque tests, and grout samples. Major jobsites worked include:

EDUCATION

- Engineering, Cerritos College

CERTIFICATIONS

- ICC Residential Combination Inspector
- ICC Commercial Building Inspector
- ICC Residential Building Inspector
- ICC Structural Masonry
- ICC Reinforced Concrete
- ICC Prestressed Concrete
- ICC Residential Plumbing Inspector
- ICC Permit Technician
- L.A. City Masonry
- L.A. City Reinforced Concrete
- L.A. City Drilled- In-Anchor

- SpaceX Headquarters,
- 8th and Spring Towers (Los Angeles, CA)
- ICON at Sunset Bronson Studios Office Tower
- La Floresta Parking Structure (Brea, CA)
- Community Memorial Hospital Parking Structure (Ventura, CA)

Knowledge of Building and Safety Procedures

- City municipal codes and building, electrical, mechanical, and building codes
- Modern office practices, computer equipment and applications,
- Plan check submittal process and permit process

Project and Task Related Experience Working in Transtech's client cities:

- Enforce all City municipal codes, building, electrical and mechanical, and plumbing codes
- Field inspections for building, electrical, mechanical, and plumbing work done
- Issuing building permits
- Taking in plan check submittals
- Answering phone calls, emails, or counter questions regarding construction questions
- Providing written corrections/comments on inspections to be given to applicant, contractor, homeowner, or engineer on site
- Investigate complaints and write up stop-work orders if necessary

HIGHLIGHTS

- Spanish Speaker
- Proficient in Microsoft Excel, PowerPoint, Word, & Outlook



JASON ROBBINS, Backup Building Inspector

Mr. Robbins has over 6 years of experience working in governmental environments. He is assigned to various Transtech Contract Cities. He has served as Permit Technician and as Building Inspector under Transtech's contract cities, including at the City of Alhambra, City of South Pasadena, City of Temple City, City of Montebello and City of Seal Beach. Mr. Robbins also has experience working alongside Los Angeles County Staff at City of Commerce as a Permit Technician. Some of Mr. Robbins' roles as a building inspector includes conducting building, electrical, mechanical, and plumbing inspections; ensuring that all proper documents are obtained prior to finalization of permits; and answering questions that contractors, developers, engineers, or homeowners may have regarding code requirements.

Along with working as an Inspector, Mr. Robbins has prior experience as a Permit Technician, taking in plan submittals, processing permits, and calculating plan check and permit fees. In addition to these roles, his tasks also include creating reports for departmental use and for outside agency use such as for SMIP or BSASRF; entering permits into the city's database; and providing quality customer service to the public and to city staff.

EDUCATION

- A.A. Associate of Arts Degree -Citrus Community College
- A.S. Associate of Science Degree – Citrus Community College
- California State University of Los Angeles – Upperclassman Computer Science (In Progress)
- Deans Honor Roll

CERTIFICATIONS

- ICC Certified Building Inspector
- ICC Certified Commercial Building Inspector
- ICC Certified Residential Combination Inspector
- ICC Certified Residential Building Inspector
- ICC Certified Residential Electrical Inspector
- ICC Certified Residential Mechanical Inspector
- ICC Certified Residential Plumbing Inspector

HIGHLIGHTS

- Proficient in Microsoft Excel, PowerPoint, Word, Outlook, QuickBase, Access
- Municipal permitting systems: Accela Permit Plus (City of Commerce), File Maker Pro (City of Seal Beach)

Project and Task Related Experience Working in Transtech's client cities:

- Record keeping and policies
- Ensure that all safety standards of building construction related to work on enforced
- Plan check submittal process and permitting process
- Clear and concise record keeping and policies
- Implementing and enforcing building and municipal codes
- Performs building field inspections including electrical, mechanical, and plumbing work
- Provide written corrections or approvals on inspections in the field
- Input all inspection results into Excel
- Take in inspection requests for next day inspections, map out inspection route, input all inspections for the following day, and prepare permits for the next day inspection
- Assist permit technicians with over-the-counter permits
- Investigate unpermitted work and issue stop-work orders if necessary
- Provides information to contractors, developers, engineers regarding code requirements
- Review, understand, interpret, and analyze construction plans, specifications, and maps in conformance with city standards and policies



- ICC Certified Permit Technician
- Receive all proper departmental final inspections and documentations prior to finalizing construction permits
- Ensure that all proper documentation and departmental final inspections are obtained prior to finalizing permit
- Sending approval of electrical and gas meter releases to utility providers

Project Experience working in Complex Projects (Partial List):

2400 S Fremont Ave – 36 SFD and 28 Townhomes – Building Inspections

- 113-117 N Palm Ave – 7 Unit Condos – Building Inspections
- 2300-2330 W Commonwealth Ave – 3 New Commercial Building – Building Inspections
- 300 W Main St/11 S 3rd St – Mixed Use – Issuing temporary occupancy with guidance and instruction from building official



ROBERT MENDOZA, Backup Building Inspector

Mr. Mendoza has over 20 years of experience. He has served as a Building Inspector at various Transtech Contract Cities. As a Building Inspector He performs inspections for residential, commercial, and industrial projects. Some of Mr. Mendoza's tasks include answering code questions; inputting results of field inspections into Excel; contacting utility providers for electrical and gas meter releases; and assisting permit technicians at the counter with issuing permits. Prior to working for Transtech Engineers Mr. Mendoza worked for a general contractor as a plumbing Foreman. He was responsible for the installation of waste lines, sewer, water supply, gas piping, and plumbing fixtures.

EDUCATION

- General Education,
California state
Polytechnic University,
Pomona
- Mt. San Antonio College
Psychiatric Technician
Certificate of Completion
- A.A. Liberal Arts,
Fullerton Community
College

CERTIFICATIONS

- ICC Certified Building
Inspector
- ICC Permit Technician

HIGHLIGHTS

Proficient in Microsoft
Excel, PowerPoint, Word,
& Outlook

Knowledge of Building and Safety Procedures:

- Document retention and record keeping and policies
- Plan check submittal and permitting process
- Knowledge of construction standard safety when out on the job site
- Municipal code and city adopted building, electrical, mechanical, and plumbing code

Project and Task Related Experience Working in Transtech's client cities:

- Take inspection requests, map out routing for the next day, pull all active permits required for next day inspection
- Send approval to electrical and gas company for utility release
- Assist permit technicians in over-the counter permits
- Answering questions at the counter, on the phone, or through email.
- Works closely with code enforcement to investigate cases where unpermitted work is undergoing construction
- Performs building, electrical, mechanical, and plumbing inspections
- Maintains a clean and organized office, file, and desk area



JONATHAN TARANGO, Backup Building Inspector

Jonathan has over 8 years of City government experience working in many diverse communities. His experience includes working as a Building Inspector and Permit Technician at various Transtech contract cities. With a strong background in construction, excellent customer service skills, and broad range of computer abilities he has been a great asset to the Building Division. His duties include answering building code questions along with general building questions (which include plan submittal, permits, etc) over the phone or at the counter; working closely with permit technicians to maintain communication on various projects that should be brought to attention; and filing away permits at the end of the day after finishing up inspections. In addition to his duties, Mr. Tarango also goes above and beyond by helping and assisting the permit technicians with issuing permits, taking in plan check submittals, as well as entering permits into a database.

EDUCATION

- Construction Management, Fullerton College
- General Education, Mount San Antonio College

ICC CERTIFICATIONS

- ICC Building Inspector

HIGHLIGHTS

- Proficient in Microsoft Excel, PowerPoint, Word, & Outlook

Prior to working for Transtech Engineers Mr. Tarango worked in the City of Diamond Bar as a Building Inspector Technician. Some of his responsibilities included site inspections of residential and commercial projects, site grading, answering questions and providing information to the public, review of permit applications for completeness and accuracy, determining appropriate fees, routes plans, and issues permits.

Knowledge of Building and Safety Procedures:

- Knowledge of methods, materials, and safety standards of building construction
- Safety equipment and practices related to the work, including safe driving rules and practices
- Record keeping and policies
- Implement and enforce building and municipal codes
- Plan check submittal process and permitting process
- Provide highly qualified customer service and communication with staff members and the public

Project and Task Related Experience Working in Transtech's client cities:

- Performs building field inspections including electrical, mechanical, and plumbing work
- Provide corrections or approvals on inspections out in the field
- Input results of field inspections into excel
- File away permits after inspections are completed
- Take inspection requests, route out inspections for the following day, prepare all permits for the next day's inspection
- Release electrical and gas meters to utility providers
- Request for final inspections from appropriate departments prior to final of building permits
- Assist permit technicians with over-the-counter permits
- Take in plan check submittals



- Respond to questions, concerns, issues public may have at the counter, on the phone, or through email
- Investigate unpermitted work and issue stop-work orders if necessary
- Works closely with Code Enforcement to conduct follow-up inspections to ensure compliance and complete case files
- Maintain a clean and orderly office and desk area

Project Experience working in Complex Projects (Partial List):

- 2400 S Fremont Ave – 36 SFD and 28 Townhomes – Building Inspections
 - 113-117 N Palm Ave – 7 Unit Condos – Building Inspections
- 2300-2330 W Commonwealth Ave – 3 New Commercial Building – Building Inspections



THOMAS NAVARRETTE, Backup Building Inspector

Mr. Navarrette has over 5 years of experience. He serves as Building Inspector at Transtech contract cities including City of Bell, City of Alhambra and City of Montebello.

HIGHLIGHTS

- Proficient in Microsoft Excel, PowerPoint, Word, Outlook, QuickBase, Access

Project and Task Related Experience Working in Transtech's client cities:**CERTIFICATIONS**

- ICC Certified Residential Building Inspector

- Record keeping and policies
- Ensure that all safety standards of building construction related to work on enforced
- Plan check submittal process and permitting process
- Clear and concise record keeping and policies
- Implementing and enforcing building and municipal codes
- Performs building field inspections including electrical, mechanical, and plumbing work
- Provide written corrections or approvals on inspections in the field
- Input all inspection results into Excel
- Take in inspection requests for next day inspections, map out inspection route, input all inspections for the following day, and prepare permits for the next day inspection
- Assist permit technicians with over-the-counter permits
- Investigate unpermitted work and issue stop-work orders if necessary
- Provides information to contractors, developers, engineers regarding code requirements
- Review, understand, interpret, and analyze construction plans, specifications, and maps in conformance with city standards and policies
- Receive all proper departmental final inspections and documentations prior to finalizing construction permits
- Ensure that all proper documentation and departmental final inspections are obtained prior to finalizing permit
- Sending approval of electrical and gas meter releases to utility providers

H PROPOSED FEE STRUCTURE LISTED BY CONTRACT YEAR

H.1

H. PROPOSED FEE STRUCTURE LISTED BY CONTRACT YEAR

Following is our Fee Structure listed by Contract Year:

FEE STRUCTURE BY CONTRACT YEAR	FY 2018/19				FY 2019/20				FY 2020/21			
	Hours/Week	Hourly Rate	Weekly Rate	Annual Cost (52 weeks)	Hours/Week	Hourly Rate	Weekly Rate	Annual Cost (52 weeks)	Hours/Week	Hourly Rate	Weekly Rate	Annual Cost (52 weeks)
Building Official	8	\$135	\$1,080	\$56,160	8	\$139	\$1,112	\$57,845	8	\$143	\$1,146	\$59,580
Combination Building Inspector	16	\$84	\$1,344	\$69,888	16	\$87	\$1,384	\$71,985	16	\$89	\$1,426	\$74,144

The above FY 2019/20 and 2020/21 fees are estimation only.

The FY 2018/19 fees will be increased each year on July 1st automatically by the percentage change Los Angeles-Riverside-Orange County Consumer Price Index-All Urban Consumers ("CPI-U") for the preceding twelve-month period as calculated for March by the U.S. Department of Labor Bureau of Labor Statistics and published by the United States Bureau of Labor Statistic.

133,724



Following are comments we received from our insurance agency on City's Professional Services Agreement. If selected by the City, we will appreciate an opportunity to have our Attorney discuss the final contract language with the City Attorney for a mutually acceptable final contract language.

EXHIBIT "B"

GENERAL TERMS AND CONDITIONS

1. Status as Independent Contractor.

A. Consultant is, and shall at all times remain as to City, a wholly independent contractor. Consultant shall have no power to incur any debt, obligation, or liability on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not, at any time, or in any manner, represent that it or any of its agents or employees are in any manner agents or employees of City.

B. Consultant agrees to pay all required taxes on amounts paid to Consultant under this Agreement, and to indemnify and hold City harmless from any and all taxes, assessments, penalties, and interest asserted against City by reason of the independent contractor relationship created by this Agreement. In the event that City is audited by any Federal or State agency the validity of a wholly independent contractor relationship between City and Consultant, then arising out of such audit and any appeals relating thereto.

C. Consultant shall not be entitled to retirement, medical, dental or other benefits provided to employees of the City.

D. In the event that Consultant, or its employee, agent, or subcontractor providing services under this Agreement, claims or is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of the City, Consultant shall indemnify, defend, and hold the City harmless for the payment of any employee and/or employer contributions for PERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of the City.

2. Standard of Performance

ordinarily exercised by members of the same profession currently practicing under similar conditions in the same or similar locale

A. Consultant shall perform all work to the highest professional standards and in a manner reasonably satisfactory to the City Manager or his/her designee. The City Manager or his/her designee may from time to time assign additional or different tasks or services to Consultant, provided such tasks are within the scope of services described in Exhibit "A." However, no additional or different tasks or services shall be performed by Consultant other than those specified in Exhibit "A," or those so assigned in writing to Consultant by the City Manager or his/her designee.



B. The City Manager shall administer this Agreement and provide for immediate supervision of Consultant with respect to the services to be provided hereunder.

3. Indemnification.

A. Consultant is skilled in the professional calling necessary to perform the services and duties agreed to be performed under this Agreement, ~~and City is relying upon the skill and knowledge of Consultant to perform said services and duties.~~ [The deleted wording may impose uninsured fiduciary liability]

B. City and its respective elected and appointed boards, officials, officers, agents, employees and volunteers (individually and collectively, "Indemnities") shall have no liability to Consultant or any other person for, and Consultant shall indemnify, defend, protect and hold harmless Indemnities from and against, any and all liabilities, claims, actions, causes of action, proceedings, suits, damages, judgments, liens, levies, costs and expenses of whatever nature, including reasonable attorney's fees and disbursements (collectively "Claims"), which Indemnities may suffer or incur or to which Indemnities may become subject by reason of or arising out of any injury to or death of any person(s), damage to property, loss of use of property, economic loss or other loss occurring as a result of or allegedly caused by the Consultant's negligent or willful acts. Notwithstanding the foregoing, the provisions of this subsection shall not apply to Claims occurring as a result of the City's sole negligence or willful acts or omissions.

4. Insurance.

A. Without limiting Consultant's indemnification of Indemnities pursuant to Section 3 of this Agreement, Consultant shall obtain and provide and maintain at its own expense during the term of this Agreement the types and amounts of insurance as described below:

(i) Consultant shall procure and maintain at all times during the term of this Agreement, full coverage automobile insurance, of which a copy of such policy shall be delivered to City upon demand. Consultant shall provide general liability in the amount not less than One Million Dollars (\$1,000,000.00). Moreover, consultant shall procure and keep in force for the duration of this Agreement professional liability insurance in the minimum amount not less than One Million Dollars (\$1,000,000.00) per occurrence to protect the Consultant from errors and omissions, to which Consultant will deliver to City a Certificate of Insurance evidencing such insurance coverage prior to City's execution of this Agreement. Each of the policies shall be issued by an insurance company which is admitted to do business in the State of California, and name and list the City of Montebello as an additional insured. ^{not renewed} Insurance policies shall provide that the insurance coverage shall not be cancelled or reduced by the insurance carrier without the City of Montebello having been afforded ten (10) days written notice prior thereto by the carrier. The Consultant agrees it will not cancel or reduce said insurance coverage. The requirement as to the types of insurance to be maintain by

the Consultant are not intended to, and shall not in any manner limit Consultant's liabilities and obligation under this Agreement.

(ii) Workers' Compensation insurance on a state approved policy form providing statutory benefits as required by law with employer's liability limits no less than \$500,000 per accident for all covered losses.

B. City, its officers, officials, employees and volunteers shall be named as additional insureds on the policy(ies) as to commercial general liability and automotive liability.

C. All insurance procured pursuant to these requirements shall be written by insurers that are admitted carriers in the state of California with a Best's rating of no less than A:VII.

D. All insurance policies shall provide that the insurance coverage shall not be non-renewed, canceled, reduced, or otherwise modified (except through the addition of additional insured's to the policy) by the insurance carrier without the insurance carrier giving City thirty (30) days' prior written notice thereof. Any such thirty (30) day notice shall be submitted to City via certified mail, return receipt requested, addressed to "City Clerk," City of Montebello, 1600 West Beverly Boulevard, Montebello, California, 90640. Consultant agrees that it will not cancel, reduce or otherwise modify said insurance coverage.

E. Consultant shall submit to City (i) insurance certificates indicating compliance with the minimum worker's compensation insurance requirements above, and (ii) insurance policy endorsements indicating compliance with all other minimum insurance requirements above, not less than one (1) day prior to beginning of performance under this Agreement. Endorsements shall be executed on City's appropriate standard forms entitled "Additional Insured Endorsement".

F. The Consultant's insurance shall be primary as respects the City, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees and volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

G. Consultant agrees that if it does not keep the aforesaid insurance in full force and effect, and such insurance is available at a reasonable cost, City may take out the necessary insurance and pay the premium thereon, and the repayment thereof shall be deemed an obligation of Consultant and the cost of such insurance may be deducted, at the option of City, from payments due Consultant.

A ten (10) day written notice to City shall apply to non-payment of premium. Consultant shall provide thirty (30) days written notice to City prior to implementation of a reduction of limits or material change of insurance coverage as specified herein.



5. Confidentiality.

Consultant in the course of its duties may have access to confidential data of City, private individuals, or employees of the City. Consultant covenants that all data, documents, discussion, or other information developed or received by Consultant or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Consultant without written authorization by City. City shall grant such authorization if disclosure is required by law. All City data shall be returned to City upon the termination of this Agreement. Consultants' covenant under this section shall survive the termination of this Agreement.

6. Ownership of Work Product.

All reports, documents or other written material developed by Consultant in the performance of this Agreement shall be and remain the property of City without restriction or limitation upon its use or dissemination by City. Such material shall not be the subject of a copyright application by Consultant.

(Automatic under federal law)

7. Conflict of Interest.

A. Consultant covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which may be affected by the services to be performed by Consultant under this Agreement, or which would conflict in any manner with the performance of its services hereunder. Consultant further covenants that, in performance of this Agreement, no person having any such interest shall be employed by it. Furthermore, Consultant shall avoid the appearance of having any interest that would conflict in any manner with the performance of its services pursuant to this Agreement.

B. Consultant covenants not to give or receive any compensation, monetary or otherwise, to or from the ultimate vendor(s) of services to City as a result of the performance of this Agreement, or the services that may be procured by the City as a result of the recommendations made by Consultant. Consultant's covenant under this section shall survive the termination of this Agreement.

8. Termination for Cause.

A. *Termination for Cause.* Should Consultant fail to perform any of the obligations required of Consultant within the time and in the manner provided for under this Agreement within seven (7) days after receipt from City of a written notice of such default, or should Consultant violate any of the terms and conditions of the Agreement, City may terminate this Agreement with cause upon thirty (30) days' written notice to Consultant. The effective date of termination shall be upon the date specified in the notice of termination. Consultant agrees that in the event of such termination, City's obligation to pay Consultant shall be limited to payment only for those services satisfactorily rendered prior to the effective date of termination. Immediately upon

Notwithstanding the foregoing, Consultant shall not be restricted from disclosing Confidential Information that is reasonably necessary for Consultant to disclose to Consultant's employees, subconsultants and the general Contractor and subcontractors, if appropriate, or information in whatever form that is in the public domain. Nor shall Consultant be restricted from giving notices required by law or complying with an order to provide information or data when such an order is issued by a court, administrative agency or other legitimate authority, or if disclosure is reasonably necessary for Consultant to defend itself from any legal action or claim.

receiving written notice of termination, Consultant shall discontinue performing services, preserve the product of the services, and turn over to City the product of the services in accordance with written instruction of City.

B. *Termination for Convenience.* City may, in its sole discretion, by written notice to Consultant, terminate the whole or any part of this Agreement at any time and without cause by giving written notice to Consultant of such termination, and specifying the effective date thereof, (5) days' before the effective date of such termination. Upon the effective date of termination, Consultant shall immediately cease performance of any and all Services under this Agreement. Consultant may not terminate this Agreement except for cause.

9. Personnel.

Consultant represents that it has, or will secure at its own expense, all personnel required to perform the services under this Agreement. All of the services required under this Agreement will be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. Consultant reserves the right to determine the assignment of its own employees to the performance of Consultant's services under this Agreement, but City reserves the right, for good cause, to require Consultant to exclude any employee from performing services on City's premises.

10. Non-Discrimination and Equal Employment Opportunity.

A. Consultant shall not discriminate as to race, color, creed, religion, sex, marital status, national origin, ancestry, age, physical or mental handicap, medical condition, or sexual orientation, in the performance of its services and duties pursuant to this Agreement, and will comply with all rules and regulations of City relating thereto. Such nondiscrimination shall include but not be limited to the following: employment; upgrading, demotion, transfers, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

B. Consultant will, in all solicitations or advertisements for employees placed by or on behalf of Consultant state either that it is an equal opportunity employer or that all qualified applicants will receive consideration for employment without regard to race, color, creed, religion, sex, marital status, national origin, ancestry, age, physical or mental handicap, medical condition, or sexual orientation.

C. Consultant will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Agreement except contracts or subcontracts for standard commercial supplies or raw materials.

In addition, Consultant may terminate this Agreement upon giving City ten (10) calendar days prior written notice for any of the following: (1) breach by City of any material term of this Agreement, including but not limited to Payment Terms; (2) material changes in the conditions under which this Agreement was entered into, the Scope of Services or the nature of the Project, and the failure of the parties to reach agreement on the compensation and schedule adjustments necessitated by such changes; (3) suspension of the Project or the Consultant's services by City for more than ninety (90) calendar days, consecutive or in the aggregate.

11. Assignment.

Consultant shall not assign or transfer any interest in this Agreement nor the performance of any of Consultant's obligations hereunder, and any attempt by Consultant to so assign this Agreement or any rights, duties, or obligations arising hereunder shall be void and of no effect.

12. Compliance with Laws.

Consultant shall keep informed of State, Federal and Local laws, ordinances, codes and regulations that in any manner affect those employed by it or in any way affect the performance of its service pursuant to this Agreement. The Consultant shall at all times comply with such laws, ordinances, codes and regulations. Without limiting the generality of the foregoing, if Consultant is an out-of-state corporation or LLC, it must be qualified or registered to do business in the state of California pursuant to sections 2105 and 17451 of California Corporations Code. The City, its officers and employees shall not be liable at law or in equity occasioned by failure of Consultant to comply with this Section.

13. Licenses.

At all times during the term of this Agreement, Consultant shall have in full force and effect all licenses (including a City business license) required of it by law for performance of the services hereunder.

14. Non-Waiver of Terms, Rights and Remedies.

Waiver by either party of any one or more of the conditions of performance under this Agreement shall not be a waiver of any other condition of performance under this Agreement. In no event shall the making by City of any payment to Consultant constitute or be construed as a waiver by City of any breach of covenant, or any default which may then exist on the part of Consultant, and the making of any such payment by City shall in no way impair or prejudice any right or remedy available to City with regard to such breach or default.

15. Attorney's Fees.

In the event that either party to this Agreement shall commence any legal or equitable action or proceeding to enforce or interpret the provisions of this Agreement, the prevailing party in such action or proceeding shall be entitled to recover its costs of suit, including reasonable attorney's fees and costs, including costs of expert witnesses and consultants.

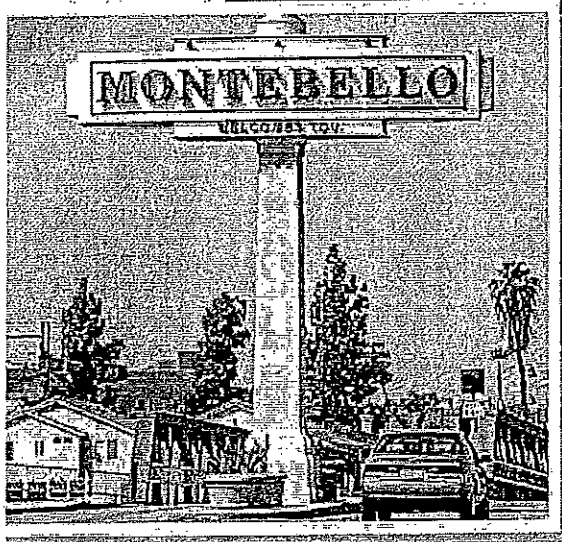
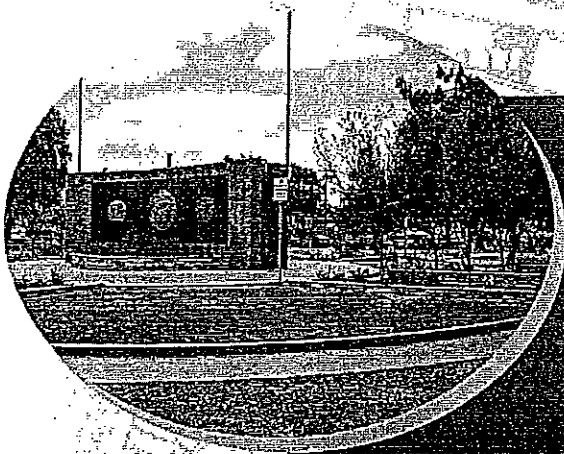
to the extent such fees and costs are added to and made part of the final judgment as determined by a court of competent jurisdiction

City of Montebello

REQUEST FOR PROPOSAL 19-2 BUILDING AND SAFETY SERVICES



Code



August 2018



A. COVER LETTER

August 29, 2018

City of Montebello
City Clerk's Office
Danilo Batson, Assistant City Manager
1600 W. Beverly Boulevard
Montebello, CA 90640

Subject: Request for Proposals (RFP # 19-2) for Building and Safety Services

Dear Mr. Batson:

The Code Group, Inc., dba VCA Code (VCA) is pleased to respond to the City of Montebello's Request for Proposal for Building and Safety Services. Our proposal includes our understanding about the services requested, the required Summary Sheet, allocation of resources, scope of services, previous relevant projects and references, experience of personnel and resumes, proposed fee structure, and also includes a successful transition plan.

VCA is uniquely qualified to assist the City with our team of extremely proficient Building Officials, combination building inspectors, as well as other ancillary personnel, as needed. Our team is capable of responding to any type of project, and is organized to provide maximum value to the City. Our building officials possess an in-depth background managing building departments, and our building inspectors are well trained, courteous and customer centric. VCA's employees are highly-qualified, technically-oriented, and experienced individuals who possess an outstanding knowledge of the codes. Accordingly, the City of Montebello can have great confidence in VCA's ability to provide excellent building department service to the community and staff of Montebello.

VCA is nearby and its executive management team is readily accessible for meetings with the City staff or applicants. VCA has excellent references, and during the past 37 years has successfully provided building department, building inspection, plan checking, and supplemental staffing services to many similar jurisdictions like the City of Montebello. The key members of VCA Code to serve the City are Tom VanDorpe, S.E./President, Charles Russell, CBO/Sr. Vice President and designated Project Manager, and Janet Boydell, Principal and Project Manager responsible for all staffing needs. Resumes of each person are included in Appendix A: Resumes.



To ensure the City's satisfaction and quality assurance we will assign Charles Russell, CBO/Sr. Vice President and Ms. Janet Boydell/Principal as dedicated Project Managers. Charles brings 30 years of experience managing similar projects. He is an acting Certified Building Official and is extremely knowledgeable about the codes. In addition, he participates in many code-related organizations, including being the 2015 Past President of the ICC Orange Empire Chapter, and has been an instructor for CALBO's Educational weeks. Mr. Russell can be reached at (714) 363-4700 Ext. 120, and his email is crussell@vcacode.com.

Janet Boydell brings 22 years of management and retained search expertise. Janet has placed building officials, combination building inspectors, plan checkers, permit technicians, code enforcement officers, planners, and others at many jurisdictions and is capable of filling any type of position for the City. She is the author of two books about how to successfully attract, hire, and retain the top talent needed to achieve goals. Janet developed proprietary tools and techniques that will be utilized to ensure the proper fit and talent is hired into the right position for any type of function. Janet can be reached at (714) 363-4700 Ext. 505, and her email is jboydell@vcacode.com.

VCA is a financially stable company with a two-million dollar E&O insurance package. VCA will provide an updated insurance certificate at the city's request.

This proposal is valid for one year. VCA complies with nondiscrimination requirements of the State and Federal Government.

Please do not hesitate to call me with any questions, or if you need any clarification on any part of this proposal.

Sincerely,

THE CODE GROUP, INC.

A handwritten signature in black ink, appearing to read "Tom VanDorpe S.E.", written over the printed name.

Tom VanDorpe, S.E.
President



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C. SUMMARY SHEET

CITY OF MONTEBELLO
BUILDING AND SAFETY SERVICES (RFP NO. 19-2)

SUMMARY SHEET

- I. Consultant shall perform the following services/tasks, per the RFP:

Services/Tasks	Hours/Week	Hourly Rate	Weekly Rate	Annual Cost (52 weeks)
Building Official	8	\$125.00	\$1,000.00	\$52,000.00
Combination Building Inspector	16	\$80.00	\$1,280.00	\$66,560.00
Total Annual Cost				\$118,560.00



2. Suggested Building Inspectors:

- Jack Kuwitzky, Combination BI, 8 years in residential and commercial building inspection for multiple cities
- Robert Leatherman, Combination BI, 18 years in residential and light commercial building inspection for multiple cities & county
- Mikel Del Rio, Combination BI, 9 years in residential and commercial, TI's, inspections for multiple cities

3. Resume of Matthew Winter, CBO – Suggested Building Official

CBO, Sr. Building Inspector, Plans Examiner and Asst. Project Manager

- More than 20 years of experience as a building and safety official, responsible for the enforcement of building standards, permitting processes, plan checking, building inspections and related staff.
- Extensive experience reviewing drawings, plans, and specifications, approving or disapproving, as appropriate. He meets with contractors, architects, and engineers to provide interpretations of codes, local ordinances, and state laws.
- Conducted construction inspections related to administration of City ordinances, provided technical assistance on construction inspections and plan reviews, resolved field inspection problems, answered technical questions regarding code enforcement, and provides inspection training programs.
- Provided supervision, leadership, and ongoing support and direction for staff. Conducted placement, training, development, discipline, and appraisal of building departmental personnel. Established and executed work performance policies and procedures.
- For the cities of Upland, Chino, Whittier, and Laguna Woods: provided independent judgments concerning acceptance of alternative building products and construction methods and management and supervision concerns; monitored seismic retrofit status of historic buildings; oversaw implementation of historic building codes in relation to alterations, TI's, and additions. And provided reports to City Council on number of properties abated and related costs, and maintained the program in compliance with California state law. Developed Building Division budget and managed and controlled expenditures. Attended all budget-related meetings and provided relevant information to the Director of Community Development and the City Manager, as needed.

Certifications: Certified Building Official - 0855140-CB, Certified Code Official - 0855140-B6
Certified Plans Examiner - 0855140-B3, Certified Plans Examiner (UBC) - 0855140-60
Certified Combination Inspector - 0855140-C8, Certified Combination Inspector (Uniform
Codes) - 0855140-50, Certified Electrical Inspector - 0855140-E5
Certified Building Inspector - 0855140-B5, Certified Building Inspector (UBC) - 0855140-10
Certified Mechanical Inspector - 0855140-M5, Certified Mechanical Inspector (UMC) -
0855140-44, Certified Plumbing Inspector - 0855140-P5
Certified Plumbing Inspector (UPC) - 0855140-34, Certified Residential Combination Inspector
- 0855140-R5, Certified Combination Dwelling Inspector - 0855140-56



D. ALLOCATION OF RESOURCES

VCA thoroughly understands, and is fully capable of providing all of the requested Building and Safety services listed in the RFP, including but not limited to:

1. **VCA currently provides full building and safety department services** for jurisdictions located in the area of the City of Montebello, including like services and like city demographics.
2. **ICC Certified Building Officials:** VCA would suggest **Matt Winter**, a very experienced Building Official to serve the City. VCA's ICC certified building officials are capable of running a full building department. They are seasoned, knowledgeable, ethical, efficient, and cooperative individuals. These individuals possess multiple certifications and extremely strong capabilities. VCA attracts and retains the best talent due to our solid reputation, commitment to their continuous training of codes, competitive compensation, and outstanding benefits.
3. **ICC Certified Inspectors and more:** VCA will provide well qualified combination building inspectors. We've identified three very qualified inspectors that possess the depth and experience needed for the City. They've been included in our list of personnel and resumes are included in Appendix A: Resumes. In addition, VCA can provide plan checkers, permit technicians, code enforcement officers, as well as city planners on an as-needed basis.
4. **Project Schedule: VCA will ensure the City has the coverage required:**

ICC Certified Building Official	Shall be available to work a minimum of 8 hours	Shall work one day each week during City hours
ICC Certified Building Inspector	Shall be available to work a minimum of 16 hours	Shall work two days each week during City hours

5. **Compliance with all City policies and procedures:** VCA personnel will act as an extension of the City's own staff. Our employees will comply with all policies and procedures established by the City. Whenever a question arises regarding a permit, an inspection, or an interpretation of the Code or plan review issue, our employees will ensure a smooth transition and act in concert with City policy and procedures, and consult with a member of the City staff for a final determination.
6. **Project Controls:** VCA's building official will efficiently manage costs and provide accurate and timely invoices to ensure a well-maintained budget. In addition, our building official has the experience required to monitor schedules and make sure deadlines are met. Staff will understand the importance of quality work and completing projects on time and within budget.
7. **Training for the City staff and applicants** related to new codes, and ensure compliance with all federal and state laws, and any City amendments.
8. **Counter Plan reviews: include and meet all requirements of the California Code Regulations (CCR Title 24.)** Including but not limited to: structural, architectural, mechanical, electrical, plumbing, accessibility, fire, CASp, grading and drainage, soils, sustainability (Energy and Green Building Codes), civil, geotechnical services, and construction documents for compliance with the California Building, Electrical, Mechanical and Plumbing Codes, CALGreen, and disabled access. And VCA is capable of providing electronic plan check, if desired.
9. **CASp Services:** VCA has a very qualified individual on staff to provide CASp services.



10. **Record keeping:** The building official will review and take control of any records that need to be maintained. All actions will be recorded in accordance with the City's established procedures. Plan corrections are written in plain language stating the item shown on the plans that are deficient and the requirement that must be indicated in order to show compliance with the code. Inspectors shall maintain any and all records in accordance with City policy. And inspections shall be conducted in a timely manner to ensure schedules are maintained and stakeholders are treated in a courteous and professional manner.
11. **VCA will ensure the City also has, as needed or as requested:**
- Disaster Safety Assessment:** VCA has on-call inspectors who have experience regarding both natural and man-made disasters. Our inspectors and building officials have been called as early as 2:00 a.m. in the morning to provide emergency inspections related to fires, earthquakes, and car accidents involving structures. VCA will be ready!
 - Required Reports:** VCA will comply with and ensure the timely compliance with and provide any daily, monthly, and annual reports as needed for the building division of the Community Development Department, including the:
 - Building Division Activity reports and summaries of plan checks, inspections, Permits, and other ancillary reports
 - And if desired, VCA can provide: Strong Motion Instrument Program (SMIP); and
 - Green Fee report on a quarterly basis or as required by the State of California.
 - Other Administrative Services:** VCA shall coordinate and assist the City Manager with building department correspondence related to activities of the Building and Safety Department, including responding to complaints, building abatement, recommendations for policies and procedures, report writing, and VCA's senior management will attend City Council and Commission meetings as requested by the City Manager.

TRANSITION PLAN:

Ideally, a transition should be so smooth that the community and staff don't even notice there was a change. However, we are realistic about relationships that may have developed, as well as the concerns that an applicant may have with a significant change in consultants. The City may be assured that VCA will provide all of the services specified in the RFP by providing qualified and professional building officials, and that building inspection and other contract services will be handled in as seamless a process as possible. Our goal is to provide the City with superior customer service and satisfaction.

Transition Period and Methodology:

- Initial meetings:** The successful transition from the outgoing consulting firm to the incoming firm, if applicable, is crucial to serving the needs of the City of Montebello. The Project Manager and Building Official, Charles Russell, and Janet Boydell, Principal and Project Manager for Staffing will meet with City officials to learn about the following:
 - The existing staff:** their strengths, knowledge of codes, persona, issues or concerns, and any educational or training requirements. The Project Manager, Charles Russell



- has been instrumental at training city employees working in all types of building and safety department functions; and he is a past trainer for CALBO Education Weeks.
- b. **The City's cultural environment:** What works, what needs to be enhanced, ways that VCA may assist the City with any upcoming changes, etc.
 - c. **The outgoing firm(if applicable):** VCA will address any areas of concern, unresolved or ongoing issues, completing existing plan reviews, including corrections, scheduling of inspections, code enforcement, and working with City staff to stay on schedule, etc.
 - d. **City Direction:** Another important aspect is learning about the desired direction that the City wants to take. VCA will support City officials to ensure the citizens are supported and served in the manner they deserve and expect.
 - e. **Future initiatives and City government issues.** What does the future hold for the City of Montebello and how can VCA help achieve goals and expected results.
2. **Effective communication:** One of the important keys to ensuring a successful transition is clear and concise information shared between consultants. *Each consultant must be willing to put the City first when it comes to wrapping up outstanding projects, transitioning staff, working with City personnel, sharing City-owned documents or records, and making sure there are no stones left unturned.* VCA is willing to meet with the outgoing consultant to learn about, and coordinate the completion of any outstanding projects. If chosen, VCA's incoming Building Official will be an effective communicator and possess the ability to help the community feel assured that their needs will be met.
3. **Community First:** The impact on the public should be minimal. We have first-hand experience with and thoroughly understand that an applicant may be concerned about changes and the status of their project. We know change can be upsetting. VCA will make every effort to ensure all existing projects/plans are accounted for and move forward expeditiously in accordance with expectations and City policy.
4. **Coordination and Accountability:** VCA will work with the City and any outgoing consultant to create a thorough list of all projects. We'll reach out to applicants regarding the status of their plans, or inspections, and present them with a plan of action that will allay any fears about timing and possible delays. VCA will work with the City, incorporate ideas, prepare documents, and cooperate in any way the City deems necessary regarding communicating with the public.
5. **Patience is the key:** VCA possesses the knowledge and experience to help the community understand and gain familiarity with codes, or laws, and we would make it our priority to effectively communicate and provide assurances. Our building official will patiently explain the benefits of the code and processes related to their life safety and compliance with the law. And make every effort to assure an applicant that their project is important and will be managed in an efficient and timely manner.



E. SCOPE OF SERVICES

SCOPE OF WORK FOR THE BUILDING OFFICIAL:

VCA's building officials are committed to providing the excellent service a City community expects and deserves. Our building officials will work independently; take responsibility for overseeing building inspections, as well as code compliance and abatement; and acts as an official City representative on building-related matters. **VCA's Building Official shall be available to be at the City during the hours that City Hall is open, and will possess previous Building Official experience. And will be customer-service oriented, and capable of managing multiple tasks, assignments and responsibilities. VCA's Building Official shall work at least one day per week at the City for appointments or counter assistance during City Hall hours of operation.** In addition, the building official shall comply with and promote City policies and procedures; and make every effort to add additional value for the community of Montebello, including but not limited to:

1. Function as the Building Official as set forth in the California Building Code, in other City adopted building codes, ordinance Municipal Code, and as specified in Federal and State law.
2. Issue Certificates of Use and Occupancy for buildings and structures.
3. Assist in the coordination and oversight of the building permit, building inspection, building counter and building code enforcement services so that they function as one building and safety organization.
4. Maintain, amend and develop ordinances and regulations necessary to implement and enforce the latest editions of the California Building Code, including any and all related Codes, or others uniform safety codes, laws, or regulations as adopted or amended by the City deemed necessary by the City to protect the health safety and welfare of its citizens.
5. Prepare building and safety code violation cases for submittal to the City Attorney's office when prosecution action is necessary to obtain compliance with existing codes and regulations.
6. Quality control review of building inspections.
7. Resolution of resident inquiries and complaints.
8. Make determination on the approval and use of alternative materials and methods of construction.
9. Assist in the administration and processing of complex Building Code issues and dispute resolution, including making final interpretations concerning the application of building and safety codes.
10. Contribute the necessary resources to the configuration, implementation and on-going support of an automated permitting system.
11. Review discretionary applications for preliminary compliance with construction codes.
12. Coordinate with Code Enforcement regarding abatement programs.
13. Review and update the Building/Safety Procedures Manual.
14. Monthly Reporting of Building and Safety Activities as well as reports required for fee collection and other reports required by the State of California or other government agencies.
15. Review Planning Commission & City Council staff reports related to Building & Safety items (as needed).



16. Periodic attendance at Planning Commission 7 City Council meetings (as needed).
17. Provide emergency and after hours inspection and reports of damaged properties or structures.
18. Meet with developers, homeowners, business owners, architects, engineers and the general public at the City or in the field, as the need dictates, to resolve grievance and/or respond to questions and ensure timely project processing in compliance with Federal, State and City laws and ordinances.

SCOPE OF WORK FOR INSPECTION SERVICES:

VCA fully understands and shall provide all of the services specified in the RFP for Combination Building Inspection Services. VCA commits to providing ICC Certified Building Inspectors who shall perform residential and commercial inspections in accordance with all City requirements, expectations, and regulations, as well as all trades, site visits, completing building logs/records, but not limited to:

1. Provide building inspection services by fully trained/certified inspectors for all construction regulated by all applicable Federal, State and City building and Safety codes/ordinances, and National Pollution Discharged and Elimination System Permit (NPDES) requirements.
2. Inspect buildings and structures, for which building permits have been issued, for compliance with the approved plans and applicable codes and ordinances.
3. Inspect for compliance with conditions of approval set forth by the City's Planning and Community Development Department, Planning Commission, and/or City Council.
4. Building inspection – field hours shall be 8:00 a.m. to 5:00 p.m. (or 8 hours), Tuesdays and Thursdays (minimum of 2 days per week).
5. Enforce conditions of approval associated with discretionary permits regarding building and safety regulations, as adopted by the City.
6. During inspections, review for compliance with code, accessibility, building, electrical, mechanical and plumbing work, etc. Issue stop/correct work notices, or notices of violation with violations of the above referenced codes and regulations occur.
7. Provide special inspections by qualified inspectors and conduct investigations as directed by the City, including field and office research and the preparation of letters and/or documents.
8. Handle resident/building inquiries and resolve complaints.
9. Assist in processing of public records requests (as needed).
10. Assist in construction and demolition debris recycling program (as needed).
11. Building code Abatement Inspection (including lien process, as needed).
12. Maintain records and prepare documents for storage and/or imaging.



ADDITIONAL INFORMATION REGARDING DUTIES, RESPONSIBILITIES, AND INFORMATION:

1. **VCA's building officials and inspectors** possess a broad array of capabilities to meet the needs of the City, its community, and other stakeholders, including ADA and CBC accessibility codes knowledge. Our inspectors are seasoned individuals who are experienced in all types of construction. And our employees include NDPES qualified and CASp certified individuals.
2. **VCA's staff understands the importance of meeting deadlines** and working well with City staff and City community members. VCA provides on-going training by sending employees to CALBO and ICC training workshops. In addition, VCA's internal staff are sought after and deemed as code experts. This valuable information is routinely passed on to all field employees, and VCA maintains an up-to-date library of all Codes and related Code books.
3. **Courteous and Professional:** Our employees know they wear two hats: one for the City and one for VCA. They understand that behavior and attitude matter and make an impact on the communities they serve.
4. **Continuing Education for Staff:** Our employees possess years of experience working within building and safety departments. Our employees are well-trained and VCA pays for their continuing education. We understand the necessity of keeping our employees up to date, and encourage them to sharpen their skills and knowledge of building codes in order to better serve the City. VCA encourages their obtaining additional licenses and reimburses them for their achievements.
5. **CASp Expert:** VCA has employed Theresa McLean, a CASp specialist, who will be readily available as needed, and she is capable of assisting the City in any ISO audits that should arise during the contract period. VCA will provide the City with at least two copies of the most current adopted building code, and shall keep these materials up to date.
6. **VCA staff shall be assigned to work at the City for the stated days and times:**
 - i. Building Official at least 8 hour for one day per week during City hours.
 - ii. Building Inspector at least 2 days per week during City hours, to perform inspections and respond to inquiries.
 - iii. VCA staff is courteous, well trained, and understand they wear two hats: that of VCA and that of the City.
 - iv. VCA staff shall be available to respond to emergency situations, even when the City is closed.
 - v. VCA staff shall assist with and comply with utilization of any City software and hardware.



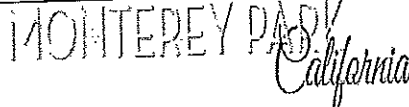
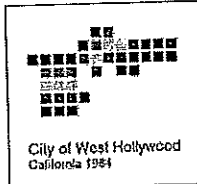
F. PREVIOUS RELEVANT PROJECTS AND REFERENCES

VCA's experience providing similar services to other jurisdictions include, but are not limited to the following projects completed within the past five years:

City Name/Contact/Phone	Similar Services	Service Period
City of Bradbury Kevin Kearney, City Manager (626) 358-3218	Building Department Operation: Counter Services, Plan Review, Inspection, Code Enforcement, Services, and planning services	Currently providing building department services since 2008
City of San Marino Aldo Cervantes, CBO (626) 300-0700	Building Department Operation Counter Services, Plan Review, Fire & Building Inspection, and Permitting Services	Currently providing building department services since 1997
City of Irvine Joe Kirkpatrick, CBO (Retired) Kam Chitalla, Deputy BO (949) 724-6371	Residential, Commercial, and Grading Inspection Services, and Permitting Processing	Currently providing Building Inspection and Permitting Services since 2008
LA County Current services: Josh Hussey, S.E. (626) 458-6378 LA County Past Services: Mazen Dudar, Sr. Engineer - Inspection (626) 961-9611	Current: Plan Review, and Several years of Staffing for Building Inspection and Document Control Services	Currently providing Plan Review since 2010 Previously provided Inspection and Document Specialist for 5 years. Contract staffing phased out during 2017 & 2018
City of Orange Pete Goodrich, CBO (714) 744-7201	Building Inspection Services and Plan Review	Currently providing Building Inspection and Plan Review Services since 2016
City of West Hollywood Ben Galan, Acting BO (323) 848-6475	Building Official and Counter Plan Review Services and outsourced Plan Review Services	Currently providing Building Official and Counter Plan check services since 2014
City of Yorba Linda Jim Sowers, CBO (714) 961-7125	Building Inspection and Plan Review Services	Currently providing Building Inspection & Plan Review since 2017



REFERENCES:

	City of San Marino Aldo Cervantes, CBO 2200 Huntington Dr. San Marino, CA 91108 (626) 300-0700 Acervantes@cityofsanmarino.org	Building Department Services Building Plan Review Planning Services (AICP) Building & Fire Inspection Services Staffing and Inspection Services (Providing services since 1997)
	City of Bradbury Kevin Kearney City Manager 600 Winston Ave. Bradbury, CA 91008 (626) 358-3218 k Kearney@cityofbradbury.org	Full Building Department Building Official Inspection & Code Enforcement Planning Services Engineering Plan Review (Providing services since 2008)
	City of Monterey Park Timothy Tran, CBO 320 West Newmark Avenue Monterey Park, CA 91754 (949) 497-0336 TTran@MontereyPark.ca.gov	Plan Review Services and As-Needed Staffing (Providing services since 2005)
	City of West Hollywood Ben Galan, Acting Building Official Building & Safety Dept 8300 Santa Monica Blvd., 2nd Floor West Hollywood, CA 90069-4314 (323) 848-6475 czabala@weho.org	Building Department Services: Counter Plan Check and Staffing Services (Providing services since 2014)
	City of Orange Pete Goodrich, CBO 300 E. Chapman Ave. Orange, CA 92866 (714) 744-7201 pgoodrich@cityoforange.org	Building Inspection and Plan Review As-Needed Staffing (Providing services since 2016)
	City of Yorba Linda Jim Sowers, CBO 4845 Casa Loma Avenue, Yorba Linda, CA 92885 Ave. (714) 961-7120 jsowers@yorbalindaca.gov	Building Inspection and Plan Review As-Needed Staffing (Providing services since 2017)



G. EXPERIENCE AND QUALIFICATIONS:



**The VCA Code Team at
Headquarters located in
Orange, CA**

Company Overview: VCA has been in business for more than 37 years successfully providing building division services, including counter services, plan review, permit processing, building inspections, and other services described in the City's RFP. Our extensive experience and qualified staff can successfully provide the services needed to support the City staff and its community.

VCA is a California Corporation with headquarters located in Orange, CA, and is in close proximity to the City of Montebello. VCA has performed over 50,000 building plan reviews and provides staffing services for more than 25 California jurisdictions. Our leadership has a professional background as licensed engineers and certified building officials. VCA understands the diverse needs of the City of Montebello related to the enforcement of the State of California and City ordinances.

VCA possesses a strong reputation in the industry and our excellent references will attest to the depth and breadth of our experience and qualifications. VCA's experience and capabilities include a full range of services for the City:

Full Building Department Services		Building Inspection
Full Plan Review	Electronic Plan Review	Fire Plan Review
Fire Inspection	Permit Processing	Geotechnical Reports: Grading, Drainage, Soils
Planning	CASp & OSHPD-3	CALGreen & Energy
Review of all building construction documents for compliance with the CBC, CMC, CPC, CEC, and Energy Codes		



To assist the diverse community of Montebello, we bring the experience and expertise to assist the City in achieving its future goals. Our in-house and field staff consists of technical personnel, including:

ICC Certified Building Officials	ICC Certified Building Inspectors
Registered Structural Engineers and Registered Civil Engineers	Licensed ICC Certified Plans Examiners
ICC Certified Permit Technicians	State Certified CASp experts
Code Enforcement Officers	Fire Plan Review & Inspectors
AICP Planners	CALGreen Experts
Mechanical Engineers	Site Design & Site Accessibility
Energy & Green Building Codes LEED-AP (BD+C Homes), CEA, CEM	Commissioning, GPR measures and HERS Raters

PERSONNEL INFORMATION AND QUALIFICATIONS:

Resumes for each person are located in Appendix A: Resumes

Name	Senior Management: Qualifications – Licenses/Certifications	Function & Office Number: 714.363.4700	Years Exp.
Thomas VanDorpe	Registered Structural S-4611 Registered Civil Engineer C-50687 ICC Certified Building Plans Examiner tvandorpe@vcacode.com	President	25
Charles Russell	ICC Certified Building Official ICC Certified Plans Examiner ICC Certified CALGreen Plans Examiner ICC Certified CALGreen Building Examiner crussell@vcacode.com	Building Official/ Sr. VP and Project Manager	30
Janet Boydell	Senior management and expert recruiter, and author of two books about hiring. Provides staffing services for any type of function for jurisdictions. BSBA, Cal Poly Pomona jboydell@vcacode.com	Principal and Project Manager	23



Proposed Building Official			
Matt Winter	ICC Certified Building Official ICC Certified Plans Examiner ICC Certified CALGreen Plans Examiner mwinter@vcacode.com	Building Official/ Building Inspection	25
Proposed Building Inspector Personnel			
Jack Kuwitzky	ICC: Combination Residential, light Commercial and Industrial, MEPs, TI's +	Combination Building Inspector/Plan Examiner	7
Robert Leatherman	ICC: Combination inspections of rough-in trades: framing, rough fire, plumbing, electrical, mechanical, and energy standards	Combination Building Inspector	18
Mikel Del Rio	ICC: Combination inspections of rough-in trades: framing, rough fire, plumbing, electrical, mechanical, and energy standards	Combination Building Inspector	9
Terry McLean	CASp Certified Access Specialist (CASp) CA Architect License C-27291 Certified Access Specialist CASp 184 Tmclean@vcacode.com	AIA/CASp Expert	15
Note: Assignment of staff subject to approval by the City. VCA has additional Staff.			

1. **Our Building Officials are ICC Certified:** Our Building Officials are an ICC certified Chief Building Officials with years of experience managing building and safety departments for multiple jurisdictions. These individuals possess multiple ICC certifications. Our building officials will provide oversight of the City's Building and Safety program. And each will also conduct plan review at the front counter, manage City staff, conduct building inspections and site visits, learn the City software, represent the City as its building official while interfacing with the public or other agencies, manage code enforcement and building abatement, and adhere to City ordinances. Our Building Officials know they must coordinate with other departments, provide leadership, train City staff as needed, and maintain open and effective lines of communication with all stakeholders.
2. **Combination Building Inspectors:** VCA's experienced team of individuals bring a broad depth of experience, knowledge of codes, licenses and certifications, and the ability to provide excellent customer service to the City, its staff, and its community.



3. **Plan Review Overview:** VCA has a strong team of nine in-house plan checkers and is available to provide complete Plan Check services, including electronic.
- a. VCA Code plan reviews meet all requirements of the California Code Regulations (CCR Title 24.) including, but not limited to structural, architectural, mechanical, electrical, plumbing, fire, CASp, grading and drainage, LEED, sustainability (Energy and Green Building Codes), civil, geotechnical services, flood zone, OSHPD 3, as well as all required construction documents for compliance with the California Building, Electrical, Mechanical and Plumbing Codes, CALGreen, and disabled access. And VCA will include and adhere to any City amendments.
1. **Electronic Plan check:** VCA has licensed P.E's who are also experts at electronic plan check. The City may rely on our code knowledge and efficient processes which are both cost- and time-saving for the City and its applicants. VCA will come to the City to provide training and assistance about electronic plan review for the staff and applicants.
 2. **Our CASp Professional:** is available to review plans, perform site visits and meet with the public to discuss issues related to State and Federal accessibility compliance. Reviews include provisions of the California Building Code, Federal Fair Housing Act, Uniform Federal Accessibility Standards and the Americans with Disabilities Act. VCA can provide CASp evaluation of existing buildings and sites, CASp transition ADA planning, CASp review of proposed projects and CASp training and education.
 3. **Professional Development Training:** VCA's Project Manager and experienced staff will provide training to the City staff on various code related items, certifications, and newly enacted building codes. VCA has earned an unparalleled reputation for effectively conveying highly technical building regulations into common-sense, best-practice solutions. We've assisted and earned the respect of building officials and industry professionals, many of whom reach out to us for clarification. VCA provides needed materials, PowerPoint presentations, booklets, and other handouts or research to enhance any learning sessions provided. VCA will make every effort to conduct additional research and present findings to the City staff for any code related issue.
 4. **Other Staffing Needs:** Our expert recruiters are savvy, experienced and capable of finding qualified candidates for any function at the City. Janet Boydell, Principal with years of executive recruiting has 23 years of strategic staffing experience and authored two books about how to find, attract, and hire the very best talent to achieve goals and objectives. She will ensure the City has the best qualified as well as the best fit for your City.
 5. **Litigation:** There is no pending or previous litigation over the past five years related to our firm's work.
 6. **Insurance:**
 - a. VCA shall comply with all terms and conditions outlined in the City Standard Professional Services Agreement.
 - b. VCA's insurance includes a \$2,000,000 E&O policy that includes Commercial General Liability, Automobile Liability, Umbrella Liability, Workers Compensation and Employers' Liability, and Professional Liability. VCA shall provide a timely Certificate of Insurance.



7. **Coordination and Cooperation:** The philosophy of VCA is to behave as an extension of the City's staff and processes. This benefits the City staff and the community in providing outstanding customer service as well as overcoming challenges. VCA currently provides building officials and ancillary personnel in multiple cities who work side-by-side with City personnel and strive to work seamlessly to ensure the communities' needs are being met as expected.



H. PROPOSED FEE STRUCTURE

Based on annual costs:

Building Services:	Year 1	Year 2	Year 3	Year 4	Year 5
Building Official	\$52,000	\$52,000	\$54,080	\$54,080	\$56,160
Building Inspector	\$66,560	\$66,560	\$70,720	\$70,720	\$74,880
Totals:	\$118,560	\$118,560	\$126,980	\$126,980	\$131,040

Calculations based on the following hourly rates for each position and for each of the 5 years:

Hourly rate Building Official:	\$125.00	\$125.00	\$130.00	\$130.00	\$135.00
Hourly rate for Inspector:	\$ 80.00	\$ 80.00	\$ 85.00	\$ 85.00	\$ 90.00

ADDITIONAL INFORMATION:

- VCA's customer service philosophy** for serving the City is to act as an extension of the City departments we serve and to act in a courteous and professional manner while serving the community. At VCA we strive to excel at making sure our clients receive the attention and service they deserve. Our extensive experience related to the scope of service requested, our capabilities and total quality management control processes are a multi-layer approach.
- Industry Associations:** VCA has a long-standing participation and technical involvement with the International Code Council (ICC), Los Angeles Regional Uniform Code Program (LARUCP), Structural Engineers Association of California (SEAOC), International Association of Plumbing and Mechanical Officials (IAPMO), and others.
- Sustainability and Disabled Accessibility:** VCA is a recognized, well-known thought-leader when it comes to training and conversing on the subject and practical challenges of implementing Title 24 regulations. Notably, VCA has provided more technical presentations related to Sustainability, ADA and Structural Building Code development than other like firms.
- Training and Code Knowledge:** VCA has earned a strong reputation for conveying highly technical building regulations into common-sense, best-practice solutions that are greatly appreciated. VCA's staff is sought-after speakers and trainers. Participants in our informative seminars include building officials, architects, engineers, homeowners, and local shop keepers. Our qualifications are most notably seen through the respect we have earned among building officials and industry professionals, many of whom reach out to us for understanding and clarity of various codes.



5. **VCA continually updates** an extensive library of all applicable and adopted building codes and reference standards; and modifies and upgrades review standards to reflect code changes and guarantees that plan reviews are in alignment with the current standards. We participate in the code development community for the purpose of contributing when called upon and by keeping abreast of the policy changes with the different agencies in our state.
6. **Benefits for VCA Employees:** The City may be assured that VCA provides the very best benefits for our contract employees. We provide full health benefits including medical, dental and vision. We pay time off for the same holidays that match the City; and we provide sick pay, vacation pay, and a 401(k) Plan to assist them in planning for their future.
7. **Location:** VCA is in its 38th year of serving jurisdictions like the City of Montebello, and we're located just 24 miles away, which means we could be at your office in about 30 minutes. The City and its community will feel as though we're just across the street.
8. **Qualified Contract Staffing Services:** Should the need arise, VCA is ready to provide the City with qualified contract employees in the areas of out-sourced plan review, permit processing, code enforcement, and planning to serve to City and community. VCA is an equal opportunity employer and complies with all Federal and State employment laws. VCA has a strict hiring policy that includes the following:
 - a. A thorough telephone pre-screening is conducted along with the review of an updated resume. If deemed appropriate, VCA conducts at minimum of 30 minute face-to-face interview with the candidate to determine their level of expertise, certifications, license, education, and experience. And VCA confirms their stated credentials are accurate and current.
 - b. If hired by VCA, each person meets with human resources, completes all required new hire documentation in accordance with all federal and state laws; and learns about VCA's extensive benefit package.
 - c. VCA prepares a formatted resume and forwards it to the City for consideration. VCA assists the City by coordinating all meetings, and conducting follow up with the City and the candidates to determine the next step.
 - d. VCA provides all of the necessary materials, books, hard hats, cell phone allowance, etc. to ensure the contract employee has everything needed to perform their job to the best of their ability.
 - e. VCA encourages employees to continue their education by paying for their attendance at CALBO Education Weeks and their certifications.
 - f. VCA stands behind our employees will make every effort to ensure they meet or exceed the minimum requirements for any function the City.
 - g. All new hires are subject to complete background and reference checks as requested. If the City requires a Live Scan, VCA will comply with the City's requirements and coordinate that effort prior to any start date.



ATTACHMENT A: RESUMES



Tom VanDorpe, S.E.

President

Years of Experience: 25

RELEVANT PROJECT EXPERIENCE

- 10 years plan review for over 20 jurisdictions including residential, mixed-use, tilt-up, and masonry

EDUCATION

- Bachelor of Science, California State Polytechnic University, Pomona
- Master of Science in Civil Engineering, California State University, Long Beach

LICENSES & CERTIFICATIONS

- Registered Structural Engineer - 4611
- Registered Civil Engineer
- ICC Certified UBC Building Plans Examiner
- ICC Certified CALGreen Plans Examiner

EXPERIENCE

- Plan checking skills include Structural Engineering, Building Code Consulting, Building Inspection, Fire Protection Engineering, Structural Observation, research and forensic engineering services
- Over 25 years of professional experience in structural design, building plan reviews and construction
- Has extensive knowledge of the International Building Code and the California Building Code, including fire and life safety portions of the code, and is familiar with the provisions of Title 24, including ADA regulations and Energy Conservation Standards
- Active in several industry associations and has served on a number of committees involved with the development and interpretation of structural building codes
- Involved with several seismic-retrofit projects
- Past member of the statewide SEAOC Seismology Systems Committee
- Frequent author and speaker on topics related to the economic design of low-rise structures



Charles "Russ" Russell, CBO

Executive Vice President /Project Manager

Years of Experience: 30 (10 as Building Official)

**RELEVANT PROJECT
EXPERIENCE**

- Contract building official for City of Bradbury
- Contract building official for City of San Marino
- Former building official for City of El Monte
- Municipal Experience as Building Official & Plans Examiner
- Directly responsible for the adoption of applicable building codes
- Authored several local ordinances that have proven to benefit the welfare of the community

**EDUCATION &
CERTIFICATIONS**

- ICC Certified Building Official (5036960-CB)
- I.C.B.O. Certified Plan Examiner (5036960-60)
- ICC Certified CALGreen Plans Examiner
- ICC Certified CALGreen Building Inspector
- CA-OES Certified Safety Assessment Program (SAP) for building damage assessment
- Hands-on Construction Trade and Superintendent Roles
- Bachelors of Science, University of Phoenix - *Business Management*

EXPERIENCE

- Executive Vice President responsible for the management and successful operations of VCA Code
- Ensures building code evaluation and plan checking services for municipal building departments across California for previous 9 years
- Member of the International Code Council (ICC) Los Angeles Basin Chapter Green Building Code Committee and the Fire Life Safety Committee and responsible in the development of Chapter training
- 2015 Past President of ICC Orange Empire Chapter
- Presenter on state wide tour of seminars for the implementation of CALGreen in collaboration with the Building Standards Commission (BSC), State Department of Housing and Community Development (HCD), and Green Technology of Pasadena.
- Established VCA Green, a division within VCA Code that provides outstanding service to clients in need of green building project management and consulting. This division offers building owners, developers, and architects a team that shares a passion for sustainable building.
- Taught architects, engineers, building and planning personnel, contractors, developers, and educators for in-depth residential and commercial applications.
- Former project manager for a construction corporation and had direct supervision of multi-million dollar projects. These projects included shopping centers, multi-story office buildings, construction and alteration of hospital facilities, new dialysis buildings, medical laboratories, multi-family dwelling units, public works projects, multi-level span-crete structures, and specialized residential projects



Janet Boydell, Principal

Project Manager for Staffing Solutions

Years of Experience: 23

STAFFING and RECRUITING EXPERIENCE

- Full P&L responsibility for VCA Code Staffing Solutions and Executive Recruiting
- A generalist recruiter placing ICC certified contract personnel into multiple jurisdictions
- 20 years of retained executive recruiting for Manager to C-Level functions working various industries
- Founded the retained executive search firm A Hire Connection, Inc.®

EDUCATION

- Bachelor of Science in Business Administration with an emphasis in finance and law from California State Polytechnic University, at Pomona

ACHIEVEMENTS

- Author: *A Hire Connection: How to Make Your Next You're your Best Hire*
- Co-author: *You're NOT The Person I Hired!: A CEO's Survival Guide to Hiring Top Talent*
- Creator of the Fast Forward Resume™ (FFR)

EXPERIENCE

- More than 20 years of helping CEOs and City Officials hire Top Talent to achieve their goals
- Recruit and manage contract personnel working for multiple jurisdictions and in various functions including:
 - ICC certified: Plan Checkers
 - ICC Building Inspectors
 - ICC Permit Technicians
 - AICP Planners,
 - Licensed Public Works Engineers
 - Real Estates Asset Managers, and more
- A generalist recruiter who brings an intuitive knowledge about people, skillful interviewing techniques and strong business acumen
- Recruited thousands of people from various industries including: municipalities, engineering, manufacturing, distribution, transportation, medical, and technology
- Developed trade-marked hiring tools and processes
- Creator of the Fast-Forward Resume™ (FFR) a unique hiring tool that identifies the Key Deliverables to be achieved on the job. And the Fast-Forward Questionnaire™ (FFQ) helping managers ask the right questions during an interview
- Met thousands of candidates at all levels from: entry, manager, director, vice president and C-Level. Functions included: P.E.s, S.E.s, design engineers, accountants, sales reps, quality control, human resources, operations, vice presidents, CFOs, COOs, presidents and CEOs
- Active in several industry associations and serves on a number of executive committees
- Presented half-day workshops based on her two books. Traveled throughout the U.S. for Vistage® International and Qualcomm®
- Prior to founding A Hire Connection, Janet was a partner at Impact Hiring Solutions, and VP at CJA Executive Search. Previously Janet worked as a Controller in the investment banking industry where she possessed a Series 27 license.



Matthew Winter, CBO

CBO, Sr. Building Inspector, Plans Examiner and Asst. Project Manager
Years of Experience: 25

RELEVANT EXPERIENCE

- Contract Building Official: Upland, Laguna Woods, Whittier
- Municipal Experience as Building Official, Plans Examiner & Building Inspector

EDUCATION & CERTIFICATIONS

Certified Building Official - 0855140-CB
Certified Code Official - 0855140-B6
Certified Plans Examiner - 0855140-B3
Certified Plans Examiner (UBC) - 0855140-60
Certified Combination Inspector - 0855140-C8
Certified Combination Inspector (Uniform Codes) - 0855140-50
Certified Electrical Inspector - 0855140-E5
Certified Building Inspector - 0855140-B5
Certified Building Inspector (UBC) - 0855140-10
Certified Mechanical Inspector - 0855140-M5
Certified Mechanical Inspector (UMC) - 0855140-44
Certified Plumbing Inspector - 0855140-P5
Certified Plumbing Inspector (UPC) - 0855140-34
Certified Residential Combination Inspector - 0855140-R5
Certified Combination Dwelling Inspector - 0855140-56
2-year Construction Technology Program

EXPERIENCE

- More than 20 years of experience as a building and safety official, responsible for the enforcement of building standards, permitting processes, plan checking, building inspections and related staff.
- Extensive experience reviewing drawings, plans, and specifications, approving or disapproving, as appropriate. He meets with contractors, architects, and engineers to provide interpretations of codes, local ordinances, and state laws.
- Conducted construction inspections related to administration of City ordinances, provided technical assistance on construction inspections and plan reviews, resolved field inspection problems, answered technical questions regarding code enforcement, and provides inspection training programs.
- Provided supervision, leadership, and ongoing support and direction for staff. Conducted placement, training, development, discipline, and appraisal of building departmental personnel. Established and executed work performance policies and procedures.
- For the cities of Upland, Chino, Whittier, and Laguna Woods: provided independent judgments concerning acceptance of alternative building products and construction methods and management and supervision concerns.
- For the City of Upland monitored seismic retrofit status of historic buildings in the downtown area. Oversaw implementation of historic building codes in relation to alterations, T's, and additions. And provided reports to City Council on number of properties abated and related costs, and maintained the program in compliance with California state law.
- For the cities of Upland, Chino, and Whittier: developed Building Division budget and managed and controlled expenditures. Attended all budget-related meetings and provided relevant information to the Director of Community Development and the City Manager, as needed.



Jack Kuwitzky Combination Building Inspector & Plans Examiner

Years of Experience: 7

Skills & Accomplishments

- Extensive experience working for various Cities
- Combination Inspector and Plans Checker
- Brings a positive and professional persona for working with the public, contractors, and co-workers
- Praised as courteous and hard-working by multiple building officials

Licenses & Education

- Certifications:
 - ICC Residential Inspector
 - ICC Combination Dwelling Inspector
- Certificates of Achievement:
 - Combination Building Inspector: TI's, patrician walls, sprinklers, & ADA
 - Combination Residential Inspector
 - Code Professional
 - Permit Technician
- Coastline Community College
 - Associate of Science – Building Technology

Experience:

Multiple Cities: Manhattan Beach, Yorba Linda, and Buena Park

(Contract Building Inspector)

- Performed inspections for buildings, plumbing, mechanical, electrical, concrete, framing, roofing, and structural steel inspections.
- Structures included new and tenant improvements on Type I, and IIB Commercial, and Residential Multi-Family construction, and Type V Single Family.
- Pre-grade through Final for: New dwellings, remodels, additions, upgrades and repairs of residential properties.
- Point of contact for complaint's and diagnosing communication issues at the public counter and jobsite.
- Plan Review of residential additions, remodels and solar installation.

City of Laguna Beach – (VCA Contract Building Inspector)

- Commercial and Residential Inspections, including reviewing plans, for various types of structures.
- Plan Check of Solar installation and residential remodels – primarily single story.

City of Buena Park - (Contract Building Inspector)

- Performed all related combination inspections on residential construction.
- Performed all related inspections on Types I, IIB and steel structures on new commercial construction including tenant improvements.



Robert Leatherman
Sr. Building Inspector

Years of Experience: 18

**RELEVANT PROJECT
EXPERIENCE**

- Worked as Building Inspector for the County of Los Angeles and the cities of Buena Park and Pico Rivera at a senior level position

CERTIFICATIONS

- ICC Certified Building Inspector
- ICC Certified Commercial Mechanical Inspector
- ICC Certified Mechanical Inspector
- ICC Certified Residential building inspector
- ICC Certified Residential Mechanical Inspector
- Certified in safety assessment program from state of California Governor's office
- ICC Certified Commercial Building Inspector

EXPERIENCE

Multiple Cities and County Inspector

- Performed inspections of building, electrical, mechanical and plumbing codes
- Assisted property owners and contractors on the use of materials and building methods to comply with building codes
- Investigated complaints and violations of codes and ordinances for residential and commercial properties
- Prepared reports and maintained records, processes and issued permits and minor plan checking
- Knowledge of blue prints and plan layouts
- Proficient in dealing with the public, contractors and paperwork
- Self-motivated and willing to accept new obligations and responsibilities
- Well organized; able to effectively manage multiple projects simultaneously
- Maintain positive and professional relationships with the government officials, public, contractors, and coworkers
- Proven verbal and written communication abilities
- Quick to learn new methods, terminology and processes



Mikel Del Rio Building Inspector

Years of Experience in Building Inspection: 9
Years of Experience in construction: 15

Skills & Accomplishments

- Experience working for various Cities
- Combination Inspector
- Plans Examiner
- Brings a positive and professional persona for working with the public, contractors, and co-workers

Licenses & Education

- Certifications:
 - ICC Building Inspector
 - ICC Mechanical Inspector
 - ICC Plumbing Inspector
 - ICC Plans Examiner
 - Certified Disaster Service Worker

Experience:

Multiple Cities: Orange, Palos Verdes Estates and City of Palos Verdes (Contract Building Inspector)

- Performed inspections for buildings, plumbing, mechanical, electrical, concrete, framing, roofing, and structural steel inspections.

- Structures included new and tenant improvements on Type I, and IIB Commercial, and Residential Multi-Family construction, and Type V Single Family.

- Pre-grade through Final for: New dwellings, remodels, additions, upgrades and repairs of residential properties.

- Provide residential plan check.
- Maintain construction documents on a daily basis that included surveying, geology and 3rd party testing.

Union Carpenter –

- Skilled carpenter worked on various structures;
 - Custom Homes
 - Tract Homes
 - High Schools
 - University Housing



Teresa J. McLean, CASp

Architect and CASp

Years of Experience - 15

Certifications & Education

- CA State Certified Access Specialist
- Architectural Design
California State
Polytechnic University,
Pomona CA

Skills & Accomplishments

- Extremely knowledgeable regarding access codes
- Excellent written and verbal communication skills
- Well-developed leadership abilities
- Project Management
- Training

EXPERIENCE

VCA Code - CASp Services

▪ As VCA's Director of Special Projects she oversees and directs our CASp services for cities, counties, and developers.

▪ **Manage projects related to the following:**

- Projects from initial programming
- Space planning
- Preparation of construction documents
- Construction administration
- Corporate Tenant improvements

▪ **Disabled access review:**

- Path of Travel upgrades for tenant improvement projects
- Plan review for AHJ and private clients
- Accessibility and CASp reports
- Accessibility training

▪ **Projects/ Structures**

- Offices
- Retail Centers
- Theaters
- Residential (SFD & MFD)
- Commercial
- Industrial
- Warehouses
- Churches
- Museums
- Government agencies



APPENDIX B: ADDENDUM #1

City of Montebello
Planning and Community Development Department

To: Prospective Responders/Bidders

From: Danilo Batson
Assistant City Manager

Date: August 13, 2018

Subject: RFP No. 19-2 – Request for Proposals for Building and Safety Services
(ADDENDUM # 1 – RESPONSES TO INQUIRIES)

I. RESPONSES TO INQUIRIES:

- 1) Required Proposal Format, states "This section of the proposal must include a fully-completed copy of the Summary Sheet included with this proposal." This sheet does not seem to be included in the RFP. Will this item be located in an addenda at a later date?

ANSWER: Please use the form attached for this purpose.

Bidder's Certificate: (This Certificate must be signed and returned together with the Bid Proposal, otherwise the submitted bid shall be considered incomplete.)

I ACKNOWLEDGE RECEIPT OF THIS ADDENDUM #1 AND I ACCEPT THE
AFOREMENTIONED CONDITIONS.

DATE: 8/29/18

COMPANY: The Code Group, Inc. dba VCA Code

SIGNATURE: Jon Van Doren S.E.

TITLE: President/S.E.



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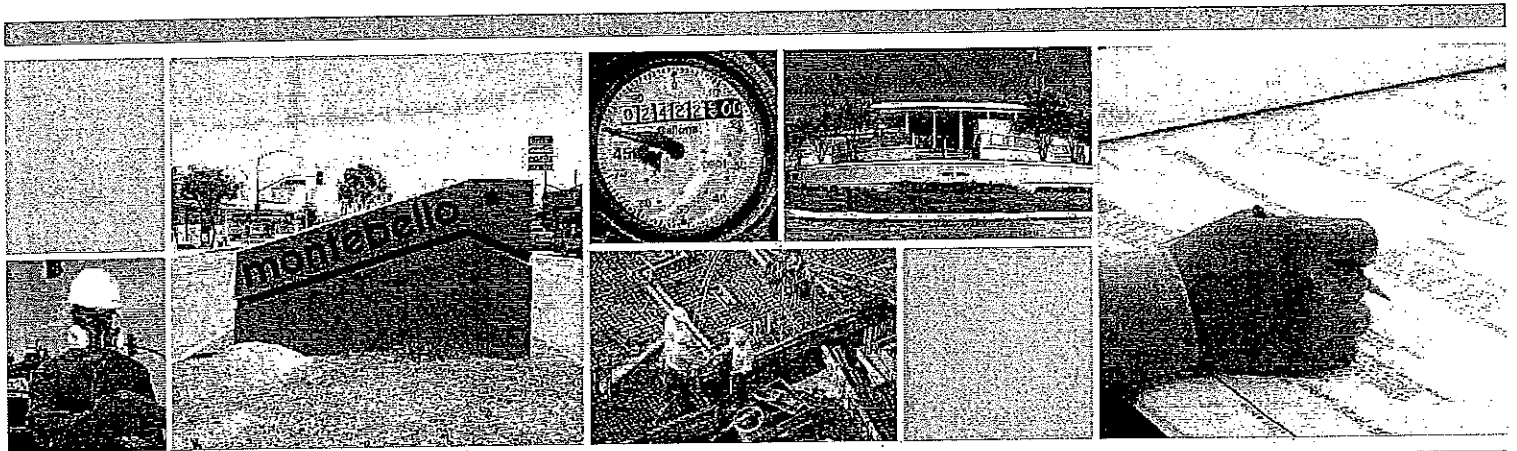
City of Montebello

Proposal for

Building and Safety Services

RFP #19-2

August 30, 2018





August 30, 2018

City of Montebello
City Clerk's Office
1600 W Beverly Boulevard
Montebello, CA 90640

**Subject: Proposal for Building and Safety Services
RFP #19-2**

Dear City Clerk:

Willdan Engineering is pleased to present this proposal to the **City of Montebello** to provide Building and Safety services, specifically Building Official and inspection services, to the City. Willdan has been a consistent industry leader for 56 years providing all aspects of municipal and infrastructure engineering, including **building and safety**, public works, public financing, planning, and construction management services.

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 Montebello**.

- **Knowledge of the City of Montebello** – Willdan provided plan review and inspection services to the City in the past, including all plan checks, permits and inspections for the **Montebello Town Center**. Our team members provide building and safety services to numerous Southern and Northern California municipalities.
- **Experience with Comparable Engagements** – Willdan Engineering specializes in providing professional building and safety, engineering, and planning services to municipalities. The firm has been providing building and safety services to cities and counties on a contract basis since 1979.
- **Demonstrated Competence and Expertise** – Willdan Engineering presently provides building and safety services to a vast number of jurisdictions throughout California. In this capacity, we provide a full range of services including Building Official services, building and safety plan review, permit issuance, inspection and code enforcement. We service client needs from an occasional overload plan review to staffing an entire Department.
- **Public Sector Experience:** Our staff - many of whom have experience as former public agency staff and management - understands the uniqueness of public agency needs and issues. They have served as building officials, city engineers, planning directors, traffic engineers, and public agency staff members for numerous cities and counties. The diversity of this experience is an added value of our services.

- **CASp Certified Inspectors** – Willdan Engineering can provide CASp certified specialists to the City, as required by Senate Bill No. 1608, specifically CHAPTER 549.
- **No Subconsultants** – Willdan Engineering will provide all requested Building and Safety services with Willdan staff. No subconsultants will be used.

Our approach to each assignment is to furnish the client with technical assistance and strong project management in a professional, efficient and economical manner. **Mr. James M. Guerra, CBO**, will serve as the **Project Manager/Building Official** and will oversee all services provided to the City. Please feel free to contact me should you have any questions or require additional information.

Respectfully submitted,
WILLDAN ENGINEERING


James M. Guerra, CBO
Director of Building and Safety
jguerra@willdan.com
562.364.8499



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CITY OF MONTEBELLO

SUMMARY SHEET

BUILDING AND SAFETY SERVICES (RFP No. 19-2)

SUMMARY SHEET

- I. Consultant shall perform the following services/tasks, per the RFP:

Services/Tasks	Hours/Week	Hourly Rate	Weekly Rate	Annual Cost (52 weeks)
Building Official	8	\$140	\$1,120	\$58,240
Combination Building Inspector	16	\$ 95	\$1,520	\$79,040
Total Annual Cost				\$137,280



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Team

Willdan has the depth of resources to staff this assignment with experienced, qualified personnel. Our team is structured so that the most experienced personnel are responsible for providing technical leadership, day-to-day monitoring of task schedules, and quality control. **Mr. James Guerra, CBO**, will serve as **Project Manager and Building Official**, overseeing all services provided to the City.

Name/Title	Registrations/Certifications	Service Provided
James Guerra, CBO Director/Project Manager/Building Official	▪ ICC Building Official	Project Manager/Building Official
Bruce Capucetti, CBI Sr. Building Inspector	▪ ICC Building Inspector ▪ ICC Structural Steel Inspector ▪ ICC Welding Inspector ▪ ICC Masonry Inspector	Building inspection: Multi-story office buildings, educational facilities, retail outlets, single-family and multi-family residential developments. NPDES inspections.
Rex Shields, CBI Sr. Building Inspector	▪ ICC Building Inspector ▪ ICC Combination Inspector ▪ ICC Electrical Inspector ▪ ICC Mechanical Inspector ▪ ICC Plumbing Inspector ▪ DSA Masonry Inspector ▪ OSHPD Class A	Building inspection: Multi-story office buildings, educational facilities, retail outlets, single-family and multi-family residential developments. NPDES inspections.
Richard Kellogg, CBI Building Inspector	▪ ICC Building Inspector ▪ ICC Plumbing Inspector ▪ ICC Residential Electrical Inspector ▪ ICC Mechanical Inspector	Building inspection: Multi-story office buildings, educational facilities, retail outlets, single-family and multi-family residential developments. NPDES inspections.



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Management Contact

James M. Guerra, CBO
Director of Building and Safety
jguerra@willdan.com
562.364.8499

Mr. James M. Guerra, as Director for Building and Safety Services company wide for Willdan Engineering, supervises field building inspection, plan review, public counter, and construction management operations. His responsibilities encompass all new construction, inspection duties, abatement of substandard property, redevelopment projects, and Community Development Block Grant funded projects. Primarily, Mr. Guerra is responsible for establishing and maintaining Willdan's contract building departments. Mr. Guerra's resume follows.



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JAMES M. GUERRA, CBO Director of Building and Safety

Education

*B.A., Political Science
California State University,
Los Angeles*

Registrations

*ICC/CABO Certified Building
Official No. 2961 Renewal
pending*

Affiliations

California Building Officials

International Code Council

*National Fire Protection
Association*

**Experience
48 Years**

Mr. James M. Guerra, as Director for Building and Safety Services company wide for Willdan Engineering, supervises field building inspection, plan review, public counter, and construction management operations. His responsibilities encompass all new construction, inspection duties, abatement of substandard property, redevelopment projects, and Community Development Block Grant funded projects. Primarily, Mr. Guerra is responsible for establishing and maintaining Willdan's contract building departments. He has been a member of the Willdan team since 1979 and is currently assigned as the Building Official for the Cities of Cudahy, Goleta, La Puente, and Sierra Madre. Additionally, his accomplishments and responsibilities include:

- Project Manager – Plan review, Building Inspection and Permit Technician Services for Los Angeles County Department of Public Works
- Project Manager – Peppertree Lane Development Presale Inspection for Rolling Hills Estates;
- Chief Building Official – Metcalf Energy Center, Los Esteros Critical Energy Facility, and Otay Mesa Generating Projects;
- Project Manager for 40-unit housing project designated for AIDS/HIV patients for City of West Hollywood;
- Project Manager for lead-based paint abatement program for Section 8 Housing for the City of Santa Monica;
- Hearing Officer for rehabilitation appeals in the Cities of Bell Gardens and Rosemead;
- Disaster recovery services for the Cities of Malibu (Fire), Santa Monica (Earthquake), and Simi Valley (Earthquake);
- Targeted code enforcement programs for the Cities of Costa Mesa and West Hollywood;
- Building code consultant for the City of Malibu;
- Consultant to City of Seaside for Fort Ord Development Project;
- Interim Building Official for the Cities of Chino, Imperial Beach, Lynwood, and Santa Monica; and,
- Management study for the Cities of Atascadero, Imperial Beach, Richmond, San Gabriel, Simi Valley, and West Hollywood,
- Building Division Manager for the City of Hermosa Beach.

Prior to joining the Willdan team, Mr. Guerra served 12 years with the Los Angeles City Department of Public Works Building and Safety Division as an area-wide Rehabilitation Coordinator. He was directly responsible for 13 contract city rehabilitation programs, and new construction inspection for all types of building construction and occupancies.



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Allocation of Resources

Willdan, founded in 1964, is a leading nationwide provider of professional consulting and technical services. The primary markets Willdan serves are: electric energy consulting; infrastructure planning and engineering; economic and financial consulting; and homeland security consulting. The company serves these four complementary markets through its divisions – energy efficiency



services (Willdan Energy Solutions), engineering services (Willdan Engineering), public finance services (Willdan Financial Services) and homeland security services (Willdan Homeland Solutions). **Willdan has a reputation for delivering high-quality projects on time and within budget.** Rooted in Willdan's corporate culture is its focus on quality customer service. The company has more than 850 employees, including licensed engineers, program and construction managers, financial analysts, planners, and other skilled professionals. Willdan benefits from well-established relationships with local and state government agencies, investor-owned and municipal utilities, and private sector commercial and industrial firms throughout the United States. The company served approximately 900 distinct clients in 2016. Headquartered in Anaheim, the company operates a network of offices in more than a dozen states across the U.S.

Investment Highlights

- More than 50-year history of relationships with public agencies and utilities
- Strong competitive position with compelling outsource model
- Diversified platform reduces risk
- Experienced leadership with extensive industry experience
- 51% revenue growth in 2017

Willdan Engineering

Willdan Engineering (Willdan), a California Corporation and subsidiary of WGI, specializes in solutions tailored to the unique needs of municipalities and other local government agencies. Services range from full-time, in-house staffing to interim or part-time assistance on a project-by-project basis.



Willdan's understanding of public agency needs and issues is unique in the industry. In addition to the significant portion of our staff that have served in public agency management positions prior to joining Willdan, we have had numerous assignments with over 60% of the cities and counties in California for building officials, city engineers, planning directors, traffic engineers, and other public agency staff members. With our depth of experience, expertise, knowledge and resources, Willdan is able to offer practical solutions that are timely, cost effective, and that meet the needs of individual communities. The diversity of our staff experience is an added value of our professional services.

Willdan's business model is centered on the public sector.

We can function as part of the City of Montebello's team without a conflict of interest.



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

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

WILLDAN ENGINEERING SERVICES

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

BUILDING AND SAFETY SERVICES

Willdan's experience and strength in building and safety encompasses the complete range of technical disciplines, including permit issuance, building inspection, grading inspection, accessibility inspection, CASp services, OSHPD III plan check and inspection, flood zone experience, building plan review, and fire-life safety. The plan review staff maintain current certifications and attend training on a regular basis, to stay current with industry technologies and standards. Specific certifications and education are delineated in staff resumes herein.

This, with our depth of experience, expertise, knowledge and resources, Willdan can offer practical solutions that are timely and cost effective, and that will meet the needs of the City of Montebello. The diversity of Willdan's staffs' experience is an added value of our professional services to our clients. Willdan Engineering provides no private sector engineering services; therefore, there is **no conflict of interest**.

Building and Safety Services

- Building & Safety Inspection
- Grading and Right-of-Way Inspection
- Plan Check
- Permit Technician
- Construction Management
- Code Enforcement
- Building Official
- Disaster Recovery Services
- Development Permitting Process

Our inspectors are ICC certified and fully experienced to perform residential, commercial and industrial inspections for compliance to the approved plans and related documents, as well as NPDES inspections. Resumes for key staff are located in the appendix herein.

Building Official Schedule

Mr. James Guerra, CBO will be available at City Hall at least one day per week for eight (8) hours, between the hours of 8:00am and 5:00pm.

Inspection Schedule

Willdan's designated building and NPDES inspectors will provide inspection services a minimum of two (2) days per week (Tuesdays and Thursdays) between the hours of 8:00am and 5:00pm.



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Scope of Services

Building Official Services

Our proposed Building Official shall oversee all plan checking, building inspections, abatement, and code compliance, and will act as the City's representative on building-related matters. As presented in the City's RFP, responsibilities include, but are not limited to:

- Function as the Building Official as set forth in the California Building Code, in other City adopted building codes, ordinance Municipal Code, and as specified in Federal and State law.
- Issue Certificates of Use and Occupancy for building and structures.
- Assist in the coordination and oversight of the building permit, building inspection, building counter and building code enforcement services so that they function as one building and safety organization.
- Maintain, amend and develop ordinances and regulations necessary to implement and enforce the latest editions of the California Building Code, including any and all related Codes, or other uniform safety codes, laws, or regulations as adopted or amended by the City deemed necessary by the City to protect the health safety and welfare of its citizens.
- Prepare building and safety code violation cases for submittal to the City Attorney's office when prosecution action is necessary to obtain compliance with existing codes and regulations.
- Quality control review of building inspections.
- Resolution of resident inquiries and complaints.
- Make determination on the approval and use of alternative materials and methods of construction.
- Assist in the administration and processing of complex Building Code issues and dispute resolution, including making final interpretations concerning the application of building and safety codes.
- Contribute the necessary resources to the configuration, implementation and on-going support of an automated permitting system
- Review discretionary applications for preliminary compliance with construction codes.
- Coordinate with Code Enforcement regarding abatement program.
- Review and update the Building/Safety Procedures Manual.
- Monthly Reporting of Building and Safety Activities as well as reports required for fee collection and other reports required by the State of California or other government agencies.
- Review Planning Commission & City Council staff reports related to Building & Safety items (as needed).
- Periodic attendance at Planning Commission and City Council meetings (as needed).
- Provide emergency and after-hours inspection and reports of damaged properties or structures.
- Meet with developers, homeowners, business owners, architects, engineers and the general public at the City or in the field, as the need dictates, to resolve grievance and/or respond to questions and ensure timely project processing in compliance with Federal, State and City laws and ordinances.



CITY OF MONTEBELLO

Combination Building Inspection Services

Our inspectors are ICC certified and fully experienced to perform residential, commercial and industrial inspections for compliance to the approved plans and related documents. The inspections will be performed in accordance with the City's adopted version of the California Building Code, California Residential Code, Green Building Standards Code, California Mechanical Code, California Plumbing Code, California Electrical Code, and the State and Federal regulations for Accessibility, Noise and Energy Conservation, California Fire Code, provisions of Title 19 and NFPA, and NPDES requirements.

As presented in the City's RFP, responsibilities include, but are not limited to:

- Provide building inspection services by fully trained/certified inspectors for all construction regulated by all applicable Federal, State and City building and safety codes/ordinances, and National Pollution Discharged and Elimination System Permit (NPDES) requirements.
- Inspect building and structures, for which building permits have been issued, for compliance with the approved plans and applicable codes and ordinances.
- Inspect for compliance with conditions of approval set forth by the City's Planning and Community Development Department, Planning Commission, and/or City Council.
- Building inspection – field hours shall be 8:00 a.m. to 5:00 p.m. (or 8 hours), Tuesdays and Thursdays (minimum of 2 days per week).
- Enforce conditions of approval associated with discretionary permits regarding building and safety regulations, as adopted by the City.
- During inspections, review for compliance with code, accessibility, building, electrical, mechanical and plumbing work, etc. Issue stop/correct work notices, or notices of violation when violations of the above referenced codes and regulations occur.
- Provide special inspections by qualified inspectors and conduct investigations as directed by the City, including field and office research and the preparation of letters and/or documents.
- Handle resident/building inquiries and resolve complaints.
- Assist in processing of public records requests (as needed).
- Assist in construction and demolition debris recycling program (as needed).
- Building Code Abatement Inspection (including lien process, as needed).
- Maintain records and prepare documents for storage and/or imaging.

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



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

Willdan will verify that all inspection records, including daily records of what was inspected which will be recorded on the job card, and permit copy entered into the City's Building and Safety computer system.



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We will employ such techniques as necessary to minimize delays to builders and provide helpful advice and counsel to builders, owners, engineers and architects as to enhance the orderly flow of the construction process, yet maintaining an effective level of enforcement. Inspectors shall ensure that any construction changes are documented and approved by appropriate City staff.

CASp SERVICES

Willdan can provide CASp certified inspectors to the City as required by **Senate Bill No. 1608**, specifically **CHAPTER 549** which reads as follows:

(d) (1) Commencing July 1, 2010, a local agency shall employ or retain at least one building inspector who is a certified access specialist. The certified access specialist shall provide consultation to the local agency, permit applicants, and members of the public on compliance with state construction-related accessibility standards with respect to inspections of a place of public accommodation that relate to permitting, plan checks, or new construction, including, but not limited to, inspections relating to tenant improvements that may impact access. If a local agency employs or retains two or more certified access specialists to comply with this subdivision, at least one-half of the certified access specialists shall be building inspectors who are certified access specialists.



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Relevant Projects/References

RELATED EXPERIENCE

The following is a list of contracts we have been awarded during the last five years for Building and Safety Services similar to services requested.

CLIENT	CONTACT INFORMATION	DATES OF SERVICES	AMOUNT
City of Azusa, CA	Community Development Director 626.812.5236	2012 – Present	Open contract
City of Alturas, CA	Chief Building Inspector 530.233.6403	2011 – 2013	\$10,000
City of Adelanto, CA	City Manager 760.246.2300	2017 – Present	Open contract
City of Bakersfield, CA	Chief Building Official 661.326.3720	2012 – Present	Open contract
City of Beaumont	Chief Building Official 951.769.8529	2011 – Present	Open contract
City of Big Bear Lake, CA	Community Development Director 909.866.5831	2011 – Present	Open contract
City of Blythe, CA	Chief Building Inspector 760.922.6130	2013 – 2014	\$20,000
City of Calexico, CA	Chief Building Official 760.768.2110	2013 – Present	Open contract
City of Carmel, CA	Community Development Director 831.620.0222	2016 – Present	Open contract
City of Chandler, AZ	City Manager 480.782.2350	2011 – Present	Open Contract
City of Chino, CA	City Building Official 909.334.3250	2014 – Present	Open contract
City of Coachella, CA	Development Services Dir 760.398.3102	2017 – Present	Open contract
City of Coalinga, CA	Building Inspector 559.935.1533	2007 – Present	Open contract
City of Colton, CA	City Building Official 909.370.5079	2003 – Present	\$300,000
City of Colusa, CA	City Manager 458-5890	2013 – Present	Open contract
City of Cudahy, CA	Chief Building Inspector 323.773.5143	2012 – Present	Open contract
CSU Monterey Bay	Facilities Department 831.582.3000	2011 – Present	Open contract
CSU San Jose	Facilities Department 408.924.5980	2013 – Present	Open contract
CSU Sonoma	Facilities Department 707.664.2947	2010 – Present	Open contract
CSU Sacramento	Facilities Department 916.278.6296	2011 – Present	Open contract



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CSU Fresno	Facilities Department 209.278.2457	2013 – Present	Open contract
City of Eloy, AZ	Chief Building Official 520.466.2578	2013 – Present	Open contract
City of Fontana, CA	Chief Building Official 909.350.7640	2013 – Present	Open contract
City of Folsom, CA	Chief Building Official 916.355.7200	2010 – Present	Open contract
Town of Florence, AZ	Community Development 520.868.7575	2010 – Present	Open contract
County of Fresno, CA	Building & Safety Department 559.600.4078	2006 – Present	Open contract
City of Garden Grove, CA	City Manager 714.741.5000	2011 – Present	Open contract
City of Glendale, AZ	Building Safety Manager 623.930.2800	2014 – Present	Open contract
City of Goleta, CA	City Manager 805.961.7552	2011 – Present	Open contract
City of Grand Terrace, CA	Community Development Director 909.825.3825	2013 – Present	Open contract
County of Glenn, CA	Building Department 530.934.6546	2010 – Present	Open contract
City of Highland, CA	Chief Building Official 909.864.6861	2012 – Present	Open contract
City of Hawthorne, CA	Dir. of Building & Safety 310.349.2990	2013 – Present	Open contract
City of Irvine, CA	Chief Building Official 949.724.7425	2014 – Present	Open contract
City of La Canada Flintridge, CA	City Manager 818.790.8880	2012 – 2014	\$5,600
City of Long Beach, CA	Chief Building Official 562.570.6555	2014 – Present	Open contract
County of Los Angeles, CA	213.974.1311	2013 – Present	Open contract
City of Loma Linda, CA	Community Development Director 909.799.2800	2013 – Present	Open contract
City of Lake Elsinore, CA	Chief Building Official 951.674.3124	2011 – 2014	\$15,000
City of Lathrop, CA	City Manager 209.858.5551	2009 – 2013	\$25,000
City of La Puente, CA	Community Development Director 626.855.1500	2010 – Present	Open contract
County of Lassen, CA	Chief Planner 530.251.8269	2012 – Present	Open contract
City of Montclair, CA	Chief Building Official 909.626.8571	2010 – 2014	\$10,000
City of Moreno Valley, CA	Chief Building Official 951.413.3000	2013 – Present	Open contract



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County of Mohave, AZ	County Administrator 928.757.0910	2012 – Present	Open contract
City of Maywood, CA	Chief Building Inspector 323.562.5723	2011 – Present	Open contract
March Joint Power Authority, Riverside, CA	Planning Director 951.656.7000	2013 – Present	Open contract
Morongo Band of Mission Indians, CA	Construction Director 951.849.4697	2012 – Present	Open contract
City of Norco, CA	Chief Building Official 951.735.3900	2013 – Present	Open contract
City of Norwalk, CA	Chief Building Official 562.929.5944	2013 – Present	Open contract
City of Orange, CA	Chief Building Official 714.744.2230	2011 – Present	Open contract
County of Orange, CA	Manager, Land Development 714.667.8852	2010 – Present	Open contract
City of Oroville, CA	Chief Building Official 530.538.2401	2013 – 2014	\$58,000
City of Palm Desert	Chief Building Official 760.346.0611	2009 – Present	Open contract
City of Peoria, AZ	Dir. Economic Development 623.773.7000	2012 – Present	Open contract
County of Placer, CA	Community Development 530.745.3000	2012 – Present	Open contract
City of Phoenix, AZ	Dir. Community Development 602.262.6011	2011 – Present	Open contract
City of Redlands, CA	Chief Building Official 909.798.7536	2012 – 2014	\$10,000
City of Rialto, CA	Dir. Development Services 909.820.2505	2011 – Present	Open contract
City of Ridgecrest, CA	Dir. Development Services 760.499.5072	2017 – Present	Open contract
City of Riverside, CA	Chief Building Official 951.826.5697	2016 – Present	Open contract
County of Riverside, CA	Dir. of Building & Safety 951.955.1000	2013 – Present	Open contract
City of Rolling Hills, CA	City Manager 310.377.1521	2012 – Present	Open contract
City of Rolling Hills Estates, CA	Dir of Planning 310.377.1577	1989 – Present	Open contract



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City of Roseville, CA	Development Services 916.774.5200	2011 – Present	Open contract
City of Rocklin, CA	Sr. Building Inspector 916.625.5000	2014 – Present	Open contract
City of San Bernardino, CA	Community Development 909.384.5057	2013 – Present	Open contract
County of San Bernardino, CA	Chief Building Official 909.891.3900	2013 – Present	Open contract
City of San Luis Obispo, CA	Chief Building Official 805.781.7100	2013 – Present	Open contract
City of Sanger, CA	Chief Building Official 559.876.6300	2013 – Present	Open contract
City of Scotts Valley, CA	Community Development Director 831.440.5600	2012 – 2015	Open contract
City of Sierra Madre, CA	Community Development Director 626.355.7135	1992 – Present	Open contract
Soboba Tribe	Chad Delgado 951.665.1000	2017 – Present	Open contract
City of South Lake Tahoe, CA	Chief Building Official 530.542.6072	2014 – Present	Open contract
City of Woodlake, CA	City Administrator 559.564.8055	2012 – Present	Open contract
City of Woodland, CA	Community Development 530.661.2000	2013 – Present	Open contract
City of Winters, CA	Community Development 530.795.4910	2013 – Present	Open contract
City of Yuba, CA	Chief Building Official 530.822.4629	2010 – Present	Open contract
City of Avondale, AZ	Building Official 623.333.4027	2012 – Present	Open contract
City of Buckeye, AZ	Development Services 916.774.5200	2017 – Present	Open contract
City of Goodyear, AZ	Building Official 623.882.7934	2014 – Present	Open contract
La Paz County, AZ	Community Development Administrator 928.669.6138	2011 – Present	Open contract
Town of Oro Valley	Permitting Manager 520.229.4808	2015 – Present	Open contract

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Fort McDowell Yavapai Nation, AZ	Purchasing Agent 805.781.7100	2017 – Present	Open contract
Fort Mohave Indian Tribe, AZ	Administrator 928.346.1802	2017 – Present	Open contract
Town of Fountain Hills (N-Shea Devel), AZ	Community Development Director 480.816.5138	2016 – Present	Open contract
Town of Parker, AZ	Town Clerk 928.669.9265	2014 – Present	Open contract
Pascua Yaqui Indian Tribe, AZ	Chief Building Official 530.542.6072	2017 – Present	Open contract
Pinal County, AZ	Building Official 520.866.6343	2017 – Present	Open contract
City of Show Low, AZ	Building Official 928.532.4042	2017 - Present	Open contract
City of Surprise, AZ	Assistant Director 623.222.3230	2017 - Present	Open contract
State of Nevada, NV	Public Works Administrator 702.486.4300	2015 – Present	Open contract
City of Tempe, AZ	Plan Review Manager 480.350.8071	2007 - Present	Open contract
Town of Tusayan, AZ	Town Manager 928.638.9909	2010 - Present	Open contract
Town of Wickenburg, AZ	Community Development Director 928.668.0512	2014 – Present	Open contract

Within the last five years, the following contracts with Willdan have been terminated:

CLIENT NAME	CONTACT	REASON FOR TERMINATION
City of Canyon Lake	Jim Barrett, BO/951.244.2955	Contract ended and was not renewed.
City of El Monte	Todd Morris, BO/626-580-2050	Contract ended and was not renewed.
City of Rosemead	Ben Kim, Director/626-569-2100	Contract ended and was not renewed.



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REFERENCES

CLIENT NAME	PROJECT DESCRIPTION	PROJECT DATES	CONTACT
CITY OF GOLETA	Building Official services, plan check and inspection services. Building permit counter services.	2002 - Present	Peter Imhof Planning and Environmental Services Director 130 Cremona Drive Goleta, CA 93117 805.961.7550
CITY OF SIERRA MADRE	Building Official services, plan check and inspection services.	1992 - Present	Vincent Gonzalez Director/Planning and Community Preservation 232 E Sierra Madre Boulevard Sierra Madre, CA 91024 626.355.7135
CITY OF LA PUENTE	Building Official services, plan check and inspection services. Building permit counter services.	2010 – Present	David Carmany City Manager 15900 E. Main Street La Puente, CA 91744 626.855.1500
CITY OF ROLLING HILLS ESTATES	Building Official services, plan check and inspection for targeted areas within the City.	1980 - Present	David Wahba Community Development Director 4045 Pals Verdes Drive North Rolling Hills Estates, CA 90274 310.377.1577



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Personnel

Willdan's proposed Building Official, Mr. James Guerra, has more than 45 years in the building and safety industry and is responsible for establishing and maintaining Willdan's contract building departments. Our proposed inspection staff are certified, qualified individuals with experience to perform residential, commercial and industrial inspections for compliance to the approved plans and related documents, as well as NPDES inspections. Resumes are located in the appendix herein.

Name/Title	Registrations/Certifications	Service Provided
James Guerra, CBO <i>Director/Project Manager/Building Official</i>	▪ ICC Building Official	Project Manager/Building Official
Bruce Capucetti, CBI <i>Sr. Building Inspector</i>	▪ ICC Building Inspector ▪ ICC Structural Steel Inspector ▪ ICC Welding Inspector ▪ ICC Masonry Inspector	Building inspection: Multi-story office buildings, educational facilities, retail outlets, single-family and multi-family residential developments. NPDES inspections.
Rex Shields, CBI <i>Sr. Building Inspector</i>	▪ ICC Building Inspector ▪ ICC Combination Inspector ▪ ICC Electrical Inspector ▪ ICC Mechanical Inspector ▪ ICC Plumbing Inspector ▪ DSA Masonry Inspector ▪ OSHPD Class A	Building inspection: Multi-story office buildings, educational facilities, retail outlets, single-family and multi-family residential developments. NPDES inspections.
Richard Kellogg, CBI <i>Building Inspector</i>	▪ ICC-Building Inspector ▪ ICC Plumbing Inspector ▪ ICC Residential Electrical Inspector ▪ ICC Mechanical Inspector	Building inspection: Multi-story office buildings, educational facilities, retail outlets, single-family and multi-family residential developments. NPDES inspections.



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Fee Structure

SERVICE PROVIDED	ALL-INCLUSIVE HOURLY RATE
Building Official Services	\$140
Combination Building Inspection	\$ 95



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Appendix

- Addendum #1
- Resumes

CITY OF MONTEBELLO

CITY OF MONTEBELLO

Planning and Community Development Department

To: Prospective Responders/Bidders

From: Danilo Batson
Assistant City Manager

Date: August 13, 2018

Subject: RFP No. 19-2 – Request for Proposals for Building and Safety Services
(ADDENDUM #1 – RESPONSES TO INQUIRIES)

I. RESPONSES TO INQUIRIES:

- 1) Required Proposal Format states "This section of the proposal must include a fully-completed copy of the Summary Sheet included with this proposal." This sheet does not seem to be included in the RFP. Will this item be located in an addendum at a later date?

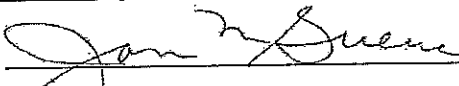
ANSWER: Please use the form attached for this purpose.

Bidder's Certificate: (This Certificate must be signed and returned together with the Bid Proposal, otherwise the submitted bid shall be considered incomplete)

I ACKNOWLEDGE RECEIPT OF THIS ADDENDUM #1 AND I ACCEPT THE AFOREMENTIONED CONDITIONS.

DATE: August 30, 2018

COMPANY: Willdan Engineering

SIGNATURE: 

TITLE: Director of Building and Safety

CITY OF MONTEBELLO

JAMES M. GUERRA, CBO **Director of Building and Safety**

Education

*B.A., Political Science
California State University,
Los Angeles*

Registrations

*ICC/CABO Certified Building
Official No. 2961*

Affiliations

California Building Officials

International Code Council

*National Fire Protection
Association*

Experience

48 Years

Mr. James M. Guerra, as Director for Building and Safety Services company wide for Willdan Engineering, supervises field building inspection, plan review, public counter, and construction management operations. His responsibilities encompass all new construction, inspection duties, abatement of substandard property, redevelopment projects, and Community Development Block Grant funded projects. Primarily, Mr. Guerra is responsible for establishing and maintaining Willdan's contract building departments. He has been a member of the Willdan team since 1979 and is currently assigned as the Building Official for the Cities of Cudahy, Goleta, La Puente, and Sierra Madre. Additionally, his accomplishments and responsibilities include:

- Project Manager – Plan review, Building Inspection and Permit Technician Services for Los Angeles County Department of Public Works
- Project Manager – Peppertree Lane Development Presale Inspection for Rolling Hills Estates;
- Chief Building Official – Metcalf Energy Center, Los Esteros Critical Energy Facility, and Otay Mesa Generating Projects;
- Project Manager for 40-unit housing project designated for AIDS/HIV patients for City of West Hollywood;
- Project Manager for lead-based paint abatement program for Section 8 Housing for the City of Santa Monica;
- Hearing Officer for rehabilitation appeals in the Cities of Bell Gardens and Rosemead;
- Disaster recovery services for the Cities of Malibu (Fire), Santa Monica (Earthquake), and Simi Valley (Earthquake);
- Targeted code enforcement programs for the Cities of Costa Mesa and West Hollywood;
- Building code consultant for the City of Malibu;
- Consultant to City of Seaside for Fort Ord Development Project;
- Interim Building Official for the Cities of Chino, Imperial Beach, Lynwood, and Santa Monica; and,
- Management study for the Cities of Atascadero, Imperial Beach, Richmond, San Gabriel, Simi Valley, and West Hollywood,
- Building Division Manager for the City of Hermosa Beach.

Prior to joining the Willdan team, Mr. Guerra served 12 years with the Los Angeles City Department of Public Works Building and Safety Division as an area-wide Rehabilitation Coordinator. He was directly responsible for 13 contract city rehabilitation programs, and new construction inspection for all types of building construction and occupancies.



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City of Montebello
Building & Safety Services

BRUCE CAPUCETTI, CBI

Senior Building Inspector

Education

All Topic Workshop,
Simpson Strong-Tie, Los
Angeles, CA, July '14

Cross Laminated Timber,
WoodWorks, Anaheim, CA,
June 9, 2014

MITA, Masonry Basics,
Chaffey Adult School,
Ontario High School, Chino,
CA, Spring '14

Department Workplace
Harassment Training,
LADBS, December '13 (on-
line)

Registrations

ICC/ UBC, Building
Inspector, #0804080-B5,
expires March '16.

ICC Structural Steel &
Bolting Inspector,
#0804080-S1, expires
February '16

ICC Structural Steel
Welding Inspector,
#0804080, expires April '16

ICC / UBC Structural
Masonry Inspector,
#0804080-84, expires
March '16.

Inspection Technology
from Los Angeles Trade
Technical College, June '79

Experience 35 Years

Mr. Bruce Capucetti is a Willdan Engineering senior building inspector with 35 years of experience. Mr. Capucetti is bilingual, fluent in the Spanish language. Mr. Capucetti is available to provide combination building inspection services to our Southern California clients.

Relevant Project Experience

Materials Control Section, Los Angeles, Department of Building & Safety, Los Angeles, California. Senior Building Inspector. Qualified and monitored testing agencies and fabricators applicants. Interview and qualify deputy inspector applicants. Prepare and administer the written test to welder applicants. Travel nationally and overseas to qualify fabricators or testing agencies.

Major Structures Inspection, Los Angeles, Department of Building & Safety, Los Angeles, California. Senior Building Inspector. Assigned to the very active 'Downtown' district from 4-'90 to 7-'01. Lead inspector on major projects: LA City Hall seismic retrofit, Our Lady Queen of the Angeles Cathedral, Colburn School of Music, City of Los Angeles' EOC, USC School of Electronics Engineering, USC School of Law, Metropolitan Water District Building, Pershing Square, L.A. Mission, i.e. Lead inspector with developments in the 'Warehouse', 'Garment', 'Toy', and 'Produce' districts. Inspector on many new, mix-use, mix-type, multi-level, apartment/retail buildings. Provided field training and tours for new hires and visiting staffs.

Disabled Access Division, Los Angeles, Department of Building & Safety, Los Angeles, California. Senior Building Inspector. Received training on Title 24 Accessibility Requirements as part of newly created Disable Access Division within the 'LADBS'. With a crew of two (2), satisfactorily addressed 75 specific accessibility complaints that had been filed against the City of Los Angeles, by the State of California's Deputy Attorney General. Assisted inspection staff with field training on Title 24 Accessibility requirements for new and remodeled construction projects.

Conservation Bureau, Los Angeles, Department of Building & Safety, Los Angeles, California. Building Inspector. Assigned to 'Dorothy Mae' task force. Pre-1943 apartment buildings with un-sprinklered and unprotected interior exitways were cited. Compliance obtained when a sprinkler system and rated exit paths were permitted, installed and approved.

Conservation Bureau, Los Angeles, Department of Building & Safety, Los Angeles, California. Building Inspector. Assigned "Junk Yard" inspections. Approved new "yards" and monitored existing scrape yards, auto dismantlers, and recycling centers. Participated in Revocation Hearings where cited "Junk Yards" were fined. Fines in excess of \$12,000 were collected by the Department. Occasionally partnered with the LAPD for their "survey work" at their request.



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City of Palmdale
Building & Safety Services

CITY OF MONTEBELLO

REX SHIELDS

Senior Building Inspector

Education

*BA, Cal State Los Angeles,
Los Angeles, CA*

*AA, Engineering, Glendale
City College, Glendale, CA*

Registrations

*Limited Service Teaching -
#567442058*

ICC Building Inspector

ICC Examiner

*ICC Combination Dwelling
Inspector*

*ICC Residential
Combination Inspector*

ICC Electrical Inspector

ICC Mechanical Inspector

ICC Plumbing Inspector

*Reinforced Concrete Special
Inspector-Legacy*

*Certified Structural
Masonry Special Inspector*

ACI Grade I Field Technician

OSHDP Class A #20424

DSA Class II #2225

*DSA Masonry Inspector
#4473*

*California State
Contractor's License
#459950 C-8*

Experience

28 Years

Mr. Rex Shields is available to provide combination building inspection to our California clients. Mr. Shields has extensive DSA inspection experience and also certified by OSHPD to provide OSHPD III inspections. Mr. Shields has a proven track record as a supervisor and professional with 28 years hands on experience in the building industry. He has 18 years experience in building inspection, with 8 years experience in a supervisory role as Senior Inspector for West Hollywood overseeing and directing a team of inspectors. Mr. Shields possesses extensive experience in code compliance and title 24 inspections. As a Senior Inspector, his role included plan review, egress, accessibility, residential, commercial inspections, electrical, mechanical, structural and general building.

Relevant Project Experience

Los Angeles Unified School District, DSA Class II Inspector. Assistant Inspector of Record at Belmont High School; Type 1 construction for a \$350,000,000 construction contract.

DSA Inspector I – Los Angeles Unified School District. Projects included:

- **Central Region Glassell Park Early Education Center.** Facility includes classrooms, food preparation area, administration, playfields, and an underground parking structure. This project is designed for joint use between the early education center, and a 50-unit affordable housing component.
- **Central Los Angeles #11.** Project consists of seven small learning centers. Each learning center contains classrooms, including general studies, science, specialized classrooms and local administration for each. A separate building on the campus will provide for library, cafeteria, auditorium, parent and student center. A large gymnasium with locker rooms as well as outdoor athletic facilities is designed onto the site. The project also contains parking for 481 vehicles.
- **East Valley High School 1B.** \$10.5 million Swimming pool, play field, pool house/shower/dressing rooms, pool equipment building, handicap access, perimeter walls (IOR class 1) Type 1 Construction.
- **East LA Star.** \$7 million (phase one) Seismic upgrade, installed new brace frames throughout (IOR class 1) Type 1 Construction.
- **Holmes Middle School.** \$2 million (bond take over) seismic upgrade, elevator tower, handicapped upgrade (IOR class 1) Type 1 Construction.
- **New Dena Primary Center.** 2-building primary center with a 2-story classroom building and a one story multi-purpose building with an outside covered lunch shelter.
- **Air Conditioning Upgrades.** Air conditioning to the gyms of the following campuses: Cleveland High School, Birmingham High School and Woodland Hills Academy (each approximately \$1.5 million) (IOR Class 1)



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City of Palmdale
Building & Safety Services

RICHARD KELLOGG, CBI

Building Inspector

Education

48 semester units, Chico
State University

31 Quarter Units, California
Polytechnic State
University, San Luis Obispo

Registrations

Building Inspector,
International Code Council
No. 1036466-10

Plumbing Inspector,
International Code Council
No. 1036466-34

Residential Electrical
Inspector, International
Code Council

Licensed General
Contractor, California No.
642879B

Experience

32 Years

Mr. Richard Kellogg is an ICC certified building inspector with 30 years of experience in building residential and commercial construction projects and renovations. Additional experience includes journeyman level carpentry, foundation concrete, plan reading, and bidding capabilities. Mr. Kellogg was a licensed general contractor for 18 years. Mr. Kellogg is available to assist our Southern California clients. He is currently assigned to the Cities of Montebello, Rosemead, Rolling Hills, Rolling Hills Estates, and UCLA.

Mr. Kellogg has provided combination building inspection services to the following Cities:

- Azusa
- Bradbury
- Hawaiian Gardens
- Montebello
- Norwalk
- Rosemead
- San Marino
- Sierra Madre

Mr. Kellogg has worked extensively with various other city departments such as Planning, Public Works and Code Enforcement to obtain compliance with various City requirements.

Prior Experience

E&S Ring Management Corp., Culver City, California. Lead Carpenter. Responsible for supervising the carpentry crew. Mr. Kellogg provided inspection of facilities/structures for preventative maintenance. He bid on alterations, additions, and repairs. Mr. Kellogg coordinated, inspected, and supervised all trades through completion.

General Contractor, Self-Employed. Mr. Kellogg specialized in room additions, remodeling, and custom homes.

Carpenter, Self-Employed. Mr. Kellogg was responsible for miscellaneous repairs, framing, etc. Mr. Kellogg provided extensive property maintenance for various landlords.

Fryburger Construction; K.C.G. Builders; and Day Construction, San Luis Obispo, California. Mr. Kellogg was responsible for residential framing and finish carpentry, forming, pouring, and finishing concrete.



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Building & Safety Services

ATTACHMENT E

Fee Proposal Comparison Sheet.

Annual Cost Comparison Sheet

Consultant Name	Service/Task	Hours/ Week	Hourly Rate	Weekly Rate	Annual Cost	Annual Fee Increase
Interwest Consulting Group	Building Official Combination Building Inspector	8	\$ 100	\$ 800	\$ 41,600	Yes 2nd Yr. remains the same 3rd Yr. \$128,544
		16	\$ 100	\$ 1,600	\$ 83,200	
		Total Annual Cost			\$ 124,800	
4Leaf, Inc.	Building Official Combination Building Inspector	8	\$ 150	\$ 1,200	\$ 62,400	None
		16	\$ 115	\$ 1,840	\$ 95,680	
		Total Annual Cost			\$ 158,080	
CSG Consultants	Building Official Combination Building Inspector	8	\$ 160	\$ 1,280	\$ 66,560	None
		16	\$ 95	\$ 1,520	\$ 79,040	
		Total Annual Cost			\$ 145,600	
Wildan Engineering	Building Official Combination Building Inspector	8	\$ 140	\$ 1,120	\$ 58,240	None
		16	\$ 95	\$ 1,520	\$ 79,040	
		Total Annual Cost			\$ 137,280	
Infrastructure Engineers	Building Official Combination Building Inspector	8	\$ 125	\$ 1,000	\$ 52,000	Yes 2nd Yr. \$137,696 3rd Yr. \$144,742
		16	\$ 95	\$ 1,520	\$ 79,040	
		Total Annual Cost			\$ 131,040	
VCA Code	Building Official Combination Building Inspector	8	\$ 125	\$ 1,000	\$ 52,000	Yes 2nd Yr. remains the same 3rd Yr. \$124,800
		16	\$ 80	\$ 1,280	\$ 66,560	
		Total Annual Cost			118,560	
Transtech Engineers, Inc.	Building Official Combination Building Inspector	8	\$ 135	\$ 1,080	\$ 56,160	Yes 2nd Yr. 130,208 3rd Yr. \$133,536
		16	\$ 84	\$ 1,344	\$ 69,888	
		Total Annual Cost			\$ 126,048	

CITY OF MONTEBELLO
CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and City Council Members
FROM: Andrew G. Pasmant, Acting City Manager
BY: Iain MacMillan, Deputy City Attorney
SUBJECT: Method of Special Municipal Election – March 5, 2019
DATE: November 28, 2018

RECOMMENDATION

City staff recommends that the City Council consider and choose one of the following three options in authorizing how the March 5, 2019 Special Election, an election of one member of the City Council for a term expiring in November 2020, will be conducted:

1. Adopt a resolution authorizing and requesting the Los Angeles County Registrar-Recorder/County Clerk's Office to perform its full services in conducting a traditional stand-alone election (i.e. an election with polling places within the City of Montebello), which is estimated to cost \$366,000 according to the Los Angeles County Registrar-Recorder/County Clerk's Office; or
2. Adopt a resolution authorizing an all-mail ballot election and requesting services associated with such election, which is estimated to cost \$228,000 according to the Los Angeles County Registrar-Recorder/County Clerk's Office; or
3. Adopt a resolution authorizing a selected consultant to perform full services in conducting a traditional stand-alone election, after reviewing submitted proposals to RFQ #Q-19-22 and awarding an agreement to a qualified consultant in a form approved by the City Attorney's Office, and requesting the Los Angeles County Registrar-Recorder/County Clerk's Office to perform any ancillary services with such election.

DISCUSSION

The City took action to and will hold a Special Municipal Election on Tuesday, March 5, 2019, to fill one (1) seat on the Montebello City Council. The seat is currently vacant because of former Mayor Vanessa Delgado's resignation. The person elected to this currently vacant seat will serve a shortened term expiring in November 2020.

State law and the Los Angeles County Registrar-Recorder/County Clerk's Office require that the City Council inform the Los Angeles County Registrar-Recorder/County Clerk's Office what associated services will be needed to conduct the March 5, 2019 Special Election no later than December 7, 2018. To do so, the City Council must take action by determining how it wishes to conduct this Special Election.

Over the past few months, City staff has sought cost estimates for various methods in conducting this Special Election. For example, to conduct a traditional standalone election with polling sites throughout the City, the City can request the Los Angeles County Registrar-Recorder/County Clerk's Office full services, which is estimated to cost \$366,000. As an alternative, the City Council may choose to conduct an all-mail ballot election¹ for the Special Election by adopting a resolution authorizing such an election pursuant to Elections Code section 4004. According to the Los Angeles County Registrar-Recorder/County Clerk's, the Los Angeles County Registrar-Recorder/County Clerk's Office services associated with an all-mail ballot election for this Special Election is estimated to cost \$228,000. Lastly, City staff directly contacted various private consultants to perform full election services for this Special Election, including Martin & Chapman, but no consultant contacted was capable and willing to perform such services. At the November 14, 2018 City Council meeting, the City Council directed City staff to post a request for proposals to provide election services for the Special Election. As requested, City staff posted RFQ # Q-19-22 on November 21, 2018 in order to collect proposals for comprehensive election services and present them to the City Council at the November 28, 2018 City Council meeting. The deadline to submit proposals is November 27, 2018, at 5:00 p.m., and any submitted proposals will be presented to the City Council for their consideration.

FISCAL IMPACT

The estimated cost of this Special Municipal Election is expected to be approximately \$366,000.00, according to the Los Angeles County Registrar-Recorder/County Clerk if their full services are requested by the City. Alternatively, the estimated cost of this Special Municipal Election is expected to be approximately \$228,000.00, according to the Los Angeles County Registrar-Recorder/County Clerk if an all-mail ballot election is authorized by the City. Lastly, the City Council will be presented all proposals submitted to RFQ #Q-19-22, related to a request for qualifications and quotes for comprehensive election services, for their consideration and potential award of contract.

¹ If the City chooses to conduct an all-mail ballot election for this Special Municipal Election, then ballots would be mailed beginning February 4, 2019. The last day for vote-by-mail ballots to be received or turned in personally by the voters at any designated drop-off location in the City of Montebello is March 5, 2019, at 8:00 p.m. in accordance with State law. Any vote-by-mail ballot cast shall be timely cast if it is received by the voter's elections official via the United States Postal Service or a bona fide private mail delivery company no later than three days after March 5, 2019 and is postmarked/time stamped/date stamped no later than March 5, 2019, all in accordance with State law.

SUMMARY

To satisfy Elections Code requirements, the City Council must request its desired level of election services from the Los Angeles County Registrar-Recorder/County Clerk's Office no later than December 7, 2018. The City Council must choose one of the following three options: (1) adopt a resolution authorizing and requesting the Los Angeles County Registrar-Recorder/County Clerk's Office to perform its full services in conducting a traditional stand-alone election (i.e. an election with polling places within the City of Montebello), (2) adopt a resolution authorizing an all-mail ballot election and requesting services associated with such election, or (3) adopt a resolution authorizing a selected consultant to perform full services in conducting a traditional stand-alone election, after reviewing submitted proposals to RFQ #Q-19-22 and awarding an agreement to a qualified consultant, and requesting the Los Angeles County Registrar-Recorder/County Clerk's Office to perform any ancillary services with such election.

ATTACHMENTS

- 1 – Correspondence from the Los Angeles County Registrar-Recorder/County Clerk's Office regarding Estimated Cost for a March 5, 2019 Standalone Election.
- 2 – Correspondence from the Los Angeles County Registrar-Recorder/County Clerk's Office regarding Estimated Cost for a March 5, 2019 All-Mail Ballot Election.
- 3 – Resolution Requesting Full Election Services from the Los Angeles County Registrar-Recorder/County Clerk's Office for the March 5, 2019 Special Election
- 4 – Resolution Authorizing an All-Mail Ballot Election and Requesting Associated Election Services from the Los Angeles County Registrar-Recorder/County Clerk's Office for the March 5, 2019 Special Election
- 5 – RFQ # Q-19-22
- 6 – Resolution Authorizing a Selected Consultant to Perform Full Election Services in Conducting a Traditional Stand-alone Election and Requesting the Los Angeles County Registrar-Recorder/County Clerk's Office to Perform any Ancillary Services with such Election



Los Angeles County Registrar-Recorder/County Clerk

DEAN C. LOGAN

Registrar-Recorder/County Clerk

October 4, 2018

Lillian Guzman, Deputy City Clerk
City of Montebello
1600 West Beverly Boulevard
Montebello, CA 90640

ESTIMATED COST FOR A MARCH 5, 2019 STANDALONE ELECTION

Dear Ms. Guzman:

As requested, the estimated cost for the City of Montebello to hold a March 5, 2019 Standalone Election with one office is \$366,000.

The estimated cost is based on the following voter counts: 30,192 registered voters and 12,914 permanent vote-by-mail voters. **Any changes in the election factors, including the roll out of new/updated components for the future voting system in 2019, will impact the final costs for your jurisdiction.**

If you have any questions regarding this estimate, please contact Bernice Liang of my staff at (562) 462-2690.

Sincerely,

DEAN C. LOGAN

Registrar-Recorder/County Clerk

MARGARET PALACIOS, Manager
Fiscal Operations



Los Angeles County Registrar-Recorder/County Clerk

DEAN C. LOGAN
Registrar-Recorder/County Clerk

October 29, 2018

Lillian Guzman, Deputy City Clerk
City of Montebello
1600 West Beverly Boulevard
Montebello, CA 90640

ESTIMATED COST FOR A MARCH 5, 2019 ALL-MAIL BALLOT ELECTION

Dear Ms. Guzman:

As requested, the estimated cost for the City of Montebello to hold a March 5, 2019 All-Mail Ballot Election with one office is \$228,000.

The estimated cost is based on 30,377 registered voters. **Any changes in the election factors, including the roll out of new/updated components for the future voting system in 2019, will impact the final costs for your jurisdiction.**

If you have any questions regarding this estimate, please contact Bernice Liang of my staff at (562) 462-2690.

Sincerely,

DEAN C. LOGAN
Registrar-Recorder/County Clerk

MARGARET PALACIOS, Manager
Fiscal Operations

RESOLUTION NO. ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEBELLO, CALIFORNIA, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES TO RENDER FULL SERVICES TO THE CITY RELATING TO THE CONDUCT OF A STANDALONE SPECIAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, MARCH 5, 2019

WHEREAS, a standalone Special Municipal Election is to be held in the City of Montebello, California, (the “City”) on Tuesday, March 5, 2019;

WHEREAS, in the course of conduct of the election it is necessary for the City to request full services of the County; and

WHEREAS, all necessary expenses in performing these services shall be paid by the City of Montebello.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MONTEBELLO, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. That pursuant to the provisions of § 10002 of the Elections Code of the State of California, this City Council requests the Los Angeles County Board of Supervisors of the County of Los Angeles to permit the Los Angeles County Registrar-Recorder/County Clerk’s Elections Department to provide and furnish its full services in conducting the City’s standalone Special Municipal Election on March 5, 2019.

SECTION 2. That the City shall reimburse the County for services performed when the work is completed and upon presentation to the City of a properly approved bill.

SECTION 3. That the City Clerk is directed to forward without delay to the Board of Supervisors and to the Los Angeles County Registrar-Recorder/County Clerk’s Elections Department, each a certified copy of this resolution.

SECTION 4. That the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

PASSED, APPROVED and ADOPTED this 28th day of November 2018.

Jack Hadjinian, Mayor Pro Tem

RESOLUTION NO. _____

Page 2 of 2

APPROVED AS TO FORM:

ATTEST:

Arnold Alvarez-Glasman, City Attorney

Irma Barajas, City Clerk

RESOLUTION NO. ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEBELLO, CALIFORNIA, AUTHORIZING AN ALL-MAIL BALLOT ELECTION PURSUANT TO ELECTIONS CODE SECTION 4004 AND REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES TO RENDER SERVICES TO THE CITY ASSOCIATED WITH THE CONDUCT OF AN ALL-MAIL BALLOT SPECIAL MUNICIPAL ELECTION, TO BE HELD ON TUESDAY, MARCH 5, 2019

WHEREAS, the City Council desires to hold an all-mail ballot election for its Special Municipal Election to be held in the City of Montebello, California, (the “City”) on Tuesday, March 5, 2019;

WHEREAS, under Elections Code section 4004, an all-mail ballot election may be held by the City to fill its current City Council vacancy on March 5, 2019, so long as the City Council adopts a resolution authorizing the use of all-mail ballots; and

WHEREAS, all necessary expenses in the County performing election services associated with an all-mail ballot election shall be paid by the City of Montebello.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MONTEBELLO, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. That pursuant to the provisions of § 4004 of the Elections Code of the State of California, the City Council hereby authorizes the use of all-mail ballots for the March 5, 2019 Special Municipal Election to fill its current City Council vacancy.

SECTION 2. The City Council hereby requests the Los Angeles County Board of Supervisors of the County of Los Angeles to permit the Los Angeles County Registrar-Recorder/County Clerk’s Elections Department to provide and furnish its necessary services in conducting the City’s all-mail ballot Special Municipal Election on March 5, 2019.

SECTION 3. That the City shall reimburse the County for services performed when the work is completed and upon presentation to the City of a properly approved bill.

SECTION 4. That in all particulars not recited in this Resolution, the election shall be held and conducted as provided for holding all-mail municipal elections.

SECTION 5. That the City Clerk is directed to forward without delay to the Board of Supervisors and to the Los Angeles County Registrar-Recorder/County Clerk’s Elections Department, each a certified copy of this resolution.

RESOLUTION NO. _____
Page 2 of 2

SECTION 6. That the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

PASSED, APPROVED and ADOPTED this 28th day of November 2018.

Jack Hadjinian, Mayor Pro Tem

APPROVED AS TO FORM:

ATTEST:

Arnold Alvarez-Glasman, City Attorney

Irma Barajas, City Clerk



CITY OF MONTEBELLO

NOTICE REGARDING REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL ELECTION SERVICES TO HOLD SPECIAL MUNICIPAL ELECTION FOR ONE CITY COUNCIL VACANCY SEAT IN THE CITY OF MONTEBELLO ON MARCH 5, 2019

The City of Montebello (the "City") hereby provides notice that it is requesting proposals from qualified persons or firms to provide comprehensive election services pertaining to holding a stand-alone special municipal election in the City of Montebello to fill one (1) City Council vacancy seat on March 5, 2019. Proposals can be submitted via PlanetBids Portal (accessed through the City of Montebello's official website at <http://www.cityofmontebello.com/rfp-bids/bid-opportunities.html>) or to the City Clerk's Office at 1600 West Beverly Boulevard, up to the hour of 5:00 p.m. on Tuesday, November 27, 2018. Proposals received after this time will be considered to be non-responsive. The City Council is scheduled to consider the award of a contract for the scope of services on Wednesday, November 28, 2018.

Beginning November 21, 2018, a copy of the Request for Qualifications (RFQ #Q-19-22) and other supporting documents are available at the City of Montebello City Clerk's Office located at 1600 West Beverly Boulevard, Montebello, California 90640, and on PlanetBids Portal, accessed through the City of Montebello's official website at <http://www.cityofmontebello.com/rfp-bids/bid-opportunities.html>.

The City reserves the right to accept or reject any or all proposals, to waive any irregularity in a proposal and to make an award as may serve the interests of the City.

Any questions about this notice and the request for proposals shall be directed to the "Point of Contact" identified in the Request for Qualifications.



CITY OF MONTEBELLO

REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL ELECTION SERVICES TO HOLD SPECIAL STANDALONE MUNICIPAL ELECTION FOR ONE CITY COUNCIL VACANCY SEAT IN THE CITY OF MONTEBELLO ON MARCH 5, 2019

Approved for Issuance by the Montebello City Council

Date of Issuance: November 21, 2018

Proposals Due Date: November 27, 2018, no later than 5:00 p.m.

I. INTRODUCTION

The City of Montebello (“City”) invites qualified persons or firms to submit proposals to provide comprehensive election services and supplies pertaining to holding a traditional stand-alone special municipal election in the City of Montebello to fill one (1) City Council vacancy seat on March 5, 2019 (“Special Election”).

The City has already received cost estimates from the Los Angeles County Registrar-Recorder/County Clerk’s Office for the following two options in conducting the Special Election: (1) authorizing the Los Angeles County Registrar-Recorder/County Clerk’s Office to perform comprehensive services in conducting a traditional stand-alone election (i.e. an election with polling places within the City) and (2) authorizing an all-mail ballot election and requesting services associated with such election from the Los Angeles County Registrar-Recorder/County Clerk’s Office.

The purpose of this Request for Qualifications # Q-19-22 (“RFQ”) is to identify third-party consultants or professional service providers that will independently provide comprehensive services and supplies in conducting a traditional stand-alone election, which would otherwise be entirely performed by the Los Angeles County Registrar-Recorder/County Clerk’s Office as described in the aforementioned first option.

All proposals will be presented to the City Council at the City Council meeting on November 28, 2018, and the City Council will consider awarding an agreement to one proposal to conduct comprehensive election services and supplies, **based on qualifications and price**, along with considering the other two aforementioned options.

II. INSTRUCTIONS

- A. Authority for Issuance:** This RFQ is issued under the authority of California Government Code Section 53060, which permits the City to contract with and employ any person or firm for the furnishing of special services such person is specially trained, experienced, and competent to perform the special services required. Additionally, City Council directed City staff to issue this RFQ at its November 14, 2018 regular meeting.
- B. Purpose:** The purpose of this RFQ is to identify third-party consultants or professional service providers that will independently provide comprehensive services and supplies in conducting a traditional stand-alone municipal election. All responses to this RFQ shall propose a scope of work, **and price thereof**, which will provide comprehensive services and supplies in conducting this Special Election, a traditional stand-alone municipal election.
- C. Project Scope of Work:** All applicants shall review and determine the various services and supplies necessary to perform comprehensive election services and supplies for this Special Election.
- D. Anticipated Schedule of Performance:** City staff will present all qualifying applications to the City Council for its consideration and potential award at its regular meeting on November 28, 2018.
- E. Submission Instructions:**
- 1) Proposals can be submitted via PlanetBids Portal (accessed through the City of Montebello's official website at <http://www.cityofmontebello.com/rfp-bids/bid-opportunities.html>) or to the City Clerk's Office at 1600 West Beverly Boulevard, up to the hour of 5:00 p.m. on Tuesday, November 27, 2018. Proposals received after this time will be considered to be non-responsive.
 - 2) If submitting a proposal via PlanetBids only one copy of the entire proposal is necessary. If submitting a proposal via mail or delivery to the City Clerk's Office, one original and four (4) copies are required, along with one PDF copy on a USB thumb drive. The Proposal shall be clearly marked or labeled "Request for Qualifications for Election Services to Conduct Special Municipal Election on March 5, 2019."
 - 3) Proposals will only be accepted during the dates / times designated in the RFQ. No late proposals will be accepted.
- F. Format of Proposal:** Proposals submitted through PlanetBids shall be printable to 8 ½ by 11 regular paper. Proposals submitted/delivered via hard copy shall be on sized 8 ½ by 11 paper and bound. Applications should be no longer than necessary to fully comply with the requirements of this RFQ.

- G. Proposal Requirements:** The proposal should include the minimum information requested below in the order listed. Additional information, if provided, should be separately identified in the proposal.

Section One – Transmittal Letter

A cover letter signed by an official authorized to solicit business and enter into agreements for the proposer. The cover letter should include the name, address, email address, and phone number of the contact person.

Section Two – Experience and Qualification

Description summarizing the proposer’s experience in performing similar services for municipal entities.

Section Three – Outline Strategies and Options

Outline methodology, planning and design strategies that will result in the successful performance of comprehensive election services to hold the Special Election.

Section Four – References

References from three different clients, including the name, email address and telephone number for each reference.

Section Five – Estimated Project Timeline and Pricing

Provide an estimated project timeline, including individual task, milestone, and deliverable. Description of the project budget itemized according to the proposed timeline and each stage of work. The proposed pricing shall be a fixed fee (“not to exceed”) inclusive of all tasks, including but not limited to, printing, attendance at meetings, public presentation, travel, etc.

- H. Point of Contact:** The Deputy City Clerk shall be the sole point of contact (“Point of Contact”) for the City during the RFQ submittal process. Communications initiated by applicants to this RFQ with members of the City Council, or other officers, personnel or employees of the City, other than as coordinated through the Point of Contact, may be grounds for disqualification. Any inquiries or requests during the submittal process shall be submitted in writing to the following Point of Contact:

City of Montebello

Attention: Lillian Guzman, Deputy City Clerk

1600 West Beverly Boulevard

Montebello, CA 90640

(323) 887-1367

Email: lguzman@cityofmontebello.com

If the Point of Contact determines a response to any such inquiry is warranted, said response will be issued to all prospective applicants.

I. Selection Criteria

Proposals may be evaluated based on, but not limited to, the following criteria in the specific order:

- a. Firm's/Individual's experience with similar projects.
- b. Time require to accomplish the requested services, including deliverables.
- c. References.
- d. Ability to work effectively with the City.
- e. Proposed cost or fee, including hourly rate for additional services.

The City retains sole discretion to evaluate proposal. Receipt of proposal in response to this RFQ does not obligate the City in any way to engage any consultant. The City reserves the right to reject any and all proposal, wholly or in part, at any time, without penalty. The City shall retain the right to abandon the proposal process at any time prior to the actual execution of a contract with a consultant, and the City shall bear no financial or other responsibility in the event of such abandonment. The City reserves the right to negotiate any and all final terms and conditions including length, scope of services, and compensation of any agreement entered.

J. Miscellaneous

1. Proposals shall remain valid until withdrawn by the proposer.
2. The City reserves the right to negotiate with or seek clarification from any proposer as necessary to serve the best interests of the City.
3. Proposals shall become the property of the City, and – except to the extent information contained therein is privileged or confidential by applicable law – it will become public information and subject to disclosure under California's Public Records Act.
4. The City may require proposers found most qualified to make presentations, demonstrations or provide site visits during the proposal review process. If presentations are required, proposers shall provide representatives capable of explaining the matters covered in this RFQ.
5. If any Proposal(s) is selected for approval, it will be proposal(s) deemed to be in the best interests of the City, and that best satisfy the requirements of this RFQ.
6. There will be no public opening of proposals. Proposals and information included therein will not be made public until presented to the City Council for consideration.
7. All costs associated with the preparation of submission of a proposal are solely the responsibility of the proposer.

K. Reservation of Rights

1. The City retains the right and discretion to accept or reject any or all proposals, to waive any proposal requirement, to waive irregularities and technicalities in any proposal or to direct re-issuance of this RFQ. Nothing herein shall require or obligate the City to exercise its discretion in any particular manner. No

obligation, either expressed or implied, exists on the part of the City to approve any proposal, nor does the approval of any proposal require the City to subsequently enter into a professional services agreement with said proposer.

2. The City may modify, postpone, or cancel this RFQ at any time, with or without notice, and without any liability, obligation, or commitment to any party, firm, person, entity, or organization.

III. CONCLUSION

Selected consultant(s) will be required to enter into a professional agreement with the City to perform the required services identified in the RFQ. Any questions about the contents of this RFQ shall be directed to the Point of Contact, and any response or clarification, if warranted, will be circulated by way of an addendum to this RFQ. Proposers are charged with monitoring, being aware of, and responding to any such addenda issued.

RESOLUTION NO. ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
MONTEBELLO, CALIFORNIA, REQUESTING THE BOARD OF
SUPERVISORS OF THE COUNTY OF LOS ANGELES TO RENDER
ANCILLARY SERVICES TO THE CITY RELATING TO THE
CONDUCT OF A STANDALONE SPECIAL MUNICIPAL ELECTION
TO BE HELD ON TUESDAY, MARCH 5, 2019**

WHEREAS, a standalone Special Municipal Election is to be held in the City of Montebello, California, (the “City”) on Tuesday, March 5, 2019;

WHEREAS, in the course of conduct of the election it is necessary for the City to request comprehensive election services, and has thereon entered into an agreement for a third-part consultant to provide comprehensive election services and supplies; and

WHEREAS, all necessary expenses in performing these services shall be paid by the City of Montebello, including any ancillary services or supplies from the County that are outside the scope of the City’s agreement with the aforementioned consultant.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MONTEBELLO, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. That pursuant to the provisions of § 10002 of the Elections Code of the State of California, this City Council requests the Los Angeles County Board of Supervisors of the County of Los Angeles to permit the Los Angeles County Registrar-Recorder/County Clerk’s Elections Department to provide and furnish only any ancillary services in conducting the City’s standalone Special Municipal Election on March 5, 2019 that are outside the scope of the City’s election services agreement with a third-party consultant.

SECTION 2. That the City shall reimburse the County for services performed when the work is completed and upon presentation to the City of a properly approved bill.

SECTION 3. That the City Clerk is directed to forward without delay to the Board of Supervisors and to the Los Angeles County Registrar-Recorder/County Clerk’s Elections Department, each a certified copy of this resolution.

SECTION 4. That the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

PASSED, APPROVED and ADOPTED this 28th day of November 2018.

RESOLUTION NO. _____
Page 2 of 2

Jack Hadjinian, Mayor Pro Tem

APPROVED AS TO FORM:

ATTEST:

Arnold Alvarez-Glasman, City Attorney

Irma Barajas, City Clerk

CITY OF MONTEBELLO

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor Pro Tem and City Council Members
FROM: Andrew G. Pasmant, Acting City Manager
BY: Laurie Aguilar, Administrative Analyst
SUBJECT: Removal of the Hiring Freeze for Necessary Positions
DATE: November 28, 2018

RECOMMENDATION

It is recommended that City Council unfreeze the following positions: (1) Director of Finance; (2) Director of Human Resources & Risk Management; and (3) Director of Planning & Community Development.

BACKGROUND

On May 10, 2017, City Council adopted Resolution 17-40 in an effort to address financial and budgetary concerns. As the City begins to see a positive impact from the corrective actions it has taken, it is important to address City staff turnover in key positions, which is a strong contributory factor to many of the issues facing the City today.

Several high level positions have been filled through temporary appointments. Through these temporary appointments, the City has been able to address many issues such as public safety recruitments, labor issues, project backlog, and financial oversight. However, interim positions are only intended to address short term needs and do not provide a long term solution to the City's staffing needs. For example, in February of 2018, the City hired an Interim Finance Administrator who was employed with the City for approximately six months before taking a full-time position elsewhere. The City has now hired another Interim Finance Administrator who has been with the City for approximately two months.

Consistent leadership in key positions is needed in order for the City to continue to operate effectively and efficiently. For this reason, City Council should consider unfreezing the three recommended Director positions.

FISCAL IMPACTS

The current monthly salary ranges for the three positions (Director of Finance, Director of Human Resources & Management, and Director of Planning & Community Development) is currently \$9,937 – \$12,083 per position (\$119,244 - \$144,996 annually, excluding benefits), as adopted in Resolution 18-52.

SUMMARY

The City Council will consider unfreezing the positions of: (1) Director of Finance; (2) Director of Human Resources & Risk Management; and (3) Director of Planning & Community Development.

ATTACHMENTS

Resolution 17-40
Resolution 18-52

CITY COUNCIL RESOLUTION NO. 17-40

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEBELLO, CALIFORNIA, ESTABLISHING CERTAIN FISCAL POLICIES IN CONNECTION WITH THE CITY COUNCIL'S DECLARATION OF AN EMERGENCY FOR PURPOSES OF SECTION 2(B) OF ARTICLE XIII C OF THE CALIFORNIA CONSTITUTION

WHEREAS, despite efforts to maintain fiscal management and accountability, the City of Montebello ("City") is experiencing serious and detrimental financial and budgetary impacts because of increased service demands, difficulty recruiting and retaining of qualified employees, deferred maintenance, upgrades and improvements to public utilities and infrastructure, and reduction in state and federal funding support, and like many communities throughout the State of California the City faces inadequate funding to address essential public safety and public service needs;

WHEREAS, the City has implemented a number of cost-saving measures in efforts to address its financial and budgetary needs, having reduced the number of employees, consolidated departments and staff positions, implemented operational efficiency and risk management / avoidance controls, deferred cost of living adjustments to employees, and deferred utility and capital improvement needs;

WHEREAS, the City Council of the City of Montebello has heretofore created a Fiscal Stimulus Committee to evaluate the immediate and long-term needs of each City Department, and such evaluation has identified approximately \$213 million in unfunded immediate and long-term needs;

WHEREAS, various changes in state and federal law and policy have significantly reduced or entirely eliminated local programs and revenues sources the City previously relied on, and recent changes in state law have increased local costs associated with public safety efforts and the administration of state-mandated programs;

WHEREAS, despite its efforts, the City of Montebello is projecting a general fund budget deficit of approximately \$5 million in Fiscal Year 2017-2018, and the City's general fund reserves may be entirely depleted in the near future if current funding and cost projections are realized;

WHEREAS, maintaining and increasing public safety service levels, anti-gang and drug programs, improving park and recreational facilities and programs, removing graffiti and fixing streets, and improving and maintaining public utilities and infrastructure to ensure adequate levels of service to the community are essential to preserve and improve the standard of living for Montebello residents;

WHEREAS, the City has made law enforcement, fire protection, public safety, and public infrastructure a priority which must be maintained at the highest service levels to protect the City's residents and neighborhoods;

WHEREAS, without an immediate source of new revenue, the City will be forced to make further reductions to essential services to the community, and such reductions will threaten the ability of the City to provide adequate service levels to its residents and accomplish the City's community priorities;

WHEREAS, the City Council has determined that a local revenue measure will make it possible for the City to improve and/or maintain its current level of community services by, for example: hiring additional police officers and fire personnel to maintain and improve existing public safety services; recruiting and maintaining the most qualified public safety personnel; fixing and repairing the condition of deteriorating neighborhood streets and major roads and highways, thereby improving traffic flow, reducing congestion, and improving emergency response times; and fighting blight and crime by expanding neighborhood graffiti removal programs, youth anti-gang and drugs prevention programs, and after-school programs and activities;

WHEREAS, the City Council has contemporaneously with this Resolution taken action to submit a tax measure to City voters at a special municipal election called for that purpose, and such election will be held on November 7, 2017, and in connection therewith has declared an emergency pursuant to Section 2(B) of Article XIII C of California's Constitution; and

WHEREAS, in connection with said emergency declaration, for purposes of supporting and reciprocating the concessions made by City staff and personnel during this time of fiscal and budgetary difficulty, to demonstrate commitment to responsible use of the public funds and resources, and recognizing that it is accountable to residents of Montebello for its use of taxpayer dollars, the City Council desires to establish various fiscal policies to guide its use and expenditure of City general fund monies during this time of emergency.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MONTEBELLO, CALIFORNIA, DOES HEREBY RESOLVE, DECLARE, DETERMINE, AND ORDER AS FOLLOWS:

SECTION 1. That the City Council hereby adopts the following Fiscal Policies of the City:

(A) A hiring freeze is hereby imposed on full-time employment positions of the City that are currently unfilled as of the date of this Resolution, provided that this hiring freeze shall not apply to: (1) positions funded by special revenue funds of the City, or; (2) to the Police Department, the Fire Department, and public safety positions.

(B) Notwithstanding contrary provisions in the Montebello Municipal Code:

(1) Any contract having an estimated annual cost exceeding \$20,000 shall be submitted to the City Council for approval, and during the City Council's consideration of the regular warrant register(s), the City Manager and/or Finance Director shall provide an update to the City Council on any new contract not submitted for approval by the City Council the first time a payment for any such contract is listed on a warrant register.

(2) Before or upon the City Council's approval of the Budget for the upcoming fiscal year, the City Council shall establish a quarterly limit on the aggregate value of contracts that may be approved by the City Manager during said quarter, subject to the individual contract limit set forth in subsection (1) immediately above, and upon reaching the aggregate limit for any quarter, after which all contracts entered into by the City during said quarter shall be submitted to the City Council for approval;

(3) In nonemergency situations, all contracts, regardless of the estimated cost thereof, shall be competitively bid in accordance with the provisions of the Montebello Municipal Code.

(C) The annual travel budget for members of the City Council shall not exceed Eighteen Thousand Dollars (\$18,000) ("Annual Travel Budget"), and such amount shall be divided equally among the five (5) members of the City Council such that the maximum annual travel reimbursement received by any individual member of the City Council shall not exceed Three Thousand Six Hundred Dollars (\$3,600) ("Individual Travel Reimbursement"). If any member of the City Council does not utilize their Individual Travel Reimbursement, any such unused portion shall be reallocated to the General Fund and available to fund any other General Fund expenditure. The Annual Travel Budget and/or the Individual Travel Reimbursement shall not be augmented and/or supplemented from the General Fund or any other fund of the City.

(D) No meals shall be served during the closed session portion of City Council meetings, provided that nothing shall preclude or prevent the City Council from personally funding and/or accepting the donation of such meals.

SECTION 2. That the Fiscal Policies adopted by this Resolution shall take effect immediately, and shall remain in effect unless and until repealed, replaced, and/or amended by a 4/5ths vote of the City Council following a noticed public hearing, with such notice to be provided at least ten (10) days before the hearing.

SECTION 3. That the City Manager is hereby authorized and directed to take such action(s) as are reasonably necessary to carry out and effectuate the requirements and purpose(s) of this Resolution.

SECTION 4. That if any section, subsection, clause, or requirement of this Resolution is determined to be invalid or unenforceable, that the remainder of this Resolution shall remain in full force and effect, and that any such section, subsection, clause, or requirement so determined to be invalid or enforceable shall be construed, interpreted, and/or applied in a manner rendering the same valid or enforceable provided the purpose(s) of this Resolution may be preserved by such valid or enforceable construction, interpretation, and/or application.

SECTION 5. That the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

PASSED, APPROVED, AND ADOPTED this 10th day of May, 2017.

ATTEST:

CITY OF MONTEBELLO

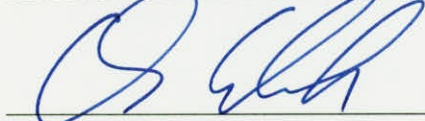


Irma Barajas, Clerk



Vivian Romero, Mayor

APPROVED AS TO FORM:



Arnold M. Alvarez-Glasman,
City Attorney



I, Irma Barajas, City Clerk of the City of Montebello, do hereby certify that the foregoing City Council Resolution No. 17-40 was duly and regularly approved and adopted by the City Council of the City of Montebello at their meeting held on the 10th day of May, 2017, as approved by law by the following vote:

AYES: Delgado, Molinari, Barajas, Hadjinian, Romero
NOES: None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of said City on the 5 day of June, 2017.



IRMA BARAJAS, City Clerk

RESOLUTION NO. 18-52

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEBELLO, CALIFORNIA, ADOPTING THE COMPENSATION PLAN AND TABLE OF ORGANIZATION (POSITION LISTING) FOR OFFICERS AND EMPLOYEES OF THE CITY OF MONTEBELLO

THE CITY COUNCIL OF THE CITY OF MONTEBELLO DOES RESOLVE AS
FOLLOWS:

SECTION 1. That the City Council of the City of Montebello has determined that the following listing of positions shall be the official and prescribed position titles and if applicable in accordance with the respective range numbers pertaining thereto and herein indicated in accordance with provisions of the Montebello Municipal Code and/or the Civil Service Rules and Regulations as previously enacted by this City Council:

ELECTED OFFICIALS	MONTHLY SALARY RANGES		
City Councilmembers	1,032	-	1,032
City Clerk	695	-	695
City Treasurer	695	-	695

CLASSIFIED MANAGEMENT	MONTHLY SALARY RANGES		
Fire Battalion Chief	9,078	-	10,146
Fire Captain	6,049	-	7,599
Police Captain	11,206	-	12,521
Police Lieutenant	9,890	-	11,051
Police Sergeant	8,005	-	8,990

CLASSIFIED NON-MANAGEMENT	RANGES	MONTHLY SALARY RANGES		
Account Clerk I	41.8	2,359	-	3,011
Account Clerk II	45.3	2,804	-	3,579
Assistant Planner	49.8	3,510	-	4,480
Body Shop Mechanic	61.7	3,934	-	5,020
Building Maintenance Tradeworker I	42.8	2,477	-	3,160
Building Maintenance Tradeworker II	44.3	2,668	-	3,405
Building Permit Technician	43.8	2,602	-	3,321
Bus Operator	61.5	3,222	-	4,112
Clerk Typist	41.3	2,302	-	2,937
Combination Building Inspector	49.8	3,510	-	4,480
Community Services Coordinator	44.8	2,735	-	3,491
Court Liaison	44.8	2,735	-	3,491
Custodian	39.8	2,140	-	2,730
Engineering Technician	48.8	3,339	-	4,262
Equipment Mechanic A	61.7	3,934	-	5,020
Equipment Service Worker	61.9	2,774	-	3,541
Finance Technician	49.3	3,424	-	4,369
Fire Engineer	A-F	5,076	-	6,479
		(20.9162 - 26.6996/hr)		
		(56 hr/week)		
Fire Inspector I	49.8	3,510	-	4,480
Firefighter	A-F	4,321	-	5,519
		(17.8073 - 22.7449/hr)		
		(56 hr/week)		
Golf Cart Mechanic	43.5	2,564	-	3,272
Golf Course Equipment Mechanic	49.5	3,458	-	4,413

Maintenance Worker	42.8	2,477	-	3,160
Parking Control Officer	43.8	2,602	-	3,321
Police Community Service Officer	41.8	2,359	-	3,011
Police Corporal	61.3	5,854	-	7,472
Police Dispatcher I	50.8	3,690	-	4,709
Police Dispatcher II	53.8	4,285	-	5,469
Police Officer	61.1	5,432	-	6,934
Police Records Clerk	42.3	2,417	-	3,085
Police Records Technician	44.3	2,668	-	3,405
Property & Evidence Technician	44.8	2,735	-	3,491
Risk Management Assistant	43.9	2,615	-	3,338
Secretary	44.3	2,668	-	3,405
Storekeeper	62.1	3,387	-	4,323
Telecommunications Technician	51.3	3,783	-	4,828
Tree Trimmer	44.8	2,735	-	3,491

UNCLASSIFIED MANAGEMENT	MONTHLY SALARY RANGES			
Accounting Manager	6,569	-	7,985	
Accounting Supervisor	4,939	-	6,005	
Administrative Management Analyst	4,445	-	5,405	
Assistant City Manager	11,024	-	14,584	
Assistant Director Of Transportation	8,426	-	10,240	
Assistant Golf Course Superintendent	3,838	-	4,668	
Assistant to the City Manager	5,402	-	6,570	
Assistant Tree Maintenance Supervisor	3,644	-	4,446	
Associate Planner	5,402	-	6,570	
Building Maintenance Supervisor	4,029	-	4,902	
Building Official	5,674	-	6,899	
Business Manager	5,402	-	6,570	
Chief Management Analyst	5,447	-	6,622	
City Manager	18,750	-	18,750	
Code Enforcement Manager	5,147	-	6,258	
Communications Management Analyst	4,445	-	5,405	
Communications Supervisor	5,147	-	6,258	
Community Services Supervisor	4,233	-	5,147	
Controller	7,295	-	8,865	
Deputy Fire Chief	9,078	-	10,146	
Deputy Fire Marshal	4,445	-	5,405	
Director Of Economic Development	8,846	-	10,756	
Director Of Finance	9,937	-	12,083	
Director Of Human Resources & Risk Management	9,937	-	12,083	
Director Of Planning & Community Development	9,937	-	12,083	
Director Of Public Works	9,937	-	12,083	
Director Of Recreation & Community Services	9,937	-	12,083	
Director Of Transportation	9,937	-	12,083	
Economic Development Manager	6,569	-	7,985	
Economic Development Project Coordinator	5,402	-	6,570	
Finance Services Supervisor	4,445	-	5,405	
Fire Chief	10,563	-	14,084	
Fire Marshal	8,347	-	10,146	
General Services Manager	5,147	-	6,258	
Golf Course Superintendent/Facility Manager	5,674	-	6,899	
Grants & Project Administrator	5,402	-	6,570	
Human Resources Manager	6,569	-	7,985	
Information Systems Manager	7,456	-	9,204	
Information Systems Supervisor	5,147	-	6,258	
Maintenance Service Supervisor	4,029	-	4,902	
Management Analyst	4,477	-	5,447	

Office Manager	4,667	-	5,674
Park Maintenance Supervisor	4,029	-	4,902
Planning Manager	6,569	-	7,985
Police Chief	10,624	-	15,417
Public Information Officer	5,147	-	6,258
Public Works Manager	5,402	-	6,570
Records Supervisor	5,147	-	6,258
Recreation & Community Services Superintendent	5,674	-	6,899
Revenue Supervisor	4,445	-	5,405
Risk Management Analyst	4,445	-	5,405
Risk Manager	5,674	-	6,899
Senior Management Analyst	4,939	-	6,005
Senior Management Analyst/Strategic Planning	4,939	-	6,005
Senior Procurement Analyst	4,939	-	6,005
Shop Maintenance Supervisor	4,902	-	5,960
Street Maintenance Supervisor	4,029	-	4,902
Telecommunications Supervisor	5,147	-	6,258
Transit Administration Manager	6,619	-	8,047
Transit Dispatch Supervisor	4,029	-	4,902
Transit Finance Supervisor	5,402	-	6,570
Transit Grants & Project Administrator	5,402	-	6,570
Transit Operations Manager	6,568	-	7,984
Transit Operations Supervisor	4,902	-	5,960
Transit Stores & Facility Supervisor	4,029	-	4,902
Tree Maintenance Supervisor	4,029	-	4,902
Vehicle Maintenance Manager	7,297	-	8,871

UNCLASSIFIED NON-MANAGEMENT	RANGES	MONTHLY SALARY RANGES		
Accountant	52.3	3,976	-	5,075
Administrative Secretary	46.3	2,948	-	3,762
Administrative Secretary/CRA	46.3	2,948	-	3,762
Building Plan Checker	56.7	4,952	-	6,320
Business License Technician	45.3	2,804	-	3,579
Code Enforcement Coordinator	44.8	2,735	-	3,491
Code Enforcement Officer	49.8	3,510	-	4,480
Combination Building Inspector	49.8	3,510	-	4,480
Community Development Analyst	51.9	3,898	-	4,974
Community Development Specialist	45.8	2,875	-	3,670
Community Services Coordinator	44.8	2,735	-	3,491
Crime Analyst	49.8	3,510	-	4,480
Economic Development Analyst/CRA	51.9	3,898	-	4,974
Information Systems Analyst	54.5	4,437	-	5,663
Information Systems Technician I	45.3	2,804	-	3,579
Information Systems Technician II	48.8	3,339	-	4,262
Personnel Analyst	51.9	3,898	-	4,974
Police Trainee	45.8	2,875	-	3,670

HOURLY CLASSIFICATION	HOURLY RANGES		
Administrative Analyst	11.00	-	21.95
Administrative Analyst (1) (eff. 1/1/19)	12.00	-	21.95
Administrative Secretary	16.65	-	21.01
Building Maintenance Tradeworker	14.29	-	18.23
Bus Operator	14.48	-	18.57
Bus Operator (2) (eff. 1/1/19)	15.60	-	18.57

Clerical Assistant	11.00	-	16.45
Clerical Assistant (1) (eff. 1/1/19)	12.00	-	16.45
Code Enforcement Technician	13.03	-	15.12
Community Services Aide - SYEP	11.00	-	11.00
Community Services Aide - SYEP (1) (eff. 1/1/19)	12.00	-	12.00
Custodian	11.00	-	12.60
Custodian (1) (eff 1/1/19)	12.00	-	13.60
Equipment Service Worker	11.88		16.66
Equipment Service Worker (1) (eff. 1/1/19)	12.00		16.66
Field Maintenance Worker	11.00	-	12.60
Field Maintenance Worker (1) (eff. 1/1/19)	12.00	-	13.60
Fire Inspector	20.25	-	25.85
Golf Course Attendant	11.00	-	13.05
Golf Course Attendant (1) (eff. 1/1/19)	12.00	-	14.05
Golf Course Mechanic's Helper	11.00	-	13.40
Golf Course Mechanic's Helper (1) (eff. 1/1/19)	12.00	-	14.40
Graphics Specialist	16.80	-	24.75
Human Resources Manager	37.90	-	46.07
Information Systems Specialist	11.00	-	16.45
Information Systems Specialist (1) (eff. 1/1/19)	12.00	-	16.45
Intern	11.00	-	16.45
Intern (1) (eff. 1/1/19)	12.00	-	16.45
Lifeguard	12.50	-	14.15
Maintenance Worker	14.29	-	18.23
Mechanic's Assistant	11.20	-	15.70
Mechanic's Assistant (1) (eff. 1/1/19)	12.00		15.70
Park Ranger	11.45	-	16.25
Park Ranger (1) (eff. 1/1/19)	12.00		16.25
Parking Control Officer	16.80	-	19.10
Police Community Services Officer	11.00	-	13.95
Police Community Services Officer (1) (eff. 1/1/19)	12.00	-	14.95
Police Dispatcher	23.65	-	28.05
Police Officer	29.16	-	37.19
Police Trainee	17.05	-	21.60
Police Youth Program Coordinator	15.75	-	20.15
Pool Manager	14.95	-	17.95
Property & Evidence Technician	14.95	-	21.95
Recreation Leader I	11.00	-	12.00
Recreation Leader I (1) (eff. 1/1/19)	12.00	-	13.00
Recreation Leader II	11.50	-	14.95
Recreation Leader II (1) (eff. 1/1/19)	12.50	-	15.00
Recreation Leader III	12.65	-	15.60
Recreation Leader III (eff. 1/1/19)	13.00	-	16.00
Recreation Leader IV	15.00	-	18.45
Risk Management Assistant	13.20	-	19.25
Secretary	11.45	-	14.95
Secretary (1) (eff. 1/1/19)	12.00	-	15.00
Senior Lifeguard	14.50	-	16.40
Senior Project Manager	57.33	-	69.71
Transportation Revenue Coordinator	14.30	-	18.15
Transportation Specialist	11.00	-	21.95
Transportation Specialist (1) (eff. 1/1/19)	12.00	-	21.95

(1) Pursuant to California minimum wage order, the minimum wage will increase to \$12.00 per hour effective January 1, 2019 from \$11.00 per hour

(2) Pursuant to UTU MOU, the minimum hourly rate for all such bus drivers shall at all times be not less than 30% more than the CA minimum wage rate, \$11.00 X 30% = \$14.30 per hour effective January 1, 2018, \$12.00 x 30% = \$15.60 per hour effective January 1, 2019

SECTION 2. That the City Clerk shall certify to the adoption of this resolution, shall distribute copies to the Director of Human Resources and the Director of Finance, and the resolution shall be in full force and effect as of July 1, 2018. The terms and conditions set forth in this Resolution shall prevail over any inconsistent terms and conditions provisions previously adopted or approved by the City Council relating to the subject matter hereof.

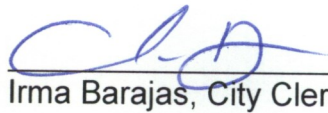
APPROVED AND ADOPTED THIS 13th DAY OF JUNE 2018.



Vanessa Delgado, Mayor

ATTEST:

APPROVED AS TO FORM:



Irma Barajas, City Clerk



Arnold M. Alvarez-Glasman, City Attorney

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF MONTEBELLO)

I, Irma Barajas, City Clerk of the City of Montebello, do hereby certify that the foregoing City Council Resolution No. 18-52 was duly and regularly approved and adopted by the City Council of the City of Montebello at their meeting held on the 13th day of June, 2018, as approved by law by the following vote:

AYES: Barajas, Hadjinian, Romero, Delgado
NOES: Molinari

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of said City on the 27 day of June, 2018.



IRMA BARAJAS, City Clerk



CITY OF MONTEBELLO

November 28, 2018

TO: Honorable Mayor and City Council
FROM: Robert Mescher, Finance Administrator
SUBJECT: Monthly Investment Reports-October 2018

Attached are the Monthly Investment Reports listing investments for the City and the Successor Agency as of October 31, 2018. This report is in compliance with the City's Investment policy. Government Code Section 53646b(3) requires that the City Treasurer or Chief Fiscal Officer of the City report to its legislative body the City's ability to meet its expenditure requirements for the next six months. We estimate that the City will have sufficient liquidity and revenue to meet its expenditure requirements during the next six months.

wbq
Att:

CITY OF MONTEBELLO
Portfolio Management
Portfolio Summary
October 31, 2018

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 360 Equiv.	YTM 365 Equiv.
Certificates of Deposit - Bank	250,000.00	250,000.00	250,000.00	1.23	365	196	1.973	2.000
Certificates of Deposit - CU	762,964.90	762,964.90	762,964.90	3.75	365	198	2.159	2.189
Local Agency Investment Funds	14,652,932.63	14,652,932.63	14,652,932.63	72.07	1	1	2.140	2.170
Savings Accounts	4,666,736.86	4,666,736.86	4,666,736.86	22.95	1	1	2.130	2.160
Investments	20,332,634.39	20,332,634.39	20,332,634.39	100.00%	19	11	2.137	2.166

Total Earnings	October 31 Month Ending	Fiscal Year To Date
Current Year	38,970.24	196,108.31
Average Daily Balance	21,710,195.57	27,365,221.16
Effective Rate of Return	2.11%	2.13%

Reporting period 10/01/2018-10/31/2018

Run Date: 11/14/2018 - 07:29

Portfolio GEN
CP
PM (PRF_PM1) 7.3.0
Report Ver. 7.3.6.1

CITY OF MONTEBELLO
Portfolio Management
Portfolio Details - Investments
October 31, 2018

Page 1

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	S&P	YTM 365	Days to Maturity	Maturity Date
Certificates of Deposit - Bank												
22	22	EAST WEST BANK		05/16/2018	250,000.00	250,000.00	250,000.00	2.000		2.000	196	05/16/2019
		Subtotal and Average	250,000.00		250,000.00	250,000.00	250,000.00			2.000	196	
Certificates of Deposit - CU												
21	21	F&A FEDERAL CREDIT UNION		04/27/2018	263,964.90	263,964.90	263,964.90	2.100		2.100	177	04/27/2019
23	23	UNITED FEDERAL CREDIT UNION		07/25/2018	250,000.00	250,000.00	250,000.00	2.450		2.450	266	07/25/2019
20	20	ST. VINCENT'S MEDICAL FCU		04/02/2018	249,000.00	249,000.00	249,000.00	2.020		2.020	152	04/02/2019
		Subtotal and Average	762,964.90		762,964.90	762,964.90	762,964.90			2.189	198	
Local Agency Investment Funds												
SYS200	200	STATE OF CALIFORNIA			14,652,932.63	14,652,932.63	14,652,932.63	2.170		2.170	1	
		Subtotal and Average	16,030,493.81		14,652,932.63	14,652,932.63	14,652,932.63			2.170	1	
Savings Accounts												
697530	500	F&A FEDERAL CREDIT UNION			5.38	5.38	5.38	0.500		0.500	1	
950516181	600	PACIFIC PREMIER/PLAZA BANK			4,666,731.48	4,666,731.48	4,666,731.48	2.160		2.160	1	
		Subtotal and Average	4,666,736.86		4,666,736.86	4,666,736.86	4,666,736.86			2.160	1	
		Total and Average	21,710,195.57		20,332,634.39	20,332,634.39	20,332,634.39			2.166	11	

Portfolio GEN
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PM (PRF_PM2) 7.3.0

Run Date: 11/14/2018 - 07:29

Report Ver. 7.3.6.1

CITY OF MONTEBELLO
Portfolio Management
Activity By Type
October 1, 2018 through October 31, 2018

Page 1

CUSIP	Investment #	Issuer	Beginning Balance	Stated Rate	Transaction Date	Purchases or Deposits	Redemptions or Withdrawals	Ending Balance
Certificates of Deposit - Bank								
		Subtotal	250,000.00					250,000.00
Certificates of Deposit - CU								
		Subtotal	762,964.90					762,964.90
Local Agency Investment Funds (Monthly Summary)								
SYS200	200	STATE OF CALIFORNIA		2.170		128,257.38	4,200,000.00	
		Subtotal	18,724,675.25			128,257.38	4,200,000.00	14,652,932.63
Savings Accounts (Monthly Summary)								
950516181	600	PACIFIC PREMIER/PLAZA BANK		2.160		7,987.42	7,987.42	
		Subtotal	4,666,736.86			7,987.42	7,987.42	4,666,736.86
		Total	24,404,377.01			136,244.80	4,207,987.42	20,332,634.39

CITY OF MONTEBELLO
Portfolio Management
Activity Summary
October 2017 through October 2018

Page 1

Month End	Year	Number of Securities	Total Invested	Yield to Maturity		Managed Pool Rate	Number of Investments Purchased	Number of Investments Redeemed	Average Term	Average Days to Maturity
				360 Equivalent	365 Equivalent					
October	2017	7	14,822,784.70	1.091	1.106	1.160	0	0	26	14
November	2017	7	11,622,785.12	1.092	1.107	1.190	0	0	33	15
December	2017	7	19,622,785.55	1.256	1.274	1.280	0	0	20	8
January	2018	7	26,147,931.22	1.335	1.354	1.380	0	0	15	5
February	2018	7	29,147,931.61	1.401	1.421	1.460	0	0	14	4
March	2018	7	26,747,932.04	1.523	1.544	1.570	0	0	15	3
April	2018	9	31,824,664.93	1.674	1.697	1.720	2	2	13	7
May	2018	8	35,679,664.93	1.750	1.775	1.800	1	1	11	8
June	2018	7	35,679,664.93	1.863	1.889	1.900	0	0	11	8
July	2018	8	30,804,377.01	1.932	1.959	1.960	1	1	13	10
August	2018	7	26,904,377.01	1.997	2.025	2.020	0	0	15	11
September	2018	7	24,404,377.01	2.051	2.079	2.090	0	0	16	10
October	2018	7	20,332,634.39	2.137	2.166	2.170	0	0	19	11
Average		7	25,672,454.65	1.623%	1.646%	1.669	0	0	17	9

CITY OF MONTEBELLO
Portfolio Management
Distribution of Investments By Type
October 2017 through October 2018

Page 1

Security Type	October 2017	November 2017	December 2017	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	July 2018	August 2018	September 2018	October 2018	Average by Period
Certificates of Deposit - Bank	1.7	2.2	1.3	1.0	0.9	0.9	0.8	0.7	0.7	0.8	0.9	1.0	1.2	1.1%
Certificates of Deposit - CU	5.1	6.5	3.9	2.9	2.6	2.8	2.4	2.1	2.1	2.5	2.8	3.1	3.8	3.3%
Local Agency Investment Funds	61.7	51.2	71.1	78.3	80.5	78.8	82.2	84.1	84.1	81.6	78.9	76.7	72.1	75.5%
Money Market Funds														
Commercial Paper Disc. -At Cost														
Federal Agency Issues Disc.-At Cost														
Treasury Discounts -At Cost														
Miscellaneous Discounts -At Cost														
Savings Accounts	31.5	40.2	23.8	17.9	16.0	17.5	14.7	13.1	13.1	15.2	17.4	19.1	23.0	20.2%

CITY OF MONTEBELLO
Portfolio Management
Interest Earnings Summary
October 31, 2018

Page 1

	October 31 Month Ending	Fiscal Year To Date
CD/Coupon/Discount Investments:		
Interest Collected	1,426.25	7,179.39
Plus Accrued Interest at End of Period	357.54	357.48
Less Accrued Interest at Beginning of Period	(-59.06)	(405.74)
Less Accrued Interest at Purchase During Period	(0.00)	(0.00)
Interest Earned during Period	1,842.85	7,131.13
Adjusted by Capital Gains or Losses	0.00	0.00
Earnings during Periods	1,842.85	7,131.13
Pass Through Securities:		
Interest Collected	0.00	0.00
Plus Accrued Interest at End of Period	0.00	0.00
Less Accrued Interest at Beginning of Period	(0.00)	(0.00)
Less Accrued Interest at Purchase During Period	(0.00)	(0.00)
Interest Earned during Period	0.00	0.00
Adjusted by Premiums and Discounts	0.00	0.00
Adjusted by Capital Gains or Losses	0.00	0.00
Earnings during Periods	0.00	0.00
Cash/Checking Accounts:		
Interest Collected	136,244.80	283,547.83
Plus Accrued Interest at End of Period	36,903.04	36,903.04
Less Accrued Interest at Beginning of Period	(136,020.45)	(131,473.69)
Interest Earned during Period	37,127.39	188,977.18
Total Interest Earned during Period	38,970.24	196,108.31
Total Capital Gains or Losses	0.00	0.00
Total Earnings during Period	38,970.24	196,108.31

INVESTMENT PORTFOLIO CHANGES

GENERAL FUND

	Aug-18 Monthly	Majority Sources of Revenue
Beginning Balance:	\$30,804,377.01	
8/9/18	(\$1,500,000.00)	LAIF Withdrawal; Warrants, Payroll
8/13/18	(\$1,200,000.00)	LAIF Withdrawal; Warrants
8/22/18	(\$1,200,000.00)	LAIF Withdrawal; Payroll
Ending Balance:	<u>\$26,904,377.01</u>	(\$3,900,000.00) Monthly Difference

	Sep-18 Monthly	Majority Sources of Revenue
Beginning Balance:	\$26,904,377.01	
9/11/18	(\$1,200,000.00)	LAIF Withdrawal; Warrants
9/20/18	(\$1,300,000.00)	LAIF Withdrawal; Payroll
Ending Balance:	<u>\$24,404,377.01</u>	(\$2,500,000.00) Monthly Difference

	Oct-18 Monthly	Majority Sources of Revenue
Beginning Balance:	\$24,404,377.01	
10/4/18	(\$1,300,000.00)	LAIF Withdrawal; Payroll
10/15/18	(\$2,900,000.00)	LAIF Withdrawal; Payroll-Bond Payment
10/15/18	\$128,257.38	LAIF Investment Interest
Ending Balance:	<u>\$20,332,634.39</u>	(\$4,071,742.62) Monthly Difference

CITY OF MONTEBELLO
INVESTMENT PORTFOLIO DETAIL-INVESTMENTS
October-18

	9/30/18	10/4/18	10/15/18	10/15/18				BALANCE		
GENERAL FUND										
LOCAL AGENCY INVESTMENT FUNDS										
STATE OF CALIFORNIA	18,724,675.25	(1,300,000.00)	(2,900,000.00)	128,257.38				14,652,932.63	72.07%	MAX. % \$30M
SUBTOTAL	18,724,675.25	(1,300,000.00)	(2,900,000.00)	128,257.38	0.00	0.00	0.00	14,652,932.63	72.07%	
FEDERAL AGENCY ISSUES										
FAI	0.00							0.00	0.00%	
FAI	0.00							0.00	0.00%	
FAI	0.00							0.00	0.00%	
SUBTOTAL	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00%	50.00%
CERTIFICATE OF DEPOSITS (CDs)										
CD	0.00							0.00	0.00%	
F&A FCU (4/27/18-4/27/19) @ 2.10%	263,964.90							263,964.90	1.30%	
East West Bank (5/16/18-5/16/19) @ 2.00%	250,000.00							250,000.00	1.23%	
CD	0.00							0.00	0.00%	
United Federal Credit Union (7/25/18-7/25/19) @ 2.45%	250,000.00							250,000.00	1.23%	
St. Vincent's Medical FCU (4/2/18-4/2/19) @ 2.05%	249,000.00							249,000.00	1.22%	
SUBTOTAL	1,012,964.90	0.00	0.00	0.00	0.00		0.00	1,012,964.90	4.98%	None
CREDIT UNION SAVINGS ACCOUNTS										
F&A FCU Savings (opened 4/28/14)	5.38							5.38	0.00%	
Savings	0.00							0.00	0.00%	
SUBTOTAL	5.38	0.00	0.00	0.00	0.00		0.00	5.38	0.00%	None
TREASURY SECURITIES										
T-Bill	0.00							0.00	0.00%	
T-Bill	0.00							0.00	0.00%	
T-Bill	0.00							0.00	0.00%	
SUBTOTAL	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00%	80.00%
MONEY MARKET FUNDS										
Pacific Premier Bank*/Plaza Bank (opened 5/30/17)	4,666,731.48							4,666,731.48	22.95%	
MMF	0.00							0.00	0.00%	
SUBTOTAL	4,666,731.48	0.00	0.00	0.00	0.00		0.00	4,666,731.48	22.95%	25.00%
TOTAL GENERAL INVESTMENTS	24,404,377.01	(1,300,000.00)	(2,900,000.00)	128,257.38	0.00		0.00	20,332,634.39	100.00%	

*11/1/17 - Plaza Bank officially became part of Pacific Premier Bank

Total cash balance is reported on the Monthly Cash Report

Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

www.treasurer.ca.gov/pmia-laif/laif.asp

November 01, 2018

CITY OF MONTEBELLO

CITY CONTROLLER
1600 WEST BEVERLY BLVD
MONTEBELLO, CA 90640

PMIA Average Monthly Yields

Account Number:

Tran Type Definitions

October 2018 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
10/4/2018	10/3/2018	RW	1585071		-1,300,000.00
10/15/2018	10/15/2018	RW	1588059		-2,900,000.00
10/15/2018	10/12/2018	QRD	1586384		128,257.38

Account Summary

Total Deposit:	128,257.38	Beginning Balance:	18,724,675.25
Total Withdrawal:	-4,200,000.00	Ending Balance:	14,652,932.63

SUCCESSOR AGENCIES MTB
Portfolio Management
Portfolio Summary
October 31, 2018

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 360 Equiv.	YTM 365 Equiv.
Local Agency Investment Funds	4,257,246.18	4,257,246.18	4,257,246.18	100.00	1	1	2.140	2.170
Investments	4,257,246.18	4,257,246.18	4,257,246.18	100.00%	1	1	2.140	2.170

Total Earnings	October 31 Month Ending	Fiscal Year To Date
Current Year	7,557.94	41,179.17
Average Daily Balance	4,242,062.40	5,557,304.02
Effective Rate of Return	2.10%	2.20%

Reporting period 10/01/2018-10/31/2018

Run Date: 11/14/2018 - 07:36

Portfolio SA
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PM (PRF_PM1) 7.3.0
Report Ver. 7.3.6.1

SUCCESSOR AGENCIES MTB
Portfolio Management
Portfolio Details - Investments
October 31, 2018

Page 1

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	S&P	YTM 365	Days to Maturity	Maturity Date
Local Agency Investment Funds												
SYS100	100	STATE OF CALIFORNIA			4,257,246.18	4,257,246.18	4,257,246.18	2.170		2.170	1	
		Subtotal and Average	4,242,062.40		4,257,246.18	4,257,246.18	4,257,246.18			2.170	1	
		Total and Average	4,242,062.40		4,257,246.18	4,257,246.18	4,257,246.18			2.170	1	

SUCCESSOR AGENCIES MTB
Portfolio Management
Activity By Type
October 1, 2018 through October 31, 2018

Page 1

CUSIP	Investment #	Issuer	Beginning Balance	Stated Rate	Transaction Date	Purchases or Deposits	Redemptions or Withdrawals	Ending Balance
Local Agency Investment Funds (Monthly Summary)								
SYS100	100	STATE OF CALIFORNIA		2.170		33,621.23	0.00	
		Subtotal	4,223,624.95			33,621.23	0.00	4,257,246.18
		Total	4,223,624.95			33,621.23	0.00	4,257,246.18

SUCCESSOR AGENCIES MTB
Portfolio Management
Activity Summary
October 2017 through October 2018

Page 1

Month End	Year	Number of Securities	Total Invested	Yield to Maturity		Managed Pool Rate	Number of Investments Purchased	Number of Investments Redeemed	Average Term	Average Days to Maturity
				360 Equivalent	365 Equivalent					
October	2017	1	3,183,756.04	1.105	1.120	1.120	0	0	1	1
November	2017	1	3,183,756.04	1.174	1.190	1.190	0	0	1	1
December	2017	1	2,683,756.04	1.262	1.280	1.280	0	0	1	1
January	2018	1	2,693,105.56	1.361	1.380	1.380	0	0	1	1
February	2018	1	3,393,105.56	1.440	1.460	1.460	0	0	1	1
March	2018	1	3,393,105.56	1.548	1.570	1.570	0	0	1	1
April	2018	1	3,404,080.30	1.696	1.720	1.720	0	0	1	1
May	2018	1	3,404,080.30	1.775	1.800	1.800	0	0	1	1
June	2018	1	8,404,080.30	1.874	1.900	1.900	0	0	1	1
July	2018	1	8,423,624.95	1.933	1.960	1.960	0	0	1	1
August	2018	1	4,223,624.95	1.992	2.020	2.020	0	0	1	1
September	2018	1	4,223,624.95	2.061	2.090	2.090	0	0	1	1
October	2018	1	4,257,246.18	2.140	2.170	2.170	0	0	1	1
Average		1	4,220,842.06	1.643%	1.666%	1.666	0	0	1	1

SUCCESSOR AGENCIES MTB
Portfolio Management
Distribution of Investments By Type
October 2017 through October 2018

Page 1

Security Type	October 2017	November 2017	December 2017	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	July 2018	August 2018	September 2018	October 2018	Average by Period
Certificates of Deposit - Bank														
Certificates of Deposit - CU														
Local Agency Investment Funds	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0%
Money Market Funds														
Federal Agency Issues Disc.-At Cost														
Treasury Discounts -At Cost														
Savings Accounts														

SUCCESSOR AGENCIES MTB
Portfolio Management
Interest Earnings Summary
October 31, 2018

Page 1

	October 31 Month Ending	Fiscal Year To Date
CD/Coupon/Discount Investments:		
Interest Collected	0.00	0.00
Plus Accrued Interest at End of Period	0.00	0.00
Less Accrued Interest at Beginning of Period	(0.00)	(0.00)
Less Accrued Interest at Purchase During Period	(0.00)	(0.00)
Interest Earned during Period	0.00	0.00
Adjusted by Capital Gains or Losses	0.00	0.00
Earnings during Periods	0.00	0.00
Pass Through Securities:		
Interest Collected	0.00	0.00
Plus Accrued Interest at End of Period	0.00	0.00
Less Accrued Interest at Beginning of Period	(0.00)	(0.00)
Less Accrued Interest at Purchase During Period	(0.00)	(0.00)
Interest Earned during Period	0.00	0.00
Adjusted by Premiums and Discounts	0.00	0.00
Adjusted by Capital Gains or Losses	0.00	0.00
Earnings during Periods	0.00	0.00
Cash/Checking Accounts:		
Interest Collected	33,621.23	53,165.88
Plus Accrued Interest at End of Period	7,604.35	7,604.35
Less Accrued Interest at Beginning of Period	(33,667.64)	(19,591.06)
Interest Earned during Period	7,557.94	41,179.17
Total Interest Earned during Period	7,557.94	41,179.17
Total Capital Gains or Losses	0.00	0.00
Total Earnings during Period	7,557.94	41,179.17

INVESTMENT PORTFOLIO CHANGES

SUCCESSOR AGENCY AND HOUSING SUCCESSOR AGENCY INVESTMENT BALANCE

	Aug-18 Monthly	
Beginning Balance	<u>\$8,423,624.95</u>	
8/13/18	(\$4,200,000.00)	LAIF Withdrawal; Bond Payments
Ending Balance:	<u><u>\$4,223,624.95</u></u>	(\$4,200,000.00) Monthly Difference
	Sep-18 Monthly	
Beginning Balance	<u>\$4,223,624.95</u>	
Ending Balance:	<u><u>\$4,223,624.95</u></u>	\$0.00 Monthly Difference
	Oct-18 Monthly	
Beginning Balance	<u>\$4,223,624.95</u>	
10/15/18	\$33,621.23	LAIF Investment Interest
Ending Balance:	<u><u>\$4,257,246.18</u></u>	\$33,621.23 Monthly Difference

Successor Agencies of the City of Montebello
INVESTMENT PORTFOLIO DETAIL-INVESTMENTS
October-18

Successor Agencies of the City of Montebello		9/30/18	10/15/18	-	-	-	-	BALANCE		
LOCAL AGENCY INVESTMENT FUNDS										
STATE OF CALIFORNIA		4,223,624.95	33,621.23					4,257,246.18	100.00%	\$30M
	SUBTOTAL	4,223,624.95	33,621.23	0.00	0.00	0.00		0.00	4,257,246.18	100.00%
FEDERAL AGENCY ISSUES										
FAI		0.00						0.00	0.00%	
FAI		0.00						0.00	0.00%	
FAI		0.00						0.00	0.00%	
	SUBTOTAL	0.00	0.00	0.00	0.00	0.00		0.00	0.00%	50.00%
CERTIFICATE OF DEPOSITS (CDs)										
CD		0.00						0.00	0.00%	
CD		0.00						0.00	0.00%	
CD		0.00						0.00	0.00%	
	SUBTOTAL	0.00	0.00	0.00	0.00	0.00		0.00	0.00%	NONE
SAVINGS ACCOUNTS										
Savings		0.00						0.00	0.00%	
Savings		0.00						0.00	0.00%	
Savings		0.00						0.00	0.00%	
	SUBTOTAL	0.00	0.00	0.00	0.00	0.00		0.00	0.00%	NONE
TREASURY SECURITIES										
T-Bill		0.00						0.00	0.00%	
T-Bill		0.00						0.00	0.00%	
T-Bill		0.00						0.00	0.00%	
	SUBTOTAL	0.00	0.00	0.00	0.00	0.00		0.00	0.00%	80.00%
MONEY MARKET FUND										
MMF		0.00						0.00	0.00%	
	SUBTOTAL	0.00	0.00	0.00	0.00	0.00		0.00	0.00%	25.00%
TOTAL CRA INVESTMENTS		4,223,624.95	33,621.23	0.00	0.00	0.00	0.00	4,257,246.18	100.00%	

Total cash balance is reported on the Monthly Cash Report

Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

www.treasurer.ca.gov/pmia-laif/laif.asp

November 01, 2018

S/A CITY OF MONTEBELLO FOR MONTEBELLO
REDEVELOPMENT AGENCY
DIRECTOR OF FINANCE
1600 WEST BEVERLY BLVD
MONTEBELLO, CA 90640

[PMIA Average Monthly Yields](#)

Account Number:

[Tran Type Definitions](#)

October 2018 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
10/15/2018	10/12/2018	QRD	1587587		33,621.23

Account Summary

Total Deposit:	33,621.23	Beginning Balance:	4,223,624.95
Total Withdrawal:	0.00	Ending Balance:	4,257,246.18

**CITY OF MONTEBELLO
MONTHLY CASH REPORT (ALL ACCOUNTS)
BALANCE AS OF OCTOBER 31, 2018**

BANK OF THE WEST

	Account Number	Account Name	10/31/18	Type	Purpose
1	XXXX-XX770	Housing Successor Agency of the City of Montebello	\$1,401,894.82	S	Checking Account
2	XXXX-XX093	Successor Agency of the City of Montebello	\$333,530.25	S	Checking Account
3	XXXX-71041	City of Montebello	\$412,093.31	G	Checking Account (Recreation On-line payments)
4	XXXX-00184	City of Montebello - FSA	\$13,584.54	T	Checking Account (Flexible Spending Account)
5	XXXX-XX079	Liability Account	\$46,555.63	G	Disbursement of Liability Checks
6	XXXX-XX331	General	\$3,369,072.57	G	Disbursement of City issued checks (AP/Payroll)
7	XXXX-XX554	Workers' Compensation	\$111,357.02	G	Disbursement of Workers Compensation Checks
8	XXXX-XX287	Trust & Agency	\$1,334,332.84	T	Holding Account
9	XXXX-XX803	Police Retiree Health Account	\$911,863.32	T	Interest Checking;T&A Holding Acct 1% per MOU
10	XXXX-XX267	Payroll	\$0.00	G	Checking Account;Process checks for Payroll
11	XXXX-XX362	Fire Retiree Health Account	\$411,755.23	T	Interest Checking;T&A Holding Acct 1% per MOU
			<u>\$8,346,039.53</u>		

STATE OF CALIFORNIA

	Account Number	Account Name	10/31/18	Type	Purpose
1	XX-XX-551	General	\$14,652,932.63	G	Invest Idle Cash
2	XX-XX-068	Successor Agency City of Mtb for Mtb RDA	\$4,257,246.18	S	Invest Idle Cash
			<u>\$18,910,178.81</u>		

EAST WEST BANK

	Account Number	Account Name	10/31/18	Type	Purpose
1	CD	Certificate of Deposit (5/16/18 - 5/16/19)	\$250,000.00	G	Investment
			<u>\$250,000.00</u>		

F&A FEDERAL CREDIT UNION

	Account Number	Account Name	10/31/18	Type	Purpose
1	XXXX30	Savings Account	\$5.38	G	Interest Savings Account
2	CD	Certificate of Deposit (4/27/18 - 4/27/19)	\$263,964.90	G	Investment
			<u>\$263,970.28</u>		

ST. VINCENT'S MEDICAL FEDERAL CREDIT UNION

	Account Number	Account Name	10/31/18	Type	Purpose
1	CD	Certificate of Deposit (4/2/18 - 4/2/19)	\$249,000.00	G	Investment
			<u>\$249,000.00</u>		

UNITED FEDERAL CREDIT UNION

	Account Number	Account Name	10/31/18	Type	Purpose
1	CD	Certificate of Deposit (7/25/18 - 7/25/19)	\$250,000.00	G	Investment
			<u>\$250,000.00</u>		

PACIFIC PREMIER BANK/PLAZA BANK

	Account Number	Account Name	10/31/18	Type	Purpose
1	XXXXXX181	Money Market Fund	\$4,666,731.48	G	Investment
			<u>\$4,666,731.48</u>		

FIRST MERCANTILE TRUST

	Account Number	Account Name	10/31/18	Type	Purpose
	XXX-XX-X746	CORPORATE ACCOUNT	\$13.07	M	401 a(h) employee benefit
	XXX-XX-X999	TRUST ACCOUNT	\$13,415.92	M	401 a(h) employee benefit
			<u>\$13,428.99</u>		

Total General Cash/Investments	\$24,271,712.92	G	General
Total SA Cash/Investments	\$5,992,671.25	S	Successor Agencies
Total T&A Cash/Investments	\$2,671,535.93	T	Trust & Agency
Total Trustee Cash	\$13,428.99	M	401 a(h) Trust Accounts
Total Cash/Investments	<u>\$32,949,349.09</u>		

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
MONTEBELLO APPROVING AND ALLOWING CERTAIN CLAIMS AND
DEMANDS**

**THE CITY COUNCIL OF THE CITY OF MONTEBELLO DOES
HEREBY RESOLVE AS FOLLOWS:**

**SECTION 1. That the reference is hereby made to that certain
Register of Audited Demand Nos. 1457, consisting of six pages, and
including**

Warrant No. 580722 through 580888;

Warrant No. 1415 through 1416;

**on file in the office of the City Clerk, the same having been audited and
approved by the Controller as required by law.**

**SECTION 2. That the said City Council having examined each such
demand does hereby approve and direct the payment of same, as set forth
in said Register, except the following Warrant No.**

**SECTION 3. That the City Clerk shall certify to the adoption of this
resolution and thence forth and thereafter the same shall be in full force
and effect.**

APPROVED AND ADOPTED THIS 28th DAY OF NOVEMBER, 2018.

JACK HADJINIAN, Mayor Pro Tem

ATTEST:

IRMA BARAJAS, City Clerk



City of Montebello
Register of Demands No. 1457

From Payment Date: 11/7/2018 - To Payment Date: 11/19/2018

CHECK #	DATE	AMOUNT	ACCOUNT DESCRIPTION	VENDOR #	VENDOR NAME
4331 - General Account					
580722	11/07/2018	\$817.99	VEHICLE MAINTENANCE/EXPENSES	20620	LOS ANGELES TRUCK CENTERS, LLC
580723	11/14/2018	\$957.38	CONTRACT SERVICES	26390	APPLE ONE EMPLOYMENT SERVICES
580724	11/14/2018	\$30.66	ADVERTISING/PRINTING SERVICES	35980	SAEED RADMEHR/ARTE PRINTING
580725	11/14/2018	\$643.20	CONTRACT SERVICES	40850	MARIA E. CASAS
580726	11/14/2018	\$367.23	SUPPLIES	10000	CLEAN SWEEP SUPPLY CO. INC
580727	11/14/2018	\$50.00	CONTRACT SERVICES	1569	DISCOVERY BENEFITS
580728	11/14/2018	\$29.15	MAIL/ POSTAL EXPENSE	22400	FEDERAL EXPRESS CORPORATION
580729	11/14/2018	\$56,271.18	LEASE PAYMENT	1872	FIRST SECURITY FINANCE
580730	11/14/2018	\$3,639.45	SUPPLIES	26670	LIFE-ASSIST, INC.
580731	11/14/2018	\$750.00	CONTRACT SERVICES	23340	ORANGE COUNTY TANK TESTING INC
580732	11/14/2018	\$205.86	SUPPLIES	538	PCMG, INC.
580733	11/14/2018	\$407.88	CONTRACT SERVICES	56260	PRUDENTIAL OVERALL SUPPLY
580734	11/14/2018	\$776.07	UTILITY SERVICES	23610	VERIZON WIRELESS
580735	11/14/2018	\$1,263.61	UTILITY SERVICES	23610	VERIZON WIRELESS
580736	11/14/2018	\$730.00	CONTRACT SERVICES	11820	ADCO SERVICES, INC.
580737	11/14/2018	\$140.00	REFUND	2254	ERICK MICHAEL AGUIRRE
580738	11/14/2018	\$2,671.50	CONTRACT SERVICES	40670	ALL CITY MANAGEMENT SERVICES
580739	11/14/2018	\$201.50	CONTRACT SERVICES	38010	ADVANCED AVANT-GARDE CORPORATION
580740	11/14/2018	\$555.00	DUES & SUBSCRIPTIONS	58860	CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFF.
580741	11/14/2018	\$397.00	TRAINING	32830	CENTER FOR CRIMINAL JUSTICE
580742	11/14/2018	\$240.00	INCURRED CLAIMS	1643	COMPANY NURSE
580743	11/14/2018	\$857.39	CONTRACT SERVICES	49400	U.S. MOBILE WIRELESS
580744	11/14/2018	\$30.00	CONTRACT SERVICES	23660	DAIOHS USA
580745	11/14/2018	\$75,612.66	CONTRACT SERVICES	76070	GEO CORRECTIONS & DETENTION INC.
580746	11/14/2018	\$1,711.05	SUPPLIES	2059	HASA, INC.

580747	11/14/2018	\$2,347.76	SUPPLIES	48620	THE ROBBINS COMPANY
580748	11/14/2018	\$2,017.43	DUES & SUBSCRIPTIONS	43680	J.J. KELLER & ASSOCIATES, INC.
580749	11/14/2018	\$201.73	UNIFORM EXPENSE	1106	GRP2 UNIFORMS, INC.
580750	11/14/2018	\$1,382.50	CONTRACT SERVICES	2015	LIGHTHOUSE SPORTS CENTER, LLC.
580751	11/14/2018	\$330.00	REFUND	2255	LUISA LOPEZ
580752	11/14/2018	\$57,778.54	CONTRACT SERVICES	35250	NATIONWIDE ENVIRONMENTAL SERVICES
580753	11/14/2018	\$378.00	CONTRACT SERVICES	41180	MANUEL NUNEZ
580754	11/14/2018	\$203.52	SUPPLIES	15620	OFFICE DEPOT
580755	11/14/2018	\$120.00	CONTRACT SERVICES	65000	JOAQUIN B. RENTERIA
580756	11/14/2018	\$105.00	TRAINING	43150	SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT
580757	11/14/2018	\$10,529.78	CONTRACT SERVICES	36290	SIEMENS INDUSTRY INC.
580758	11/14/2018	\$341.64	CONTRACT SERVICES	1963	SUEZ WTS SERVICES USA, INC.
580759*	11/14/2018	\$574.87	CONTRACT SERVICES	2213	THE BLINDMAN COMPANY WINDOW TREATMENTS INC.
580760	11/14/2018	\$343.30	CONTRACT SERVICES	57140	UNDERGROUND SERVICE ALERT OF SOUTHERN CA
580761	11/14/2018	\$375.00	SUPPLIES	59290	UNIVAR USA INC.
580762	11/14/2018	\$29,746.00	CONTRACT SERVICES	40860	WEST COAST ARBORISTS, INC.
580763	11/14/2018	\$25,778.41	CONTRACT SERVICES	1631	YORK RISK SERVICES GROUP, INC.
580764	11/15/2018	\$1,808.10	SUPPLIES	62880	AMERICAN EMBLEMATIC, LLC
580765	11/19/2018	\$271.17	MACHINERY & EQUIPMENTS	2186	ACEGAS LLC
580766	11/19/2018	\$13,247.85	INSURANCE	55860	AFLAC
580767	11/19/2018	\$775.44	CONTRACT SERVICES	26390	APPLE ONE EMPLOYMENT SERVICES
580768	11/19/2018	\$30.66	ADVERTISING/PRINTING SERVICES	35980	SAEED RADMEHR/ARTE PRINTING
580769	11/19/2018	\$48.51	SUPPLIES	31270	STARBOARD TACK SUPPLY INC./ASTRO PLUMBING
580770	11/19/2018	\$5,871.38	UTILITY SERVICES	39550	AT&T
580771	11/19/2018	\$718.58	UTILITY SERVICES	39550	AT&T
580772	11/19/2018	\$27.17	UTILITY SERVICES	73760	AT&T TELECONFERENCE SERVICES
580773	11/19/2018	\$70.00	VEHICLE MAINTENANCE/EXPENSES	1101	BLACK AND WHITE EMERGENCY VEHICLES
580774	11/19/2018	\$85.90	UTILITY SERVICES	47580	CALIFORNIA WATER SERVICE COMPANY
580775	11/19/2018	\$21.08	UTILITY SERVICES	55830	CHARTER COMMUNICATIONS
580776	11/19/2018	\$599.00	UTILITY SERVICES	55830	CHARTER COMMUNICATIONS

580777	11/19/2018	\$616.97	UTILITY SERVICES	55830	CHARTER COMMUNICATIONS
580778	11/19/2018	\$599.00	UTILITY SERVICES	55830	CHARTER COMMUNICATIONS
580779	11/19/2018	\$599.00	UTILITY SERVICES	55830	CHARTER COMMUNICATIONS
580780	11/19/2018	\$2,296.22	SUPPLIES	10000	CLEAN SWEEP SUPPLY CO. INC
580781	11/19/2018	\$29.08	MAIL/ POSTAL EXPENSE	22400	FEDERAL EXPRESS CORPORATION
580782	11/19/2018	\$249.83	SUPPLIES	48400	HOME DEPOT CREDIT SERVICES
580783	11/19/2018	\$13,600.08	UTILITY SERVICES	4760	MONTEBELLO LAND & WATER CO.
580784	11/19/2018	\$2,019.25	VEHICLE MAINTENANCE/EXPENSES	54300	SHAK ENTERPRISES, INC./MONTEBELLO TIRE PROS
580785	11/19/2018	\$8,322.00	CONTRACT SERVICES	1658	GOVERNMENT STAFFING SERVICES, INC.
580786	11/19/2018	\$4,781.88	FUEL	19700	SYNCHRONY BANK/CONOCO-PHILLIPS-76
580787	11/19/2018	\$813.58	PERMITS AND FEES	28240	SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
580788	11/19/2018	\$131.79	PERMITS AND FEES	28240	SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
580789	11/19/2018	\$16,933.31	UTILITY SERVICES	45630	SOUTHERN CALIFORNIA EDISON
580790	11/19/2018	\$4,789.80	UTILITY SERVICES	40520	SOUTHERN CALIFORNIA GAS CO.
580791	11/19/2018	\$200.86	CONTRACT SERVICES	387	TRANSUNION RISK AND ALTERNATIVE DATA SOLUTIONS,INC.
580792	11/19/2018	\$3,633.87	UTILITY SERVICES	23610	VERIZON WIRELESS
580793	11/19/2018	\$1,269.91	UTILITY SERVICES	23610	VERIZON WIRELESS
580794	11/19/2018	\$4,712.10	CONTRACT SERVICES	20060	WATER REPLENISHMENT DISTRICT
580795	11/19/2018	\$880.50	CONTRACT SERVICES	183	WECK LABORATORIES ENVIRONMENTAL SERVICES, INC.
580796	11/19/2018	\$40.00	CARPOOL INCENTIVE	27220	ANTHONY ACEVEZ
580797	11/19/2018	\$40.00	CARPOOL INCENTIVE	567	ARTHUR P ANCHONDO
580798	11/19/2018	\$40.00	CARPOOL INCENTIVE	289	ANDREA ANDRADE
580799	11/19/2018	\$40.00	CARPOOL INCENTIVE	61470	ERIKA L. ANDRADE
580800	11/19/2018	\$40.00	CARPOOL INCENTIVE	2139	DANIEL ANTUNEZ
580801	11/19/2018	\$40.00	CARPOOL INCENTIVE	29630	RICHARD APARICIO
580802	11/19/2018	\$40.00	CARPOOL INCENTIVE	3780	JACOB CASTILLO
580803	11/19/2018	\$40.00	CARPOOL INCENTIVE	68640	LAURA CASTRO
580804	11/19/2018	\$40.00	CARPOOL INCENTIVE	17880	ANI CHUKHURYAN
580805	11/19/2018	\$40.00	CARPOOL INCENTIVE	29020	RAPHAEL DE LA TORRE
580806	11/19/2018	\$40.00	CARPOOL INCENTIVE	8260	BEATRICE GOMEZ
580807	11/19/2018	\$40.00	CARPOOL INCENTIVE	38440	ANDREW GUZMAN

580808	11/19/2018	\$40.00	CARPOOL INCENTIVE	568	JUAN M HERNANDEZ
580809	11/19/2018	\$40.00	CARPOOL INCENTIVE	4280	NADINE HERNANDEZ
580810	11/19/2018	\$40.00	CARPOOL INCENTIVE	48610	CRYSTAL JAIMEZ
580811	11/19/2018	\$40.00	CARPOOL INCENTIVE	11280	MICHAEL LOPEZ
580812	11/19/2018	\$80.00	CARPOOL INCENTIVE	71590	LUZ MARIA
580813	11/19/2018	\$40.00	CARPOOL INCENTIVE	50330	ANDREW MARTINEZ
580814	11/19/2018	\$40.00	CARPOOL INCENTIVE	2048	STEPHANIE MEZA
580815	11/19/2018	\$40.00	CARPOOL INCENTIVE	2203	SAMANTHA NEVAREZ
580816	11/19/2018	\$40.00	CARPOOL INCENTIVE	1596	JESSICA ORTIZ
580817	11/19/2018	\$40.00	CARPOOL INCENTIVE	138	BRIANNON PADILLA
580818	11/19/2018	\$80.00	CARPOOL INCENTIVE	1620	VERONICA PALAFOX
580819	11/19/2018	\$40.00	CARPOOL INCENTIVE	59960	JO ANN PANOSIAN
580820	11/19/2018	\$55.00	CARPOOL INCENTIVE	1668	MEL PASTION
580821	11/19/2018	\$40.00	CARPOOL INCENTIVE	65330	WENDY PEREZ
580822	11/19/2018	\$40.00	CARPOOL INCENTIVE	2138	ELVA PHAM
580823	11/19/2018	\$40.00	CARPOOL INCENTIVE	34240	ROBERT PORTILLO
580824	11/19/2018	\$40.00	CARPOOL INCENTIVE	13220	JESUS RABELERO
580825	11/19/2018	\$40.00	CARPOOL INCENTIVE	56830	ESTHER ROBLES
580826	11/19/2018	\$80.00	CARPOOL INCENTIVE	2260	GERARDO RODRIGUEZ
580827	11/19/2018	\$40.00	CARPOOL INCENTIVE	69960	NICOLE I. SAUCEDO
580828	11/19/2018	\$40.00	CARPOOL INCENTIVE	61140	MICHAEL SAVEDRA
580829	11/19/2018	\$40.00	CARPOOL INCENTIVE	24280	MARTIN SOLANO
580830	11/19/2018	\$40.00	CARPOOL INCENTIVE	33960	DAVID SOSNOWSKI
580831	11/19/2018	\$40.00	CARPOOL INCENTIVE	595	MATTHEW A VALENZUELA
580832	11/19/2018	\$40.00	CARPOOL INCENTIVE	395	MARIA TERESA VASQUEZ
580833	11/19/2018	\$48,045.98	CONTRACT SERVICES	37720	ADVANCED APPLIED ENGINEERING, INC.
580834	11/19/2018	\$528.00	CONTRACT SERVICES	1870	ALEX & E PARTY RENTALS
580835	11/19/2018	\$2,311.79	LEASE PAYMENT	47	ALTEC CAPITAL SERVICES
580836	11/19/2018	\$79,972.13	CONTRACT SERVICES	16120	ALVAREZ-GLASMAN & COLVIN
580837	11/19/2018	\$500.00	DUES & SUBSCRIPTIONS	49280	AREA E FIRE CHIEFS ASSOCIATION

580838	11/19/2018	\$67.44	SUPPLIES	31270	STARBOARD TACK SUPPLY INC./ASTRO PLUMBING
580839	11/19/2018	\$8,984.75	CONTRACT SERVICES	38010	ADVANCED AVANT-GARDE CORPORATION
580840	11/19/2018	\$136.96	CONTRACT SERVICES	27170	BEVERLY HOSPITAL
580841	11/19/2018	\$1,500.00	VEHICLE PURCHASES	1101	BLACK AND WHITE EMERGENCY VEHICLES
580842	11/19/2018	\$1,500.00	DUES & SUBSCRIPTIONS	54110	CALIFORNIA PEACE OFFICERS' ASSOCIATION
580843	11/19/2018	\$344.27	SUPPLIES	10000	CLEAN SWEEP SUPPLY CO. INC
580844	11/19/2018	\$957.59	CONTRACT SERVICES	1929	DATA GEAR, INC.
580845	11/19/2018	\$413.87	SUPPLIES	13360	DELL MARKETING L.P.
580846	11/19/2018	\$147.28	SUPPLIES	68080	DERIAN FOODS
580847	11/19/2018	\$648.30	SUPPLIES	3560	ENTENMANN-ROVIN CO.
580848	11/19/2018	\$142.33	SUPPLIES	1252	EVIDENT, INC.
580849	11/19/2018	\$11,292.61	CONTRACT SERVICES	1760	SCOTT FAZEKAS & ASSOCIATES, INC.
580850	11/19/2018	\$3,700.00	CONTRACT SERVICES	28730	GARFIELD CAR WASH
580851	11/19/2018	\$724.41	VEHICLE MAINTENANCE/EXPENSES	33720	ARKAY ACQUISITION LLC/GILLIG
580852	11/19/2018	\$3,962.50	CONTRACT SERVICES	46870	HDL COREN & CONE
580853	11/19/2018	\$149.00	CONTRACTORS	1204	HENKELS & McCOY INC.
580854	11/19/2018	\$884.19	SUPPLIES	2230	IMPERIAL SPRINKLER SUPPLY INC.
580855	11/19/2018	\$2,126.00	CONTRACT SERVICES	2001	LAW OFFICES OF DAVID J. WEISS
580856	11/19/2018	\$6,375.00	CONTRACT SERVICES	47110	LM SYSTEMS
580857	11/19/2018	\$132.28	CONTRACT SERVICES	1890	LOU'S GOLF CARTS INC.
580858	11/19/2018	\$200.00	REFUND	333	JASON MCMULLEN
580859	11/19/2018	\$17,376.00	MEAL ALLOWANCE	1690	MONTEBELLO FIRE FIGHTERS ASSOCIATION
580860	11/19/2018	\$370.00	CONTRACT SERVICES	26880	SEBASTIAN WATERWORKS, INC./MR. ROOTER
580861	11/19/2018	\$96.69	VEHICLE MAINTENANCE/EXPENSES	1385	MUNCIE RECLAMATION AND SUPPLY COMPANY
580862	11/19/2018	\$1,260.00	TRAINING	51270	NATIONAL TRAINING CONCEPTS, INC.
580863	11/19/2018	\$69,907.60	CONTRACT SERVICES	35250	NATIONWIDE ENVIRONMENTAL SERVICES
580864	11/19/2018	\$1,639.57	SUPPLIES	15620	OFFICE DEPOT
580865	11/19/2018	\$354.51	SUPPLIES	1938	P & R PAPER SUPPLY COMPANY INC.
580866	11/19/2018	\$250.00	REFUND	1853	GIANINA PADILLA
580867	11/19/2018	\$140.74	SUPPLIES	9480	DERIAN FAMILY FOODS INC.
580868	11/19/2018	\$78.84	MACHINERY & EQUIPMENTS	538	PCMG, INC.

580869	11/19/2018	\$66.97	CONTRACT SERVICES	56260	PRUDENTIAL OVERALL SUPPLY
580870	11/19/2018	\$196.88	SUPPLIES	1925	CENTRAL SANITARY SUPPLY
580871	11/19/2018	\$20,000.00	CONTRACT SERVICES	61050	REDFLEX TRAFFIC SYSTEMS
580872	11/19/2018	\$168.52	MACHINERY & EQUIPMENTS	69730	DE LAGE LANDEN FINANCIAL SERVICES INC./RICOH
580873	11/19/2018	\$215.00	TRAINING	43150	SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT
580874	11/19/2018	\$30.00	TRAINING	1903	CITY OF SANTA MONICA
580875	11/19/2018	\$5,303.25	CONTRACT SERVICES	36290	SIEMENS INDUSTRY INC.
580876	11/19/2018	\$544.00	CONTRACT SERVICES	673	SILVER & WRIGHT LLP
580877	11/19/2018	\$551.36	VEHICLE MAINTENANCE/EXPENSES	716	SOUTH BAY FORD, INC.
580878	11/19/2018	\$32.85	CONTRACT SERVICES	1963	SUEZ WTS SERVICES USA, INC.
580879	11/19/2018	\$1,236.30	CONTRACT SERVICES	2256	THE SULLIVAN GROUP OF COURT REPORTERS, INC.
580880	11/19/2018	\$2,400.00	CONTRACT SERVICES	72100	LEO ARNOLD/SUNSET DETECTIVES
580881	11/19/2018	\$306.00	CONTRACT SERVICES	526	T-MOBILE USA, INC.
580882	11/19/2018	\$1,150.00	CONTRACT SERVICES	71210	STAR-DUST TOURS, INC.
580883	11/19/2018	\$308.52	DUES & SUBSCRIPTIONS	41430	THOMSON REUTERS - WEST
580884	11/19/2018	\$1,536.96	MACHINERY & EQUIPMENTS	129	TRANE U.S. INC.
580885	11/19/2018	\$119.84	SUPPLIES	45120	ULINE
580886	11/19/2018	\$1,522.06	SUPPLIES	59290	UNIVAR USA INC.
580887	11/19/2018	\$15,750.00	CONTRACT SERVICES	40860	WEST COAST ARBORISTS, INC.
580888	11/19/2018	\$81.36	ADVERTISING/PRINTING SERVICES	61850	X-IGENT PRINTING, INC.
Total		\$692,318.61			
6093 - Successor Agency					
1415	11/19/2018	\$2,137.51	CONTRACT SERVICES	16120	ALVAREZ-GLASMAN & COLVIN
1416	11/19/2018	\$2,050.00	CONTRACT SERVICES	15180	STEARNS, CONRAD AND SCHMIDT CONSULTING ENG.
Total		\$4,187.51			

* Pursuant to Resolution #17-40 - Any new contract not submitted for approval by the City Council the first time a payment for any such contract is listed on a warrant register.