

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 14, 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 LEGAL COUNSEL – EXISTING LITIGATION**
Government Code Section 54956.9(d)(1)
Name of Case: D. Romero v. City of Montebello
5. **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**
Government Code Section 54956.9(d)(1)
Name of Case: R. Castaneda v. City of Montebello
6. **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**
Government Code Section 54956.9(d)(1)
Name of Case: A. Martinez Garcia v. City of Montebello
7. **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
8. **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
9. **CONFERENCE WITH REAL PROPERTY NEGOTIATORS**
Government Code Section 54956.8
Property: (need address of Olson Project)
Agency Negotiator: Andrew Pasmant
Negotiating Parties: Olson Company
Under negotiation: Terms of sale
10. **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**
Government Code Section 54956.9(d)(4)
Initiation of Litigation – One Matter

11. **AUDIT BY CALIFORNIA STATE AUDITOR'S OFFICE**
Government Code Section 54956.75

REGULAR SESSION

12. **INVOCATION**
13. **PLEDGE OF ALLEGIANCE**
14. **PRESENTATION:**

PROCLAMATION IN RECOGNITION OF PROSTATE CANCER AWARENESS MONTH

15. **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.

16. **PUBLIC ORAL COMMUNICATIONS ON OPEN SESSION ITEMS (30 MINUTES)**
17. **STAFF COMMUNICATIONS ON ITEMS OF COMMUNITY INTEREST**
18. **CORRECTIONS TO THE AGENDA – ACTING CITY MANAGER**
19. **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. 29** 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

20. **AWARD OF AGREEMENT FOR RFP19-2 – BUILDING AND SAFETY SERVICES**

COMMENT: The City Council will consider for approval the selection and award of a contract for Building and Safety Services and authorize the City Manager to execute the agreement on behalf of the City. Funding for this project comes from the City's General Fund.

RECOMMENDATION: Staff recommends that the City Council: (1) Select and award an agreement for Building and Safety Services - RFP19-2 from the following proposals: Transtech, Interwest Consulting Group, Willdan, VCA, and Infrastructure Engineers; and (2) Authorize the City Manager to execute the Agreement on behalf of the City; and (3) Approve a Resolution adding the needed funding to the Outside Contract Account for Administration.

21. AWARD A LEASE AGREEMENT FOR GOLF CARTS FOR THE MONTEBELLO GOLF COURSE

COMMENT: The City Council will consider awarding a lease agreement to E-Z-GO Division of Textron Company for the leasing of 85 golf carts for the annual lease amount of \$57,678.69 and authorize the Acting City Manager to negotiate and execute the Lease Agreement on behalf of the City and will consider approving a resolution of appropriation.

The proposed lease is for five (5) years at an annual amount of \$57,678.69 at a 5.00% interest rate. Funding for the proposed lease agreement requires a budget appropriation into the Golf Course Maintenance & Operations Budget.

RECOMMENDATION: That the City Council award a lease agreement to E-Z-GO Division of Textron, Inc. for the leasing of 85 golf carts for an annual lease amount of \$57,678.69 and authorize the Acting City Manager to negotiate and execute the Lease Agreement on behalf of the City.

22. ACCEPTANCE OF AN EASEMENT FOR PIPELINE PURPOSES AT 8000 SLAUSON AVENUE AND APPROVAL OF A RESOLUTION TO ACCEPT THE EASEMENT

COMMENT: There are no CEQA related environmental impacts associated with acceptance of the proposed easement. An existing water main had to be relocated to clear the building footprint of a proposed convenience store. Permanent structures are not allowed over water mains.

There are no fiscal impacts to the General Fund in association with City Council's acceptance of the easement at 8000 Slauson Avenue.

RECOMMENDATION: That the City Council approve an easement for pipeline purposes at 8000 Slauson Avenue as per the easement which also includes Exhibits "A" & "B" and approve a Resolution to accept the easement.

23. AWARD A LEASE AGREEMENT FOR DUMP TRUCKS AND UTILITY TRUCKS FOR PARKS, STREETS AND TREE DIVISIONS

COMMENT: The City Council will consider awarding a lease agreement to Raceway Ford for the lease of seven (7) new dump trucks and utility trucks for the Departments in annual amount of \$75,480 per year for a period of five (5) years; and authorizing the Acting City Manager to negotiate and execute the Agreement on behalf of the City.

The proposed lease is for five (5) years at an annual amount of \$75,480.00 at a 7.00 % financing rate. At the end of the five (5) year term, the City would own all new vehicles without any further obligation. Funding for the proposed lease agreement has been budgeted in the Public Works and Recreation & Parks Departments' Maintenance & Operations Budgets.

RECOMMENDATION: That the City Council award a lease agreement to Raceway Ford for Dump Trucks and Utility Trucks in the annual lease amount of \$75,480 and authorize the Acting City Manager to negotiate and execute the Lease Agreement on behalf of the City.

24. AUTHORIZE PARK GRANT SOLICITATIONS FOR FUNDING OF MULTIPLE PARK PROJECTS

COMMENT: The City Council will consider authorizing the Department of Recreation & Community Services to pursue several forthcoming grant opportunities and authorize the Department to solicit the services of grant writers and architects.

City staff has estimated that up to \$50,000 may be needed for these special services. If approved, staff would generate a Request for Qualifications and Pricing for grant writing and

architectural services and award projects as needed. After the Requests for Qualifications and Pricing have been received, staff will bring back to Council a request for appropriation for these services.

RECOMMENDATION: That the City Council authorizes the Department of Recreation & Community Services to pursue several grant opportunities that are forthcoming and issue a solicitation for Proposals and Costs for Grant Writing and Architectural Design services for the grants.

25. REQUEST TO AUTHORIZE THE MONTEBELLO POLICE DEPARTMENT TO CONTINUE UTILIZING THE SERVICES OF THE JONES AND MAYER LAW FIRM

COMMENT: The police department receives an average of two Pitchess Motions or Henthorn Requests per month with some months as many as seven being received. It is imperative that we retain legal counsel during the RFP process due the number of requests anticipated to be received during that time and the legal liability of handling them without Counsel. This request will not have a fiscal impact to the general budget as the funds have already been allocated for this service.

RECOMMENDATION: (1) It is recommended that the City Council authorize the Montebello Police Department to continue utilizing the services of the Law Firm of Jones and Mayer for Pitchess/Henthorn representation until such time as a formal RFP can be completed; AND (2) Authorize the Acting City Manager to exceed his authority of \$20,000 specifically for the essential services provided by the Law Firm of Jones and Mayer until the RFP process is completed.

26. REQUEST FOR AUTHORIZATION TO PARTICIPATE IN THE LOS ANGELES HOMELESS SERVICES AUTHORITY'S HOMELESS EMERGENCY AID PROGRAM

COMMENT: The 2017 point in time homeless population count estimated that the City of Montebello has a homeless population of 362 individuals. With no established shelter location in the City of Montebello, persons seeking or requiring shelter are referred to County and privately funded facilities. If no facilities are available, the City of Montebello does not have any resources to assist those in need. Participation in the HEAP program would allow the City of Montebello to use State funding to provide emergency shelter during inclement weather or when requested.

This request for funds would have no fiscal impact to the general fund.

RECOMMENDATION: It is recommended that the City Council approve the Resolution allowing the City to participate in the Los Angeles Homeless Services Authority's Homeless Emergency Aid Program. Participation in the program would make the City eligible for funding to provide emergency aid, prevention and diversion programs to the homeless population in the City of Montebello. The Resolution would establish a shelter crisis and allow the City of Montebello to participate in the State Homeless Emergency Aid Program (HEAP).

27. ACCEPTANCE OF THE JOINT POWERS AGREEMENT FOR THE LOS ANGELES AREA REGIONAL TRAINING GROUP

COMMENT: The City Council accepts and approves the Joint Powers Agreement for the Los Angeles Area Regional Training Group, and allows the Acting City Manager to execute the agreement.

There are no funds needing to be allocated for this agreement, and/or no fiscal impact to the General Fund.

RECOMMENDATION: That the City Council accept and approve the Joint Powers Agreement for the Los Angeles Area Regional Training Group, and allow the Acting City Manager to execute the agreement.

28. EXTENSION OF THE FOOTHILL COMMUNICATIONS AGREEMENT (3219)

COMMENT: That the City Council accept and approve the Extension of the Foothill Communications Agreement (Number 3219), month to month, for no more than six months, while a request for proposal and qualifications is developed and a vendor is selected, authorize the Acting City Manager to exceed his authority of \$20,000.00, for these specific services provided by Foothill Communications (Agreement Number 3219), and authorize the Acting City Manager to execute the agreement extension.

The funds for this agreement have been allocated and are in the Fire Department budget. There is no request for fund allocations.

RECOMMENDATION: That the City Council (1) accept and approve the Extension of the Foothill Communications Agreement (Number 3219), month to month, for no more than six months, while a request for proposal and qualifications is developed and a vendor is selected; and (2) authorize the Acting City Manager to execute the agreement extension.

29. METHOD OF SPECIAL MUNICIPAL ELECTION – MARCH 5, 2019

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 two 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) or (2) adopt a resolution authorizing an all-mail ballot election and requesting services associated 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. 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.

RECOMMENDATION: City staff recommends that the City Council consider and choose one of the following two options in authorizing how the March 5, 2019 Special Election, an election of one member of the City Council for a term expiring on November 3, 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.

30. CONFLICT OF INTEREST CODE BIENNIAL UPDATE

COMMENT: The City Attorney's Office has reviewed the Conflict of Interest Codes and amendments. It would be appropriate for the City Council to adopt a resolution updating the Conflict of Interest Code for the City of Montebello. There is no fiscal impact to the City.

RECOMMENDATION: It is recommended that the City Council adopt the following resolution amending the Conflict of Interest Code for the City of Montebello in compliance with Government Code requirements: **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF**

MONTEBELLO, CALIFORNIA, AMENDING THE CONFLICT OF INTEREST CODE FOR THE CITY OF MONTEBELLO.

31. CLAIMS AGAINST THE CITY

RECOMMENDED ACTION: Move to ***DENY*** the following claims: L. Guzman in the amount of \$700.00; and V. Hernandez in the amount of \$1,000.00.

32. PAYMENT OF BILLS: RESOLUTION APPROVING THE CITY/SUCCESSOR AGENCY WARRANT REGISTER OF DEMANDS DATED NOVEMBER 14, 2018

RECOMMENDED ACTION: Adopt the proposed resolution approving the Warrant Register dated November 14, 2018.

33. PUBLIC ORALS – IF NEEDED

COUNCIL ORALS

34. COUNCILMEMBER MOLINARI

None.

35. COUNCILMEMBER BARAJAS

None.

36. COUNCILMEMBER ROMERO

- a. Discussion on ethical, legal, political challenges facing the community.
- b. Current limitations and limited staffing, and records management.
- c. Timelines, updates and schedules for upcoming street improvements and underfunded projects, and discuss possibility of bonding of street improvements.
- d. Policies on direction given by City Council versus city manager and discussion including public records requests.
- e. Discussion on upcoming march election to fill vacant seat for former councilmember
- f. Brief information on issues related to the election and the community.
- g. Exploring ways to improve traffic circulation at Costco and Monterey Park Market Place Shopping Center.

37. 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 Community Development Director
SUBJECT: Award of contract for RFP19-2 – Building and Safety Services
DATE: November 14, 2018

RECOMMENDATION

Staff recommends that the City Council:

1. Award a three-year contract for Building and Safety Services for Building Official and Combination Building Inspector services (RFP19-2) for the Planning and Community Development Department.
2. Authorize the Acting City Manager to execute the Contract Agreement 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 closing; a total of seven 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 (by price):

Company (Proposer)	Cost for Service Overall 3 Yrs.
VCA Code	\$361,920
Interwest Consulting Group	\$378,144
Transtech Engineers, Inc.	\$389,792
Willdan Engineering	\$411,840
Infrastructure Engineers	\$413,478
CSG Consultants	\$436,800
4Leaf Inc.	\$474,240

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
4Leaf Inc.	75

Term of the Agreement

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

FISCAL IMPACT

The Building and Safety Services will provide the services listed in RFP #2-19. The funding for the Building and Safety Services will be from the City's General Fund.

Summary

Upon review and analysis of the proposals to the City's Request for Proposal (RFP#19-2) for Building and Safety Services; award a three-year contract for Building and Safety Services for Building Official and Combination Building Inspector services (RFP19-2) for the Planning and Community Development Department and authorize the Acting City Manager to execute the Contract Agreement 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.

ATTACHMENT A

Resolution

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEBELLO,
CALIFORNIA, AUTHORIZING THE APPROPRIATION OF FUNDS FOR AWARD OF
RFP19-2 – BILDING AND SAFETY SERVICES CONTRACT.

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

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

FROM		TO	
Account Number	Amount	Account Number	Amount
100-99-2900 (General Fun Reserve)	###,###.00	1000-50-540-6040.10 (Building and Safety Outside Contracts)	###,###.00

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

ADOPTED AND APPROVED this 14th day of November, 2018

Jack Hadjinian, Mayor Pro Tem

ATTEST:

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.

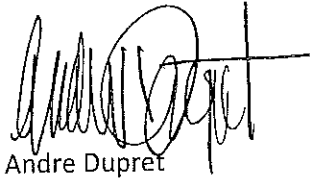
I will be the Management Contact for this contract. As Senior Vice President of Municipal services, I am authorized to sign agreements for our firm. If you have any questions about our proposal, please feel free to contact our Contract/Project Manager, Andre Dupret, at 714-940-0100 ext. 5130, or by email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

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

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

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

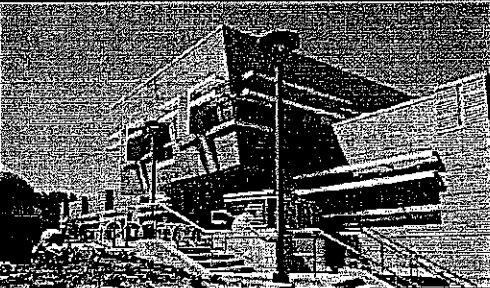
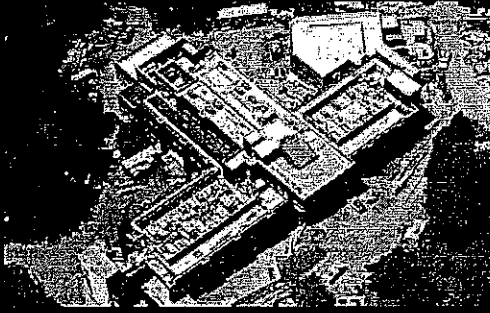
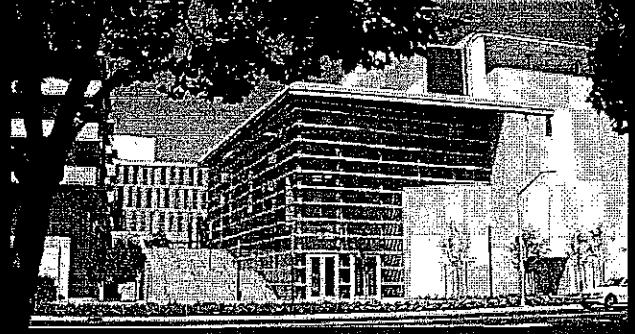


First Optional Year

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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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**).

2126 RHEEM DRIVE
4695 MACARTHUR CT., SUITE 1100

• PLEASANTON, CA 94588
• NEW PORT BEACH, CA 92660

• PHONE (925) 462-5959
• PHONE (949) 877-9432

☒ **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?

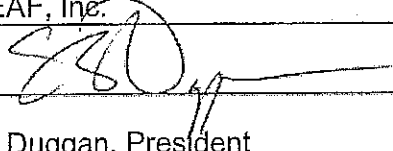
ANSWER: Please use the form attached for this purpose.

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.

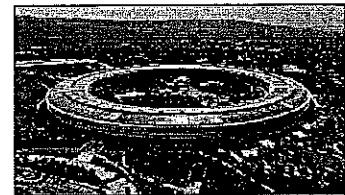
Select Project Experience

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

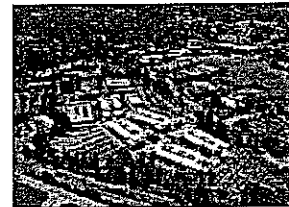
Craig is the Inspection Services Project Manager for the new \$2.4 Billion Wynn Casino Development in Everett, Massachusetts. The project highlights include:



- 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

**4LEAF, INC.**ENGINEERING • CONSTRUCTION MANAGEMENT
BUILDING INSPECTION • PLAN CHECK**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.

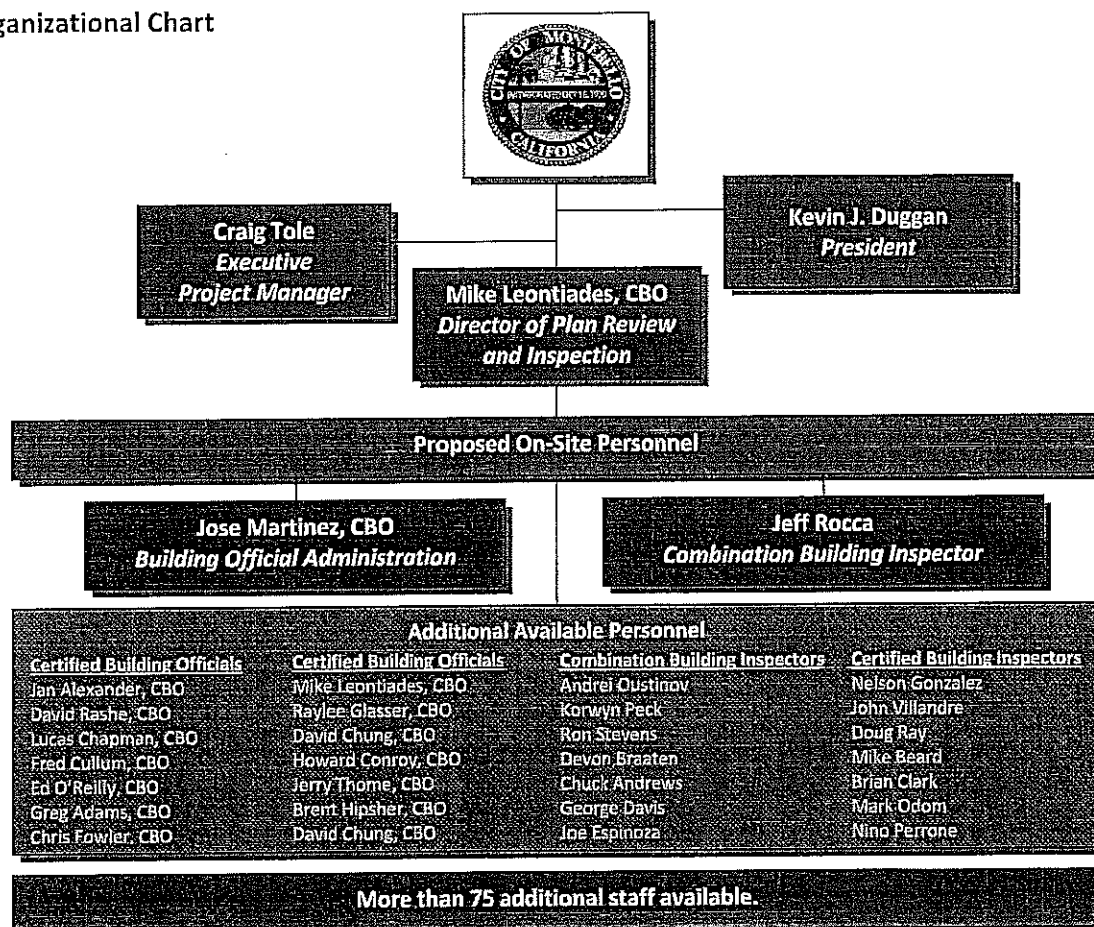
Craig Tole, Director of Development Services, Executive Project Manager

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'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. 4LEAF 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.

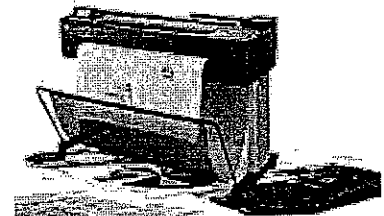


Structural Only Review

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.





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.



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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 Harencame, Senior Building Inspector, Plan Checker
Contact Telephone: (562) 567-9320
Contact Email: Mharencame@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, CFCO, 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



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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 due to illness and/or market demand.

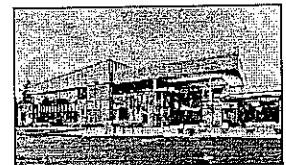


On-Site Plans Examiners

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)

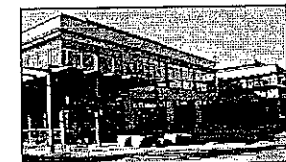
4LEAF also provided the Project Inspector on the City of Palo Alto new **Mitchell Park Library and Community Center** under Turner Construction Management. 4LEAF is responsible for performing combination inspections and the project is on track for LEED Gold Certification. The project consists of a new 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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City of Cupertino, CA

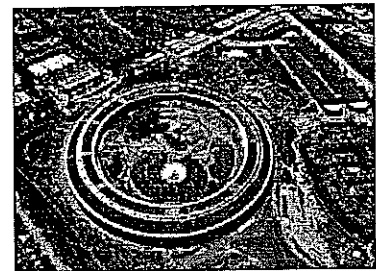
On-Call Plan Review, Fire Plan Check, and Inspection Services

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:

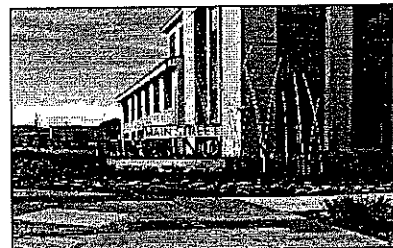


Main Street Cupertino Project

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



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City of East Palo Alto, CA

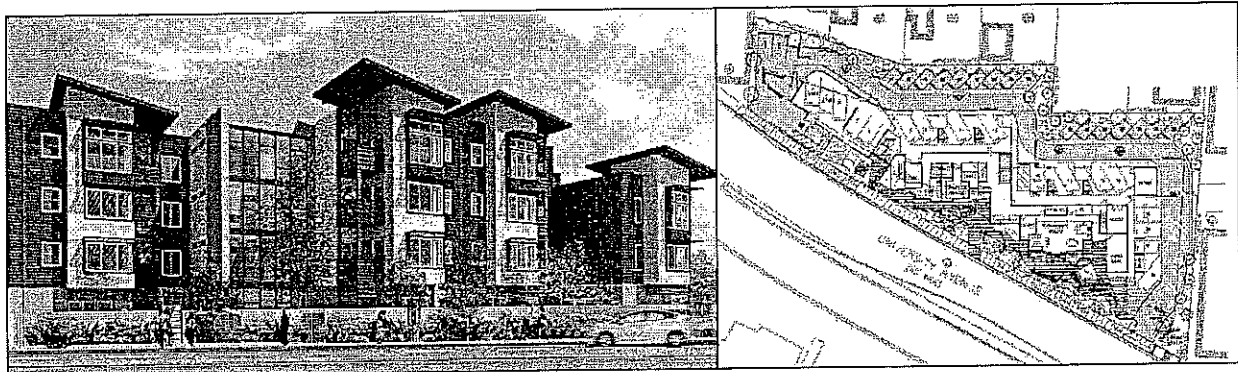
On-Call Building Department Services

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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BUILDING INSPECTION • PLAN CHECK

City of Everett, MA, Wynn Casino

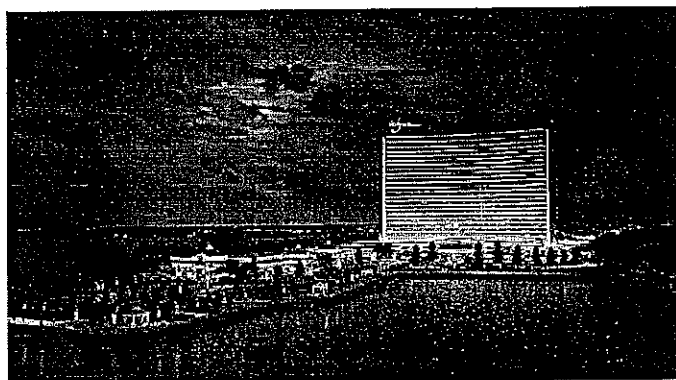
Plan Review Services & Inspection Services

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 Hionis, PE – Plan Review Engineer



4LEAF, INC.

ENGINEERING • CONSTRUCTION MANAGEMENT
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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

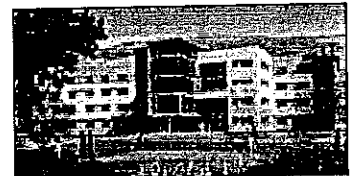
Jeff is currently a Senior Commercial Building Inspector for 4LEAF with more than 15 years of commercial construction experience as a Special Inspector and a Commercial Building Inspector. Jeff is certified in most trades through the International Code Council and has the ability to inspect construction 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.



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Section H. Proposed Fee Structure Listed by Contract Year



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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.

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.

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:

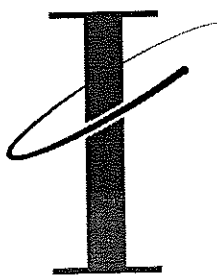
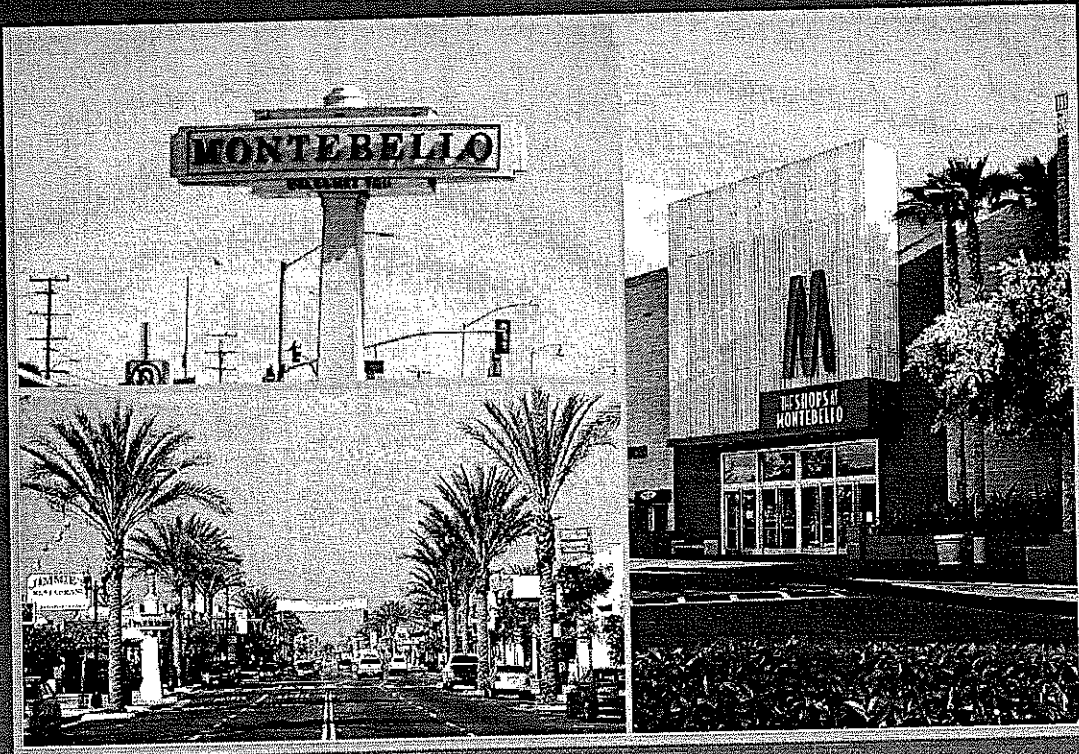
- Regular time (work begun after 5AM or before 4PM)	1 x hourly rate
- Night Time (work begun after 4PM or before 5AM)	1.125 x hourly rate
- Overtime (over 8 hours M-F or Saturdays)	1.5 x hourly rate
- Overtime (over 8 hours Sat or 1 st 8 hours Sun)	2 x hourly rate
- Overtime (over 8 hours Sun or Holidays)	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)**



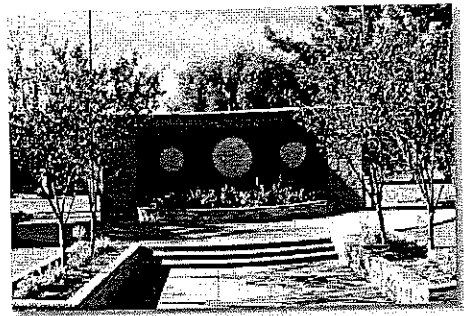
**INTERWEST
CONSULTING
GROUP**

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

www.interwestgrp.com

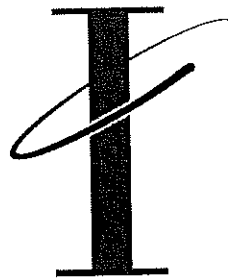
August 30, 2018

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:

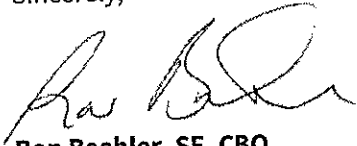
15140 TRANSISTOR LANE • HUNTINGTON BEACH, CA 92649
TEL. 714.899.9039 • FAX 714.899.9039 • WWW.INTERWESTGRP.COM

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?

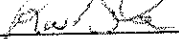
ANSWER: Please use the form attached for this purpose.

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: 

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.

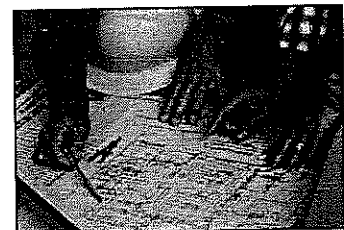
Interwest has provided building safety staff augmentation services to California cities for more than 16 years. We have a wealth of highly qualified building safety staff, including Building Officials, registered Structural, Mechanical, Electrical, and Fire Protection Engineers, and ICC-certified Building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

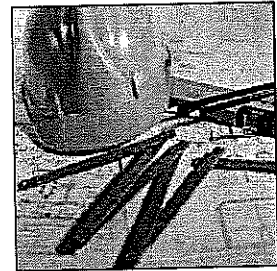


Our proposed Building Official and Combination Inspector, **Bradley Fliehmman, CBO** is an ICC Certified Building Official and ICC Building Inspector with years of experience in building inspections and code compliance. He possesses additional certifications in Building, Electrical and Combination residential 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.

Name	Current Licenses & Certifications	License & Certification Number
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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EDUCATION

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

**REGISTRATIONS
CERTIFICATIONS**

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

**AFFILIATIONS
ACCOMPLISHMENTS**

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.

PROJECT SPECIFIC EXPERIENCE

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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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 Elbettar, 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



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- **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 (OSHBP)
- **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)



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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

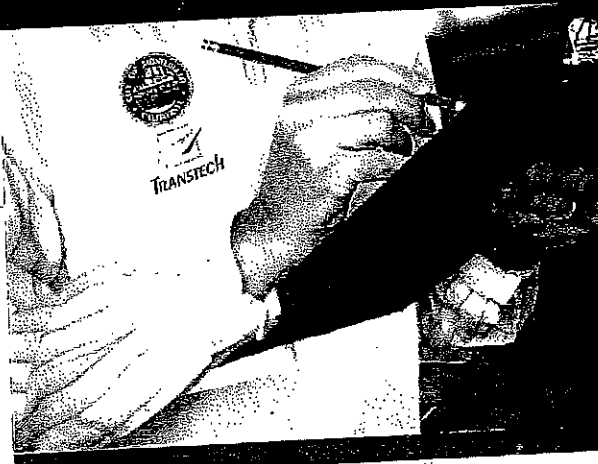
Attention: REQUEST FOR PROPOSALS (RFP #
19-2) FOR BUILDING AND SAFETY SERVICES



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

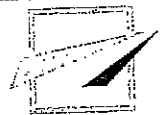
August 30, 2018

CITY OF MONTEBELLO

City Clerk's Office

1600 W. Beverly Blvd.

Montebello, CA 90640

Attention: **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



A. COVER LETTER

- 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.

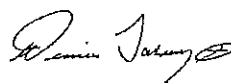
Our well experienced in-house staff is readily available to commence with the services upon authorization.

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.

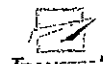
Sincerely,



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



1

2

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B TABLE OF CONTENTS

B. TABLE OF CONTENTS

B.1

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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

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



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-eneews/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

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

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.



C. SUMMARY SHEET

- 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.



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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.



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

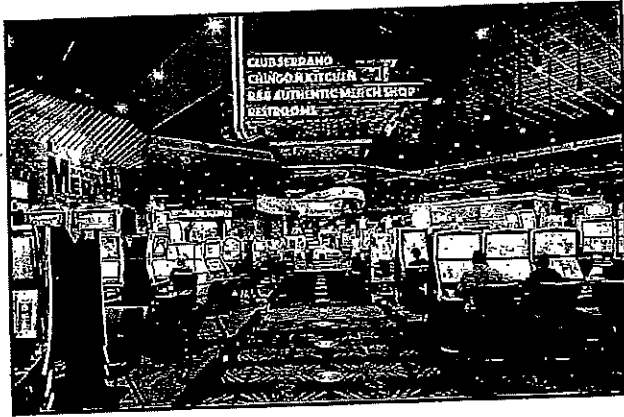
- ✓ **Building & Safety Services:** Building Official, Plan Review, Inspection, Permit Technician
- ✓ **Engineering Services:** City Engineering, Traffic Engineering, Design, Construction Management, CIP Project, Management, PW Inspection, Federally Funded Project Management



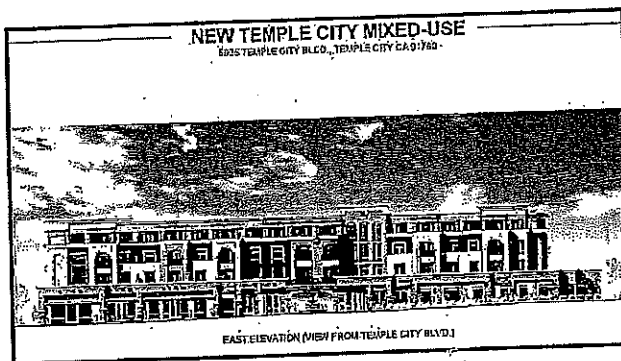
- ✓ **Building & Safety Services:** Building Official, Plan Review, As-needed Inspection
- ✓ **Public Works Services:** Public Works/CIP Inspection
- City of Claremont**
 - ✓ **Building & Safety Services:** Building Official, Plan Review, Inspection
- City of Cudahy**
 - ✓ **Building & Safety Services:** 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



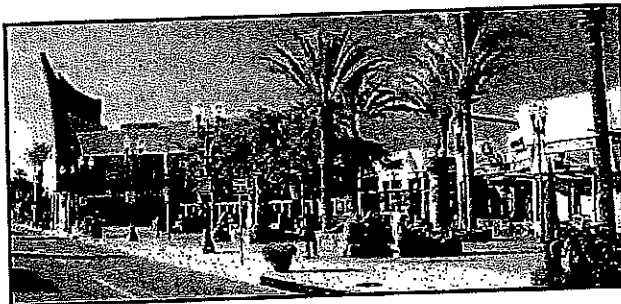
FOLLOWING IS PARTIAL LISTING OF VARIOUS LARGE AND COMPLEX PROJECTS THAT TRANSTECH PROVIDED BUILDING OFFICIAL, INSPECTION AND PLAN CHECK SERVICES:



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.**

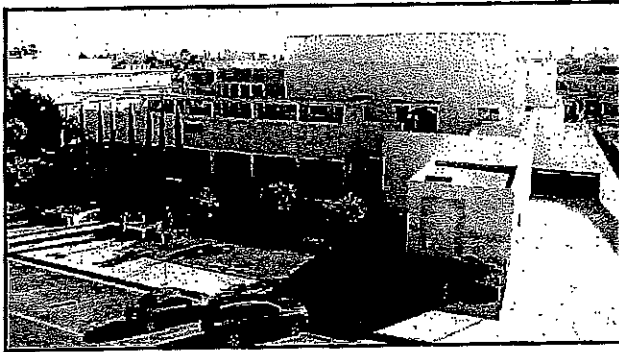


The Terraces (Mixed-Use Development (Project Value: \$19M): Located at 5935-5953 Temple City Blvd in Temple City. Transtech is currently providing full plan review for the 4 Story Mixed-Use Development which includes a one level basement garage, 61 condominium units as well as ground level and basement 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.**

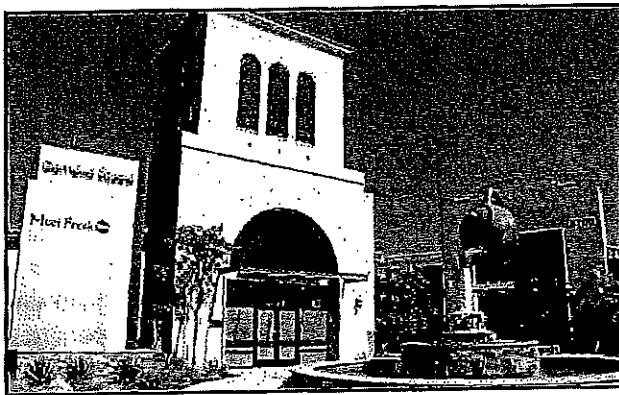


Renaissance Plaza (\$15M): This project was located in the City of Alhambra and included a parking structure, 10 plex movie theater, retail, and plaza. **Transtech served as the City's Building Official, Plan Checker and Inspector for this project including construction manager of the parking structure, public plaza, and other improvements.**



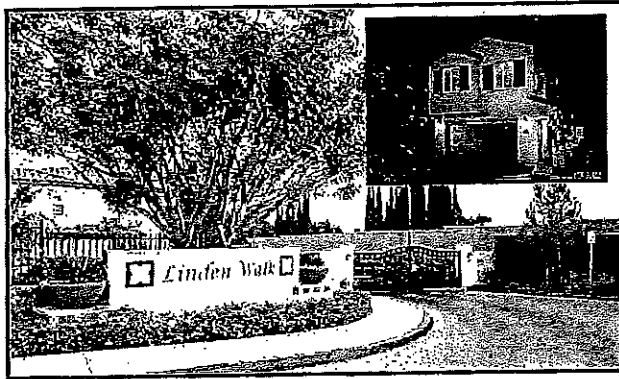


City of Alhambra, Civic Center Library Project (\$25M): Transtech provided plan check, inspection, construction management and owner representative services, the project included construction of a 45,000 SF Library with an underground parking garage.



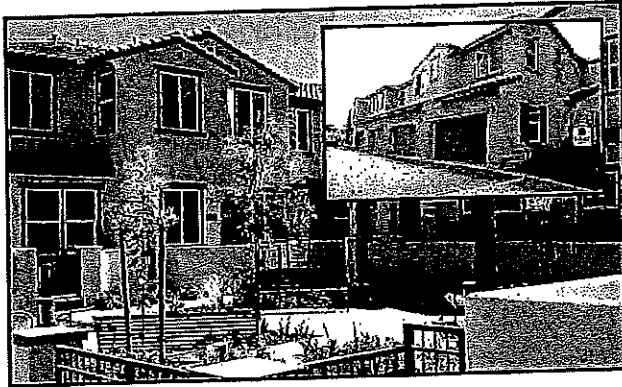
Temple City Camellia Square (Project Value: \$15M): Transtech provided full plan review as well as inspection services, the project included a shopping center with an underground garage and 4 total buildings as follows: a one-story 6,600 SF building; a two-story 25,700 SF building, a two-story 4,500 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.



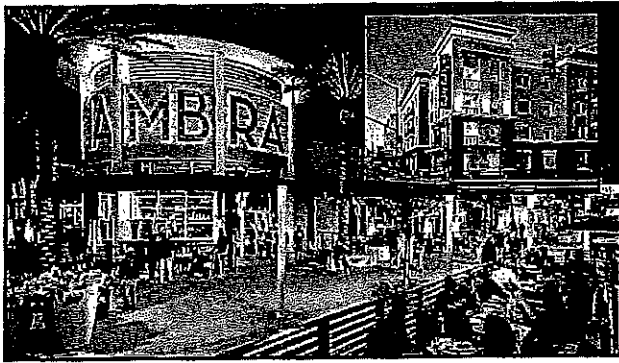
Garfield Avenue Parking Structure: This project included a 5-story level, 600 space parking structure as part of the Alhambra Redevelopment Agency and Downtown Redevelopment. Transtech provided plan check, inspection, construction management and owner representative services.



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.

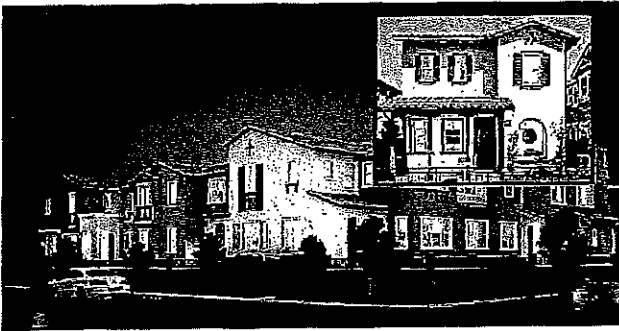
Transtech also provided Map Check Services, including review of Tentative Parcel Map, Lot Line Adjustment, Perfecting Deed and Final Parcel Map, Off-site Improvements PW Inspection, and Building Inspection Services for this project.





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.

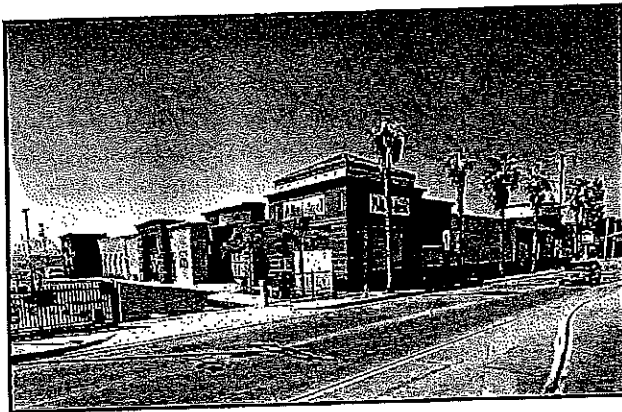
Transtech also provided Map Check Services, including review of Tentative Parcel Map, Lot Line Adjustment, Perfecting Deed and Final Parcel Map, Off-site Improvements PW Inspection, and Building Inspection Services for this project.



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.





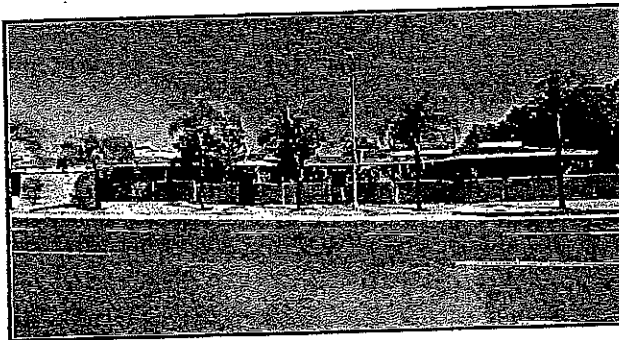
Alta Med Medical Group (Project Value: \$4M): Located at 1900 E Slauson Ave. Transtech provided full plan review as well as inspection services of for this development which includes a new mixed-use building of office space and an adult day care with new on grade parking. This project is located in Huntington 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 s 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.

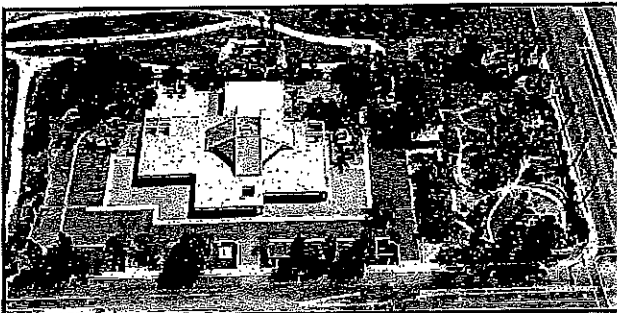




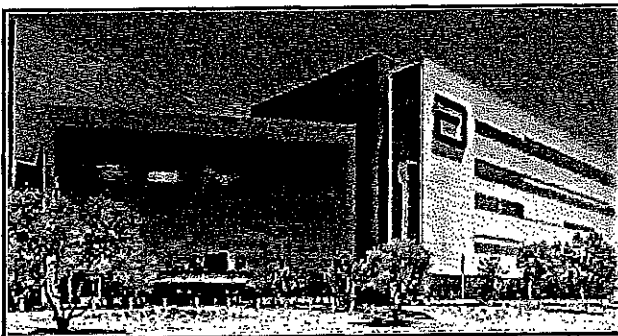
820 Mission Development LLC (Project Value: \$10M): Located at 820 Mission St. Transtech provided full plan review as well as inspection services of for this development which includes construction of new office building with one residential unit above, new 15 unit townhome cluster with office fronting 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.



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)

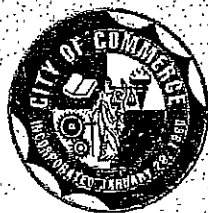
- Services Provided: Building Official, Building and Safety Plan Check, and on a need basis Inspection and Permit Technician, City Engineering, Public Works Plan Checks, Traffic Engineering, CIP Design, Construction Management, Inspection, Federally Funded Project Management
- Contact: Michael Forbes, 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 East 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) 570-5041 / 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



G PROPOSED PERSONNEL AND RESUMES

G.1

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-eneews/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.

EDUCATION

- California State Polytechnic University, Pomona, Engineering
- Fresno State University, Business Administration
- Rio Honda College, General Studies

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.

ICC CERTIFICATIONS

- Certified Building Official
- Building Plans Examiner
- Commercial Building Inspector
- Building Inspector UBC
- Fire 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.

HIGHLIGHTS

- Currently on ICC Sustainability Membership Council Governing Committee

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.

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.
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- Building Inspection Services for this project.
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 - **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.



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.
- 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



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. Melicher 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. Melicher 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

REGISTRATION

- California Registered Civil Engineer no. 66742
- California Certified Access Specialist no. 755

CERTIFICATIONS

- Certified Building Official
- California Building Plans Examiner
- CalGreen Inspector
- CalGreen Plans Examiner
- Mechanical Plans Examiner

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."

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

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
 - 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

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 Forman. 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:

- 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

CERTIFICATIONS

- ICC Certified Residential Building Inspector

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



1

2

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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:

[For how long?]

(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".

General Liability and Automobile Liability
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.

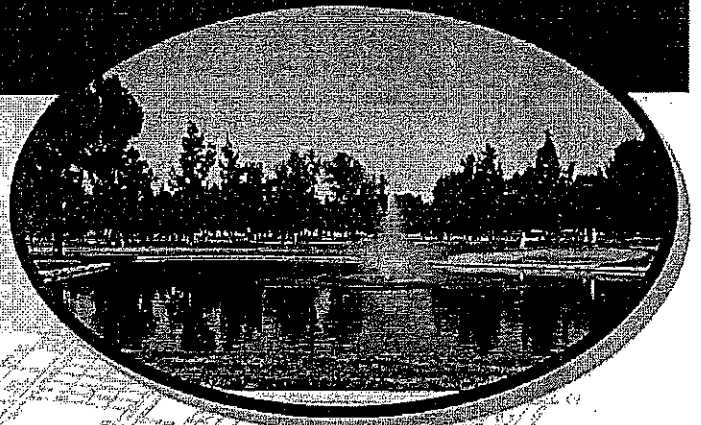
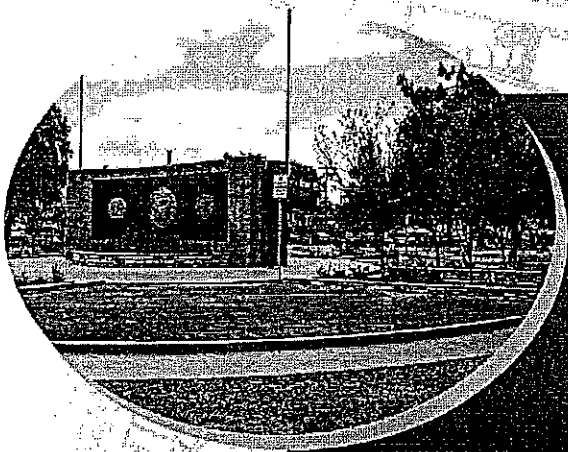


City of Montebello

REQUEST FOR PROPOSAL 19-2 BUILDING AND SAFETY SERVICES

VCA

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 that reads "Tom VanDorpe S.E.".

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:

- a. **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!
- b. **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:
 - i. Building Division Activity reports and summaries of plan checks, inspections, Permits, and other ancillary reports
 - ii. And if desired, VCA can provide: Strong Motion Instrument Program (SMIP); and
 - iii. Green Fee report on a quarterly basis or as required by the State of California.
- c. **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:

1. **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:
 - a. **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.



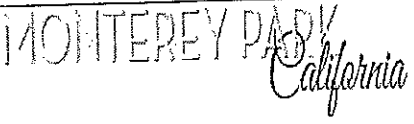
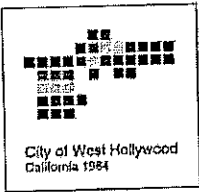
F. PREVIOUS RELEVANT PROJECTS AND REFERENCES

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 kkearney@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.			

- 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.
- 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
- Presentor 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, 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.
- 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 oversee's 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: Jan VanDoren 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.

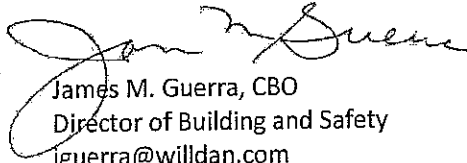
While our exceptional services are presented in the proposal, listed below are reasons why Willdan is uniquely qualified to provide these services to the **City of Montebello**.

- **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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Building & Safety Services

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.

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

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**.

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.

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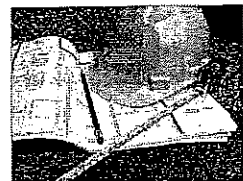
Combination Building Inspection Services

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

CITY OF MONTEBELLO

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

CITY OF MONTEBELLO

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

CITY OF MONTEBELLO

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 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.

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?

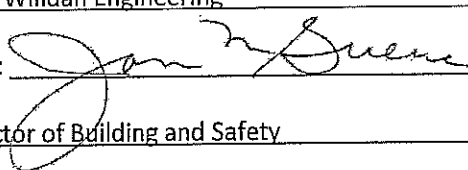
ANSWER: Please use the form attached for this purpose.

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

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: Danilo Batson, Assistant City Manager/Director of Public Works

SUBJECT: Award a Lease Agreement for Golf Carts for the Montebello Golf Course

DATE: November 14, 2018

RECOMMENDATION

That the City Council award a lease agreement to E-Z-GO Division of Textron, Inc. for the leasing of 85 golf carts for an annual lease amount of \$57,678.69, approve a resolution of appropriation and authorize the Acting City Manager to negotiate and execute the Lease Agreement on behalf of the City.

BACKGROUND

Patrons at the Montebello Golf Course are able to rent golf carts during their golf rounds. As such, the golf carts are periodically replaced with new units to preserve and enhance golfers experience at the course.

The existing 100 carts have reached the end of their useful life and as such need to be replaced in order to provide excellent and reliable carts to our patrons as well as to contain maintenance costs.

On September 27, 2018, the City issued and posted on Planet Bids its Request for Quotation No. 19-16 – Leased Golf Carts. Additionally, staff contacted the following four (4) potential vendors and informed them of the request for quotation:

- Club Cart, LLC
- Electric Car Sales and Services, Inc.
- E-Z-Go Division of Textron, Inc.
- Yamaha Golf Cart Co.

Seven (7) potential vendors viewed the RFQ on Planet Bids during the time it was posted.

ANALYSIS

On October 15, 2018 at 1:00 PM, the bid closed. Below are the three (3) proposals/quotes received:

<u>VENDOR</u>	<u>Price</u>	<u>Annual Payment</u>	<u>Term</u>	<u>Interest Rate</u>
E-Z-GO (Textron Company)	\$260,568.75	\$57,678.69	5-year	5.00%
Yamaha Golf Cart Co.	\$261,875.00	\$65,513.72	5-year	4.80%
Club Car LLC	\$280,783.04	\$63,852.00	5-year	4.36%

After examining the quotes, the apparent lowest responsive and responsible quote was received from E-Z-GO.

FISCAL IMPACT

The proposed lease is for five (5) years at an annual amount of \$57,678.69 at a 5.00% interest rate. Funding for the proposed lease agreement requires a budget appropriation into the Golf Course Maintenance & Operations Budget.

SUMMARY

The City Council will consider awarding a lease agreement to E-Z-GO Division of Textron Company for the leasing of 85 golf carts for the annual lease amount of \$57,678.69 and authorize the Acting City Manager to negotiate and execute the Lease Agreement on behalf of the City and will consider approving a resolution of appropriation.

ATTACHMENTS

Request for Quotation No. 19-16

Quotes Received and additional information requested

1600 West Beverly Blvd.
Montebello, CA 90640
(323) 887-1200



Bid Issue Date: Sept. 27, 2018

CLOSING DATE: October 15, 2018

@ 1:00p.m.

Danilo Batson, Asst. City Manager

E-mail: DBatson@cityofmontebello.com

REQUEST FOR QUOTATION

THE CITY OF MONTEBELLO, on behalf of the Public Works Department herein called Owner, invites sealed quotations from licensed dealers to provide 85-Leased Golf Carts (E-Z-GO ELITE or E-Z-GO TXT 48v or EQUAL), 5-year lease term, with Trade-in of 100 Golf Carts, and with an option to purchase all units at the end of the lease, per the attached specifications.

PROPOSALS – Each proposal shall be in accordance with this Request for Quotation as prepared by City of Montebello Public Works Department.

BIDDER'S CONFERENCE – n/a

QUESTIONS – All questions regarding this RFQ shall be directed in writing no later than Monday, 10/8/2018 @ 1:00 PM, to Public Works Department: Attn: Danilo Batson, dbatson@cityofmontebello.com. It is the responsibility of the bidder to confirm transmission of correspondence.

<u>X</u>	INSTRUCTIONS TO BIDDERS	<u>X</u>	BIDDER'S PROPOSAL FORM	—	BID BOND FORM
—	PAYMENT BOND FORM	—	PERFORMANCE BOND FORM	—	AGREEMENT FORM
<u>X</u>	APPENDX A	—	GENERAL CONDITIONS/PUBLIC WORKS 116-222	—	INSURANCE REQUIREMENTS
	ATTACHMENT 1 CONSTRUCTORS QUALIFICATIONS FORM				

CITY OF MONTEBELLO

1600 West Beverly Blvd.
Montebello, CA 90640
(323) 887-1200



Request for Quotation: RFQ # 19-16

Bid Issue Date: Sept. 27, 2018

CLOSING DATE: October 15, 2018
@ 1:00p.m.

Danilo Batson, Asst. City Manager

E-mail: DBatson@cityofmontebello.com

INSTRUCTIONS TO BIDDERS

PRICES/NOTATIONS – All prices/notations must be typewritten or written in ink. No erasures permitted. Mistakes shall be crossed out, corrections made adjacent and initiated by person signing document. Each item shall be bid separately.

FORMAT – Use the documents provided. If you decide to submit more than one bid, photocopy our documents.

PRICING/TERMS/TAX – All pricing shall be quoted both F.O.B. shipping point and F.O.B. destination, (e.g., cash terms less than 20 days should be considered net) excluding applicable tax. The City pays California Sales Tax and is exempt from Federal excise tax. In the event of an extension error, the unit price shall prevail.

OTHER TERMS AND CONDITIONS – Terms and conditions as indicated in this document and/or attached are hereby included with full force and like effect as if set forth herein. Copies of the applicable Terms and Conditions may be obtained by contacting City of Montebello Purchasing at the number shown above and requesting a copy be faxed or mailed to you.

PERIOD OF FIRM PRICING – Unless stated otherwise in this document, prices shall be firm for 60 days after the closing date.

SPECIFICATION/CHANGES – Whenever possible, the City of Montebello is looking for items made from, or containing in part, recycled material. Bidders are encouraged to bid items containing recycled material as an alternative for the items specified; however, the City reserves the right to reject those alternatives as non-responsive.

METHOD OF AWARD – The City reserves the right to reject any or all offers, to waive any discrepancy or technicality and to split or make the award in any manner determined by the City to be most advantageous to the City. The City recognizes that prices are only one of several criteria to be used in judging an offer and the City is not legally bound to accept the lowest offer. The City will use the following criteria in determining the lowest responsible supplier.

- A. Lowest overall price
- B. Adherence to specifications as detailed in this RFQ
- C. Warranties
- D. Delivery Time, after-receipt-of-order (ARO)

The Contract shall be awarded upon issuance of a City of Montebello Purchase Order. Execution of the Purchase Order shall constitute a written memorial thereof.

RETURN OF BID/CLOSING DATE/RETURN TO – All bid responses must be 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 are no fees to register and bid on this Request For Quotations.** Bid responses are due by 1:00 p.m. on the closing date listed above. Bid responses not received by the City by the closing date and time indicated above will not be accepted. The RFQ number shall appear on the bid. A duly executed copy of the signature page of this bid document must accompany your response.

CITY OF MONTEBELLO

1600 West Beverly Blvd.
Montebello, CA 90640
(323) 887-1200



Request for Quotation: RFQ # 19-16

Bid Issue Date: Sept. 27, 2018

CLOSING DATE: October 15, 2018
@ 1:00p.m.

Danilo Batson, Asst. City Manager

E-mail: DBatson@cityofmontebello.com

DELIVERY TERMS – All product shall be quoted F.O.B. destination prepay and add freight. Vendor shall provide all information in the area provided below. The City reserves the right to designate the carrier(s). Ship to address: **982 Via San Clemente, Montebello, California, 90640**

SUBMITTAL OF PROPOSALS:

- A. All bid responses must be 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 are no fees to register and bid on this Request For Quotations.** Bid responses are due by 1:00 p.m. on the closing date listed above. Bid responses not received by the City by the closing date and time indicated above will not be accepted. The RFQ number shall appear on the bid. A duly executed copy of the signature page of this bid document must accompany your response.
- B. Proposals must be submitted electronically through PlanetBids no later than the date and time specified on the RFQ. **LATE PROPOSALS WILL NOT BE ACCEPTED.**

WITHDRAWAL OF SUBMITTAL – A proposal may be withdrawn only prior to the closing date and time. Withdrawal of a proposal must be made in person by the bidder or someone authorized by him in writing. Proof of identification will be required for proposal withdrawal. No bidder may withdraw his bid for a period of sixty (60) days after the time set for opening thereof.

INTERPRETATION OF THE DOCUMENTS – Discrepancies in, and omissions from the plans, specifications or other contract documents or questions as to their meaning shall, at once, be brought to the attention of the Owner. Any interpretation of the documents will be made only by addenda duly issued and a copy of such addenda will be mailed or delivered to each person or firm receiving a set of such documents. The Owner will not be responsible for any other explanations or interpretations. Should anything in the scope of the work or any section of the specification be of such nature as to be apt to cause disputes between the various trades involved, such information shall be promptly called to the attention of the Owner.

ADDENDA TO THE DOCUMENTS – The Owner reserves the right to issue such Addenda to the documents as it may desire at any time prior to the time fixed for receiving proposals. A copy of all such addenda will be promptly mailed or delivered to each bidder. The number and date of each addendum shall be listed on the Contractor's proposal in the space provided.

ADDITIONAL INFORMATION – The Owner reserves the right to require of a bidder, information regarding financial responsibility or such other information as the Owner determines is necessary to ascertain whether a bid is in fact the lowest responsible and responsive bid submitted, all references to an architect shall be deemed to refer to the Owner where no architect has been employed by the Owner.

PERMITS AND LICENSES – The Contractor shall procure all permits and licenses, pay all charges and fees, and give all notices necessary and incidental to the due and lawful prosecution of the work. The Contractor shall pay for and obtain a City Business License. The City will waive City Permit Fees.

PROPOSER'S COST – Costs for developing proposals including travel, mileage, printing and per diem, are entirely the responsibility of the Proposer and shall not be chargeable to City of Montebello.

CITY OF MONTEBELLO

1600 West Beverly Blvd.
Montebello, CA 90640
(323) 887-1200



Request for Quotation: RFQ # 19-16

Bid Issue Date: Sept. 27, 2018

CLOSING DATE: October 15, 2018
@ 1:00p.m.

Danilo Batson, Asst. City Manager

E-mail: DBatson@cityofmontebello.com

BID SHEET INSTRUCTIONS:

- A. Bid sheets have been provided for two (2) golf cart options, both of which are lease of 5-year term. Please make additional copies as required. Bid sheets should be completed for each item or alternate bid.
- B. Bidder shall complete each section of the "Bidders Comments" in the attached specifications including specific size and model of all components when not exactly as specified. **Please state "As specified" if the item is exactly as set forth in the Left Hand Column. Provide a manufacturer's break down of mobile office building and proposed attachments.**

"FAILURE TO COMPLETE THE RIGHT HAND COLUMN WITH ACCURATE BID SPECIFICATIONS WILL NOT BE ACCEPTABLE BY THE CITY."

- C. Each "Bid Sheet" must be signed and the company name, representative, date and delivery schedule must be included.
- D. **BIDDER MUST COMPLETE PAGES 5 THROUGH PAGE 14 AND SUBMIT WITH THEIR PROPOSAL**

CITY OF MONTEBELLO

1600 West Beverly Blvd.
Montebello, CA 90640
(323) 887-1200



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@ 1:00p.m.

Danilo Batson, Asst. City Manager

E-mail: DBatson@cityofmontebello.com

**BIDDER'S PROPOSAL
LEASED GOLF CARTS RFQ NO. 19-16
FOR THE CITY OF MONTEBELLO, CALIFORNIA**

BIDDER TO COMPLETE ALL SHADED AREAS

ITEM NO.	QTY.	UNIT	DESCRIPTION	UNIT PRICE	EXTENSION
1	85	Each	The City of Montebello Public Works Department is requesting quotations from qualified vendors to supply and deliver the following items listed below: E-Z-GO TXT Elite Golf Cart OR E-Z-GO TXT 48V Golf Cart OR EQUALS		Complete page five (5), and Appendix "A" Sheets(s) on pages six (6) and seven (7)
"Execution hereof is certification that the undersigned has read and understands the terms and conditions hereof, and that the undersigned's principal is fully bound and committed."				1. Total Leased Cost Product/Service	
Company Name				2. Applicable Sales Tax	
Street Address:				3. Total Cost F.O.B. DEST.	
Mailing Address:				4. Shipping Weight	
City:				5. Freight Rate	
Remit to Address:				6. Insurance & Handling	
City				7. Total Shipping Cost	
Phone #:				8. Total Delivered Cost	
FAX #:				9. Shipping Point, City, State	
Name				10. Carrier	
Title				11. Freight Class	
Signature/Date:				Delivery: _____ calendar days after receipt of order	

CITY OF MONTEBELLO

1600 West Beverly Blvd.
Montebello, CA 90640
(323) 887-1200



Request for Quotation: RFQ # 19-16

Bid Issue Date: Sept. 27, 2018

CLOSING DATE: October 15, 2018
@ 1:00p.m.

Danilo Batson, Asst. City Manager

E-mail: DBatson@cityofmontebello.com

APPENDIX "A"
SPECIFICATIONS
CITY OF MONTEBELLO – PUBLIC WORKS DEPARTMENT
LEASED GOLF CARTS RFQ – OPTION #1

Eighty-five (85) Leased Golf Carts per specifications or EQUAL. Each unit shall be equipped and ready to travel and be used on California golf courses. The unit is to be a new and currently advertised model of a manufacturer's latest design; equipped with all standard components identified herein.

Where applicable, each unit shall be equipped with all legal devices required for delivery and meet all D.O.T., State of California, SCAQMD, CALOSHA, and federal standards and requirements where applicable.

It is the intent of these specifications to describe new golf carts in sufficient detail to secure bids on comparable equipment. All parts not specifically mentioned which are to be included in the bid and shall conform in strength, quality of workmanship to what is usually provided the trade in general. The specifications herein shall not be constructed in any way to sanction the degrading or elimination of accepted standards of engineering and craftsmanship in configuration and construction.

NOTICE: Bidder shall complete right-hand column indicating specific size and/or make and model of all components, when not exactly as specified or state "As Specified" if item is exactly as set forth in the left-hand column. **FAILURE TO COMPLETE RIGHT-HAND COLUMN WITH ACCURATE BID SPECIFICATIONS WILL INVALIDATE BID. ALL COMPONENTS NOT "OEM" IN ORIGIN MUST BE IDENTIFIED ON THIS BID.**

Eighty-five (85) Golf Carts, per attached specifications or EQUAL

Manufacturer: _____		Proposed Model No. _____	
Vehicle Price: \$ _____		Standard Lease Payment (Monthly): \$ _____	
Amount Financed/Lease Price: \$ _____			
Annual Lease Payment: \$ _____		Term of Lease (Months): \$ _____	
		Interest Rate: _____ %	
Non-Taxable Subtotal: \$ _____		9.50% California Sales Tax: \$ _____	
Taxable Total: \$ _____		Total Extended Price: \$ _____	

Technical Specifications – The **minimum** requirements acceptable are listed on the next pages. **If the specifications of the unit you are proposing vary from what is listed, please indicate acceptance or what you are proposing to submit.**

Provide a manufacturer's brochure of proposed mobile office, equipment and interior floor plan.

Company Name: _____

Date: _____

CITY OF MONTEBELLO

1600 West Beverly Blvd.
Montebello, CA 90640
(323) 887-1200



Request for Quotation: RFO # 19-16

Bid Issue Date: Sept. 27, 2018

CLOSING DATE: October 15, 2018

@ 1:00p.m.

Danilo Batson, Asst. City Manager

E-mail: DBatson@cityofmontebello.com

OPTION #1 - The following specifications are for eighty-five (85) golf carts: Current Production Model, New Golf Cart as described in Attachment "A" for Immediate Delivery.

DESCRIPTION	BIDDERS COMMENTS
Golf Cart must be (NEW) current production model (or 2018 model) E-Z-GO TXT ELITE or EQUAL.	
FRAME Welded steel with epoxy coating or EQUAL	
BODY & FINISH: injection-molded TPO or EQUAL	
COLOR: Ivory with City Decal Logo or EQUAL	
DIMENSIONS: Overall Length – 93.0 in or EQUAL Overall Width – 47.0 in or EQUAL Overall Height – 67.5 in Top of sun canopy or EQUAL Wheel Base – 66.0 in or EQUAL Wheel Track – Front 34.0 in or EQUAL Rear 38.5 in or EQUAL	
GROUND CLEARANCE: 4.5 in or EQUAL	
POWER SOURCE: 48-VOLT DC or EQUAL	
HOSERPOWER: 3.0 HP or EQUAL.	
ELECTRICAL SYSTEM: 48-VOLT or EQUAL	
BATTERY (QTY/TYPE): Two (2), 48V Lithium Ion or EQUAL	
BATTERY CHARGER: 746 Watt, 48VDC, 120/230 VAC, 50/60 Hz, UL 1564, & CSA 107.2 with 11 ft. cord or EQUAL	
START: PEDAL or EQUAL	
SPEED CONTROLLER: 250-amp solid state controller or EQUAL	
DRIVE TRAIN: Motor shaft direct drive or EQUAL.	
TRANSAXLE: Differential with helical gears or EQUAL	

All vehicle(s) to be fully equipped and furnished to meet all applicable Federal and State of California requirements (including vehicle registration and operation of the vehicle on local/state/federal highways).

Company Name:

Date:

Company Representative

Delivery Schedule

CITY OF MONTEBELLO

1600 West Beverly Blvd.
Montebello, CA 90640
(323) 887-1200



Request for Quotation: RFO # 19-16
Bid Issue Date: Sept. 27, 2018
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Danilo Batson, Asst. City Manager
E-mail: DBatson@cityofmontebello.com

OPTION #1 - The following specifications are for eighty-five (85) golf carts: Current Production Model, New Golf Cart as described in Attachment "A" for Immediate Delivery. **CONTINUE**

DESCRIPTION	BIDDERS COMMENTS
GEAR SELECTION: Dash-mounted forward-neutral-reserve or EQUAL	
REAR AXLE RATIO: 12:44:1 or EQUAL	
SEATING CAPACITY: Two-person or EQUAL	
WEIGHT W/O BATTERIES: 588 LBS or EQUAL	
CURB WEIGHT: 638 LBS or EQUAL	
VEHICLE LOAD CAPACITY: 800 LBS or EQUAL	
TOWING CAPACITY: 3 Golf Carts with approved permanent tow bar or EQUAL	
OUTSIDE CLEARANCE CIRCLE: 19.0 FT or EQUAL.	
SPEED: 10.2 – 14.8 MPH Level ground or EQUAL	
STEERING: Self-compensating rack and pinion or EQUAL	
SUSPENSION: Leaf springs with hydraulic shock absorbers (front), Leaf springs (rear) or EQUAL	
SERVICE BRAKE: Rear wheel mechanical self-adjusting drum or EQUAL	
PARKING BRAKE: Self-compensating single-point engagement or EQUAL.	
TIRES: 18 x 8.50-8 (4-ply rated) or EQUAL	

All vehicle(s) to be fully equipped and furnished to meet all applicable Federal and State of California requirements (including vehicle registration and operation of the vehicle on local/state/federal highways.

Company Name:

Date:

Company Representative

Delivery Schedule

CITY OF MONTEBELLO

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Danilo Batson, Asst. City Manager

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OPTION #1 - The following specifications are for eighty-five (85) golf carts: Current Production Model, New Golf Cart as described in Attachment "A" for Immediate Delivery. **CONTINUE**

DESCRIPTION	BIDDERS COMMENTS
SEAT COLOR: Tan	
CANOPY COLOR: Tan (or match seat) or EQUAL	
SET OF KEYS (QTY): 3	
ADDITIONAL ACCESSORIES: City Decal Seal/Logo - Color Unit Number – Black in Color Message Holder Sand/Seed Bottles Fold Down Windshield Lithium Ion Batteries	
WARRANTY	
FRAME: Lifetime	
SUSPENSION (Steering Gearbox, Steering Column, Shocks and Leaf Springs): 4 years	
MAJOR ELECTRONICS (Electric Motor, Solid State Speed Controller and Battery Charger): 4 years	
LITHIUM ION BATTERY (All Electric Models): 5 years with no amp hour restrictions.	
PEDAL GROUP (Pedal Assemblies, Brake Assemblies, Brake Cables and Motor Brake): 4 years	
Seats (Seat Bottom, Seat Back and Hip Restraints): 4 years	
CANOPY SYSTEM (Canopy and Canopy Struts): 4 years	
POWER TRAIN (Gasoline Engine, Gasoline and Electric Axle, Starter Generator, Air Intake, Exhaust System): 3 years	
BODY GROUP (Front and Rear Cowl, Side Panels and Instrument Panel): 3 years	
OTHER ELECTRICAL COMPONENTS (Solenoid, Limit Switches, Voltage Regulator, F&R Switch, Charger Cord & Charger Receptacle): 3 years	
ALL REMAINING COMPONENTS (All options and accessories supplied by Manufacturer, and all components not specified elsewhere): 3 years	

All vehicle(s) to be fully equipped and furnished to meet all applicable Federal and State of California requirements (including vehicle registration and operation of the vehicle on local/state/federal highways.

Company Name:

Date:

Company Representative

Delivery Schedule

CITY OF MONTEBELLO

1600 West Beverly Blvd.
Montebello, CA 90640
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Request for Quotation: RFQ # 19-16

Bid Issue Date: Sept. 27, 2018

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Danilo Batson, Asst. City Manager

E-mail: DBatson@cityofmontebello.com

SPECIFICATIONS

**CITY OF MONTEBELLO – PUBLIC WORKS DEPARTMENT
LEASED GOLF CARTS RFQ – OPTION #2**

Eighty-five (85) Leased Golf Carts per specifications or EQUAL. Each unit shall be equipped and ready to travel and be used on California golf courses. The unit is to be a new and currently advertised model of a manufacturer's latest design; equipped with all standard components identified herein.

Where applicable, each unit shall be equipped with all legal devices required for delivery and meet all D.O.T., State of California, SCAQMD, CALOSHA, and federal standards and requirements where applicable.

It is the intent of these specifications to describe new golf carts in sufficient detail to secure bids on comparable equipment. All parts not specifically mentioned which are to be included in the bid and shall conform in strength, quality of workmanship to what is usually provided the trade in general. The specifications herein shall not be constructed in any way to sanction the degrading or elimination of accepted standards of engineering and craftsmanship in configuration and construction.

NOTICE: Bidder shall complete right-hand column indicating specific size and/or make and model of all components, when not exactly as specified or state "As Specified" if item is exactly as set forth in the left-hand column. **FAILURE TO COMPLETE RIGHT-HAND COLUMN WITH ACCURATE BID SPECIFICATIONS WILL INVALIDATE BID. ALL COMPONENTS NOT "OEM" IN ORIGIN MUST BE IDENTIFIED ON THIS BID.**

Eighty-five (85) Golf Carts, per attached specifications or EQUAL

Manufacturer: _____

Proposed Model No. _____

Vehicle Price: \$ _____

Standard Lease Payment (Monthly): \$ _____

Amount Financed/Lease Price: \$ _____

Annual Lease Payment: \$ _____

Term of Lease (Months): \$ _____

Interest Rate: _____ %

Non-Taxable Subtotal: \$ _____

9.50% California Sales Tax: \$ _____

Taxable Total: \$ _____

Total Extended Price: \$ _____

Technical Specifications – The **minimum** requirements acceptable are listed on the next pages. **If the specifications of the unit you are proposing vary from what is listed, please indicate acceptance or what you are proposing to submit.**

Provide a manufacturer's brochure of proposed mobile office, equipment and interior floor plan.

Company Name: _____

Date: _____

CITY OF MONTEBELLO

1600 West Beverly Blvd.
Montebello, CA 90640
(323) 887-1200



Request for Quotation: RFQ # 19-16

Bid Issue Date: Sept. 27, 2018

CLOSING DATE: October 15, 2018

@ 1:00p.m.

Danilo Batson, Asst. City Manager

E-mail: DBatson@cityofmontebello.com

OPTION #2 - The following specifications are for eighty-five (85) golf carts: Current Production Model, New Golf Cart as described in Attachment "A" for Immediate Delivery.

DESCRIPTION	BIDDERS COMMENTS
Golf Cart must be (NEW) current production model (or 2018 model) E-Z-GO TXT 48vCI or EQUAL.	
FRAME Welded steel with epoxy coating or EQUAL	
BODY & FINISH: injection-molded TPO or EQUAL	
COLOR: Ivory with City Decal Logo or EQUAL	
DIMENSIONS: Overall Length – 93.0 in or EQUAL Overall Width – 47.0 in or EQUAL Overall Height – 67.5 in Top of sun canopy or EQUAL Wheel Base – 66.0 in or EQUAL Wheel Track – Front 34.0 in or EQUAL Rear 38.5 in or EQUAL	
GROUND CLEARANCE: 4.5 in or EQUAL	
POWER SOURCE: 48-VOLT DC or EQUAL	
HOSERPOWER: 3.0 HP or EQUAL.	
ELECTRICAL SYSTEM: 48-VOLT or EQUAL	
BATTERY (QTY/TYPER): Six (6), 8-volt deep cycle or EQUAL	
BATTERY CHARGER: 48 VDC PowerWise QE, 120 VAC, UL & CSA with 11 ft. cord or EQUAL	
START: PEDAL or EQUAL	
SPEED CONTROLLER: 250-amp solid state controller or EQUAL	
DRIVE TRAIN: Motor shaft direct drive or EQUAL.	
TRANSAXLE: Differential with helical gears or EQUAL	

All vehicle(s) to be fully equipped and furnished to meet all applicable Federal and State of California requirements (including vehicle registration and operation of the vehicle on local/state/federal highways).

Company Name: _____

Date: _____

Company Representative _____

Delivery Schedule _____

CITY OF MONTEBELLO

1600 West Beverly Blvd.
Montebello, CA 90640
(323) 887-1200



Request for Quotation: RFQ # 19-16

Bid Issue Date: Sept. 27, 2018

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Danilo Batson, Asst. City Manager

E-mail: DBatson@cityofmontebello.com

OPTION #2 - The following specifications are for eighty-five (85) golf carts: Current Production Model, New Golf Cart as described in Attachment "A" for Immediate Delivery. **CONTINUE**

DESCRIPTION	BIDDERS COMMENTS
GEAR SELECTION: Dash-mounted forward-neutral-reserve or EQUAL	
REAR AXLE RATIO: 12:44:1 or EQUAL	
SEATING CAPACITY: Two-person or EQUAL	
WEIGHT W/O BATTERIES: 557 LBS or EQUAL	
CURB WEIGHT: 935 LBS or EQUAL	
VEHICLE LOAD CAPACITY: 800 LBS or EQUAL	
TOWING CAPACITY: 3 Golf Carts with approved permanent tow bar or EQUAL	
OUTSIDE CLEARANCE CIRCLE: 19.0 FT or EQUAL.	
SPEED: 10.2 – 14.8 MPH Level ground or EQUAL	
STEERING: Self-compensating rack and pinion or EQUAL	
SUSPENSION: Leaf springs with hydraulic shock absorbers (front), Leaf springs (rear) or EQUAL	
SERVICE BRAKE: Rear wheel mechanical self-adjusting drum or EQUAL	
PARKING BRAKE: Self-compensating single-point engagement or EQUAL.	
TIRES: 18 x 8.50-8 (4-ply rated) or EQUAL	

All vehicle(s) to be fully equipped and furnished to meet all applicable Federal and State of California requirements (including vehicle registration and operation of the vehicle on local/state/federal highways).

Company Name:

Date:

Company Representative

Delivery Schedule

CITY OF MONTEBELLO

1600 West Beverly Blvd.
Montebello, CA 90640
(323) 887-1200



Request for Quotation: RFQ # 19-16

Bid Issue Date: Sept. 27, 2018

CLOSING DATE: October 15, 2018
@ 1:00p.m.

Danilo Batson, Asst. City Manager

E-mail: DBatson@cityofmontebello.com

OPTION #2 - The following specifications are for eighty-five (85) golf carts: Current Production Model, New Golf Cart as described in Attachment "A" for Immediate Delivery. **CONTINUE**

DESCRIPTION	BIDDERS COMMENTS
SEAT COLOR: Tan	
CANOPY COLOR: Tan (or match seat) or EQUAL	
SET OF KEYS (QTY): 3	
ADDITIONAL ACCESSORIES: City Decal Seal/Logo - Color Unit Number – Black in Color Message Holder Sand/Seed Bottles With Holders Fold Down Windshield Trojan Batteries w/ Fill System	
WARRANTY	
FRAME: Lifetime	
SUSPENSION (Steering Gearbox, Steering Column, Shocks and Leaf Springs): 4 years	
MAJOR ELECTRONICS (Electric Motor, Solid State Speed Controller and Battery Charger): 4 years	
DEEP CYCLE BATTERY (All Electric Models): 4 years or 25,000 amp hours.	
PEDAL GROUP (Pedal Assemblies, Brake Assemblies, Brake Cables and Motor Brake): 4 years	
Seats (Seat Bottom, Seat Back and Hip Restraints): 4 years	
CANOPY SYSTEM (Canopy and Canopy Struts): 4 years	
POWER TRAIN (Gasoline Engine, Gasoline and Electric Axle, Starter Generator, Air Intake, Exhaust System): 3 years	
BODY GROUP (Front and Rear Cowls, Side Panels and Instrument Panel): 3 years	
OTHER ELECTRICAL COMPONENTS (Solenoid, Limit Switches, Voltage Regulator, F&R Switch, Charger Cord & Charger Receptacle): 3 years	
ALL REMAINING COMPONENTS (All options and accessories supplied by Manufacturer, and all components not specified elsewhere): 2 years	

All vehicle(s) to be fully equipped and furnished to meet all applicable Federal and State of California requirements (including vehicle registration and operation of the vehicle on local/state/federal highways).

Company Name: _____

Date: _____

Company Representative _____

Delivery Schedule _____

CITY OF MONTEBELLO

1600 West Beverly Blvd.
Montebello, CA 90640
(323) 887-1200



Request for Quotation: RFQ # 19-16

Bid Issue Date: Sept. 27, 2018

CLOSING DATE: October 15, 2018
@ 1:00p.m.

Danilo Batson, Asst. City Manager

E-mail: DBatson@cityofmontebello.com

APPENDIX "A"
SPECIFICATIONS
CITY OF MONTEBELLO – PUBLIC WORKS DEPARTMENT
LEASED GOLF CARTS RFQ – TRADE-IN

MAKE	QTY	MODEL	YEAR	UNIT TRADE AMOUNT	EXTENDED TRADE AMOUNT
EZGO	100	TXT 48v	2013		

All vehicle(s) to be fully equipped and furnished to meet all applicable Federal and State of California requirements (including vehicle registration and operation of the vehicle on local/state/federal highways).

Company Name:

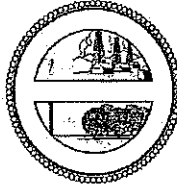
Date:

Company Representative

Delivery Schedule

CITY OF MONTEBELLO

1600 West Beverly Blvd.
Montebello, CA 90640
(323) 887-1200



Request for Quotation: RFQ # 19-16

Bid Issue Date: Sept. 27, 2018

CLOSING DATE: October 15, 2018

@ 1:00p.m.

Danilo Batson, Asst. City Manager

E-mail:

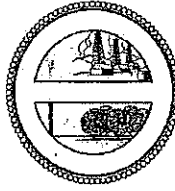
**BIDDER'S PROPOSAL
LEASED GOLF CARTS RFQ NO. 19-16
FOR THE CITY OF MONTEBELLO, CALIFORNIA**

BIDDER TO COMPLETE ALL SHADED AREAS

ITEM NO.	QTY.	UNIT	DESCRIPTION	UNIT PRICE	EXTENSION
1	85	Each	The City of Montebello Public Works Department is requesting quotations from qualified vendors to supply and deliver the following items listed below: E-Z-GO TXT Elite Golf Cart OR E-Z-GO TXT 48V Golf Cart OR EQUALS	CLUB CAR TEMPO FUSION LI-ION, TEMPO FLA	Complete page five (5), and Appendix "A" Sheets(s) on pages six (6) and seven (7)
"Execution hereof is certification that the undersigned has read and understands the terms and conditions hereof, and that the undersigned's principal is fully bound and committed."			1. Total Leased Cost Product/Service		
Company Name CLUB CAR Ingersold Rand			2. Applicable Sales Tax detailed within		
Street Address: 1203 HALL AVE			3. Total Cost F.O.B. DEST. detailed within		
Mailing Address:			4. Shipping Weight AS SPECIFIED		
City: RIVERSIDE, CA 92509			5. Freight Rate \$346.00 per car		
Remit to Address: SAME AS ABOVE			6. Insurance & Handling INCLUDED		
City			7. Total Shipping Cost \$29,410.00		
Phone #: 213-507-8866			8. Total Delivered Cost INCLUDED		
FAX #: 951-735-7358			9. Shipping Point, City, State Augusta, Ga		
Name Buck D. Morrow			10. Carrier Ryder		
Title Territory Manager			11. Freight Class LTL		
Signature/Date: 10/15/18			Delivery: 45 calendar days after receipt of order		

CITY OF MONTEBELLO

1600 West Beverly Blvd.
Montebello, CA 90640
(323) 887-1200



Request for Quotation: RFQ # 19-16

Bid Issue Date: Sept. 27, 2018

CLOSING DATE: October 15, 2018

@ 1:00p.m.

Danilo Batson, Asst. City Manager

E-mail:

APPENDIX "A"
SPECIFICATIONS
CITY OF MONTEBELLO – PUBLIC WORKS DEPARTMENT
LEASED GOLF CARTS RFQ – OPTION #1

Eighty-five (85) Leased Golf Carts per specifications or EQUAL. Each unit shall be equipped and ready to travel and be used on California golf courses. The unit is to be a new and currently advertised model of a manufacturer's latest design; equipped with all standard components identified herein.

Where applicable, each unit shall be equipped with all legal devices required for delivery and meet all D.O.T., State of California, SCAQMD, CALOSHA, and federal standards and requirements where applicable.

It is the intent of these specifications to describe new golf carts in sufficient detail to ensure bids on comparable equipment. All parts not specifically mentioned which are included in the bid and shall conform in strength, quality of workmanship to what is usually provided the trade in general. The specifications herein shall not be constructed in any way to sanction the degrading or elimination of accepted standards of engineering and craftsmanship in configuration and construction.

~~Manufacturer~~ Bidder shall complete right hand column indicating specific size and/or make and model of all components, which not exactly as specified or state "As Specified" if item is exactly as set forth in the left-hand column. **FAILURE TO COMPLETE RIGHT-HAND COLUMN WITH ACCURATE BID SPECIFICATIONS WILL INVALIDATE BID. ALL COMPONENTS NOT "OEM" IN ORIGIN MUST BE IDENTIFIED ON THIS BID.**

Eighty-five (85) Golf Carts, per attached specifications or EQUAL	
Manufacturer: CLUB CAR	Proposed Model No. TEMPO FUSION LI-ION
Vehicle Price: \$ <u>5,711.07</u>	Standard Lease Payment (Monthly): \$ <u>6,710.75</u>
Amount Financed/Lease Price: \$ <u>485,440.61</u>	Term of Lease (Months): \$ <u>60</u>
Annual Lease Payment: \$ <u>80,529.00</u>	Interest Rate: <u>6.25</u> %
Non-Taxable Subtotal: \$ <u>456,030.61</u>	9.50% California Sales Tax: \$ <u>52,822.95</u>
Taxable Total: \$ <u>485,440.61</u>	Total Extended Price: \$ <u>538,263.56</u>
Technical Specifications – The minimum requirements acceptable are listed on the next pages. If the specifications of the unit you are proposing vary from what is listed, please indicate acceptance or what you are proposing to submit.	
Provide a manufacturer's brochure of proposed mobile office, equipment and interior floor plan.	

CLUB CAR LLC

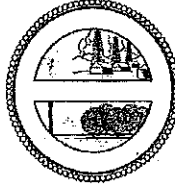
Company Name:

10/15/18

Date:

CITY OF MONTEBELLO

1600 West Beverly Blvd.
 Montebello, CA 90640
 (323) 887-1200



Request for Quotation: RFQ # 19-16

Bid Issue Date: Sept. 27, 2018

CLOSING DATE: October 15, 2018

@ 1:00p.m.

Danilo Batson, Asst. City Manager

E-mail:

OPTION #1 - The following specifications are for eighty-five (85) golf carts: Current Production Model, New Golf Cart as described in Attachment "A" for Immediate Delivery.

DESCRIPTION	BIDDERS COMMENTS
Golf Cart must be (NEW) current production model (or 2018 model) E-Z-GO TXT ELITE or EQUAL.	AS SPECIFIED
FRAME Welded steel with epoxy coating or EQUAL	Aluminum Frame
BODY & FINISH: injection-molded TPO or EQUAL	AS SPECIFIED
COLOR: Ivory with City Decal Logo or EQUAL	AS SPECIFIED
DIMENSIONS: Overall Length – 93.0 in or EQUAL Overall Width – 47.0 in or EQUAL Overall Height – 67.5 in Top of sun canopy or EQUAL Wheel Base – 66.0 in or EQUAL Wheel Track – Front 34.0 in or EQUAL Rear 38.5 in or EQUAL	AS SPECIFIED
GROUND CLEARANCE: 4.5 in or EQUAL	AS SPECIFIED
POWER SOURCE: 48-VOLT DC or EQUAL	AC Drive Lithium Ion
HOSERPOWER: 3.0 HP or EQUAL.	4.7HP 375 amp
ELECTRICAL SYSTEM: 48-VOLT or EQUAL	58 volts /300 amps
BATTERY (QTY/TYPER): Two (2), 48V Lithium Ion or EQUAL	AS SPECIFIED
BATTERY CHARGER: 746 Watt, 48VDC, 120/230 VAC, 50/60 Hz, UL 1564, & CSA 107.2 with 11 ft. cord or EQUAL	AS SPECIFIED
START: PEDAL or EQUAL	AS SPECIFIED
SPEED CONTROLLER: 250-amp solid state controller or EQUAL	AS SPECIFIED
DRIVE TRAIN: Motor shaft direct drive or EQUAL.	AS SPECIFIED
TRANSAXLE: Differential with helical gears or EQUAL	AS SPECIFIED

All vehicle(s) to be fully equipped and furnished to meet all applicable Federal and State of California requirements (including vehicle registration and operation of the vehicle on local/state/federal highways.

CLUB CAR LLC

Company Name:

BUCK D. MORROW

Company Representative

10/15/18

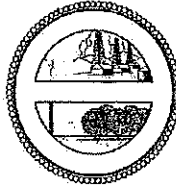
Date:

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Danilo Batson, Asst. City Manager
E-mail:

OPTION #1 - The following specifications are for eighty-five (85) golf carts: Current Production Model, New Golf Cart as described in Attachment "A" for Immediate Delivery. **CONTINUE**

DESCRIPTION	BIDDERS COMMENTS
GEAR SELECTION: Dash-mounted forward-neutral-reserve or EQUAL	AS SPECIFIED
REAR AXLE RATIO: 12:44:1 or EQUAL	AS SPECIFIED
SEATING CAPACITY: Two-person or EQUAL	AS SPECIFIED
WEIGHT W/O BATTERIES: 588 LBS or EQUAL	AS SPECIFIED
CURB WEIGHT: 638 LBS or EQUAL	AS SPECIFIED
VEHICLE LOAD CAPACITY: 800 LBS or EQUAL	
TOWING CAPACITY: 3 Golf Carts with approved permanent tow bar or EQUAL	AS SPECIFIED
OUTSIDE CLEARANCE CIRCLE: 19.0 FT or EQUAL	AS SPECIFIED
SPEED: 10.2 – 14.8 MPH Level ground or EQUAL	AS SPECIFIED
STEERING: Self-compensating rack and pinion or EQUAL	AS SPECIFIED
SUSPENSION: Leaf springs with hydraulic shock absorbers (front), Leaf springs (rear) or EQUAL	AS SPECIFIED
SERVICE BRAKE: Rear wheel mechanical self-adjusting drum or EQUAL	AS SPECIFIED
PARKING BRAKE: Self-compensating single-point engagement or EQUAL	AS SPECIFIED
TIRES: 18 x 8.50-8 (4-ply rated) or EQUAL	AS SPECIFIED

All vehicle(s) to be fully equipped and furnished to meet all applicable Federal and State of California requirements (including vehicle registration and operation of the vehicle on local/state/federal highways.

CLUB CAR LLC

Company Name:

10/15/18

Date:

BUCK D. MORROW

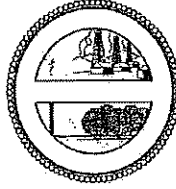
Company Representative

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Delivery Schedule

CITY OF MONTEBELLO

1600 West Beverly Blvd.
Montebello, CA 90640
(323) 887-1200



Request for Quotation: RFQ # 19-16

Bid Issue Date: Sept. 27, 2018

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Danilo Batson, Asst. City Manager
E-mail:

OPTION #1 - The following specifications are for eighty-five (85) golf carts: Current Production Model, New Golf Cart as described in Attachment "A" for Immediate Delivery. **CONTINUE**

DESCRIPTION	BIDDERS COMMENTS
SEAT COLOR: Tan	AS SPECIFIED
CANOPY COLOR: Tan (or match seat) or EQUAL	AS SPECIFIED
SET OF KEYS (QTY): 3	
ADDITIONAL ACCESSORIES: City Decal Seal/Logo - Color Unit Number - Black in Color Message Holder Sand/Seed Bottles Fold Down Windshield Lithium Ion Batteries	AS SPECIFIED
WARRANTY	
FRAME: Lifetime	AS SPECIFIED
SUSPENSION (Steering Gearbox, Steering Column, Shocks and Leaf Springs): 4 years	AS SPECIFIED
MAJOR ELECTRONICS (Electric Motor, Solid State Speed Controller and Battery Charger): 4 years	AS SPECIFIED
LITHIUM ION BATTERY (All Electric Models): 5 years with no amp hour restrictions.	AS SPECIFIED
PEDAL GROUP (Pedal Assemblies, Brake Assemblies, Brake Cables and Motor Brake): 4 years	AS SPECIFIED
Seats (Seat Bottom, Seat Back and Hip Restraints): 4 years	AS SPECIFIED
CANOPY SYSTEM (Canopy and Canopy Struts): 4 years	AS SPECIFIED
POWER TRAIN (Gasoline Engine, Gasoline and Electric Axle, Starter Generator, Air Intake, Exhaust System): 3 years	AS SPECIFIED
BODY GROUP (Front and Rear Cowls, Side Panels and Instrument Panel): 3 years	AS SPECIFIED
OTHER ELECTRICAL COMPONENTS (Solenoid, Limit Switches, Voltage Regulator, F&R Switch, Charger Cord & Charger Receptacle): 3 years	AS SPECIFIED
ALL REMAINING COMPONENTS (All options and accessories supplied by Manufacturer, and all components not specified elsewhere): 3 years	AS SPECIFIED

All vehicle(s) to be fully equipped and furnished to meet all applicable Federal and State of California requirements (including vehicle registration and operation of the vehicle on local/state/federal highways.

CLUB CAR LLC

Company Name:

BUCK D. MORROW

Company Representative

10/15/18

Date:

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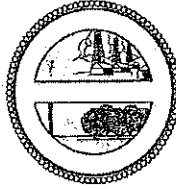
Delivery Schedule

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APPENDIX "A"

CITY OF MONTEBELLO

1600 West Beverly Blvd.
 Montebello, CA 90640
 (323) 887-1200



Request for Quotation: RFQ # 19-16

Bid Issue Date: Sept. 27, 2018

CLOSING DATE: October 15, 2018

@ 1:00p.m.

Danilo Batson, Asst. City Manager

E-mail:

SPECIFICATIONS
CITY OF MONTEBELLO – PUBLIC WORKS DEPARTMENT
LEASED GOLF CARTS RFQ – OPTION #2

Eighty-five (85) Leased Golf Carts per specifications or EQUAL. Each unit shall be equipped and ready to travel and be used on California golf courses. The unit is to be a new and currently advertised model of a manufacturer's latest design; equipped with all standard components identified herein.

Where applicable, each unit shall be equipped with all legal devices required for delivery and meet all D.O.T., State of California, SCAQMD, CALOSHA, and federal standards and requirements where applicable.

It is the intent of these specifications to describe new golf carts in sufficient detail to secure bids on comparable equipment. All parts not specifically mentioned which are included in the bid and shall conform in strength, quality of workmanship to what is usually provided the trade in general. The specifications herein shall not be constructed in any way to sanction the degrading or elimination of accepted standards of engineering and craftsmanship in configuration and construction.

NOTICE: Bidder shall complete right-hand column indicating specific size and/or make and model of all components, when not exactly as specified or state "As Specified" if item is exactly as set forth in the left-hand column. **FAILURE TO COMPLETE RIGHT-HAND COLUMN WITH ACCURATE BID SPECIFICATIONS WILL INVALIDATE BID. ALL COMPONENTS NOT "OEM" IN ORIGIN MUST BE IDENTIFIED ON THIS BID.**

Eighty-five (85) Golf Carts, per attached specifications or EQUAL	
Manufacturer: <u>CLUB CAR</u>	Proposed Model No. <u>TEMPO -FLA</u>
Vehicle Price: \$ <u>3,303.33</u>	Standard Lease Payment (Monthly): \$ <u>3,655.00</u>
Amount Financed/Lease Price: \$ <u>280,783.04</u>	
Annual Lease Payment: \$ <u>43,860.00</u>	Term of Lease (Months): \$ <u>60</u>
	Interest Rate: <u>6.25</u> %
Non-Taxable Subtotal: \$ <u>251,373.04</u>	9.50% California Sales Tax: \$ <u>33,380.44</u>
Taxable Total: \$ <u>280,783.04</u>	Total Extended Price: \$ <u>314,163.48</u>
Technical Specifications – The minimum requirements acceptable are listed on the next pages. If the specifications of the unit you are proposing vary from what is listed, please indicate acceptance or what you are proposing to submit.	
Provide a manufacturer's brochure of proposed mobile office, equipment and interior floor plan.	

CLUB CAR LLC

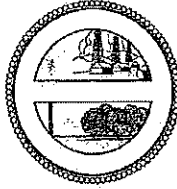
Company Name:

10/15/18

Date:

CITY OF MONTEBELLO

1600 West Beverly Blvd.
Montebello, CA 90640
(323) 887-1200



Request for Quotation: RFQ # 19-16

Bid Issue Date: Sept. 27, 2018

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@ 1:00p.m.

Danilo Batson, Asst. City Manager

E-mail:

OPTION #2 - The following specifications are for eighty-five (85) golf carts: Current Production Model, New Golf Cart as described in Attachment "A" for Immediate Delivery.

DESCRIPTION	BIDDERS COMMENTS
Golf Cart must be (NEW) current production model (or 2018 model) E-Z-GO TXT 48vCI or EQUAL.	AS SPECIFIED
FRAME Welded steel with epoxy coating or EQUAL	ALUMINUM FRAME
BODY & FINISH: injection-molded TPO or EQUAL	AS SPECIFIED
COLOR: Ivory with City Decal Logo or EQUAL	AS SPECIFIED
DIMENSIONS: Overall Length – 93.0 in or EQUAL Overall Width – 47.0 in or EQUAL Overall Height – 67.5 in Top of sun canopy or EQUAL Wheel Base – 66.0 in or EQUAL Wheel Track – Front 34.0 in or EQUAL Rear 38.5 in or EQUAL	AS SPECIFIED
GROUND CLEARANCE: 4.5 in or EQUAL	AS SPECIFIED
POWER SOURCE: 48-VOLT DC or EQUAL	AS SPECIFIED
HOSERPOWER: 3.0 HP or EQUAL	AS SPECIFIED
ELECTRICAL SYSTEM: 48-VOLT or EQUAL	AS SPECIFIED
BATTERY (QTY/TYPER): Six (6), 8-volt deep cycle or EQUAL	AS SPECIFIED
BATTERY CHARGER: 48 VDC PowerWise QE, 120 VAC, UL & CSA with 11 ft. cord or EQUAL	AS SPECIFIED
START: PEDAL or EQUAL	AS SPECIFIED
SPEED CONTROLLER: 250-amp solid state controller or EQUAL	AS SPECIFIED
DRIVE TRAIN: Motor shaft direct drive or EQUAL	AS SPECIFIED
TRANSAXLE: Differential with helical gears or EQUAL	AS SPECIFIED

All vehicle(s) to be fully equipped and furnished to meet all applicable Federal and State of California requirements (including vehicle registration and operation of the vehicle on local/state/federal highways).

CLUB CAR LLC

Company Name:

BUCK D. MORROW

Company Representative

10/15/18

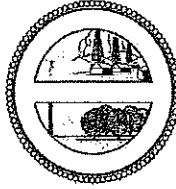
Date:

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Delivery Schedule

CITY OF MONTEBELLO

1600 West Beverly Blvd.
Montebello, CA 90640
(323) 887-1200



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OPTION #2 - The following specifications are for eighty-five (85) golf carts: Current Production Model, New Golf Cart as described in Attachment "A" for Immediate Delivery. **CONTINUE**

DESCRIPTION	BIDDERS COMMENTS
GEAR SELECTION: Dash-mounted forward-neutral-reserve or EQUAL	AS SPECIFIED
REAR AXLE RATIO: 12:44:1 or EQUAL	AS SPECIFIED
SEATING CAPACITY: Two-person or EQUAL	AS SPECIFIED
WEIGHT W/O BATTERIES: 557 LBS or EQUAL	AS SPECIFIED
CURB WEIGHT: 935 LBS or EQUAL	AS SPECIFIED
VEHICLE LOAD CAPACITY: 800 LBS or EQUAL	AS SPECIFIED
TOWING CAPACITY: 3 Golf Carts with approved permanent tow bar or EQUAL	AS SPECIFIED
OUTSIDE CLEARANCE CIRCLE: 19.0 FT or EQUAL	AS SPECIFIED
SPEED: 10.2 – 14.8 MPH Level ground or EQUAL	AS SPECIFIED
STEERING: Self-compensating rack and pinion or EQUAL	AS SPECIFIED
SUSPENSION: Leaf springs with hydraulic shock absorbers (front), Leaf springs (rear) or EQUAL	AS SPECIFIED
SERVICE BRAKE: Rear wheel mechanical self-adjusting drum or EQUAL	AS SPECIFIED
PARKING BRAKE: Self-compensating single-point engagement or EQUAL	AS SPECIFIED
TIRES: 18 x 8.50-8 (4-ply rated) or EQUAL	AS SPECIFIED

All vehicle(s) to be fully equipped and furnished to meet all applicable Federal and State of California requirements (including vehicle registration and operation of the vehicle on local/state/federal highways).

CLUB CAR LLC

Company Name:

10/15/18

Date:

BUCK D. MORROW

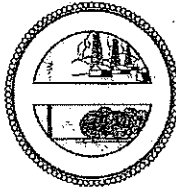
Company Representative

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Delivery Schedule

CITY OF MONTEBELLO

1600 West Beverly Blvd.
Montebello, CA 90640
(323) 887-1200



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Danilo Batson, Asst. City Manager

E-mail:

OPTION #2 - The following specifications are for eighty-five (85) golf carts: Current Production Model, New Golf Cart as described in Attachment "A" for Immediate Delivery. **CONTINUE**

DESCRIPTION	BIDDERS COMMENTS
SEAT COLOR: Tan	AS SPECIFIED
CANOPY COLOR: Tan (or match seat) or EQUAL	AS SPECIFIED
SET OF KEYS (QTY): 3	AS SPECIFIED
ADDITIONAL ACCESSORIES: City Decal Seal/Logo - Color Unit Number - Black in Color Message Holder Sand/Seed Bottles With Holders Fold Down Windshield Trojan Batteries w/ Fill System	AS SPECIFIED
WARRANTY	
FRAME: Lifetime	AS SPECIFIED
SUSPENSION (Steering Gearbox, Steering Column, Shocks and Leaf Springs): 4 years	AS SPECIFIED
MAJOR ELECTRONICS (Electric Motor, Solid State Speed Controller and Battery Charger): 4 years	AS SPECIFIED
DEEP CYCLE BATTERY (All Electric Models): 4 years or 25,000 amp hours.	AS SPECIFIED
PEDAL GROUP (Pedal Assemblies, Brake Assemblies, Brake Cables and Motor Brake): 4 years	AS SPECIFIED
Seats (Seat Bottom, Seat Back and Hip Restraints): 4 years	AS SPECIFIED
CANOPY SYSTEM (Canopy and Canopy Struts): 4 years	AS SPECIFIED
POWER TRAIN (Gasoline Engine, Gasoline and Electric Axle, Starter Generator, Air Intake, Exhaust System): 3 years	AS SPECIFIED
BODY GROUP (Front and Rear Cowl, Side Panels and Instrument Panel): 3 years	AS SPECIFIED
OTHER ELECTRICAL COMPONENTS (Solenoid, Limit Switches, Voltage Regulator, F&R Switch, Charger Cord & Charger Receptacle): 3 years	AS SPECIFIED
ALL REMAINING COMPONENTS (All options and accessories supplied by Manufacturer, and all components not specified elsewhere): 2 years	AS SPECIFIED

All vehicle(s) to be fully equipped and furnished to meet all applicable Federal and State of California requirements (including vehicle registration and operation of the vehicle on local/state/federal highways).

CLUB CAR LLC

Company Name:

BUCK D. MORROW

Company Representative

10/15/18

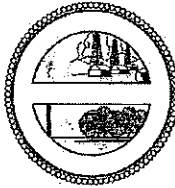
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Danilo Batson, Asst. City Manager
E-mail:

APPENDIX "A"
SPECIFICATIONS
CITY OF MONTEBELLO – PUBLIC WORKS DEPARTMENT
LEASED GOLF CARTS RFQ – TRADE-IN

MAKE	QTY	MODEL	YEAR	UNIT TRADE AMOUNT	EXTENDED TRADE AMOUNT
EZGO	100	TXT 48v	2013	\$1,000.00	\$100,000.00

All vehicle(s) to be fully equipped and furnished to meet all applicable Federal and State of California requirements (including vehicle registration and operation of the vehicle on local/state/federal highways).

CLUB CAR LLC

Company Name:

10/15/18

Date:

BUCK D. MORROW

Company Representative

45

Delivery Schedule

A handwritten signature in black ink, appearing to read "Buck D. Morrow", written over the company representative line.

CITY OF MONTEBELLO 5 YR. CART LEASE	5 PAYMENT OPTIO	60 PAYMENTION OPTION
VEHICLE PRICE/CART	3,303.33	3,303.33
85 CARTS (EXTENDED)	280,783.04	280,783.04
Freight/delivery Charge	29,410.00	29,410.00
9.5% Ca Tax	33,380.44	33,380.44
Trade In Value	100,000.00	100,000.00
Total Minus Trade In	280,783.04	280,783.04
Amount Financed/Leased	280,783.04	280,783.04
Interest	4.36	4.36
Total Extended Price	314,163.48	314,163.48
Payment	\$63,852	\$5,215.60
End of lease Purchase Payment (amount)	dollar buyout	dollar buyout
DELIVERY SCHEDULE	45-60 days	45-60 days
Deliver Location:	Montebello G.C.	Montebello G.C.
901 Via San Clemente, Montebello Ca. 90640		

CITY OF MONTEBELLO

1600 West Beverly Blvd.
Montebello, CA 90640
(323) 887-1200



Request for Quotation: RFQ # 19-16

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@ 1:00p.m.

Danilo Batson, Asst. City Manager

E-mail: DBatson@cityofmontebello.com

**CITY OF MONTEBELLO
PUBLIC WORKS DEPARTMENT**

REQUEST FOR QUOTATION

THE CITY OF MONTEBELLO, on behalf of the Public Works Department herein called Owner, invites sealed quotations from licensed dealers to provide 85-Leased Golf Carts (E-Z-GO ELITE or E-Z-GO TXT 48v or EQUAL), 5-year lease term, with Trade-in of 100 Golf Carts, and with an option to purchase all units at the end of the lease, per the attached specifications.

ITEMS BELOW APPLY TO ALL PROPOSALS IN RESPONSE TO THIS BID

PROPOSALS – Each proposal shall be in accordance with this Request for Quotation as prepared by City of Montebello Public Works Department.

BIDDER'S CONFERENCE – n/a

QUESTIONS – *All questions regarding this RFQ shall be directed in writing no later than Monday, 10/8/2018 @ 1:00 PM, to Public Works Department: Attn: Danilo Batson, dbatson@cityofmontebello.com. It is the responsibility of the bidder to confirm transmission of correspondence.*

THE FOLLOWING DOCUMENTS ARE HEREBY MADE PART OF THIS RFQ

☒ INSTRUCTIONS TO BIDDERS	☒ BIDDER'S PROPOSAL FORM	☐ BID BOND FORM
☐ PAYMENT BOND FORM	☐ PERFORMANCE BOND FORM	☐ AGREEMENT FORM
☒ APPENDX A	☐ GENERAL CONDITIONS/PUBLIC WORKS 116-222	☐ INSURANCE REQUIREMENTS
☐ ATTACHMENT 1 CONSTRUCTORS QUALIFICATIONS FORM		

Page 1

GOLF CAR BIDS FROM E-Z-GO DIVISION
OF TEXTRON, INC.

Joseph Martin
JOSEPH MARTIN

CITY OF MONTEBELLO

1600 West Beverly Blvd.
Montebello, CA 90640
(323) 887-1200



Request for Quotation: RFQ # 19-16

Bid Issue Date: Sept. 27, 2018

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@ 1:00p.m.

Danilo Batson, Asst. City Manager

E-mail: DBatson@cityofmontebello.com

INSTRUCTIONS TO BIDDERS

PRICES/NOTATIONS – All prices/notations must be typewritten or written in ink. No erasures permitted. Mistakes shall be crossed out, corrections made adjacent and initiated by person signing document. Each item shall be bid separately.

FORMAT – Use the documents provided. If you decide to submit more than one bid, photocopy our documents.

PRICING/TERMS/TAX – All pricing shall be quoted both F.O.B. shipping point and F.O.B. destination, (e.g., cash terms less than 20 days should be considered net) excluding applicable tax. The City pays California Sales Tax and is exempt from Federal excise tax. In the event of an extension error, the unit price shall prevail.

OTHER TERMS AND CONDITIONS – Terms and conditions as indicated in this document and/or attached are hereby included with full force and like effect as if set forth herein. Copies of the applicable Terms and Conditions may be obtained by contacting City of Montebello Purchasing at the number shown above and requesting a copy be faxed or mailed to you.

PERIOD OF FIRM PRICING – Unless stated otherwise in this document, prices shall be firm for 60 days after the closing date.

SPECIFICATION/CHANGES – Whenever possible, the City of Montebello is looking for items made from, or containing in part, recycled material. Bidders are encouraged to bid items containing recycled material as an alternative for the items specified; however, the City reserves the right to reject those alternatives as non-responsive.

METHOD OF AWARD – The City reserves the right to reject any or all offers, to waive any discrepancy or technicality and to split or make the award in any manner determined by the City to be most advantageous to the City. The City recognizes that prices are only one of several criteria to be used in judging an offer and the City is not legally bound to accept the lowest offer. The City will use the following criteria in determining the lowest responsible supplier.

- A. Lowest overall price
- B. Adherence to specifications as detailed in this RFQ
- C. Warranties
- D. Delivery Time, after-receipt-of-order (ARO)

The Contract shall be awarded upon issuance of a City of Montebello Purchase Order. Execution of the Purchase Order shall constitute a written memorial thereof.

RETURN OF BID/CLOSING DATE/RETURN TO – All bid responses must be 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 are no fees to register and bid on this Request For Quotations.** Bid responses are due by 1:00 p.m. on the closing date listed above. Bid responses not received by the City by the closing date and time indicated above will not be accepted. The RFQ number shall appear on the bid. A duly executed copy of the signature page of this bid document must accompany your response.

CITY OF MONTEBELLO

1600 West Beverly Blvd.
Montebello, CA 90640
(323) 887-1200



Request for Quotation: RFQ # 19-16

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@ 1:00p.m.

Danilo Batson, Asst. City Manager

E-mail: DBatson@cityofmontebello.com

DELIVERY TERMS – All product shall be quoted F.O.B. destination prepay and add freight. Vendor shall provide all information in the area provided below. The City reserves the right to designate the carrier(s). Ship to address: **982 Via San Clemente, Montebello, California, 90640**

SUBMITTAL OF PROPOSALS:

- A. All bid responses must be 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 are no fees to register and bid on this Request For Quotations.** Bid responses are due by 1:00 p.m. on the closing date listed above. Bid responses not received by the City by the closing date and time indicated above will not be accepted. The RFQ number shall appear on the bid. A duly executed copy of the signature page of this bid document must accompany your response.
- B. Proposals must be submitted electronically through PlanetBids no later than the date and time specified on the RFQ. **LATE PROPOSALS WILL NOT BE ACCEPTED.**

WITHDRAWAL OF SUBMITTAL – A proposal may be withdrawn only prior to the closing date and time. Withdrawal of a proposal must be made in person by the bidder or someone authorized by him in writing. Proof of identification will be required for proposal withdrawal. No bidder may withdraw his bid for a period of sixty (60) days after the time set for opening thereof.

INTERPRETATION OF THE DOCUMENTS – Discrepancies in, and omissions from the plans, specifications or other contract documents or questions as to their meaning shall, at once, be brought to the attention of the Owner. Any interpretation of the documents will be made only by addenda duly issued and a copy of such addenda will be mailed or delivered to each person or firm receiving a set of such documents. The Owner will not be responsible for any other explanations or interpretations. Should anything in the scope of the work or any section of the specification be of such nature as to be apt to cause disputes between the various trades involved, such information shall be promptly called to the attention of the Owner.

ADDENDA TO THE DOCUMENTS – The Owner reserves the right to issue such Addenda to the documents as it may desire at any time prior to the time fixed for receiving proposals. A copy of all such addenda will be promptly mailed or delivered to each bidder. The number and date of each addendum shall be listed on the Contractor's proposal in the space provided.

ADDITIONAL INFORMATION – The Owner reserves the right to require of a bidder, information regarding financial responsibility or such other information as the Owner determines is necessary to ascertain whether a bid is in fact the lowest responsible and responsive bid submitted, all references to an architect shall be deemed to refer to the Owner where no architect has been employed by the Owner.

PERMITS AND LICENSES – The Contractor shall procure all permits and licenses, pay all charges and fees, and give all notices necessary and incidental to the due and lawful prosecution of the work. The Contractor shall pay for and obtain a City Business License. The City will waive City Permit Fees.

PROPOSER'S COST – Costs for developing proposals including travel, mileage, printing and per diem, are entirely the responsibility of the Proposer and shall not be chargeable to City of Montebello.

CITY OF MONTEBELLO

1600 West Beverly Blvd.
Montebello, CA 90640
(323) 887-1200



Request for Quotation: RFQ # 19-16

Bid Issue Date: Sept. 27, 2018

CLOSING DATE: October 15, 2018
@ 1:00p.m.

Danilo Batson, Asst. City Manager

E-mail: DBatson@cityofmontebello.com

BID SHEET INSTRUCTIONS:

- A. Bid sheets have been provided for two (2) golf cart options, both of which are lease of 5-year term. Please make additional copies as required. Bid sheets should be completed for each item or alternate bid.
- B. Bidder shall complete each section of the "Bidders Comments" in the attached specifications including specific size and model of all components when not exactly as specified. **Please state "As specified" if the item is exactly as set forth in the Left Hand Column. Provide a manufacturer's break down of mobile office building and proposed attachments.**

"FAILURE TO COMPLETE THE RIGHT HAND COLUMN WITH ACCURATE BID SPECIFICATIONS WILL NOT BE ACCEPTABLE BY THE CITY."

- C. Each "Bid Sheet" must be signed and the company name, representative, date and delivery schedule must be included.
- D. **BIDDER MUST COMPLETE PAGES 5 THROUGH PAGE 14 AND SUBMIT WITH THEIR PROPOSAL**

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Danilo Batson, Asst. City Manager

E-mail: DBatson@cityofmontebello.com

**BIDDER'S PROPOSAL
LEASED GOLF CARTS RFQ NO. 19-16
FOR THE CITY OF MONTEBELLO, CALIFORNIA**

BIDDER TO COMPLETE ALL SHADED AREAS

ITEM NO.	QTY.	UNIT	DESCRIPTION	UNIT PRICE	EXTENSION
1	85	Each	The City of Montebello Public Works Department is requesting quotations from qualified vendors to supply and deliver the following items listed below: E-Z-GO TXT Elite Golf Cart OR E-Z-GO TXT 48V Golf Cart OR EQUALS		Complete page five (5), and Appendix "A" Sheets(s) on pages six (6) and seven (7)
"Execution hereof is certification that the undersigned has read and understands the terms and conditions hereof, and that the undersigned's principal is fully bound and committed."				1. Total Leased Cost Product/Service	SEE ATTACHED
Company Name E-Z-GO DIVISION OF TEXTRON, INC				2. Applicable Sales Tax	SEE ATTACHED
Street Address: 1451 MARVIN GRIFFIN RD				3. Total Cost F.O.B. DEST.	INCLUDED
Mailing Address:				4. Shipping Weight	N/A
City: AUGUSTA, GA 30906				5. Freight Rate	INCLUDED
Remit to Address: 1451 MARVIN GRIFFIN RD				6. Insurance & Handling	INCLUDED
City: AUGUSTA, GA 30906				7. Total Shipping Cost	INCLUDED
Phone # 949 233 1186				8. Total Delivered Cost	INCLUDED
FAX # 706 792 2044				9. Shipping Point, City, State	AUGUSTA, GA
Name JOSEPH MARTIN				10. Carrier	E-Z-GO
Title TERRITORY SALES MANAGER				11. Freight Class	NA
Signature/Date: <i>Joseph Martin</i> 10/14/18				Delivery: 30	calendar days after receipt of order

CITY OF MONTEBELLO

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@ 1:00p.m.

Danilo Batson, Asst. City Manager

E-mail: DBatson@cityofmontebello.com

APPENDIX "A"
SPECIFICATIONS

CITY OF MONTEBELLO – PUBLIC WORKS DEPARTMENT
LEASED GOLF CARTS RFQ – OPTION #1

Eighty-five (85) Leased Golf Carts per specifications or EQUAL. Each unit shall be equipped and ready to travel and be used on California golf courses. The unit is to be a new and currently advertised model of a manufacturer's latest design; equipped with all standard components identified herein.

Where applicable, each unit shall be equipped with all legal devices required for delivery and meet all D.O.T., State of California, SCAQMD, CALOSHA, and federal standards and requirements where applicable.

It is the intent of these specifications to describe new golf carts in sufficient detail to secure bids on comparable equipment. All parts not specifically mentioned which are to be included in the bid and shall conform in strength, quality of workmanship to what is usually provided the trade in general. The specifications herein shall not be constructed in any way to sanction the degrading or elimination of accepted standards of engineering and craftsmanship in configuration and construction.

NOTICE: Bidder shall complete right-hand column indicating specific size and/or make and model of all components, when not exactly as specified or state "As Specified" if item is exactly as set forth in the left-hand column. **FAILURE TO COMPLETE RIGHT-HAND COLUMN WITH ACCURATE BID SPECIFICATIONS WILL INVALIDATE BID. ALL COMPONENTS NOT "OEM" IN ORIGIN MUST BE IDENTIFIED ON THIS BID.**

Eighty-five (85) Golf Carts, per attached specifications or EQUAL	
Manufacturer: <u>E-Z-GO</u>	Proposed Model No. <u>TXTElite 654596</u>
Vehicle Price: \$ <u>6,150.00</u> ^{BEFORE} <u>TRADE CREDIT</u>	Standard Lease Payment (Monthly): \$ <u>7,316.80</u>
Amount Financed/Lease Price: \$ <u>4,562.00</u> ^{AFTER} <u>TRADE CREDIT</u>	
Annual Lease Payment: \$ <u>85,820.25</u> <u>ONE PAYMENT PER YEAR FOR FIVE YEARS ON A 60 MONTH LEASE</u>	Term of Lease (Months): \$ <u>60 months</u>
	Interest Rate: <u>5.0</u> %
Non-Taxable Subtotal: \$ <u>-</u>	9.50% California Sales Tax: \$ <u>695.10</u>
Taxable Total: \$ <u>93,973.17</u>	Total Extended Price: \$ <u>8,011.90/MO</u>
Technical Specifications – The minimum requirements acceptable are listed on the next pages. If the specifications of the unit you are proposing vary from what is listed, please indicate acceptance or what you are proposing to submit.	
Provide a manufacturer's brochure of proposed mobile office, equipment and interior floor plan.	

E-Z-GO
Company Name:

10/14/18
Date:

CITY OF MONTEBELLO

1600 West Beverly Blvd.
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Request for Quotation: RFQ # 19-16

Bid Issue Date: Sept. 27, 2018

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@ 1:00p.m.

Danilo Batson, Asst. City Manager

E-mail: DBatson@cityofmontebello.com

OPTION #1 - The following specifications are for eighty-five (85) golf carts: Current Production Model, New Golf Cart as described in Attachment "A" for Immediate Delivery.

DESCRIPTION	BIDDERS COMMENTS
Golf Cart must be (NEW) current production model (or 2018 model) E-Z-GO TXT ELITE or EQUAL.	AS SPECIFIED
FRAME Welded steel with epoxy coating or EQUAL	AS SPECIFIED
BODY & FINISH: injection-molded TPO or EQUAL	AS SPECIFIED
COLOR: Ivory with City Decal Logo or EQUAL	AS SPECIFIED
DIMENSIONS: Overall Length – 93.0 in or EQUAL Overall Width – 47.0 in or EQUAL Overall Height – 67.5 in Top of sun canopy or EQUAL Wheel Base – 66.0 in or EQUAL Wheel Track – Front 34.0 in or EQUAL Rear 38.5 in or EQUAL	AS SPECIFIED
GROUND CLEARANCE: 4.5 in or EQUAL	AS SPECIFIED
POWER SOURCE: 48-VOLT DC or EQUAL	AS SPECIFIED
HOSERPOWER: 3.0 HP or EQUAL.	AS SPECIFIED
ELECTRICAL SYSTEM: 48-VOLT or EQUAL	AS SPECIFIED
BATTERY (QTY/TYPER): Two (2), 48V Lithium Ion or EQUAL	AS SPECIFIED
BATTERY CHARGER: 746 Watt, 48VDC, 120/230 VAC, 50/60 Hz, UL 1564, & CSA 107.2 with 11 ft. cord or EQUAL	AS SPECIFIED
START: PEDAL or EQUAL	AS SPECIFIED
SPEED CONTROLLER: 250-amp solid state controller or EQUAL	AS SPECIFIED
DRIVE TRAIN: Motor shaft direct drive or EQUAL.	AS SPECIFIED
TRANSAXLE: Differential with helical gears or EQUAL	AS SPECIFIED

All vehicle(s) to be fully equipped and furnished to meet all applicable Federal and State of California requirements (including vehicle registration and operation of the vehicle on local/state/federal highways).

E-Z-GO DIVISION OF TEXTRON, INC

Company Name:

JOSEPH MARTIN

Company Representative

10/14/18

Date:

30 DAYS FROM APPROVAL

Delivery Schedule

CITY OF MONTEBELLO

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Request for Quotation: RFQ # 19-16

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Danilo Batson, Asst. City Manager

E-mail: DBatson@cityofmontebello.com

OPTION #1 - The following specifications are for eighty-five (85) golf carts: Current Production Model, New Golf Cart as described in Attachment "A" for Immediate Delivery. **CONTINUE**

DESCRIPTION	BIDDERS COMMENTS
GEAR SELECTION: Dash-mounted forward-neutral-reserve or EQUAL	F.N.-R SWITCH IS LOCATED ON CAR BODY BETWEEN DRIVER & PASSENGER
REAR AXLE RATIO: 12:44:1 or EQUAL	AS SPECIFIED
SEATING CAPACITY: Two-person or EQUAL	AS SPECIFIED
WEIGHT W/O BATTERIES: 588 LBS or EQUAL	AS SPECIFIED
CURB WEIGHT: 638 LBS or EQUAL	AS SPECIFIED
VEHICLE LOAD CAPACITY: 800 LBS or EQUAL	AS SPECIFIED
TOWING CAPACITY: 3 Golf Carts with approved permanent tow bar or EQUAL	3 GOLF CARS WITH APPROVED TEMPORARY TOW BAR
OUTSIDE CLEARANCE CIRCLE: 19.0 FT or EQUAL	AS SPECIFIED
SPEED: 10.2 – 14.8 MPH Level ground or EQUAL	AS SPECIFIED
STEERING: Self-compensating rack and pinion or EQUAL	AS SPECIFIED
SUSPENSION: Leaf springs with hydraulic shock absorbers (front), Leaf springs (rear) or EQUAL	AS SPECIFIED
SERVICE BRAKE: Rear wheel mechanical self-adjusting drum or EQUAL	AS SPECIFIED
PARKING BRAKE: Self-compensating single-point engagement or EQUAL	AS SPECIFIED
TIRES: 18 x 8.50-8 (4-ply rated) or EQUAL	AS SPECIFIED

All vehicle(s) to be fully equipped and furnished to meet all applicable Federal and State of California requirements (including vehicle registration and operation of the vehicle on local/state/federal highways).

E-Z-GO DIVISION OF TEXTRON, INC

Company Name:

JOSEPH MARTIN

Company Representative

10/14/18
Date:

30 DAYS FROM APPROVAL
Delivery Schedule

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Request for Quotation: RFQ # 19-16

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@ 1:00p.m.

Danilo Batson, Asst. City Manager

E-mail: DBatson@cityofmontebello.com

OPTION #1 - The following specifications are for eighty-five (85) golf carts: Current Production Model, New Golf Cart as described in Attachment "A" for Immediate Delivery. **CONTINUE**

DESCRIPTION	BIDDERS COMMENTS
SEAT COLOR: Tan	AS SPECIFIED
CANOPY COLOR: Tan (or match seat) or EQUAL	AS SPECIFIED
SET OF KEYS (QTY): 3	AS SPECIFIED
ADDITIONAL ACCESSORIES: City Decal Seal/Logo - Color Unit Number - Black in Color Message Holder Sand/Seed Bottles Fold Down Windshield Lithium Ion Batteries	AS SPECIFIED
WARRANTY	
FRAME: Lifetime	AS SPECIFIED
SUSPENSION (Steering Gearbox, Steering Column, Shocks and Leaf Springs): 4 years	AS SPECIFIED
MAJOR ELECTRONICS (Electric Motor, Solid State Speed Controller and Battery Charger): 4 years	AS SPECIFIED
LITHIUM ION BATTERY (All Electric Models): 5 years with no amp hour restrictions.	AS SPECIFIED
PEDAL GROUP (Pedal Assemblies, Brake Assemblies, Brake Cables & Motor Brake): 4 years	AS SPECIFIED
Seats (Seat Bottom, Seat Back and Hip Restraints): 4 years	AS SPECIFIED
CANOPY SYSTEM (Canopy and Canopy Struts): 4 years	AS SPECIFIED
POWER TRAIN (Gasoline Engine, Gasoline and Electric Axle, Starter Generator, Air Intake, Exhaust System): 3 years	AS SPECIFIED
BODY GROUP (Front and Rear Cowls, Side Panels and Instrument Panel): 3 years	AS SPECIFIED
OTHER ELECTRICAL COMPONENTS (Solenoid, Limit Switches, Voltage Regulator, F&R Switch, Charger Cord & Charger Receptacle): 3 years	AS SPECIFIED
ALL REMAINING COMPONENTS (All options and accessories supplied by Manufacturer, and all components not specified elsewhere): 3 years	AS SPECIFIED

All vehicle(s) to be fully equipped and furnished to meet all applicable Federal and State of California requirements (including vehicle registration and operation of the vehicle on local/state/federal highways).

E-Z-GO Division of Textron, Inc

Company Name:

JOSEPH MARTIN

Company Representative

10/14/18

Date:

30 DAYS FROM APPROVAL

Delivery Schedule

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@ 1:00p.m.

Danilo Batson, Asst. City Manager

E-mail: DBatson@cityofmontebello.com

SPECIFICATIONS

**CITY OF MONTEBELLO – PUBLIC WORKS DEPARTMENT
LEASED GOLF CARTS RFQ – OPTION #2**

Eighty-five (85) Leased Golf Carts per specifications or EQUAL. Each unit shall be equipped and ready to travel and be used on California golf courses. The unit is to be a new and currently advertised model of a manufacturer's latest design; equipped with all standard components identified herein.

Where applicable, each unit shall be equipped with all legal devices required for delivery and meet all D.O.T., State of California, SCAQMD, CALOSHA, and federal standards and requirements where applicable.

It is the intent of these specifications to describe new golf carts in sufficient detail to secure bids on comparable equipment. All parts not specifically mentioned which are to be included in the bid and shall conform in strength, quality of workmanship to what is usually provided the trade in general. The specifications herein shall not be constructed in any way to sanction the degrading or elimination of accepted standards of engineering and craftsmanship in configuration and construction.

NOTICE: Bidder shall complete right-hand column indicating specific size and/or make and model of all components, when not exactly as specified or state "As Specified" if item is exactly as set forth in the left-hand column. **FAILURE TO COMPLETE RIGHT-HAND COLUMN WITH ACCURATE BID SPECIFICATIONS WILL INVALIDATE BID. ALL COMPONENTS NOT "OEM" IN ORIGIN MUST BE IDENTIFIED ON THIS BID.**

Eighty-five (85) Golf Carts, per attached specifications or EQUAL	
Manufacturer: <u>E-Z-GO</u>	Proposed Model No. <u>TX148V 63179</u>
Vehicle Price: \$ <u>4,250.00</u> <u>BEFORE TRADE CREDIT</u>	Standard Lease Payment (Monthly): \$ <u>4,268.70</u>
Amount Financed/Lease Price: \$ <u>2,662.00</u> <u>AFTER TRADE CREDIT</u>	
Annual Lease Payment: \$ <u>50,070.95</u> <u>ONE PAYMENT PER YEAR FOR FIVE YEARS ON A 60 MONTH LEASE</u>	Term of Lease (Months): \$ <u>60 MONTHS</u>
	Interest Rate: <u>5.0</u> %
Non-Taxable Subtotal: \$ <u> </u>	9.50% California Sales Tax: \$ <u>405.53</u>
Taxable Total: \$ <u>54,827.42</u>	Total Extended Price: \$ <u>4,674.23/mo.</u>
Technical Specifications – The minimum requirements acceptable are listed on the next pages. If the specifications of the unit you are proposing vary from what is listed, please indicate acceptance or what you are proposing to submit.	
Provide a manufacturer's brochure of proposed mobile office, equipment and interior floor plan.	

E-Z-GO Division of Textron
Company Name:

10/14/18
Date:

CITY OF MONTEBELLO

1600 West Beverly Blvd.
Montebello, CA 90640
(323) 887-1200



Request for Quotation: RFQ # 19-16

Bid Issue Date: Sept. 27, 2018

CLOSING DATE: October 15, 2018

@ 1:00p.m.

Danilo Batson, Asst. City Manager

E-mail: DBatson@cityofmontebello.com

OPTION #2 - The following specifications are for eighty-five (85) golf carts: Current Production Model, New Golf Cart as described in Attachment "A" for Immediate Delivery.

DESCRIPTION	BIDDERS COMMENTS
Golf Cart must be (NEW) current production model (or 2018 model) E-Z-GO TXT 48vCI or EQUAL.	AS SPECIFIED
FRAME Welded steel with epoxy coating or EQUAL	AS SPECIFIED
BODY & FINISH: injection-molded TPO or EQUAL	AS SPECIFIED
COLOR: Ivory with City Decal Logo or EQUAL	AS SPECIFIED
DIMENSIONS: Overall Length – 93.0 in or EQUAL Overall Width – 47.0 in or EQUAL Overall Height – 67.5 in Top of sun canopy or EQUAL Wheel Base – 66.0 in or EQUAL Wheel Track – Front 34.0 in or EQUAL Rear 38.5 in or EQUAL	AS SPECIFIED
GROUND CLEARANCE: 4.5 in or EQUAL	AS SPECIFIED
POWER SOURCE: 48-VOLT DC or EQUAL	AS SPECIFIED
HOSERPOWER: 3.0 HP or EQUAL.	AS SPECIFIED
ELECTRICAL SYSTEM: 48-VOLT or EQUAL	AS SPECIFIED
BATTERY (QTY/TYPER): Six (6), 8-volt deep cycle or EQUAL	AS SPECIFIED
BATTERY CHARGER: 48 VDC PowerWise QE, 120 VAC, UL & CSA with 11 ft. cord or EQUAL	AS SPECIFIED
START: PEDAL or EQUAL	AS SPECIFIED
SPEED CONTROLLER: 250-amp solid state controller or EQUAL	AS SPECIFIED
DRIVE TRAIN: Motor shaft direct drive or EQUAL.	AS SPECIFIED
TRANSAXLE: Differential with helical gears or EQUAL	AS SPECIFIED

All vehicle(s) to be fully equipped and furnished to meet all applicable Federal and State of California requirements (including vehicle registration and operation of the vehicle on local/state/federal highways.

E-Z-GO DIVISION OF TEXTRON, INC

Company Name:

JOSEPH MARTIN

Company Representative

Date:

10/14/18

30 DAYS FROM APPROVAL
Delivery Schedule

CITY OF MONTEBELLO

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Danilo Batson, Asst. City Manager

E-mail: DBatson@cityofmontebello.com

OPTION #2 - The following specifications are for eighty-five (85) golf carts: Current Production Model, New Golf Cart as described in Attachment "A" for Immediate Delivery. **CONTINUE**

DESCRIPTION	BIDDERS COMMENTS
GEAR SELECTION: Dash-mounted forward-neutral-reserve or EQUAL	F-N-R SWITCH LOCATED ON GOLF CART BODY BETWEEN DRIVER-PASSENGER
REAR AXLE RATIO: 12:44:1 or EQUAL	AS SPECIFIED
SEATING CAPACITY: Two-person or EQUAL	AS SPECIFIED
WEIGHT W/O BATTERIES: 557 LBS or EQUAL	AS SPECIFIED
CURB WEIGHT: 935 LBS or EQUAL	AS SPECIFIED
VEHICLE LOAD CAPACITY: 800 LBS or EQUAL	AS SPECIFIED
TOWING CAPACITY: 3 Golf Carts with approved permanent tow bar or EQUAL	3 GOLF CART WITH APPROVED TEMPORARY TOW BAR
OUTSIDE CLEARANCE CIRCLE: 19.0 FT or EQUAL.	AS SPECIFIED
SPEED: 10.2 – 14.8 MPH Level ground or EQUAL	AS SPECIFIED
STEERING: Self-compensating rack and pinion or EQUAL	AS SPECIFIED
SUSPENSION: Leaf springs with hydraulic shock absorbers (front), Leaf springs (rear) or EQUAL	AS SPECIFIED
SERVICE BRAKE: Rear wheel mechanical self-adjusting drum or EQUAL	AS SPECIFIED
PARKING BRAKE: Self-compensating single-point engagement or EQUAL.	AS SPECIFIED
TIRES: 18 x 8.50-8 (4-ply rated) or EQUAL	AS SPECIFIED

All vehicle(s) to be fully equipped and furnished to meet all applicable Federal and State of California requirements (including vehicle registration and operation of the vehicle on local/state/federal highways.

EZEED DIVISION OF TEXTRON, INC

Company Name:

JOSEPH MARTIN

Company Representative

10/14/18

Date:

30 DAYS FROM APPROVAL
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Request for Quotation: RFQ # 19-16

Bid Issue Date: Sept. 27, 2018

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@ 1:00p.m.

Danilo Batson, Asst. City Manager

E-mail: DBatson@cityofmontebello.com

OPTION #2 - The following specifications are for eighty-five (85) golf carts: Current Production Model, New Golf Cart as described in Attachment "A" for Immediate Delivery. **CONTINUE**

DESCRIPTION	BIDDERS COMMENTS
SEAT COLOR: Tan	AS SPECIFIED
CANOPY COLOR: Tan (or match seat) or EQUAL	AS SPECIFIED
SET OF KEYS (QTY): 3	AS SPECIFIED
ADDITIONAL ACCESSORIES: City Decal Seal/Logo - Color Unit Number - Black in Color Message Holder Sand/Seed Bottles With Holders Fold Down Windshield Trojan Batteries w/ Fill System	AS SPECIFIED
WARRANTY	
FRAME: Lifetime	AS SPECIFIED
SUSPENSION (Steering Gearbox, Steering Column, Shocks and Leaf Springs): 4 years	AS SPECIFIED
MAJOR ELECTRONICS (Electric Motor, Solid State Speed Controller and Battery Charger): 4 years	AS SPECIFIED
DEEP CYCLE BATTERY (All Electric Models): 4 years or 25,000 amp hours.	AS SPECIFIED
PEDAL GROUP (Pedal Assemblies, Brake Assemblies, Brake Cables and Motor Brake): 4 years	AS SPECIFIED
Seats (Seat Bottom, Seat Back and Hip Restraints): 4 years	AS SPECIFIED
CANOPY SYSTEM (Canopy and Canopy Struts): 4 years	AS SPECIFIED
POWER TRAIN (Gasoline Engine, Gasoline and Electric Axle, Starter Generator, Air Intake, Exhaust System): 3 years	AS SPECIFIED
BODY GROUP (Front and Rear Cowls, Side Panels and Instrument Panel): 3 years	AS SPECIFIED
OTHER ELECTRICAL COMPONENTS (Solenoid, Limit Switches, Voltage Regulator, F&R Switch, Charger Cord & Charger Receptacle): 3 years	AS SPECIFIED
ALL REMAINING COMPONENTS (All options and accessories supplied by Manufacturer, and all components not specified elsewhere): 2 years	AS SPECIFIED

All vehicle(s) to be fully equipped and furnished to meet all applicable Federal and State of California requirements (including vehicle registration and operation of the vehicle on local/state/federal highways.

E-Z GO DIVISION OF TEXTRON, INC

Company Name:

JOSEPH MARTIN

Company Representative

10/14/18
Date:

30 DAYS FROM APPROVAL
Delivery Schedule

CITY OF MONTEBELLO

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Request for Quotation: RFQ # 19-16

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@ 1:00p.m.

Danilo Batson, Asst. City Manager

E-mail: DBatson@cityofmontebello.com

**APPENDIX "A"
SPECIFICATIONS**

**CITY OF MONTEBELLO – PUBLIC WORKS DEPARTMENT
LEASED GOLF CARTS RFQ – TRADE-IN**

MAKE	QTY	MODEL	YEAR	UNIT TRADE AMOUNT	EXTENDED TRADE AMOUNT
EZGO	100	TXT 48v	2013	\$1350.00	\$135,000.00

All vehicle(s) to be fully equipped and furnished to meet all applicable Federal and State of California requirements (including vehicle registration and operation of the vehicle on local/state/federal highways).

E-Z-GO Division of Textron, Inc

Company Name:

JOSEPH MARTIN

Company Representative

Date:

10/14/18

30 DAYS FROM APPROVAL
Delivery Schedule



A Textron Company

CITY OF MONTEBELLO 5 YR. CART LEASE	5 PAYMENT OPTION	60 PAYMENT OPTION
VEHICLE PRICE/CART	\$ 4,250.00	4,250.00
85 CARTS (EXTENDED)	\$ 361,250.00	361,250.00
Freight/Delivery Charge	Included	Included
9.5% CA Tax	\$ 34,318.75	34,318.75
Trade In Value	\$ 135,000.00	135,000.00
Total Minus Trade In	\$ 260,568.75	260,568.75
Amount Financed/Leased	\$ 260,568.75	260,568.75
Interest (5% rate)	\$ 27,704.50	34,464.45
Total Extended Price	\$ 288,277.25	295,033.20
Payment	\$ 57,678.69	4,917.24
End of Lease Purchase Payment (amount)	\$ 85.00	85.00
DELIVERY SCHEDULE	30 days from approval	30 days from approval
Deliver Location:	Yes	Yes
901 Via San Clemente, Montebello Ca. 90640		

CITY OF MONTEBELLO

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Danilo Batson, Asst. City Manager

E-mail: DBatson@cityofmontebello.com

**CITY OF MONTEBELLO
PUBLIC WORKS DEPARTMENT**

REQUEST FOR QUOTATION

THE CITY OF MONTEBELLO, on behalf of the Public Works Department herein called Owner, invites sealed quotations from licensed dealers to provide 85-Leased Golf Carts (E-Z-GO ELITE or E-Z-GO TXT 48v or EQUAL), 5-year lease term, with Trade-in of 100 Golf Carts, and with an option to purchase all units at the end of the lease, per the attached specifications.

ITEMS BELOW APPLY TO ALL PROPOSALS IN RESPONSE TO THIS BID

PROPOSALS –Each proposal shall be in accordance with this Request for Quotation as prepared by City of Montebello Public Works Department.

BIDDER'S CONFERENCE –n/a

QUESTIONS –*All questions regarding this RFQ shall be directed in writing no later than Monday, 10/8/2018 @ 1:00 PM, to Public Works Department: Attn: Danilo Batson, dbatson@cityofmontebello.com. It is the responsibility of the bidder to confirm transmission of correspondence.*

THE FOLLOWING DOCUMENTS ARE HEREBY MADE PART OF THIS RFQ

☒ INSTRUCTIONS TO BIDDERS	☒ BIDDER'S PROPOSAL FORM	☐ BID BOND FORM
☐ PAYMENT BOND FORM	☐ PERFORMANCE BOND FORM	☐ AGREEMENT FORM
☒ APPENDX A	☐ GENERAL CONDITIONS/PUBLIC WORKS 116-222	☐ INSURANCE REQUIREMENTS
☐ ATTACHMENT 1 CONSTRUCTORS QUALIFICATIONS FORM		

CITY OF MONTEBELLO

1600 West Beverly Blvd.
Montebello, CA 90640
(323) 887-1200



Request for Quotation: RFQ # 19-16

Bid Issue Date: Sept. 27, 2018

CLOSING DATE: October 15, 2018
@ 1:00p.m.

Danilo Batson, Asst. City Manager

E-mail: DBatson@cityofmontebello.com

INSTRUCTIONS TO BIDDERS

PRICES/NOTATIONS –All prices/notations must be typewritten or written in ink. No erasures permitted. Mistakes shall be crossed out, corrections made adjacent and initiated by person signing document. Each item shall be bid separately.

FORMAT – Use the documents provided. If you decide to submit more than one bid, photocopy our documents.

PRICING/TERMS/TAX –All pricing shall be quoted both F.O.B. shipping point and F.O.B. destination, (e.g., cash terms less than 20 days should be considered net) excluding applicable tax. The City pays California Sales Tax and is exempt from Federal excise tax. In the event of an extension error, the unit price shall prevail.

OTHER TERMS AND CONDITIONS –Terms and conditions as indicated in this document and/or attached are hereby included with full force and like effect as if set forth herein. Copies of the applicable Terms and Conditions may be obtained by contacting City of Montebello Purchasing at the number shown above and requesting a copy be faxed or mailed to you.

PERIOD OF FIRM PRICING –Unless stated otherwise in this document, prices shall be firm for 60 days after the closing date.

SPECIFICATION/CHANGES –Whenever possible, the City of Montebello is looking for items made from, or containing in part, recycled material. Bidders are encouraged to bid items containing recycled material as an alternative for the items specified; however, the City reserves the right to reject those alternatives as non-responsive.

METHOD OF AWARD –The City reserves the right to reject any or all offers, to waive any discrepancy or technicality and to split or make the award in any manner determined by the City to be most advantageous to the City. The City recognizes that prices are only one of several criteria to be used in judging an offer and the City is not legally bound to accept the lowest offer. The City will use the following criteria in determining the lowest responsible supplier.

- A. Lowest overall price
- B. Adherence to specifications as detailed in this RFQ
- C. Warranties
- D. Delivery Time, after-receipt-of-order (ARO)

The Contract shall be awarded upon issuance of a City of Montebello Purchase Order. Execution of the Purchase Order shall constitute a written memorial thereof.

RETURN OF BID/CLOSING DATE/RETURN TO – All bid responses must be 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 are no fees to register and bid on this Request For Quotations.** Bid responses are due by 1:00 p.m. on the closing date listed above. Bid responses not received by the City by the closing date and time indicated above will not be accepted. The RFQ number shall appear on the bid. A duly executed copy of the signature page of this bid document must accompany your response.

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DELIVERY TERMS –All product shall be quoted F.O.B. destination prepay and add freight. Vendor shall provide all information in the area provided below. The City reserves the right to designate the carrier(s). Ship to address: **982 Via San Clemente, Montebello, California, 90640**

SUBMITTAL OF PROPOSALS:

- A. All bid responses must be 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 are no fees to register and bid on this Request For Quotations.** Bid responses are due by 1:00 p.m. on the closing date listed above. Bid responses not received by the City by the closing date and time indicated above will not be accepted. The RFQ number shall appear on the bid. A duly executed copy of the signature page of this bid document must accompany your response.
- B. Proposals must be submitted electronically through PlanetBids no later than the date and time specified on the RFQ. **LATE PROPOSALS WILL NOT BE ACCEPTED.**

WITHDRAWAL OF SUBMITTAL –A proposal may be withdrawn only prior to the closing date and time. Withdrawal of a proposal must be made in person by the bidder or someone authorized by him in writing. Proof of identification will be required for proposal withdrawal. No bidder may withdraw his bid for a period of sixty (60) days after the time set for opening thereof.

INTERPRETATION OF THE DOCUMENTS – Discrepancies in, and omissions from the plans, specifications or other contract documents or questions as to their meaning shall, at once, be brought to the attention of the Owner. Any interpretation of the documents will be made only by addenda duly issued and a copy of such addenda will be mailed or delivered to each person or firm receiving a set of such documents. The Owner will not be responsible for any other explanations or interpretations. Should anything in the scope of the work or any section of the specification be of such nature as to be apt to cause disputes between the various trades involved, such information shall be promptly called to the attention of the Owner.

ADDENDA TO THE DOCUMENTS – The Owner reserves the right to issue such Addenda to the documents as it may desire at any time prior to the time fixed for receiving proposals. A copy of all such addenda will be promptly mailed or delivered to each bidder. The number and date of each addendum shall be listed on the Contractor's proposal in the space provided.

ADDITIONAL INFORMATION –The Owner reserves the right to require of a bidder, information regarding financial responsibility or such other information as the Owner determines is necessary to ascertain whether a bid is in fact the lowest responsible and responsive bid submitted, all references to an architect shall be deemed to refer to the Owner where no architect has been employed by the Owner.

PERMITS AND LICENSES –The Contractor shall procure all permits and licenses, pay all charges and fees, and give all notices necessary and incidental to the due and lawful prosecution of the work. The Contractor shall pay for and obtain a City Business License. The City will waive City Permit Fees.

PROPOSER'S COST –Costs for developing proposals including travel, mileage, printing and per diem, are entirely the responsibility of the Proposer and shall not be chargeable to City of Montebello.

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BID SHEET INSTRUCTIONS:

- A. Bid sheets have been provided for two (2) golf cart options, both of which are lease of 5-year term. Please make additional copies as required. Bid sheets should be completed for each item or alternate bid.
- B. Bidder shall complete each section of the "Bidders Comments" in the attached specifications including specific size and model of all components when not exactly as specified. **Please state "As specified" if the item is exactly as set forth in the Left Hand Column. Provide a manufacturer's break down of mobile office building and proposed attachments.**

"FAILURE TO COMPLETE THE RIGHT HAND COLUMN WITH ACCURATE BID SPECIFICATIONS WILL NOT BE ACCEPTABLE BY THE CITY."

- C. Each "Bid Sheet" must be signed and the company name, representative, date and delivery schedule must be included.
- D. **BIDDER MUST COMPLETE PAGES 5 THROUGH PAGE 14 AND SUBMIT WITH THEIR PROPOSAL**

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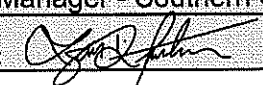
@ 1:00p.m.

Danilo Batson, Asst. City Manager

E-mail: DBatson@cityofmontebello.com

**BIDDER'S PROPOSAL
LEASED GOLF CARTS RFQ NO. 19-16
FOR THE CITY OF MONTEBELLO, CALIFORNIA**

BIDDER TO COMPLETE ALL SHADED AREAS

ITEM NO.	QTY.	UNIT	DESCRIPTION	UNIT PRICE	EXTENSION
1	85	Each	The City of Montebello Public Works Department is requesting quotations from qualified vendors to supply and deliver the following items listed below: E-Z-GO TXT Elite Golf Cart OR E-Z-GO TXT 48V Golf Cart OR EQUALS		Complete page five (5), and Appendix "A" Sheets(s) on pages six (6) and seven (7)
"Execution hereof is certification that the undersigned has read and understands the terms and conditions hereof, and that the undersigned's principal is fully bound and committed."				1. Total Leased Cost Product/Service	
Company Name Yamaha Golf Car Co.				2. Applicable Sales Tax	
Street Address: 1270 Chastain Rd NW,				3. Total Cost F.O.B. DEST. Incl.	
Mailing Address:				4. Shipping Weight Incl.	
City: Kennesaw, GA 30144				5. Freight Rate Incl.	
Remit to Address: 246 Aurora Ave				6. Insurance & Handling Incl.	
City San Marcos, CA 92078				7. Total Shipping Cost Incl.	
Phone #: 714.264.0823				8. Total Delivered Cost Incl.	
FAX #:				9. Shipping Point, City, State Newnan, GA	
Name Logan Fondren, PGA				10. Carrier ART	
Title District Manager - Southern CA				11. Freight Class	
Signature/Date:  10/10/18				Delivery: 30 calendar days after receipt of order	

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APPENDIX "A"
SPECIFICATIONS
CITY OF MONTEBELLO –PUBLIC WORKS DEPARTMENT
LEASED GOLF CARTS RFQ –OPTION #1

Eighty-five (85) Leased Golf Carts per specifications or EQUAL. Each unit shall be equipped and ready to travel and be used on California golf courses. The unit is to be a new and currently advertised model of a manufacturer's latest design; equipped with all standard components identified herein.

Where applicable, each unit shall be equipped with all legal devices required for delivery and meet all D.O.T., State of California, SCAQMD, CALOSHA, and federal standards and requirements where applicable.

It is the intent of these specifications to describe new golf carts in sufficient detail to secure bids on comparable equipment. All parts not specifically mentioned which are to be included in the bid and shall conform in strength, quality of workmanship to what is usually provided the trade in general. The specifications herein shall not be constructed in any way to sanction the degrading or elimination of accepted standards of engineering and craftsmanship in configuration and construction.

NOTICE: Bidder shall complete right-hand column indicating specific size and/or make and model of all components, when not exactly as specified or state "As Specified" if item is exactly as set forth in the left-hand column. **FAILURE TO COMPLETE RIGHT-HAND COLUMN WITH ACCURATE BID SPECIFICATIONS WILL INVALIDATE BID. ALL COMPONENTS NOT "OEM" IN ORIGIN MUST BE IDENTIFIED ON THIS BID.**

Eighty-five (85) Golf Carts, per attached specifications or EQUAL	
Manufacturer: <u>Yamaha Golf Car Co.</u>	Proposed Model No. <u>DR2ES1WAC</u>
Vehicle Price: \$ <u>4,725</u>	Standard Lease Payment (Monthly): \$ <u>5,649.04</u>
Amount Financed/Lease Price: \$ <u>302,075</u>	
Annual Lease Payment: \$ <u>71,388.48</u>	Term of Lease (Months): \$ <u>60</u>
	Interest Rate: <u>4.8</u> %
Non-Taxable Subtotal: \$ _____	9.50% California Sales Tax: \$ <u>536.66</u>
Taxable Total: \$ _____	Total Extended Price: \$ <u>6,185.70</u>
Technical Specifications –The minimum requirements acceptable are listed on the next pages. If the specifications of the unit you are proposing vary from what is listed, please indicate acceptance or what you are proposing to submit.	
Provide a manufacturer's brochure of proposed mobile office, equipment and interior floor plan.	

Yamaha Golf Car Co.
Company Name:

10/10/2018
Date:

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OPTION #1 - The following specifications are for eighty-five (85) golf carts: Current Production Model, New Golf Cart as described in Attachment "A" for Immediate Delivery.

DESCRIPTION	BIDDERS COMMENTS
Golf Cart must be (NEW) current production model (or 2018 model) E-Z-GO TXT ELITE or EQUAL.	2019 Yamaha Drive 2 AC
FRAME Welded steel with epoxy coating or EQUAL	As Stated
BODY & FINISH: injection-molded TPO or EQUAL	As Stated
COLOR: Ivory with City Decal Logo or EQUAL	As Stated
DIMENSIONS: Overall Length -93.0 in or EQUAL Overall Width -47.0 in or EQUAL Overall Height -67.5 in Top of sun canopy or EQUAL Wheel Base -66.0 in or EQUAL Wheel Track -Front 34.0 in or EQUAL Rear 38.5 in or EQUAL	Overall Length - 93.6 in Overall Width - 47.3 in Overall Height - 70.2 in Wheel Base - 64.4 in Wheel Track - Front 34.8 in Rear 38.6 in
GROUND CLEARANCE: 4.5 in or EQUAL	42.2 in
POWER SOURCE: 48-VOLT DC or EQUAL	As Stated
HOSERPOWER: 3.0 HP or EQUAL.	6.7 hp
ELECTRICAL SYSTEM: 48-VOLT or EQUAL	As Stated
BATTERY (QTY/TYPER): Two (2), 48V Lithium Ion or EQUAL	Six 8 volt Torjan T-875
BATTERY CHARGER: 746 Watt, 48VDC, 120/230 VAC, 50/60 Hz, UL 1564, & CSA 107.2 with 11 ft. cord or EQUAL	As Stated
START: PEDAL or EQUAL	As Stated
SPEED CONTROLLER: 250-amp solid state controller or EQUAL	NEOS 350 amp AC controler by Toyota Industries
DRIVE TRAIN: Motor shaft direct drive or EQUAL.	As Stated
TRANSAXLE: Differential with helical gears or EQUAL	As Stated

All vehicle(s) to be fully equipped and furnished to meet all applicable Federal and State of California requirements (including vehicle registration and operation of the vehicle on local/state/federal highways.

Yamaha Golf Car Co
Company Name:

Logan Fondren, PGA
Company Representative

10/10/2018
Date:

30 days from acceptance
Delivery Schedule

CITY OF MONTEBELLO

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OPTION #1 - The following specifications are for eighty-five (85) golf carts: Current Production Model, New Golf Cart as described in Attachment "A" for Immediate Delivery. **CONTINUE**

DESCRIPTION	BIDDERS COMMENTS
GEAR SELECTION: Dash-mounted forward-neutral-reserve or EQUAL	As Stated
REAR AXLE RATIO: 12:44:1 or EQUAL	As Stated
SEATING CAPACITY: Two-person or EQUAL	As Stated
WEIGHT W/O BATTERIES: 588 LBS or EQUAL	620 LBS
CURB WEIGHT: 638 LBS or EQUAL	720 lbs
VEHICLE LOAD CAPACITY: 800 LBS or EQUAL	As Stated
TOWING CAPACITY: 3 Golf Carts with approved permanent tow bar or EQUAL	As Stated
OUTSIDE CLEARANCE CIRCLE: 19.0 FT or EQUAL.	19.5 ft
SPEED: 10.2 –14.8 MPH Level ground or EQUAL	10 - 15 mph
STEERING: Self-compensating rack and pinion or EQUAL	Self compensating double reduction helical rack-and-pinion
SUSPENSION: Leaf springs with hydraulic shock absorbers (front), Leaf springs (rear) or EQUAL	Tru-Trak II (TM) fully independent automotive style strut suspension (FRONT) Swing arm with coil spring over hydraulic shock absorbers (REAR)
SERVICE BRAKE: Rear wheel mechanical self-adjusting drum or EQUAL	As Stated
PARKING BRAKE: Self-compensating single-point engagement or EQUAL.	As Stated
TIRES: 18 x 8.50-8 (4-ply rated) or EQUAL	As Stated

All vehicle(s) to be fully equipped and furnished to meet all applicable Federal and State of California requirements (including vehicle registration and operation of the vehicle on local/state/federal highways.

Yamaha Golf Car Co.
Company Name:

Logan Fondren, PGA
Company Representative

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OPTION #1 - The following specifications are for eighty-five (85) golf carts: Current Production Model, New Golf Cart as described in Attachment "A" for Immediate Delivery. **CONTINUE**

DESCRIPTION	BIDDERS COMMENTS
SEAT COLOR: Tan	As Stated
CANOPY COLOR: Tan (or match seat) or EQUAL	As Stated
SET OF KEYS (QTY): 3	As Stated
ADDITIONAL ACCESSORIES: City Decal Seal/Logo - Color Unit Number -Black in Color Message Holder Sand/Seed Bottles Fold Down Windshield Lithium Ion Batteries	City Decal Seal/Logo - Color Unit Number -Black in Color Message Holder - Single Click Sand/Seed Bottles Polycarbonate Fold Down Windshield Trojan T-875 Batteries, w/ fill system
WARRANTY	
FRAME: Lifetime	As Stated
SUSPENSION (Steering Gearbox, Steering Column, Shocks and Leaf Springs): 4 years	As Stated
MAJOR ELECTRONICS (Electric Motor, Solid State Speed Controller and Battery Charger): 4 years	As Stated
LITHIUM ION BATTERY (All Electric Models): 5 years with no amp hour restrictions.	N/A
PEDAL GROUP (Pedal Assemblies, Brake Assemblies, Brake Cables and Motor Brake): 4 years	3 Years
Seats (Seat Bottom, Seat Back and Hip Restraints): 4 years	2 Years
CANOPY SYSTEM (Canopy and Canopy Struts): 4 years	As Stated
POWER TRAIN (Gasoline Engine, Gasoline and Electric Axle, Starter Generator, Air Intake, Exhaust System): 3 years	4 years
BODY GROUP (Front and Rear Cowls, Side Panels and Instrument Panel): 3 years	As Stated
OTHER ELECTRICAL COMPONENTS (Solenoid, Limit Switches, Voltage Regulator, F&R Switch, Charger Cord & Charger Receptacle): 3 years	4 years
ALL REMAINING COMPONENTS (All options and accessories supplied by Manufacturer, and all components not specified elsewhere): 3 years	2 years

All vehicle(s) to be fully equipped and furnished to meet all applicable Federal and State of California requirements (including vehicle registration and operation of the vehicle on local/state/federal highways).

Yamaha Golf Car Co.
Company Name:

10/10/2018
Date:

Logan Fondren, PGA
Company Representative

30 days after acceptance
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SPECIFICATIONS

**CITY OF MONTEBELLO –PUBLIC WORKS DEPARTMENT
 LEASED GOLF CARTS RFQ –OPTION #2**

Eighty-five (85) Leased Golf Carts per specifications or EQUAL. Each unit shall be equipped and ready to travel and be used on California golf courses. The unit is to be a new and currently advertised model of a manufacturer's latest design; equipped with all standard components identified herein.

Where applicable, each unit shall be equipped with all legal devices required for delivery and meet all D.O.T., State of California, SCAQMD, CALOSHA, and federal standards and requirements where applicable.

It is the intent of these specifications to describe new golf carts in sufficient detail to secure bids on comparable equipment. All parts not specifically mentioned which are to be included in the bid and shall conform in strength, quality of workmanship to what is usually provided the trade in general. The specifications herein shall not be constructed in any way to sanction the degrading or elimination of accepted standards of engineering and craftsmanship in configuration and construction.

NOTICE: Bidder shall complete right-hand column indicating specific size and/or make and model of all components, when not exactly as specified or state "As Specified" if item is exactly as set forth in the left-hand column. **FAILURE TO COMPLETE RIGHT-HAND COLUMN WITH ACCURATE BID SPECIFICATIONS WILL INVALIDATE BID. ALL COMPONENTS NOT "OEM" IN ORIGIN MUST BE IDENTIFIED ON THIS BID.**

Eighty-five (85) Golf Carts, per attached specifications or EQUAL

Manufacturer: <u>Yamaha</u>	Proposed Model No. <u>DR2ES1W</u>
Vehicle Price: \$ <u>4,375</u>	Standard Lease Payment (Monthly): \$ <u>5,092.57</u>
Amount Financed/Lease Price: \$ <u>272,325</u>	
Annual Lease Payment: \$ <u>61,110.84</u>	Term of Lease (Months): \$ <u>60</u>
	Interest Rate: <u>4.8</u> %
Non-Taxable Subtotal: \$ _____	9.50% California Sales Tax: \$ <u>483.79</u>
Taxable Total: \$ _____	Total Extended Price: \$ <u>5,576.36</u>

Technical Specifications –The **minimum** requirements acceptable are listed on the next pages. **If the specifications of the unit you are proposing vary from what is listed, please indicate acceptance or what you are proposing to submit.**

Provide a manufacturer's brochure of proposed mobile office, equipment and interior floor plan.

Yamaha Golf Car Co
 Company Name:

10/10/2018
 Date:

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OPTION #2 - The following specifications are for eighty-five (85) golf carts: Current Production Model, New Golf Cart as described in Attachment "A" for Immediate Delivery.

DESCRIPTION	BIDDERS COMMENTS
Golf Cart must be (NEW) current production model (or 2018 model) E-Z-GO TXT 48vCI or EQUAL.	2019 Yamaha Drive 2 DC
FRAME Welded steel with epoxy coating or EQUAL	As Stated
BODY & FINISH: injection-molded TPO or EQUAL	As Stated
COLOR: Ivory with City Decal Logo or EQUAL	As Stated
DIMENSIONS: Overall Length -93.0 in or EQUAL Overall Width -47.0 in or EQUAL Overall Height -67.5 in Top of sun canopy or EQUAL Wheel Base -66.0 in or EQUAL Wheel Track -Front 34.0 in or EQUAL Rear 38.5 in or EQUAL	Overall Length - 93.6 in Overall Width - 47.3 in Overall Height - 70.2 in Wheel Base - 64.4 in Wheel Track - Front 34.8 in Rear 38.6 in
GROUND CLEARANCE: 4.5 in or EQUAL	4.2 in
POWER SOURCE: 48-VOLT DC or EQUAL	As Stated
HOSERPOWER: 3.0 HP or EQUAL.	3.5 HP
ELECTRICAL SYSTEM: 48-VOLT or EQUAL	As Stated
BATTERY (QTY/TYPE): Six (6), 8-volt deep cycle or EQUAL	As Stated
BATTERY CHARGER: 48 VDC PowerWise QE, 120 VAC, UL & CSA with 11 ft. cord or EQUAL	As Stated
START: PEDAL or EQUAL	As Stated
SPEED CONTROLLER: 250-amp solid state controller or EQUAL	270 AMP DC controler
DRIVE TRAIN: Motor shaft direct drive or EQUAL.	As Stated
TRANSAXLE: Differential with helical gears or EQUAL	As Stated

All vehicle(s) to be fully equipped and furnished to meet all applicable Federal and State of California requirements (including vehicle registration and operation of the vehicle on local/state/federal highways.

Yamaha Golf Car Co.
Company Name:

10/10/2018
Date:

Logan Fondren, PGA
Company Representative

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OPTION #2 - The following specifications are for eighty-five (85) golf carts: Current Production Model, New Golf Cart as described in Attachment "A" for Immediate Delivery. **CONTINUE**

DESCRIPTION	BIDDERS COMMENTS
GEAR SELECTION: Dash-mounted forward-neutral-reserve or EQUAL	As Stated
REAR AXLE RATIO: 12:44:1 or EQUAL	As Stated
SEATING CAPACITY: Two-person or EQUAL	As Stated
WEIGHT W/O BATTERIES: 557 LBS or EQUAL	602 LBS
CURB WEIGHT: 935 LBS or EQUAL	As Stated
VEHICLE LOAD CAPACITY: 800 LBS or EQUAL	As Stated
TOWING CAPACITY: 3 Golf Carts with approved permanent tow bar or EQUAL	As Stated
OUTSIDE CLEARANCE CIRCLE: 19.0 FT or EQUAL.	19.5 ft
SPEED: 10.2 –14.8 MPH Level ground or EQUAL	10 - 15 MPH
STEERING: Self-compensating rack and pinion or EQUAL	Self compensating double reduction helical rack-and-pinion
SUSPENSION: Leaf springs with hydraulic shock absorbers (front), Leaf springs (rear) or EQUAL	Tru-Trak II (TM) fully independent automotive style strut suspension (FRONT) Swing arm with coil spring over hydraulic shock absorbers (REAR)
SERVICE BRAKE: Rear wheel mechanical self-adjusting drum or EQUAL	As Stated
PARKING BRAKE: Self-compensating single-point engagement or EQUAL.	As Stated
TIRES: 18 x 8.50-8 (4-ply rated) or EQUAL	As Stated

All vehicle(s) to be fully equipped and furnished to meet all applicable Federal and State of California requirements (including vehicle registration and operation of the vehicle on local/state/federal highways.

Yamaha Golf Car Co.
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OPTION #2 - The following specifications are for eighty-five (85) golf carts: Current Production Model, New Golf Cart as described in Attachment "A" for Immediate Delivery. **CONTINUE**

DESCRIPTION	BIDDERS COMMENTS
SEAT COLOR: Tan	As Stated
CANOPY COLOR: Tan (or match seat) or EQUAL	As Stated
SET OF KEYS (QTY): 3	As Stated
ADDITIONAL ACCESSORIES: City Decal Seal/Logo - Color Unit Number -Black in Color Message Holder Sand/Seed Bottles With Holders Fold Down Windshield Trojan Batteries w/ Fill System	City Decal Seal/Logo - Color Unit Number -Black in Color Message Holder - Single Click Sand/Seed Bottles Polycarbonate Fold Down Windshield Trojan T-875 Batteries, w/ fill system
WARRANTY	
FRAME: Lifetime	As Stated
SUSPENSION (Steering Gearbox, Steering Column, Shocks and Leaf Springs): 4 years	As Stated
MAJOR ELECTRONICS (Electric Motor, Solid State Speed Controller and Battery Charger): 4 years	As Stated
DEEP CYCLE BATTERY (All Electric Models): 4 years or 25,000 amp hours.	As Stated
PEDAL GROUP (Pedal Assemblies, Brake Assemblies, Brake Cables and Motor Brake): 4 years	As Stated
Seats (Seat Bottom, Seat Back and Hip Restraints): 4 years	2 years
CANOPY SYSTEM (Canopy and Canopy Struts): 4 years	As Stated
POWER TRAIN (Gasoline Engine, Gasoline and Electric Axle, Starter Generator, Air Intake, Exhaust System): 3 years	4 years
BODY GROUP (Front and Rear Cowls, Side Panels and Instrument Panel): 3 years	As Stated
OTHER ELECTRICAL COMPONENTS (Solenoid, Limit Switches, Voltage Regulator, F&R Switch, Charger Cord & Charger Receptacle): 3 years	4 years
ALL REMAINING COMPONENTS (All options and accessories supplied by Manufacturer, and all components not specified elsewhere): 2 years	As Stated

All vehicle(s) to be fully equipped and furnished to meet all applicable Federal and State of California requirements (including vehicle registration and operation of the vehicle on local/state/federal highways.

Yamaha Golf Car Co.
Company Name:

10/10/2018
Date:

Logan Fondren, PGA
Company Representative

30 days after acceptance
Delivery Schedule

CITY OF MONTEBELLO

1600 West Beverly Blvd.
Montebello, CA 90640
(323) 887-1200



Request for Quotation: RFQ # 19-16

Bid Issue Date: Sept. 27, 2018

CLOSING DATE: October 15, 2018
@ 1:00p.m.

Danilo Batson, Asst. City Manager

E-mail: DBatson@cityofmontebello.com

APPENDIX "A"
SPECIFICATIONS

CITY OF MONTEBELLO –PUBLIC WORKS DEPARTMENT
LEASED GOLF CARTS RFQ –TRADE-IN

MAKE	QTY	MODEL	YEAR	UNIT TRADE AMOUNT	EXTENDED TRADE AMOUNT
EZGO	100	TXT 48v	2013	\$1,100	\$110,000 - applied to lease quote

All vehicle(s) to be fully equipped and furnished to meet all applicable Federal and State of California requirements (including vehicle registration and operation of the vehicle on local/state/federal highways.

Yamaha Golf Car Co.
Company Name:

Logan Fondren, PGA
Company Representative

10/10/2018
Date:

30 days after acceptance
Delivery Schedule

CITY OF MONTEBELLO 5 YR. CART LEASE	5 Payment Option	60 month option
VEHICLE PRICE/CART	\$ 4,375.00	\$ 4,375.00
85 CARTS (EXTENDED)	\$ 371,875.00	\$ 371,875.00
Freight/delivery Charge	\$ -	\$ -
9.5% Ca Tax	\$ 35,328.12	\$ 35,328.12
Trade In Value	\$ 1,100.00	\$ 1,100.00
Total Minus Trade In	\$ 110,000.00	\$ 110,000.00
Amount Financed/Leased	\$ 261,875.00	\$ 261,875.00
Interest	4.8%	4.8%
Total Extended Price	\$ 297,203.12	\$ 297,203.12
Payment	\$ 65,513.72	\$ 5,557.91
End of lease Purchase Payment (amount)	\$ 1.00	\$ 1.00
DELIVERY SCHEDULE	30 days from completion of paperwork	30 days from completion of paperwork
Deliver Location:		
901 Via San Clemente, Montebello Ca. 90640		

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEBELLO
AUTHORIZING THE APPROPRIATION OF FUNDS FOR GOLF CARTS LEASE
FOR THE MONTEBELLO GOLF COURSE**

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

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

Fiscal Year 2018/2019:

<u>FROM</u>		<u>TO</u>	
<u>Account Number</u>	<u>Amount</u>	<u>Account Number</u>	<u>Amount</u>
100-2900	\$57,679.00	610-99-7035	\$57,679.00
(Unassigned Fund Balance)		(Golf Course Lease Payment)	

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

ADOPTED AND APPROVED this 14th day of November 2018.

Jack Hadjinian, Mayor Pro-Tem

ATTEST:

APPROVE TO FORM AND CONTENT:

Irma Barajas, City Clerk

Arnold M. Alvarez-Glasman, City Attorney

**CITY OF MONTEBELLO
CITY COUNCIL AGENDA STAFF REPORT**

TO: Honorable Mayor and City Council Members

FROM: Andrew G. Pasmant, Acting City Manager

BY: Danilo Batson, Assistant City Manager / Director of Public Works

SUBJECT: Acceptance of an Easement for Pipeline Purposes at 8000 Slauson Avenue and Approval of a Resolution to Accept the Easement

DATE: November 14, 2018

RECOMMENDATION

That the City Council approve an easement for pipeline purposes at 8000 Slauson Avenue as per the attached easement which also includes Exhibits "A" & "B" and approve a Resolution to accept the easement.

BACKGROUND

The owner of the property at 8000 Slauson Avenue was required to relocate a water main to accommodate construction of a convenience store. The water main is a part of the Southerly City Water System. A ten (10') foot easement is required for the operation and maintenance of the relocated water main which traverses private property.

ANALYSIS

There are no CEQA related environmental impacts associated with acceptance of the proposed easement. An existing water main had to be relocated to clear the building footprint of a proposed convenience store. Permanent structures are not allowed over water mains.

FISCAL IMPACTS

There are no fiscal impacts to the General Fund in association with City Council's acceptance of the easement at 8000 Slauson Avenue.

ATTACHMENTS

Resolution
Easement Document including Exhibits "A" & "B"

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEBELLO,
CALIFORNIA ACCEPTING AN EASEMENT FOR PIPELINE PURPOSES AT
8000 SLAUSON AVENUE**

WHEREAS, the property at 8000 Slauson Avenue was developed with a new convenience store;

WHEREAS, the existing potable water main within the property had to be realigned into a ten (10') foot easement that circumvents the new building;

WHEREAS, the property owner at 8000 Slauson Avenue has offered to dedicate an easement for pipeline purposes to the City of Montebello;

WHEREAS, the acceptance of the easement for pipeline purposes at this time is necessary to the public interest and convenience;

WHEREAS, the offer of dedication from the property owner will enable the City to maintain and operate the pipeline for the benefit and well-being of the public;

WHEREAS, the acceptance of the easement conforms with the City of Montebello General Plan; and

WHEREAS, pursuant to the California Environmental Quality Act ("CEQA") and the City's local CEQA Guidelines, City Staff determined that the acceptance of the easement is covered by the general rule, pursuant to Section 15061(b)(3) of the State CEQA Guidelines (14 CCR § 15061(b)(3)), that CEQA applies only to projects which have the potential for causing a significant effect on the environment, and City Staff found that there is no possible significant effect directly related to the Project which initiated the subject easement.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MONTEBELLO, CALIFORNIA, DOES HEREBY RESOLVE, DECLARE, DETERMINE, AND ORDER AS FOLLOWS:

Section 1. The City Council finds that all of the facts set forth in the Recitals of this Resolution are true and correct.

Section 2. Environmental Review. The City Council has reviewed the dedication and based upon the whole record before it, in the exercise of its independent judgment and analysis, concurs that City staff has correctly concluded that it can be seen with certainty that there is no possibility the dedication may have a significant effect on the environment, because acceptance of the dedication will not in and of itself cause any change in the environment, and therefore no further action is required under CEQA. The custodian of records for all materials that constitute the record of proceeding upon which this decision is based is the City Clerk. Those documents are available for public review in the City Clerk's office.

Section 3. In accordance with the provisions of Government Code Section 7050, the City of Montebello hereby accepts the easement for pipeline purposes.

Section 4. The City Clerk is hereby authorized and directed to record such documents as are necessary to evidence this acceptance of the easement for pipeline purposes. The Acting City Manager is hereby authorized and directed to approve, accept and execute on behalf of the City such documents and instruments necessary to effectuate this acceptance of the easement for pipeline purposes.

PASSED, APPROVED, AND APPROVED this 14th day of November, 2018.

AYES:

NOES:

ABSENT:

ABSTAIN:

Jack Hadjinian, Mayor Pro Tem

ATTEST:

APPROVED AS TO FORM:

Irma Barajas, City Clerk

Arnold M. Alvarez-Glasman, City Attorney

EXHIBIT A & B
EASEMENT LEGAL DESCRIPTION & MAP
[to be inserted]

EXHIBIT 'A'

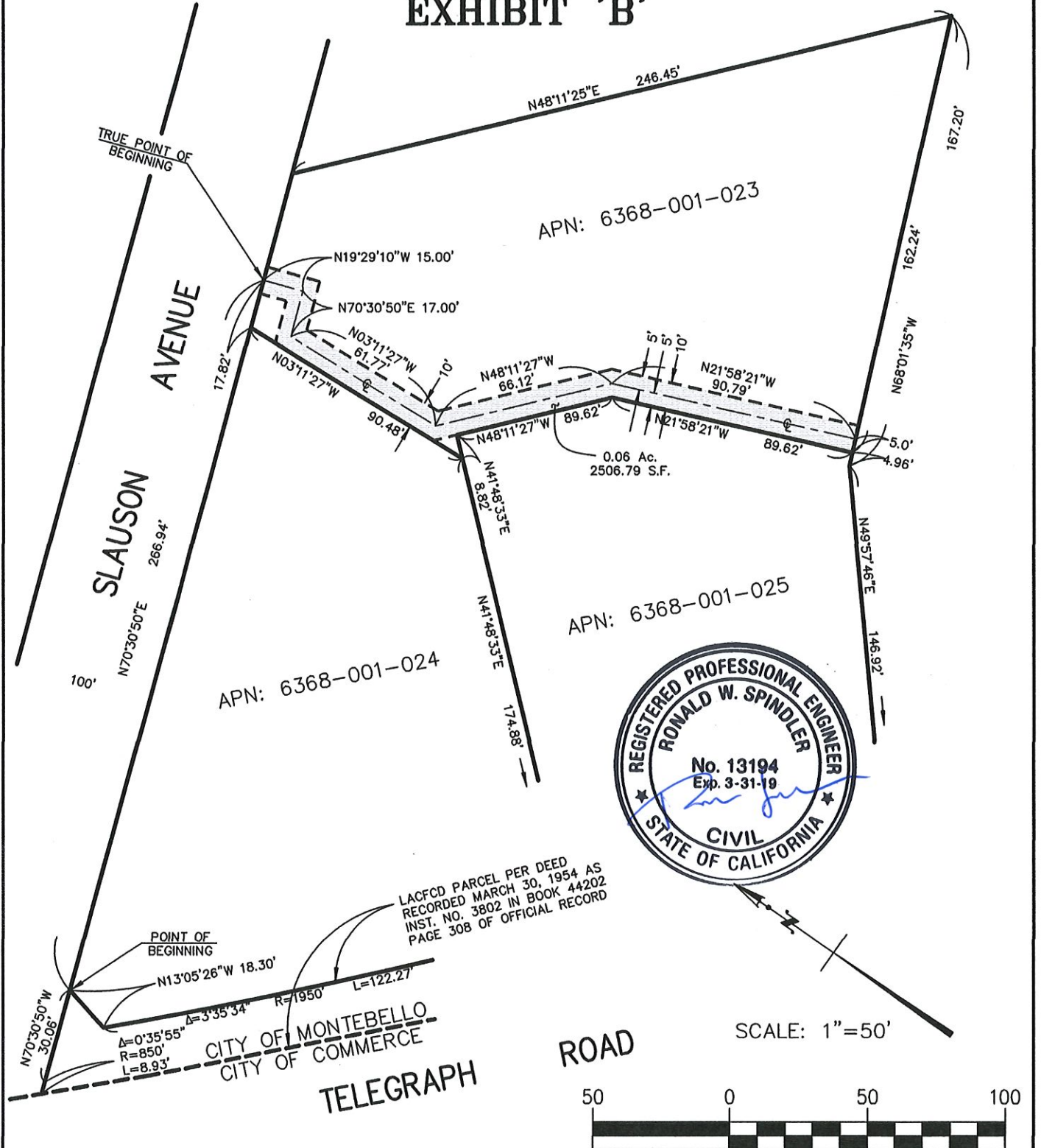
THAT PORTION OF LOT 19 OF EAST LAGUNA, IN THE CITY OF MONTEBELLO, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS SHOWN ON A MAP FILED AS EXHIBIT "A" IN CASE NO. B-81961 IN THE SUPERIOR COURT OF SAID COUNTY, AND THAT PORTION OF BLUFF ROAD, 40 FEET WIDE, AS VACATED MAY 16, 1955 BY ORDINANCE NO. 677 OF THE CITY OF MONTEBELLO, A CERTIFIED COPY OF SAID ORDINANCE BEING RECORDED MAY 23, 1955, IN BOOK 47852, PAGE 280, OF OFFICIAL RECORDS, SAID PORTION BEING A STRIP OF LAND 10.00 FEET WIDE, MEASURED AT RIGHT ANGLES, LYING 5.00 FEET EACH SIDE OF THE FOLLOWING DESCRIBED CENTERLINE:

BEGINNING AT A POINT IN THE SOUTHEASTERLY LINE OF SLAUSON AVENUE, 100 FEET WIDE, AS DESCRIBED IN THE DEED TO THE CITY OF MONTEBELLO, RECORDED DECEMBER 5, 1947, AS INSTRUMENT NO. 2046, IN BOOK 25884, PAGE 192, OF OFFICIAL RECORDS, DISTANT 38.99 FEET NORTHEASTERLY THEREON FROM THE INTERSECTION OF SAID SOUTHEASTERLY LINE WITH THE NORTHEASTERLY LINE OF TELEGRAPH ROAD, 60 FEET WIDE AS SHOWN ON MAP FILED AS EXHIBIT "A" IN CASE NO. 8-81961, SUPERIOR COURT OF LOS ANGELES COUNTY, SAID POINT BEING THE MOST NORTHERLY CORNER OF THE PARCEL OF LAND DESCRIBED FIRST IN THE DEED TO LOS ANGELES COUNTY FLOOD CONTROL DISTRICT, RECORDED MARCH 30, 1954, AS INSTRUMENT NO. 3802 IN BOOK 44202, PAGE 308, OF OFFICIAL RECORDS; THENCE ALONG SAID SOUTHEASTERLY LINE OF SLAUSON AVENUE NORTH 70 DEG 15' 50" EAST 266.94 FEET TO THE TRUE POINT OF BEGINNING FOR THE DESCRIPTION; THENCE SOUTH 19° 29' 10" EAST 15.00 FEET; THENCE SOUTH 70° 30' 50" WEST 17.00 FEET; THENCE SOUTH 3° 11' 27" EAST 61.77 FEET; THENCE SOUTH 48° 11' 27" EAST 66.12 FEET; THENCE SOUTH 21° 58' 21" EAST 90.79 FEET, MORE OR LESS, TO A POINT ON THE SOUTHERLY LINE OF PARCEL 1 OF THE LAND DESCRIBED IN THE DEED RECORDED FEBRUARY 17, 2016 AS INSTRUMENT NO. 2016 0170860, OF OFFICIAL RECORDS, RECORDS OF LOS ANGELES COUNTY, DESCRIBED IN SAID DEED AS HAVING A BEARING OF SOUTH 67° 46' 35" WEST AND A DISTANCE OF 167.20 FEET, FOR PURPOSES OF THIS DESCRIPTION THE BEARING OF SAID SOUTHERLY LINE SHALL BE DESIGNATED AS SOUTH 68° 01' 35" WEST, SAID POINT BEING DISTANT EASTERLY 9.96 FEET FROM THE WESTERLY TERMINUS THEREOF. THE SIDE LINES OF SAID 10.00 FOOT WIDE STRIP OF LAND SHALL BE LENGTHENED OR SHORTENED TO TERMINATE AT THE PREVIOUSLY DESCRIBED SOUTHERLY LINE HAVING A BEARING OF SOUTH 68° 01' 35" WEST.

CONTAINING AN AREA OF 2506.79 SQUARE FEET, OR 0.06 ACRES, MORE OR LESS. ALL AS SHOWN ON EXHIBIT 'B' ATTACHED HERETO AND BY THIS REFERENCE MADE A PART HEREOF.



EXHIBIT 'B'



**CITY OF MONTEBELLO
CITY COUNCIL AGENDA STAFF REPORT**

TO: Honorable Mayor and City Council Members

FROM: Andrew G. Pasmant, Acting City Manager

BY: David Sosnowski, Director of Recreation & Community Services

SUBJECT: Award a Lease Agreement for Dump trucks and Utility Trucks for Parks, Streets and Tree Divisions

DATE: November 14, 2018

RECOMMENDATION

That the City Council award a lease agreement to Raceway Ford for Dump Trucks and Utility Trucks in the annual lease amount of \$75,480 and authorize the Acting City Manager to negotiate and execute the Lease Agreement on behalf of the City.

BACKGROUND

The Public Works and Recreation and Parks Departments (“Departments”) are responsible for the maintenance and repair of the City’s infrastructure; as such the Departments require certain specialized equipment and vehicles to carry out these functions. Vital to the function of these Departments are Dump Trucks for the Parks and Trees Division and utility trucks for the Streets Division. Currently, the seven (7) trucks that are proposed to be replaced through this vehicle lease are all between 17 and 26 years of age and in constant need of repair to keep them running. Both Departments have budgeted for lease of vehicles to replace the aging fleet with vehicles that will come with factory warranties and cost less to maintain annually.

On August 15, 2018, the City issued and posted on Planet Bids its Request for Quotation No. 19-20 – Vehicle Lease RFQ. Additionally, staff posted the Request for Quotations on September 13th in the Wave Newspaper. Fourteen (14) potential vendors viewed the RFQ and on September 27th the City received three bids.

ANALYSIS

<u>VENDOR</u>	<u>Price</u>	<u>Annual Payment</u>	<u>Term</u>	<u>Interest Rate</u>
Raceway Ford	\$318,042.74	\$75,480.00	5-year	7.00%
Acme Auto Leasing, LLC	\$394,528.50	\$78,905.70	5-year	5.99%
*Western Truck Exchange	\$190,778.58	\$42,878-\$45,331	5-year	4.69-7.00%

*Note: Western Truck Exchange only bid on the Dump Trucks

Western Truck Exchange only bid on the three dump trucks that were requested and the rate and total price for those trucks was higher than the rate and total prices of the other two bidders. After fully examining the quotes, the apparent lowest responsive and responsible quote was received from Raceway Ford.

FISCAL IMPACT

The proposed lease is for five (5) years at an annual amount of \$75,480.00 at a 7.00 % financing rate. At the end of the five (5) year term, the City would own all new vehicles without any further obligation. Funding for the proposed lease agreement has been budgeted in the Public Works and Recreation & Parks Departments' Maintenance & Operations Budgets.

SUMMARY

The City Council will consider awarding a lease agreement to Raceway Ford for the lease of seven (7) new dump trucks and utility trucks for the Departments in annual amount of \$75,480 per year for a period of five (5) years; and authorizing the Acting City Manager to negotiate and execute the Agreement on behalf of the City.

ATTACHMENTS

Proof of Publication

List of Potential Vendors

Quotes Received

Request for Quotation No. 19-20

CALIFORNIA NEWSPAPER SERVICE BUREAU

DAILY JOURNAL CORPORATION

Mailing Address : 915 E FIRST ST, LOS ANGELES, CA 90012
Telephone (800) 788-7840 / Fax (800) 464-2839
Visit us @ www.LegalAdstore.com

DAVID SOSNOWSKI
CITY OF MONTEBELLO/CITY CLERK
1600 W. BEVERLY BLVD
MONTEBELLO, CA 90640

COPY OF NOTICE

Notice Type: GPN GOVT PUBLIC NOTICE
Ad Description RFQ NO. 19-20

To the right is a copy of the notice you sent to us for publication in the MONTEBELLO NEWS. Please read this notice carefully and call us with any corrections. The Proof of Publication will be filed with the County Clerk, if required, and mailed to you after the last date below. Publication date(s) for this notice is (are):

09/13/2018

The charge(s) for this order is as follows. An invoice will be sent after the last date of publication. If you prepaid this order in full, you will not receive an invoice.

Publication	\$201.60
Total	\$201.60

EWA# 3171774

NOTICE INVITING REQUEST FOR QUOTES FOR VEHICLE LEASE RFQ NO. 19-20

PUBLIC NOTICE IS HEREBY GIVEN THAT THE CITY OF MONTEBELLO, herein called Owner, invites sealed quotations from qualified companies to provide the required leased vehicles for Streets, Parks and Tree Maintenance Divisions. Additionally, the vendor will be required to accept 9 vehicles from the City's fleet and apply their trade-in value towards the total purchase/lease price of the vehicles. The vendor will be required to provide a 5 year lease term with ownership rights at the conclusion of the lease.

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>) up to the hour of 1:00 p.m. on Monday, September 24, 2018. The bids will be opened at 2:00 p.m. in the City Council Chambers.

Copies of the specifications and contract documents are available on PlanetBids Vendor Portal, accessed through the City of Montebello's official website at <http://www.cityofmontebello.com/rfp-bids/bid-opportunities.html>.

The AGENCY hereby affirmatively ensures that minority business enterprises will be afforded full opportunity to submit bids in response to this notice and will not be discriminated against on the basis of race, color, national origin, ancestry, sex, or religion in any consideration leading to the award of contract.

Proposals must be prepared on the approved Proposal forms in conformance with the instructions to Bidders and submitted as required.

The AGENCY reserves the right to accept or reject any or all bids, to waive any irregularity in a bid and to make an award as may serve the interests of the City.

Questions during the solicitation period shall be submitted through PlanetBids. The contact person for this RFP is David Sosnowski, Parks, Recreation & Community Services Director. He can be reached at (323) 887-4588 or by email at dsosnowski@cityofmontebello.com.

EWA-3171774#
MONTEBELLO NEWS



Vehicle Lease - Q-19-20

Closed

Bid Information

Line Items

**Documents/
Attachments**

**Addenda &
Emails**

Q & A

**Prospective
Bidders**

Bid Results

Awards

My PB Profile

Vendor (14)	Type	Status
raceway ford 5900 sycamore canyon blvd riverside, CA 92507 United States Contact: mike ladner Phone: 951-317-2101 Fax:		Bidder
Reynolds Buick, Inc. 675 South Citrus Avenue Covina, CA 91723 United States Contact: John Slavin Phone: 805-570-1567 Fax: 605-220-6294		Bidder
Acme Auto Leasing, LLC 440 Washington Ave North Haven, CT 06473 United States Contact: John Loughrey Phone: 203-234-6850 Fax:		Bidder
Complete Coach Works 1803 Service Ct Riverside, CA 92507 United States Contact: Kris Carson Phone: 951-884-9585 Fax:		Bidder
Leasing Associates, Inc. 12631 Imperial Hwy Ste D116 Santa Fe Springs, CA 90670 United States Contact: John Rodriguez Phone: 562-929-9500 Fax: 562-929-9502		Bidder
Comerica Bank 333 W Santa Clara St San Jose, CA 95113 United States		Bidder

Vendor (14)	Type	Status
Form @ Fusion Mfg, Inc 16208 Garfield Avenue Paramount, CA 90723 United States Contact: Tony Cash Phone: 760-847-4954 Fax:		Bidder
Enterprise Fleet Management 333 City Blvd West 1004-A Orange, CA 92668 United States Contact: Greg Ruggles Phone: 949-981-6858 ext. 221 Fax:		Bidder
Onvia 509 Olive Way Suite 400 Seattle, WA 98101 United States Contact: Source Management Phone: 206-373-9500 Fax:		Bidder
Scott Equipment Inc. 14635 Valley Blvd. Fontana, California, CA 92335 United States Contact: Bob Johnson Phone: 909-822-2200 Fax: 909-822-4850		Bidder
Western Truck Exchange 159 E. Manchester Ave Los Angeles, CA 90003 United States Contact: Dan Holtzman Phone: 323-750-1277 Fax: 323-789-9929	DGS	Bidder
Fairview Ford 292 N. G St San Bernardino, CA 92410 United States		Bidder

JPMorgan Chase 200 S Grand Ave Los Angeles, CA 90007 United States Contact: William O'Brien Phone: 213-621-8128 Fax:		Bidder
North America Procurement Council PO Box 40445 Grand Junction, CO 81504 United States Contact: Lyra De Asis Phone: 302-450-1923 Fax:		Bidder

CITY OF MONTEBELLO

1600 West Beverly Blvd.
Montebello, CA 90640
(323) 887-1200



Request for Quotation: Q-19-20

Bid Issue Date: Wed., 8/15/2018

CLOSING DATE: Wed., 9/5/18 @ 1:00p.m.

City of Montebello
RFQ 19-20 Detailed Bid Sheet- Page 1

Vehicle: One (1) New F350 or Equal as specified on page 5 of the RFQ Documents.	
Vehicle Price: \$ _____	Monthly Lease Payment: \$ _____
Optional Equipment: \$ _____	Term of Lease (Months): _____
Non-Taxable Subtotal: \$ _____	Interest Rate: _____%
Taxable Total: \$ _____	Delivery in _____ Calendar Days from Date of Order
9.50% Sales Tax: \$ _____	<i>NO BID</i>
Total Extended Price: \$ _____	

Vehicle: One (1) New F150 or Equal as specified on page 6 of the RFQ Documents.	
Vehicle Price: \$ _____	Monthly Lease Payment: \$ _____
Optional Equipment: \$ _____	Term of Lease (Months): _____
Non-Taxable Subtotal: \$ _____	Interest Rate: _____%
Taxable Total: \$ _____	Delivery in _____ Calendar Days from Date of Order
9.50% Sales Tax: \$ _____	<i>NO BID</i>
Total Extended Price: \$ _____	

CITY OF MONTEBELLO

1600 West Beverly Blvd.
Montebello, CA 90640
(323) 887-1200



Request for Quotation: Q-19-20
Bid Issue Date: Wed., 8/15/2018
CLOSING DATE: Wed., 9/5/18 @ 1:00p.m.

City of Montebello
RFQ 19-20 Detailed Bid Sheet - Page 2

Vehicle: One (1) New F350 or Equal as specified on page 7 of the RFQ Documents.	
Vehicle Price: \$ _____	Monthly Lease Payment: \$ _____
Optional Equipment: \$ _____	Term of Lease (Months): _____
Non-Taxable Subtotal: \$ _____	Interest Rate: _____%
Taxable Total: \$ _____	Delivery in _____ Calendar Days from Date of Order
9.50% Sales Tax: \$ _____	<i>NO BID</i>
Total Extended Price: \$ _____	

Vehicle: One (1) New F350 or Equal as specified on page 8 of the RFQ Documents.	
Vehicle Price: \$ _____	Monthly Lease Payment: \$ _____
Optional Equipment: \$ _____	Term of Lease (Months): _____
Non-Taxable Subtotal: \$ _____	Interest Rate: _____%
Taxable Total: \$ _____	Delivery in _____ Calendar Days from Date of Order
9.50% Sales Tax: \$ _____	<i>NO BID</i>
Total Extended Price: \$ _____	

CITY OF MONTEBELLO

1600 West Beverly Blvd.
Montebello, CA 90640
(323) 887-1200



Request for Quotation: Q-19-20

Bid Issue Date: Wed., 8/15/2018

CLOSING DATE: Wed., 9/5/18 @ 1:00p.m.

City of Montebello
RFQ 19-20 Detailed Bid Sheet - Page 3

Vehicle: One (1) New F350 or Equal as specified on page 9 of the RFQ Documents.	
Vehicle Price: \$ _____	Monthly Lease Payment: \$ _____
Optional Equipment: \$ _____	Term of Lease (Months): _____
Non-Taxable Subtotal: \$ _____	Interest Rate: _____ %
Taxable Total: \$ _____	Delivery in _____ Calendar Days from Date of Order
9.50% Sales Tax: \$ _____	NO BID
Total Extended Price: \$ _____	

Vehicle: Two (2) New F350 or Equal as specified on page 10 of the RFQ Documents.	
Vehicle Price: \$ <u>55,659⁰⁰</u>	Monthly Lease Payment: \$ <u>Between 1141.50 and 1206.82</u>
Optional Equipment: \$ <u>2000⁰⁰ (fuel)</u>	Term of Lease (Months): _____
Non-Taxable Subtotal: \$ <u>-</u>	Interest Rate: <u>Between 4.69 & 7.50</u>
Taxable Total: \$ <u>55,659⁰⁰</u>	Delivery in <u>1</u> Calendar Days from Date of Order
9.50% Sales Tax: \$ <u>5287.61</u>	<u>120-210</u>
Total Extended Price: \$ <u>60,946.61</u>	

CITY OF MONTEBELLO

1600 West Beverly Blvd.
Montebello, CA 90640
(323) 887-1200



Request for Quotation: Q-19-20

Bid Issue Date: Wed., 8/15/2018

CLOSING DATE: Wed., 9/5/18 @ 1:00p.m.

City of Montebello
RFQ 19-20 Detailed Bid Sheet - Page 4

Vehicle: One (1) New F350 or Equal as specified on page 11 of the RFQ Documents.	
Vehicle Price: \$ <u>62,959⁰⁰</u>	Monthly Lease Payment: \$ <u>1290.19</u> ^{between} <u>→ 1364.01</u>
Optional Equipment: \$ <u>-</u>	Term of Lease (Months): _____
Non-Taxable Subtotal: \$ <u>-</u>	Interest Rate: <u>4.69</u> <u>→ 2.00</u> %
Taxable Total: \$ <u>62,959.00</u>	Delivery in <u>9</u> Calendar Days from Date of Order <u>(120 to 210)</u>
9.50% Sales Tax: \$ <u>5976.36</u>	
Total Extended Price: \$ <u>68,885.36</u>	

Company Name: Western Truck Exchange

Street Address: 159 E. Manchester Ave, Los Angeles, CA 90003

Mailing Address: Same as above

City: Los Angeles Zip Code: 90003

Remit to Address: Same as above

City: _____ Zip Code: _____

Phone #: 323-750-1277

Fax#: 323-789-9929

Name: Dan Hoffman

Title: President

Signature/Date: [Signature] 10/8/18

CITY OF MONTEBELLO

1600 West Beverly Blvd.
Montebello, CA 90640
(323) 887-1200

Request for Quotation: Q-19-20Bid Issue Date: Wed., 8/15/2018CLOSING DATE: Wed., 9/5/18 @ 1:00p.m.

City of Montebello
RFQ 19-20 Detailed Bid Sheet- Page 1

Vehicle: One (1) New F350 or Equal as specified on page 5 of the RFQ Documents.

Vehicle Price: \$ 28,966.00Monthly Lease Payment: \$ 835.00Optional Equipment: \$ 9484.00Term of Lease (Months): 60Non-Taxable Subtotal: \$ NAInterest Rate: 7 %Taxable Total: \$ 38,450.00Delivery in ^{to 180} 20 Calendar Days from Date of Order9.50% Sales Tax: \$ 3652.75Total Extended Price: \$ 42,102.75

Vehicle: One (1) New F150 or Equal as specified on page 6 of the RFQ Documents.

Vehicle Price: \$ 25,985.00Monthly Lease Payment: \$ 625.00Optional Equipment: \$ 765.00Term of Lease (Months): 60Non-Taxable Subtotal: \$ NAInterest Rate: 7 %Taxable Total: \$ 26,750.00Delivery in ^{to 180} 20 Calendar Days from Date of Order9.50% Sales Tax: \$ 2,731.25Total Extended Price: \$ 31,481.25

CITY OF MONTEBELLO

1600 West Beverly Blvd.
Montebello, CA 90640
(323) 887-1200

Request for Quotation: Q-19-20Bid Issue Date: Wed., 8/15/2018CLOSING DATE: Wed., 9/5/18 @ 1:00p.m.

City of Montebello
RFQ 19-20 Detailed Bid Sheet - Page 2

Vehicle: One (1) New F350 or Equal as specified on page 7 of the RFQ Documents.

Vehicle Price: \$ 28,189.00Monthly Lease Payment: \$ 840.00Optional Equipment: \$ 10,511.00Term of Lease (Months): 60Non-Taxable Subtotal: \$ NAInterest Rate: 7 %Taxable Total: \$ 38,700Delivery in ¹⁸⁰210 Calendar Days from Date of Order9.50% Sales Tax: \$ 3,676.50Total Extended Price: \$ 42,376.50

Vehicle: One (1) New F350 or Equal as specified on page 8 of the RFQ Documents.

Vehicle Price: \$ 36,260.00Monthly Lease Payment: \$ 815.00Optional Equipment: \$ 1,450.00Term of Lease (Months): 60Non-Taxable Subtotal: \$ NAInterest Rate: 7 %Taxable Total: \$ 3586.25Delivery in ¹⁸⁰210 Calendar Days from Date of Order9.50% Sales Tax: \$ 3586.25Total Extended Price: \$ 41,336.25

CITY OF MONTEBELLO

1600 West Beverly Blvd.
Montebello, CA 90640
(323) 887-1200

**Request for Quotation: Q-19-20****Bid Issue Date: Wed., 8/15/2018****CLOSING DATE: Wed., 9/5/18 @ 1:00p.m.**

City of Montebello
RFQ 19-20 Detailed Bid Sheet - Page 3

Vehicle: One (1) New F350 or Equal as specified on page 9 of the RFQ Documents.

Vehicle Price: \$ 31,273.⁰⁰Monthly Lease Payment: \$ 705.⁰⁰Optional Equipment: \$ 1202.⁰⁰Term of Lease (Months): 60Non-Taxable Subtotal: \$ NAInterest Rate: 7 %Taxable Total: \$ 32,475.⁰⁰Delivery in ¹⁸⁰21 Calendar Days from Date of Order9.50% Sales Tax: \$ 3,085.13Total Extended Price: \$ 35,560.13

Vehicle: Two (2) New F350 or Equal as specified on page 10 of the RFQ Documents.

Vehicle Price: \$ 31,066.⁰⁰Monthly Lease Payment: \$ 960.⁰⁰Optional Equipment: \$ 13,000.⁰⁰Term of Lease (Months): 60Non-Taxable Subtotal: \$ NAInterest Rate: 7 %Taxable Total: \$ 44,400Delivery in ¹⁸⁰22 Calendar Days from Date of Order9.50% Sales Tax: \$ 4218.⁰⁰Total Extended Price: \$ 48,618.⁰⁰

CITY OF MONTEBELLO

1600 West Beverly Blvd.
Montebello, CA 90640
(323) 887-1200

Request for Quotation: Q-19-20

Bid Issue Date: Wed., 8/15/2018

CLOSING DATE: Wed., 9/5/18 @ 1:00p.m.

City of Montebello
RFQ 19-20 Detailed Bid Sheet - Page 4

Vehicle: One (1) New F350 or Equal as specified on page 11 of the RFQ Documents.

Vehicle Price: \$ <u>32025.00</u>	Monthly Lease Payment: \$ <u>1,175.00</u>
Optional Equipment: \$ <u>22,250.00</u>	Term of Lease (Months): <u>60</u>
Non-Taxable Subtotal: \$ <u>As</u>	Interest Rate: <u>7</u> %
Taxable Total: \$ <u>54,275.00</u>	Delivery in <u>22</u> Calendar Days from Date of Order
9.50% Sales Tax: \$ <u>5156.13</u>	
Total Extended Price: \$ <u>59,431.13</u>	

Company Name: RACEWAY FORDStreet Address: 5900 Sycamore Canyon BlvdMailing Address: Riverside, CA 92507

City: _____ Zip Code: _____

Remit to Address: RACEWAY FORDCity: 5900 Sycamore Canyon BlvdPhone #: (951) 317-2101 Riverside, CA 92507Fax#: (951) 248-6495Name: Mike LanderTitle: Floor MgrSignature/Date: [Signature] 08-15-18

CITY OF MONTEBELLO

1600 West Beverly Blvd.
Montebello, CA 90640
(323) 887-1200



Request for Quotation: Q-19-20
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City of Montebello
RFQ 19-20 Detailed Bid Sheet- Page 1

TBD= To Be Determined

Vehicle: One (1) New F350 or Equal as specified on page 5 of the RFQ Documents.	
Vehicle Price: \$ <u>48,300.00</u>	Monthly Lease Payment: \$ <u>805.00</u>
Optional Equipment: \$ <u>included</u>	Term of Lease (Months): <u>60</u>
Non-Taxable Subtotal: \$ <u>0</u>	Interest Rate: <u>5.99</u> %
Taxable Total: \$ <u>48,300.00</u>	Delivery in ⁹⁰⁻¹⁵⁰ <u> </u> Calendar Days from Date of Order
9.50% Sales Tax: \$ <u>TBD</u>	
Total Extended Price: \$ <u>48,300.00 plus sales tax (TBD)</u>	

Vehicle: One (1) New F150 or Equal as specified on page 6 of the RFQ Documents.	
Vehicle Price: \$ <u>37,200.00</u>	Monthly Lease Payment: \$ <u>620.00</u>
Optional Equipment: \$ <u>included</u>	Term of Lease (Months): <u>60</u>
Non-Taxable Subtotal: \$ <u>0</u>	Interest Rate: <u>5.99</u> %
Taxable Total: \$ <u>37,200</u>	Delivery in ⁹⁰⁻¹⁵⁰ <u> </u> Calendar Days from Date of Order
9.50% Sales Tax: \$ <u>TBD</u>	
Total Extended Price: \$ <u>37,200.00 plus sales tax (TBD)</u>	

CITY OF MONTEBELLO

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Request for Quotation: Q-19-20
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City of Montebello
RFQ 19-20 Detailed Bid Sheet - Page 2

Vehicle: One (1) New F350 or Equal as specified on page 7 of the RFQ Documents.	
Vehicle Price: \$ <u>46,500.00</u>	Monthly Lease Payment: \$ <u>775.00</u>
Optional Equipment: \$ <u>included</u>	Term of Lease (Months): <u>60</u>
Non-Taxable Subtotal: \$ <u>0</u>	Interest Rate: <u>5.99</u> %
Taxable Total: \$ <u>46,500.00</u>	Delivery in ⁹⁰⁻¹⁵⁰ <u> </u> Calendar Days from Date of Order
9.50% Sales Tax: \$ <u>TBD</u>	
Total Extended Price: \$ <u>46,500 plus sales tax (TBD)</u>	

Vehicle: One (1) New F350 or Equal as specified on page 8 of the RFQ Documents.	
Vehicle Price: \$ <u>46,500.00</u>	Monthly Lease Payment: \$ <u>775.00</u>
Optional Equipment: \$ <u>included</u>	Term of Lease (Months): <u>60</u>
Non-Taxable Subtotal: \$ <u>0</u>	Interest Rate: <u>5.99</u> %
Taxable Total: \$ <u>46,500.00</u>	Delivery in ⁹⁰⁻¹⁵⁰ <u> </u> Calendar Days from Date of Order
9.50% Sales Tax: \$ <u>TBD</u>	
Total Extended Price: \$ <u>46,500.00 plus sales tax (TBD)</u>	

CITY OF MONTEBELLO

1600 West Beverly Blvd.
Montebello, CA 90640
(323) 887-1200



Request for Quotation: Q-19-20
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City of Montebello
RFQ 19-20 Detailed Bid Sheet - Page 3

Vehicle: One (1) New F350 or Equal as specified on page 9 of the RFQ Documents.	
Vehicle Price: \$ <u>42,900.00</u>	Monthly Lease Payment: \$ <u>715.00</u>
Optional Equipment: \$ <u>included</u>	Term of Lease (Months): <u>60</u>
Non-Taxable Subtotal: \$ <u>0</u>	Interest Rate: <u>5.99</u> %
Taxable Total: \$ <u>42,900.00</u>	Delivery in ⁹⁰⁻¹⁵⁰ <u> </u> Calendar Days from Date of Order
9.50% Sales Tax: \$ <u>TBD</u>	
Total Extended Price: \$ <u>42,900.00 plus sales tax (TBD)</u>	

Vehicle: Two (2) New F350 or Equal as specified on page 10 of the RFQ Documents.	
Vehicle Price: \$ <u>54,900.00</u>	Monthly Lease Payment: \$ <u>915.00</u>
Optional Equipment: \$ <u>included</u>	Term of Lease (Months): <u>60</u>
Non-Taxable Subtotal: \$ <u>0</u>	Interest Rate: <u>5.99</u> %
Taxable Total: \$ <u>54,900.00</u>	Delivery in ⁹⁰⁻¹⁵⁰ <u> </u> Calendar Days from Date of Order
9.50% Sales Tax: \$ <u>TBD</u>	
Total Extended Price: \$ <u>54,900.00 plus sales tax (TBD)</u>	

CITY OF MONTEBELLO

1600 West Beverly Blvd.
Montebello, CA 90640
(323) 887-1200



Request for Quotation: Q-19-20
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City of Montebello
RFQ 19-20 Detailed Bid Sheet - Page 4

Vehicle: One (1) New F350 or Equal as specified on page 11 of the RFQ Documents.

Vehicle Price: \$ 66,300.00

Optional Equipment: \$ included

Non-Taxable Subtotal: \$ 0

Taxable Total: \$ 66,300.00

9.50% Sales Tax: \$ TBD

Total Extended Price: \$ 66,300.00 plus sales tax (TBD)

Monthly Lease Payment: \$ 1105.00

Term of Lease (Months): 60

Interest Rate: 5.99 %

Delivery in ⁹⁰⁻¹⁵⁰ Calendar Days from Date of Order

Company Name: Acme Auto Leasing, LLC

Street Address: 440 Washington Ave

Mailing Address: same

City: North Haven Zip Code: 06473

Remit to Address: 440 Washington Ave

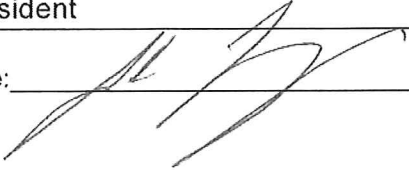
City: North Haven Zip Code: 06473

Phone #: 203-234-6850

Fax#: 203-234-6858

Name: John Loughrey

Title: Vice President

Signature/Date:  10/5/18

CITY OF MONTEBELLO

1600 West Beverly Blvd.
Montebello, CA 90640
(323) 887-1200



Request for Quotation: Q-19-20
Bid Issue Date: Wed., 8/15/2018
CLOSING DATE: Wed., 9/5/18 @ 1:00p.m.

**CITY OF MONTEBELLO
RECREATION & COMMUNITY SERVICES DEPARTMENT**

REQUEST FOR QUOTATION

THE CITY OF MONTEBELLO, herein called Owner, invites sealed quotations from qualified companies to provide the required leased vehicles for Streets, Parks and Tree Maintenance Divisions. Additionally, the vendor will be required to accept 9 vehicles from the City's fleet and apply their trade-in value towards the total purchase/lease price of the vehicles. The vendor will be required to provide a 5 year lease term with ownership rights at the conclusion of the lease.

ITEMS BELOW APPLY TO ALL PROPOSALS IN RESPONSE TO THIS BID

PROPOSALS – Each proposal shall be in accordance with this Request for Quotation as prepared by City of Montebello Recreation & Community Services Department.

BIDDER'S CONFERENCE – n/a

QUESTIONS – *All questions regarding this RFQ shall be directed in writing no later than Thursday, 8/28/2018 @ 1:00 p.m., to Recreation & Community Services Department: Attn: David Sosnowski, dsosnowski@cityofmontebello.com. It is the responsibility of the bidder to confirm transmission of correspondence.*

THE FOLLOWING DOCUMENTS ARE HEREBY MADE PART OF THIS RFQ

☒ INSTRUCTIONS TO BIDDERS	☒ BIDDER'S PROPOSAL FORM	☐ BID BOND FORM
☐ PAYMENT BOND FORM	☐ PERFORMANCE BOND FORM	☐ AGREEMENT FORM
☒ APPENDIX A	☐ GENERAL CONDITIONS/PUBLIC WORKS 116-222	☐ INSURANCE REQUIREMENTS

CITY OF MONTEBELLO

1600 West Beverly Blvd.
Montebello, CA 90640
(323) 887-1200



Request for Quotation: Q-19-20
Bid Issue Date: Wed., 8/15/2018
CLOSING DATE: Wed., 9/5/18 @ 1:00p.m.

INSTRUCTIONS TO BIDDERS

PRICES/NOTATIONS – All prices/notations must be typewritten or written in ink. No erasures permitted. Mistakes shall be crossed out, corrections made adjacent and initiated by person signing document. Each item shall be bid separately.

FORMAT – Use the documents provided. If you decide to submit more than one bid, photocopy our documents.

PRICING/TERMS/TAX – All pricing shall be quoted both F.O.B. shipping point and F.O.B. destination, (e.g., cash terms less than 20 days should be considered net) excluding applicable tax. The City pays California Sales Tax and is exempt from Federal excise tax. In the event of an extension error, the unit price shall prevail.

OTHER TERMS AND CONDITIONS – Terms and conditions as indicated in this document and/or attached are hereby included with full force and like effect as if set forth herein. Copies of the applicable Terms and Conditions may be obtained by contacting City of Montebello Purchasing at the number shown above and requesting a copy be faxed or mailed to you.

PERIOD OF FIRM PRICING – Unless stated otherwise in this document, prices shall be firm for 180 days after the closing date AND for the duration of the lease contract.

SPECIFICATION/CHANGES – Whenever possible, the City of Montebello is looking for items made from, or containing in part, recycled material. Bidders are encouraged to bid items containing recycled material as an alternative for the items specified; however, the City reserves the right to reject those alternatives as non-responsive.

METHOD OF AWARD – The City reserves the right to reject any or all offers, to waive any discrepancy or technicality and to split or make the award in any manner determined by the City to be most advantageous to the City. The City recognizes that prices are only one of several criteria to be used in judging an offer and the City is not legally bound to accept the lowest offer. The City will use the following criteria in determining the lowest responsible supplier.

- A. Lowest overall purchase price
- B. Adherence to specifications as detailed in this RFQ
- C. Warranties
- D. Delivery Time, after-receipt-of-order (ARO)

The Contract shall be awarded upon issuance of a City of Montebello Purchase Order. Execution of the Purchase Order shall constitute a written memorial thereof.

RETURN OF BID/CLOSING DATE/RETURN TO – 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 are no fees to register and bid on this RFQ.

CITY OF MONTEBELLO

1600 West Beverly Blvd.
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Request for Quotation: Q-19-20
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CLOSING DATE: Wed., 9/5/18 @ 1:00p.m.

DELIVERY TERMS – All product shall be quoted F.O.B. destination prepay and add freight. Vendor shall provide all information in the area provided below. The City reserves the right to designate the carrier(s). Ship to address: **Montebello, California, 90640**

DELIVERY OF PROPOSALS – All Submittals for this RFQ must be done electronically 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.

WITHDRAWAL OF SUBMITTAL – A proposal may be withdrawn only prior to the closing date and time. Withdrawal of a proposal must be made in person by the bidder or someone authorized by him in writing. Proof of identification will be required for proposal withdrawal. No bidder may withdraw his bid for a period of sixty (60) days after the time set for opening thereof.

INTERPRETATION OF THE DOCUMENTS – Discrepancies in, and omissions from the plans, specifications or other contract documents or questions as to their meaning shall, at once, be brought to the attention of the Owner. Any interpretation of the documents will be made only by addenda duly issued and a copy of such addenda will be mailed or delivered to each person or firm receiving a set of such documents. The Owner will not be responsible for any other explanations or interpretations. Should anything in the scope of the work or any section of the specification be of such nature as to be apt to cause disputes between the various trades involved, such information shall be promptly called to the attention of the Owner.

ADDENDA TO THE DOCUMENTS – The Owner reserves the right to issue such Addenda to the documents as it may desire at any time prior to the time fixed for receiving proposals. A copy of all such addenda will be made available to each bidder via PlanetBids accessed from the City of Montebello's website. The number and date of each addendum shall be listed on the Contractor's proposal in the space provided.

ADDITIONAL INFORMATION – The Owner reserves the right to require of a bidder, information regarding financial responsibility or such other information as the Owner determines is necessary to ascertain whether a bid is in fact the lowest responsible and responsive bid submitted, all references to an architect shall be deemed to refer to the Owner where no architect has been employed by the Owner.

PERMITS AND LICENSES – The Contractor shall procure all permits and licenses, pay all charges and fees, and give all notices necessary and incidental to the due and lawful prosecution of the work (as required). The Contractor's shall pay for and obtain a City Business License as required. The City will waive City Permit Fees.

PROPOSER'S COST – Costs for developing proposals including travel, mileage, fuel, printing and per diem, are entirely the responsibility of the Proposer and shall not be chargeable to City of Montebello.

CITY OF MONTEBELLO

1600 West Beverly Blvd.
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Request for Quotation: Q-19-20
Bid Issue Date: Wed. , 8/15/2018
CLOSING DATE: Wed., 9/5/18 @ 1:00p.m.

Bidder Instructions
City of Montebello – Vehicle Lease RFQ
FOR THE CITY OF MONTEBELLO, CA

Please fill out the bidder's comments section for each specified vehicle found on pages 5 to 11. Below the vehicle specifications, please provide the proposed lease cost per vehicle.

In the comment section for Vehicle Warranty, please provide the vehicle's warranty information as well as any warranties for the custom body modifications and equipment being requested.

Please fill out the trade-in value information for each of the trade-in vehicles provided (Page 10) and provide an explanation about how much the monthly cost for vehicle leases will be reduced by applying trade-in values to the cost.

Each bidder must include an explanation of terms and the transfer of ownership rights to vehicles at the conclusion of the lease term with their bid packet.

Note: Unless otherwise stated in the detailed specifications found in the following pages, all trucks must come with a tow package and tow hitch installed.

Where applicable, each unit shall be equipped with all legal devices required for highway delivery and meet all D.O.T., State of California, SCAQMD, CALOSHA, and federal standards and requirements.

CITY OF MONTEBELLO

1600 West Beverly Blvd.
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Request for Quotation: Q-19-20
Bid Issue Date: Wed., 8/15/2018
CLOSING DATE: Wed., 9/5/18 @ 1:00p.m.

Vehicle Specs
City of Montebello – Vehicle Lease RFQ
FOR THE CITY OF MONTEBELLO, CA

The following specifications are for one (1) each: Current Production Model, New F350 Or Equal.

DESCRIPTION	BIDDERS COMMENTS
1. <u>YEAR</u> The Vehicle must be (NEW) current production model F350 Pickup Truck or equal alternative (2018 or 2019 model)	
2. <u>UNIT SIZE</u> 3/4 Ton Pick-up Truck with regular interior cabin With a minimum 6.75' box	
3. <u>INTERIOR FINISH</u> Standard Fleet vehicle interior with vinyl seating and carpet delete options, standard HVAC and radio, sun visors, etc.	
4. <u>EXTERIOR FINISH</u> Vehicle must be White Factory Paint	
5. <u>ENGINE AND DRIVETRAIN</u> Vehicle must be a 4 x 2 wheel drive and be equipped with an Automatic Transmission and V8 Gasoline Engine and a 3.73 Axle Ratio.	
6. <u>WHEELS AND TIRES</u> Vehicle must come with 17" Factory Steel Wheels and Tires	
7. <u>WARRANTY</u> Vehicle must maintain factory warranty.	
8. <u>VEHICLE OPTIONS</u> Vehicle to be equipped with Power Door Locks, Tailgate and Window Controls. Vehicle must come with a spray-in bedliner, and bed tie down hooks. A Reverse Sensing System must also be included.	
9. <u>CUSTOM BODY MODIFICATIONS/EQUIPMENT</u> This vehicle to come with a Traffic Advisor Light Bar (mounted on top of cab) and Control Box (interior of cab) as well as 8-FT utility service body (Royal Truck 40-VO-98 or similar), without the ladder rack. With 2 front-mounted lockable pole/bar cones.	
10. <u>MANUALS and KEYS</u> One set of manuals and Three (3) each sets of keys.	

VEHICLE PRICE: _____
APPLICABLE TAXES: _____
TOTAL VEHICLE PRICE: _____
MONTHLY LOAN RATE/TERMS: _____
MONTHLY LOAN PAYMENT: _____

CITY OF MONTEBELLO

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Request for Quotation: Q-19-20
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CLOSING DATE: Wed., 9/5/18 @ 1:00p.m.

Vehicle Specs
City of Montebello – Vehicle Lease RFQ
FOR THE CITY OF MONTEBELLO, CA

The following specifications are for one (1) each: Current Production Model, New F150 or Equal.

DESCRIPTION	BIDDERS COMMENTS
1. <u>YEAR</u> The Vehicle must be (NEW) current production model F150 Pickup Truck or equal alternative (2018 or 2019 model)	
2. <u>UNIT SIZE</u> 3/4 Ton Pick-up Truck with regular interior cabin With a 6.75' box	
3. <u>INTERIOR FINISH</u> Standard Fleet vehicle interior with vinyl seating and carpet delete options, standard HVAC and radio, sun visors, etc.	
4. <u>EXTERIOR FINISH</u> Vehicle must be White Factory Paint	
5. <u>ENGINE AND DRIVETRAIN</u> Vehicle must be a 4 x 2 wheel drive and be equipped with an Automatic Transmission and V8 Gasoline Engine and a 3.73 Axle Ratio.	
6. <u>WHEELS AND TIRES</u> Vehicle must come with 17" Factory Steel Wheels and Tires	
7. <u>WARRANTY</u> Vehicle must maintain factory warranty.	
8. <u>VEHICLE OPTIONS</u> Vehicle to be equipped with Power Door Locks, Tailgate and Window Controls. Vehicle must come with a spray-in bedliner and bed tie down hooks. A Reverse Sensing System must also be included.	
9. <u>CUSTOM BODY MODIFICATIONS/EQUIPMENT</u> This vehicle to come with a Roof-Mounted Beacon Light and Truck Bed-Mounted Tool Box (behind rear window)	
10. <u>MANUALS and KEYS</u> One set of manuals and Three (3) each sets of keys.	

VEHICLE PRICE: _____
APPLICABLE TAXES: _____
TOTAL VEHICLE PRICE: _____
MONTHLY LOAN RATE/TERMS: _____
MONTHLY LOAN PAYMENT: _____

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**Vehicle Specs
City of Montebello – Vehicle Lease RFQ
FOR THE CITY OF MONTEBELLO, CA**

The following specifications are for one (1) each: Current Production Model, New F350 Or Equal.

DESCRIPTION	BIDDERS COMMENTS
1. <u>YEAR</u> The Vehicle must be (NEW) current production model F350 Pickup Truck or equal alternative (2018 or 2019 model)	
2. <u>UNIT SIZE</u> 3/4 Ton Pick-up Truck with regular interior cabin With a minimum 6.75' box	
3. <u>INTERIOR FINISH</u> Standard Fleet vehicle interior with vinyl seating and carpet delete options, standard HVAC and radio, sun visors, etc.	
4. <u>EXTERIOR FINISH</u> Vehicle must be White Factory Paint	
5. <u>ENGINE AND DRIVETRAIN</u> Vehicle must be a 4 x 2 wheel drive and be equipped with an Automatic Transmission and V8 Gasoline Engine and a 3.73 Axle Ratio.	
6. <u>WHEELS AND TIRES</u> Vehicle must come with 17" Factory Steel Wheels and Tires	
7. <u>WARRANTY</u> Vehicle must maintain factory warranty.	
8. <u>VEHICLE OPTIONS</u> Vehicle to be equipped with Power Door Locks, Tailgate and Window Controls. Vehicle must come with a spray-in bedliner, And bed tie down hooks. A Reverse Sensing System must Also be included.	
9. <u>CUSTOM BODY MODIFICATIONS/EQUIPMENT</u> This vehicle to come with a Traffic Advisor Light Bar (mounted on top of cab) and Control Box (interior of cab) as well as 8-FT utility service body (Royal Truck 40-VO-98 or similar), with the ladder rack. With 2 front-mounted lockable pole cones.	
10. <u>MANUALS and KEYS</u> One set of manuals and Three (3) each sets of keys.	

Please provide the following *per vehicle*:

PER VEHICLE PRICE: _____
 APPLICABLE TAXES: _____
 TOTAL VEHICLE PRICE: _____
 MONTHLY LOAN RATE/TERMS: _____
 MONTHLY LOAN PAYMENT: _____

CITY OF MONTEBELLO

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Vehicle Specs
City of Montebello – Vehicle Lease RFQ
FOR THE CITY OF MONTEBELLO, CA

The following specifications are for one (1) each: Current Production Model, New F350 or Equal.

DESCRIPTION	BIDDERS COMMENTS
1. <u>YEAR</u> The Vehicle must be (NEW) current production model F350 Pickup Truck or equal alternative (2018 or 2019 model)	
2. <u>UNIT SIZE</u> 3/4 Ton Pick-up Truck with regular interior cabin With a minimum 6.75' box	
3. <u>INTERIOR FINISH</u> Standard Fleet vehicle interior with vinyl seating and carpet delete options, standard HVAC and radio, sunvisors, etc.	
4. <u>EXTERIOR FINISH</u> Vehicle must be White Factory Paint	
5. <u>ENGINE AND DRIVETRAIN</u> Vehicle must be a 4 x 2 wheel drive and be equipped with an Automatic Transmission and V8 Gasoline Engine and a 3.73 Axle Ratio.	
6. <u>WHEELS AND TIRES</u> Vehicle must come with 17" Factory Steel Wheels and Tires	
7. <u>WARRANTY</u> Vehicle must maintain factory warranty.	
8. <u>VEHICLE OPTIONS</u> Vehicle to be equipped with Power Door Locks, Tailgate and Window Controls. Vehicle must come with a spray-in bedliner, And bed tie down hooks. A Reverse Sensing System must Also be included.	
9. <u>CUSTOM BODY MODIFICATIONS/EQUIPMENT</u> This vehicle to come with a Vehicle-Mounted Low Profile 90 degree arrow board with 2 beacon lights must be installed. With 2 front-mounted lockable pole/bar cones.	
10. <u>MANUALS and KEYS</u> One set of manuals and Three (3) each sets of keys.	

Please provide the following *per vehicle*:

PER VEHICLE PRICE: _____
APPLICABLE TAXES: _____
TOTAL VEHICLE PRICE: _____
MONTHLY LOAN RATE/TERMS: _____
MONTHLY LOAN PAYMENT: _____

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Vehicle Specs
City of Montebello – Vehicle Lease RFQ
FOR THE CITY OF MONTEBELLO, CA

The following specifications are for one (1) each: Current Production Model, New F350 or Equal.

DESCRIPTION	BIDDERS COMMENTS
1. <u>YEAR</u> The Vehicle must be (NEW) current production model F350 Pickup Truck or equal alternative (2018 or 2019 model)	
2. <u>UNIT SIZE</u> 3/4 Ton Pick-up Truck with regular interior cabin With a minimum 6.75' box	
3. <u>INTERIOR FINISH</u> Standard Fleet vehicle interior with vinyl seating and carpet delete options, standard HVAC and radio, sunvisors, etc.	
4. <u>EXTERIOR FINISH</u> Vehicle must be White Factory Paint	
5. <u>ENGINE AND DRIVETRAIN</u> Vehicle must be a 4 x 2 wheel drive and be equipped with an Automatic Transmission and V8 Gasoline Engine and a 3.73 Axle Ratio.	
6. <u>WHEELS AND TIRES</u> Vehicle must come with 17" Factory Steel Wheels and Tires	
7. <u>WARRANTY</u> Vehicle must maintain factory warranty.	
8. <u>VEHICLE OPTIONS</u> Vehicle to be equipped with Power Door Locks, Tailgate and Window Controls. Vehicle must come with a spray-in bedliner And bed tie down hooks. A Reverse Sensing System must Also be included.	
9. <u>CUSTOM BODY MODIFICATIONS/EQUIPMENT</u> This vehicle to come with a Traffic Advisor Light Bar and Control Box as well as Bed-Mounted Tool Boxes (behind rear window). With 2 front-mounted lockable pole/bar cones.	
10. <u>MANUALS and KEYS</u> One set of manuals and Three (3) each sets of keys.	

Please provide the following *per* vehicle:

PER VEHICLE PRICE: _____
APPLICABLE TAXES: _____
TOTAL VEHICLE PRICE: _____
MONTHLY LOAN RATE/TERMS: _____
MONTHLY LOAN PAYMENT: _____

CITY OF MONTEBELLO

1600 West Beverly Blvd.
Montebello, CA 90640
(323) 887-1200



Request for Quotation: Q-19-20
Bid Issue Date: Wed., 8/15/2018
CLOSING DATE: Wed., 9/5/18 @ 1:00p.m.

Vehicle Specs
City of Montebello – Vehicle Lease RFQ
FOR THE CITY OF MONTEBELLO, CA

The following specifications are for two (2) each: Current Production Model, New Heavy Duty Dump Truck with Dual Rear Wheel Set-up – F350 or Equal.

DESCRIPTION	BIDDERS COMMENTS
1. <u>YEAR</u> The Vehicle must be (NEW) current production model F350 Pickup Truck or equal alternative (2018 or 2019 model)	
2. <u>UNIT SIZE</u> Single Cab, Dual Rear Wheel and 145" Wheelbase.	
3. <u>INTERIOR FINISH</u> Standard Fleet vehicle interior with vinyl seating and carpet delete options, standard HVAC and radio, sunvisors, etc.	
4. <u>EXTERIOR FINISH</u> Vehicle must be White Factory Paint	
5. <u>ENGINE AND DRIVETRAIN</u> Vehicle must be a 4 x 2 dual rear wheel drive and be equipped with an Automatic Transmission and V8 Gasoline Engine and a 4.3 Limited Slip Axle. GVWR must be at least 14,000 Pounds.	
6. <u>WHEELS AND TIRES</u> Vehicle must come with Factory Steel Wheels and Tires	
7. <u>WARRANTY</u> Vehicle must maintain factory warranty.	
8. <u>VEHICLE OPTIONS</u> Vehicle to be equipped with Power Door Locks, Tailgate and Window Controls. A Reverse Sensing System must Also be included. Telescoping Trailer Tow Package and Trailer brake controllers must be installed. A Beacon light is To be installed on the top of the roof.	
9. <u>CUSTOM BODY MODIFICATIONS/EQUIPMENT</u> This vehicle to come with a 10' Dump Body with the Exterior of the dump body painted white to match vehicle exterior. The Dump Body must be made of high quality steel with side opening access on both sides of the bed. The Dump Body needs to come with tarp tie downs installed in all four corners. Dump Body to have rear spreader option with tailgate and fully automatic lift for dumping load from rear of truck. Tool Boxes are to be mounted behind each door and under the dump body. With 2 front-mounted lockable pole/bar cones.	
10. <u>MANUALS and KEYS</u> One set of manuals and Three (3) each sets of keys.	

Please provide the following *per vehicle*:

VEHICLE PRICE: _____
 APPLICABLE TAXES: _____
 TOTAL VEHICLE PRICE: _____
 MONTHLY LOAN RATE/TERMS: _____
 MONTHLY LOAN PAYMENT : _____

CITY OF MONTEBELLO

1600 West Beverly Blvd.
Montebello, CA 90640
(323) 887-1200



Request for Quotation: Q-19-20
Bid Issue Date: Wed., 8/15/2018
CLOSING DATE: Wed., 9/5/18 @ 1:00p.m.

Vehicle Specs
City of Montebello – Vehicle Lease RFQ
FOR THE CITY OF MONTEBELLO, CA

The following specifications are for one (1) each: Current Production Model, New Heavy Duty Dump Truck with Dual Rear Wheel Set-up – F350 or Equal.

DESCRIPTION	BIDDERS COMMENTS
1. YEAR The Vehicle must be (NEW) current production model F350 Pickup Truck or equal alternative (2018 or 2019 model)	
2. UNIT SIZE Single Cab, Dual Rear Wheel and 145" Wheelbase.	
3. INTERIOR FINISH Standard Fleet vehicle interior with vinyl seating and carpet delete options, standard HVAC and radio, sunvisors, etc.	
4. EXTERIOR FINISH Vehicle must be White Factory Paint	
5. ENGINE AND DRIVETRAIN Vehicle must be a 4 x 2 dual rear wheel drive and be equipped with an Automatic Transmission and V8 Gasoline Engine and a 4.3 Limited Slip Axle. GVWR must be at least 14,000 Pounds.	
6. WHEELS AND TIRES Vehicle must come with Factory Steel Wheels and Tires	
7. WARRANTY Vehicle must maintain factory warranty.	
8. VEHICLE OPTIONS Vehicle to be equipped with Power Door Locks, Tailgate and Window Controls. A Reverse Sensing System must Also be included. Telescoping Trailer Tow Package and Trailer brake controllers must be installed.	
9. CUSTOM BODY MODIFICATIONS/EQUIPMENT This vehicle to come with a 10' Dump Body with the Exterior of the dump body painted white to match vehicle exterior. The Dump Body must be made of high quality steel with side opening access on both sides of the bed. The Dump Body needs to come with tarp tie downs installed in all four corners. Dump Body to have rear spreader option with tailgate And fully automatic lift for dumping load from rear of truck. Tool Boxes are to be mounted behind each door and under the dump body. With 2 front-mounted pole/bar cones. <i>A Vehicle-Mounted Low Profile 90 degree arrow board with 2 beacon lights must be installed</i> <i>With 1,600 lbs, minimum lifting capacity, a liftgate mounted on the rear of the vehicle.</i>	
10. MANUALS and KEYS One set of manuals and Three (3) each sets of keys.	

Please provide the following per vehicle:

VEHICLE PRICE: _____
APPLICABLE TAXES: _____
TOTAL VEHICLE PRICE: _____
MONTHLY LOAN RATE/TERMS: _____
MONTHLY LOAN PAYMENT : _____

CITY OF MONTEBELLO

1600 West Beverly Blvd.
Montebello, CA 90640
(323) 887-1200



Request for Quotation: Q-19-20
Bid Issue Date: Wed., 8/15/2018
CLOSING DATE: Wed., 9/5/18 @ 1:00p.m.

Trade-In Vehicles
City of Montebello – Vehicle Lease RFQ
FOR THE CITY OF MONTEBELLO, CA

YEAR	MAKE	MODEL	VIN #	MILEAGE	VALUE
2005	CHEVY	SILVERADO	2GCEC13T651346817	171,687	
1992	GMC	S-10	1GTCS14Z7N8512336	192,143	
1992	GMC	DUMP TRUCK	1GDHC34F5NE534210	148,036	
2001	CHEV	S-10	1GCCS14W118217233	104,768	
2001	FORD	TAURUS	1FAFP530616113578	121,651	
2005	FORD	TAURUS	1FAFP53205A182239	43,126	
2005	FORD	TAURUS	1FAFP53295A141284	122,460	
1998	CHEVROLET	IMPALA	2G1WH55K6Y9227732	121,686	
1992	GMC	G3500 DUMP TRUCK	1GDJC34F3NE536698	146,209	
2001	CHEVY	1 TON UTILITY	1GBJC39121F211017	77,653	

TOTAL VALUE FOR TRADE-IN VEHICLES: _____

CITY OF MONTEBELLO

1600 West Beverly Blvd.
Montebello, CA 90640
(323) 887-1200



Request for Quotation: Q-19-20
Bid Issue Date: Wed. , 8/15/2018
CLOSING DATE: Wed., 9/5/18 @ 1:00p.m.

BIDDERS INFORMATION
City of Montebello – Vehicle Lease RFQ
FOR THE CITY OF MONTEBELLO, CA

Execution hereof is certification that the undersigned has read and understands the terms and conditions hereof, and that the undersigned's principal is fully bound and committed. A signature also verifies that the prices and values estimated on pages 5 through 12 of the RFQ are valid and I am authorized to provide them.

Company Name: _____

Street Address: _____

Mailing Address: _____

City: _____ Zip Code: _____

Remit to Address: _____

City: _____ Zip Code: _____

Phone #: _____

Fax#: _____

Name: _____

Title: _____

Signature/Date: _____

CITY OF MONTEBELLO
CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Andrew G. Pasmant, Acting City Manager

BY: David Sosnowski, Director of Recreation & Community Services

SUBJECT: Authorize Park Grant Solicitations for Funding of Multiple Park Projects

DATE: November 14, 2018

RECOMMENDATION

That the City Council authorizes the Department of Recreation & Community Services to pursue several grant opportunities that are forthcoming and issue a solicitation for Proposals and Costs for Grant Writing and Architectural Design services for the grants.

BACKGROUND

In November of 2016, Los Angeles County voters approved the Safe, Clean Neighborhood Parks and Beaches Measure of 2016 (Measure A). Measure A will provide Cities within Los Angeles County an annual allocation for park improvement and repair projects. The City of Montebello is projected to receive our first allocation of around \$200,000 for park repairs and projects near the end of the current Fiscal Year.

Measure A will also provide Los Angeles County Cities with the opportunity to apply for Competitive Grants in the following categories: 1) Natural Lands, Local Beaches, Water Conservation and Protection 2) Regional Recreation, Multi-Use Trails & Accessibility 3) Land Acquisition 4) Recreation Access Programs 5) Youth and Veteran Job Training and Placement and 6) Planning and Design. Each category will have specific funding amounts available in various 1-4 year cycles with around \$20,000,000 estimated to be available during the first year (FY 2019-20).

More recently, California voters approved the Parks, Environment, and Water Bond (Prop 68) in June of 2018. Prop 68 is a \$4.1 Billion General Obligation Bond. Prop 68 also includes an allocation portion to Cities for Parks, but the majority of the park funding will be available in the form of Competitive Grants. The State has already announced that more than \$300 million will be able statewide for park grants through the Office of Grants and Local Services, the California Natural Resources Agency and the Rivers and Mountains Conservancy.

ANALYSIS

Measure A - Competitive Grant guidelines are projected to be available for review beginning in the Summer of 2019 with an estimated \$20,000,000 available during the first year of grants across all previously listed categories. Grant Funds for the Recreation Access Program can be utilized to improve current facilities and parks. Additionally, the Youth and Veteran Job Training and Placement program can be leveraged to help fill staffing needs throughout the Department of Parks, Recreation & Community Services. The Planning and Design grants can help the Department update the Park Master Plan and design and develop plans and specifications for future larger scale projects.

Prop 68 - Funds are being allocated to fund three competitive grant cycles through the State's Office of Grants and Local Services' "Statewide Park Program" (SPP). The SPP will be awarding an aggregate total of \$650,275,000 across three funding cycles. The first Cycle of SPP funding has been announced to be \$254,942,000 with applications for this cycle due in the Summer of 2019. This grant program includes potential funding for expansion or renovation of an existing park or creation of a new park. The priority for funding for SPP will be for creation of new parks, but the program has already committed at least \$134,125,000 towards park expansion and renovation. The Grant guidelines allow for one application per project and one project per park. With the City maintaining and operating nine (9) major parks, the Department of Recreation & Community Services would like to submit up to ten (10) applications for the first Cycle of SPP Funding. These projects can include general park renovation, amphitheater remodeling, park lighting and parking lot repair, restroom upgrades and new facilities like basketball gymnasiums or community centers. Each project being applied for has an upper limit of \$8.5 million per grant application.

The California National Resources Agency was appropriated \$40 million from Prop 68 funds for competitive grants that protect, restore, and enhance California's cultural, community and natural resources. Eligible projects can include water conservation, development and or improvement of recreation, community, civic and/or athletic venues. Under these grant guidelines, staff have identified the need to upgrade water irrigation systems, plant materials, lighting and athletic fields as eligible upgrades that can incorporate conservation.

Additionally, the Rivers and Mountains Conservancy has been allocated funds from Prop 68 to offer competitive grants and will be announcing a "Call for Projects" in February of 2019 for \$30 million of competitive grant funding for potential improvements to the areas near and adjacent to the Los Angeles River and its tributaries (i.e. the Rio Hondo River). Staff has a desire to explore upgrades to the landscape and access to the Rio Hondo River bed.

In order to take advantage of the many opportunities to beautify, upgrade and enhance our existing park space and/or develop new park space, there is a need to hire outside consultants. Each grant that is applied for would require the use of grant writers familiar with each type of project. Additionally, staff may need to solicit the services of design, construction and/or landscape architects to assist with the application process and provide preliminary concepts to help make our submittals stronger and more "project ready".

As part of the application process, staff will be hosting public input meetings for Park Development and Improvements for residents. These public meetings are required for all Measure A grants and can be a deciding factor in grant award for all other applications and funding sources.

The Culture and Recreation Commission and their sub-committee, the Grants Committee, would be a crucial part of the public outreach and provide input and guidance for many of the applications and projects.

FISCAL IMPACT

City staffs have estimated that up to \$50,000 may be needed for these special services. If approved, staff would generate a Request for Qualifications and Pricing for grant writing and architectural services and award projects as needed.

After the Requests for Qualifications and Pricing have been received, staff will bring back to Council a request for appropriation for these services.

SUMMARY

The City Council will consider authorizing the Department of Recreation & Community Services to pursue several forthcoming grant opportunities and authorize the Department to solicit the services of grant writers and architects.

Attachments

Attachment A- List of Potential Park Projects

ATTACHMENT “A” – List of Potential Park Projects

Staff has identified some potential park projects, improvements and park developments that are being considered as possibilities for grant applications:

City Park – Restroom Rehabilitation, Amphitheater remodeling including shade, lighting and audio, ballfield and bleacher overhaul including shade structures, new park irrigation expand and add parking to the park, new park and security lighting, playground replacement and walking trail

Reggie Rodriguez Park – Development of multipurpose fields, snack bar, new park and security lighting, restroom rehabilitation, playground replacement, splash pad installation, parking lot rehabilitation, new park irrigation and walking trail around the park

Holifield Park – Land acquisition and development of a new multipurpose community center/basketball gymnasium, new park security lighting, parking lot rehabilitation and expansion, pool renovation and restroom rehabilitation

Grant Rea Park – Parking Lot Rehabilitation, new playground install and replacement of old equipment, basketball court installation, new park security lighting, synthetic turf playing fields, new fencing

Potrero Heights Park – Restroom renovation, picnic shelter renovation, ballfield and irrigation improvements, installation of new multipurpose field, replace ballfield lighting, new bleachers, new park irrigation, park security lighting, splash pad water regeneration retrofit

Bicknell Park – Parking Lot Rehabilitation, new landscaping and lighting

Ashiya Park – Replace former community center, new irrigation, roadway renovation, new fencing, restroom rehabilitation, park security lighting and other features as allowed by Edison (i.e. dog park)

Acuna Park - Park security lighting, new fencing, restroom remodel, parking lot rehabilitation

Taylor Ranch – Cultural Arts Center, playground installation, picnic shelter installation, gazebo and pond renovation

Sanchez Adobe – Adobe/Museum rehabilitation, new park irrigation, gazebo and restroom renovation, park security lighting

Develop New Dog Park – The community has expressed interest in a dog park and grant funds can be utilized to develop a dog park in existing park space and/or acquire land to do so

Lincoln Dam Sports Complex – A previous grant was applied for that can be revisited to develop a multi-purpose park and sports complex in the area of the Lincoln Dam and Riverbed. This park and sports complex can include up to 5 baseball/softball fields and 2 full sized soccer/football fields in addition to other park amenities such as playgrounds and picnic shelters.

CITY OF MONTEBELLO

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Andrew G. Pasmant, City Manager

BY: Brad Keller, Chief of Police

SUBJECT: Request to Authorize the Montebello Police Department to Continue Utilizing the Services of the Jones and Mayer Law Firm

DATE: November 14, 2018

RECOMMENDATION

- 1) It is recommended that the City Council authorize the Montebello Police Department to continue utilizing the services of the Law Firm of Jones and Mayer for Pitchess/Henthorn representation until such time as a formal RFP can be completed.
- 2) Authorize the Acting City Manager to exceed his authority of \$20,000 specifically for the essential services provided by the Law Firm of Jones and Mayer until the RFP process is completed.

BACKGROUND

On or about April 16, 2018 the Montebello Police Department entered into an agreement with the Law Firm of Jones and Mayer. The agreement was retroactive to January 1, 2018.

Since the initiation of the agreement, \$21,069.54 has been expensed for services rendered from January 1, 2018 to October 22, 2018. For this fiscal year to the present, \$3,382.14 has been expended for this service.

The amount expensed thus far exceeds the City Manager's authority and therefore City Council approval is required to permit the Police Department to continue utilizing the services provided by the Law Firm of Jones and Mayer until such time as a formal RFP process can be completed.

ANALYSIS

Pitchess motions and Federal Henthorn Requests are pretrial motions made by the defense in a criminal proceeding to request access to the confidential personnel files of police officers for any material tending to impeach the character or testimony of the officers in a criminal trial.

These requests require a certain historical insight from the law firm representing the City as well as conversant and up-to-date knowledge of the laws governing these requests.

The services provided by Jones and Mayer are not unique in that another law firm could provide such a service; however, the Montebello Police Department has retained the law firm of Jones and Mayer for over twenty (20) years (with brief breaks in service) specifically for Pitchess Motions and Henthorn Requests.

Jones and Mayer attorney Greg Palmer has been representing the Montebello Police Department primarily for these requests. Mr. Palmer has 29 years of experience representing police agencies in these pretrial motions and for the last 18 years he has taught the California Peace Officers Association's Pitchess Motion Update and Public Records Act Class all over the state. He is also the author of the 2006 California Peace Officers Association's Pitchess Motion Manual which includes the most recent court decisions, practical tips, sample oppositions and forms which agencies across the state can consult when the discovery of a peace officer's personnel file is sought.

Mr. Palmer has also prepared and argued over a dozen appellate court writs challenging improper trial court decisions on these types of motions.

Jones and Mayer also provides telephonic legal consultation with regard to confidential personnel files while it is the preference of other law firms to provide written consultation following time consuming research and case citations. With the recent passage of SB1421, which allows members of the public to obtain personnel records previously available only through the Pitchess procedure, it is anticipated that a deluge of requests will be received after the new calendar year when the Bill goes into effect, possibly increasing the cost of legal consultation if handled in written form.

The historical breakdown for the past five years for services from Jones and Mayer is as follows:

FY	17/18	\$39,864.77
FY	16/17	\$14,714.11
FY	15/16	\$27,822.99
FY	14/15	\$19,121.47
FY	13/14	\$22,135.22
Yearly Average:		\$24,731.71

The police department budgeted \$30,000 for this specific service based on the past five years' expenditures; however, with the passage of SB1421 it is anticipated that initial legal advice, planning and compliance may increase the initial fiscal impact by an unknown extent. This increase is not expected to be long term.

SUMMARY

The police department receives an average of two Pitchess Motions or Henthorn Requests per month with some months as many as seven being received. It is imperative that we retain legal counsel during the RFP process due the number of requests anticipated to be received during that time and the legal liability of handling them without counsel.

The amount expended thus far exceeds the City Manager's authority and therefore City Council approval is required to permit the Police Department to continue utilizing the services provided by the Law Firm of Jones and Mayer until such time as a formal RFP process can be completed.

FISCAL IMPACTS

This request will not have a fiscal impact to the general budget as the funds have already been allocated for this service.

ATTACHMENTS

Jones and Mayer Agreement

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
MONTEBELLO AUTHORIZING THE APPROPRIATIONS
OF FUNDS FOR LEGAL SERVICES FOR THE MONTEBELLO
POLICE DEPARTMENT**

WHEREAS, on or about April 16, 2018, the Montebello Police Department entered into an agreement for legal services with the Law Firm of Jones and Mayer, effective retroactively to January 1, 2018;

WHEREAS, these legal services involve representing the City of Montebello in defending Pitchess motions and Federal Henthorn Requests relating to criminal proceedings;

WHEREAS, since the initiation of the agreement, \$21,069.54 has been expensed for services rendered from January 1, 2018 to October 22, 2018 and for this fiscal year to the present, \$3,382.14 has been expended for this service; and

WHEREAS, the City will utilize these legal services provided by Jones and Mayer until such time that a formal Request for Proposal ("RFP") for similar services is completed.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MONTEBELLO DOES HEREBY RESOLVE AND DETERMINE AS FOLLOWS:

SECTION 1. Based on the above recitals, the City Council authorizes the following:

1) That the Montebello Police Department continue to utilize the services of the Law Firm of Jones and Mayer for Pitchess/Henthorn representation until such time as a formal RFP process can be completed.

2) That the Acting City Manager exceed his approval authority of \$20,000 for the legal services provided by the Law Firm of Jones and Mayer until the RFP process is completed.

SECTION 2. That the City Clerk shall certify to the adoption of this resolution.

PASSED, APPROVED AND ADOPTED this **14th day of November, 2018.**

Jack Hadjinian, Mayor Pro-Tem

ATTEST:

Irma Barajas, City Clerk

APPROVED AS TO FORM:

Arnold M. Alvarez-Glasman, City Attorney

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Y

LEGAL SERVICES AGREEMENT
for
CITY OF MONTEBELLO

AGREEMENT NO. 3361

1. IDENTIFICATION OF PARTIES. This Agreement, executed in duplicate with each party receiving an executed original, is made between **JONES & MAYER,** hereafter referred to as "Law Firm," and CITY OF MONTEBELLO, hereafter referred to as "Client."

This Agreement is required by Business and Professions Code section 6148 and is intended to fulfill the requirements of that section.

2. LEGAL SERVICES TO BE PROVIDED. The legal services to be provided by Law Firm to Client are as follows: provide legal advice, guidance, and representation as requested by Client. Said legal services and representation are assigned to Law Firm.

3. RESPONSIBILITIES OF ATTORNEY AND CLIENT. Law Firm will perform the legal services called for under this Agreement, keep Client informed of progress and developments, and respond promptly to Client's inquiries and communications. Client will be truthful and cooperative with Law Firm and keep Law Firm reasonably informed of developments; as well as make timely payments required under this Agreement.

4. ATTORNEY'S FEES. Client will pay Law Firm for attorney's fees for the legal services provided under this Agreement at the rate of \$200.00 per hour for attorney representation under this Agreement and \$105.00 per hour for a paralegal. Law Firm will charge in minimum units of one tenth of an hour.

Law Firm will charge for all activities undertaken in providing legal services to Client under this Agreement, including, but not limited to, the following: Travel, meetings, court appearances, correspondence and legal documents (review and preparation), legal research and telephone consultations.

Legal Services Agreement

Client acknowledges that Law Firm has made no promise about the total amount of attorney's fees to be incurred by Client under this Agreement.

5. COSTS. Client will pay all "costs" in connection with Law Firm's representation under this Agreement. Costs will be advanced by Law Firm and then billed to Client. Jones & Mayer will charge City for actual necessary costs incurred for all of the following, including but not limited to: court filing fees, jury fees, deposition costs, reporters' fees, witness fees, attorney services (includes service of process fees, arbitrators, and mediators), messenger services, legal research, overnight delivery service, mileage (round trip at current IRS rate), travel expenses, if applicable, including hotel, air travel and car rentals, parking fees, actual costs for large reproduction projects if performed by an outside service, or \$0.10 per page (b/w) and \$0.20 per page (color) if performed in house, title reports, and any other expense not listed above which becomes necessary to the successful resolution of a client matter.

6. REPRESENTATION OF ADVERSE INTERESTS. Client is informed that the Rules of Professional Conduct of the State Bar of California require the Client's informed written consent before an attorney may begin or continue to represent the Client when the attorney has had a relationship with another party interested in the subject matter of the attorney's proposed representation of the Client. Client and Law Firm are not aware of any potential conflicts and have discussed them in detail. Law Firm will consult with Client in accordance with the requirements of the Rules of Professional Conduct as to any new matters assigned to Law Firm after the entering of this Agreement regarding any potential conflicts of interest relating to such new matters.

7. DISCHARGE OF ATTORNEY. Client may discharge Law Firm, pursuant to state law, by written notice effective when received by Law Firm. Notwithstanding the discharge, Client will be obligated to pay Law Firm its last statement within thirty (30) days as set forth under the terms of this Agreement.

8. STATEMENTS AND PAYMENTS. Law Firm will send Client monthly statements indicating attorney fees and costs incurred and their basis, any amount applied for deposits, and any current balance owed. If no attorney fees or costs are incurred for a particular month, or if they are minimal, the statement may be held and combined with that for the following month. Any balance will be paid in full within thirty (30) days after the statement is mailed and within thirty (30) days after final statement is submitted due to discharge of Law Firm

9. ENTIRE AGREEMENT. This Agreement contains the entire Agreement of the parties. No other Agreement, statement, or promise made on or before the effective date of this Agreement will be binding on the parties.

10. SEVERABILITY IN EVENT OF PARTIAL INVALIDITY. If any provision of this Agreement is held in whole or in part to be unenforceable for any reason, the remainder of that provision and of the entire Agreement will be severable and remain in effect.

11. MODIFICATION BY SUBSEQUENT AGREEMENT. This Agreement may be modified by subsequent Agreement of the parties only by an instrument in writing signed by both of them or an oral Agreement to the extent that the parties carry it out.

12. ARBITRATION OF FEE DISPUTE. If a dispute arises between Law Firm and Client regarding attorney's fees under this Agreement and one of the parties files suit in any court other than small claims court, the non-filing party has the right to stay that suit by timely electing to arbitrate the dispute under Business and Professions Code sections 6200-6206, in which event the party filing suit must submit the matter to such arbitration.

13. ATTORNEY'S FEES AND COSTS IN ACTION ON AGREEMENT. The prevailing party in any action or proceeding to enforce any provision of this Agreement will be awarded reasonable attorney's fees and costs incurred in that action or proceeding or in efforts to negotiate the matter.

14. FILE RETENTION AND DESTRUCTION. At the conclusion of this matter, we will retain your legal files for a period of 10 years after we close our file. At the expiration of the 10-year period, we will destroy these files unless you notify us in writing that you wish to take possession of them. We reserve the right to charge administrative fees and costs associated with researching, retrieving, copying and delivering such files.

15. EFFECTIVE DATE OF AGREEMENT. The effective date of this Agreement is January 01, 2018.

The foregoing is agreed to by:

Dated: 4/16, 2018

By: [Signature]

Title Acting City Manager

Dated: 01/17, 2018

JONES & MAYER

[Signature]

Richard D. Jones, Esq.

CITY OF MONTEBELLO

CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Andrew G. Pasmant, Acting City Manager

BY: Brad Keller, Chief of Police

SUBJECT: Request for Authorization to Participate in the Los Angeles Homeless Services Authority's Homeless Emergency Aid Program.

DATE: November 14, 2018

RECOMMENDATION

It is recommended that the City Council approve the attached Resolution allowing the City to participate in the Los Angeles Homeless Services Authority's Homeless Emergency Aid Program.

Participation in the program would make the City eligible for funding to provide emergency aid, prevention and diversion programs to the homeless population in the City of Montebello.

The Resolution would establish a shelter crisis and allow the City of Montebello to participate in the State Homeless Emergency Aid Program (HEAP).

BACKGROUND

Los Angeles County will receive an estimated \$81 million dollars in **State Homeless Emergency Aid Program (HEAP)**. The funds are to be used to provide emergency aid, prevention and diversion programs to the increasing homeless population throughout Los Angeles County.

The "2017 Point in Time Count for Jurisdiction" (a study conducted by the County of Los Angeles) estimated that the City of Montebello has a homeless population of 362 individuals. This number may fluctuate but it represents a significant number of persons in our community who do not have shelter.

Currently, the Police Department has assigned a Sergeant as the liaison to our homeless population and has an officer partnered with a mental health clinician from the

Los Angeles County Department of Mental Health. Despite significant efforts to help our homeless population - through education and mental health intervention – no funding exists to provide shelter.

The HEAP program would allow the City of Montebello to obtain funding to be used for emergency shelter when Montebello Police Officers encounter persons without the ability to obtain shelter.

The **State Homeless Emergency Aid Program (HEAP)** requires that the City declare a “shelter crisis” in order to qualify for the HEAP funding.

ANALYSIS

1. Although there are several emergency shelters in the County of Los Angeles, the Montebello Police Department has no alternatives when shelters reach capacity.
2. 362 persons is a significant number as the City of Montebello does not have an established shelter location.
3. Participation in the **State Homeless Emergency Aid Program (HEAP)** requires that the City declare a “shelter crisis”.

FISCAL IMPACTS

This request for funds would have no fiscal impact to the general fund.

SUMMARY

1. The 2017 point in time homeless population count estimated that the City of Montebello has a homeless population of 362 individuals.
2. With no established shelter location in the City of Montebello, persons seeking or requiring shelter are referred to County and privately funded facilities.
3. If no facilities are available, the City of Montebello does not have any resources to assist those in need.
4. Participation in the HEAP program would allow the City of Montebello to use State funding to provide emergency shelter during inclement weather or when requested.

ATTACHMENTS

Resolution to establish a shelter crisis
HEAP fact sheet
HEAP allocation plan

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF MONTEBELLO DECLARING A
HOMELESS SHELTER CRISIS**

WHEREAS, California's Governor Edmund G. Brown, Jr. and the members of the California Legislature have recognized the urgent and immediate need for funding at the local level to combat homelessness;

WHEREAS, the Governor and Legislature have provided funding to local governments under the Homeless Emergency Aid Program as part of SB 850 and the 2018-19 Budget Act (Chapter 48, Statutes of 2018);

WHEREAS, the Governor and Legislature require jurisdictions seeking an allocation through the Homeless Emergency Aid Program to declare a Shelter Crisis pursuant to Government Code 8698.2;

WHEREAS, the City of Montebello has undertaken multiple efforts at the local level to combat homelessness;

WHEREAS, the City of Montebello finds that 362 persons within the City of Montebello are homeless and living without shelter;

WHEREAS, the City of Montebello finds that the number of homeless persons is significant and these persons are without the ability to obtain shelter;

WHEREAS, the City of Montebello finds that the health and safety of unsheltered persons in the City of Montebello is threatened by lack of shelter; and

WHEREAS, the City of Montebello affirms the City of Montebello's commitment to combatting homelessness and creating or augmenting a continuum of shelter and service options for those living without shelter in our communities.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MONTEBELLO DOES HEREBY RESOLVE AND DETERMINE AS FOLLOWS:

SECTION 1. Based on the above recitals, the City Council of the City of Montebello, California, declares a homeless shelter crisis pursuant to SB 850 (Chapter 48, Statutes of 2018 and Government Code 8698.2).

SECTION 2. That the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original resolutions, and it shall become effective immediately upon its approval.

PASSED, APPROVED, AND ADOPTED this 14th day of November 2018.

Jack Hadjinian, Mayor Pro Tem

ATTEST:

Irma Barajas, City Clerk

APPROVED AS TO FORM:

Arnold M. Alvarez-Glasman, City Attorney

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF MONTEBELLO

I, Irma Barajas, City Clerk of the City of Montebello, do hereby certify that the foregoing Resolution No. **xx** RESOLVED BY the Montebello City Council, CALIFORNIA, that a shelter crisis pursuant to Government Code 8698.2 exists in the City of Montebello, and authorizes the City's participation in the Homeless Emergency Aid Program.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Montebello, State of California at the meeting of the said City Council held on the 14th day of November by the following vote:

AYES: Councilmember: _____

NOES: Councilmember: _____

ABSTAIN: Councilmember: _____

ABSENT: Councilmember: _____

IN WITNESS WHEREOF, I have hereunto set my hand affixed the official seal of said City on the 14th day of November, 2018.

Irma Barajas, City Clerk

Fact Sheet: HEAP and Shelter Crisis Declarations

Background: State Homeless Emergency Aid Program

- The State of California approved \$500 million in one-time funding for large cities and Continuums of Care (CoC) to address homelessness in the FY 2018-19 budget through the new Homeless Emergency Aid Program (HEAP).
- Eligible uses of funding include emergency aid, prevention, and diversion programs. The Los Angeles CoC expects to receive approximately \$80 million in HEAP funding.
- While HEAP funding can be used for the provision of homeless services anywhere in the CoC, in order for a jurisdiction to directly receive funding or have funding expended on capital uses and/or rental assistance in that jurisdiction, a shelter crisis declaration is required.

Emergency Shelter Declaration

- California approved legislation in the late 1980s allowing cities, counties, and other governing bodies to declare emergency shelter crises (California Government Code Section 8698).
- The intent of the legislation was for jurisdictions to be able to trigger flexible standards for emergency shelters so that they could meet immediate and pressing needs.

Requirements for a Shelter Crisis Declaration: The requirements for the declaration of a shelter crisis are as follows:

- The crisis must be declared by a legislative body for the city or by an official designated by ordinance or resolution adopted by the city's governing body.
- The declaration must proclaim that there exists a situation in which a significant number of persons do not have the ability to obtain shelter, and this situation results in a threat to their health and safety.

Implications of a Shelter Crisis Declaration: Upon declaration of a shelter crisis by a jurisdiction, the following changes are triggered:

- The jurisdiction becomes immune from liability for negligence in the provision of emergency housing. The jurisdiction is still liable for gross negligence, reckless conduct, or intentional harmful conduct.
- The declaration suspends local statutes, ordinances, and regulations that prescribe standards of health and safety if those standards prevent or delay mitigation of the shelter crisis. In addition, jurisdictions can still enact local health and safety standards for new interim housing facilities so long as these standards do not hinder mitigation of the crisis.
- The jurisdiction may allow people in need of shelter to occupy designated public facilities as long as the crisis declaration is in effect.
- Enactment of a shelter crisis declaration does ***not*** compel the jurisdiction to create or operate new shelters.

Declaration of a Shelter Crisis

Please note that the State of California's Business, Consumer Services, and Housing Agency has issued guidance stating that for the purposes of HEAP, the County or the CoC cannot make a shelter crisis declaration on behalf of incorporated jurisdictions, such as your city.

If your jurisdiction chooses to enact a shelter crisis declaration, please provide documentation of the declaration by e-mailing Jose Delgado, Associate Director of Policy and Legislative Affairs, at idelgado@lahsa.org. Documentation of declarations should be provided by **Thursday, November 15, 2018**.

Recommended Allocation Plan for LA CoC's Homeless Emergency Aid Program Application

This document recommends uses for an estimated \$81 million in state Homeless Emergency Aid Program (HEAP) funding that will be available to the Los Angeles Continuum of Care (LA CoC). To maximize the impact of this one-time state funding, LAHSA recommends uses that extend the reach of existing strategies developed and funded through the Measure H planning process. LAHSA presented a proposed plan to the public during the summer, receiving community feedback from all eight Service Planning Areas, advisory groups comprised of community members with the current and former lived experience of homelessness, and Los Angeles County and City homelessness policy bodies. After seeking input and revisions from these groups, LAHSA staff recommends the following uses of HEAP funding:

Recommended State Funding Uses

HEAP Funding Use	Aligned with County HI Strategy	Amount/Percentage
Preventing and Rapidly Resolving Homelessness	A1/A5	\$16 M / 20%
Rapid Re-Housing Enhancements	B3	\$12 M / 15%
Access to the Coordinated Entry System	E7	\$8 M / 10%
Interim Housing Enhancements	E8	\$45 M / 55%

Preventing and Rapidly Resolving Homelessness - \$16 M (20%)

The number of persons entering homelessness for the first time continues to rise, with over 9,300 people reporting that they were homeless for the first time in the 2018 Homeless Count. System-wide diversion, or assisted rapid resolution, is a proven client-focused strategy for reducing system inflow and assisting households with quickly exiting homelessness, while continuing to preserve more scarce resources for the most vulnerable persons.

Recommended Funding Uses for Preventing and Rapidly Resolving Homelessness

- Create a pool of flexible funds to assist with mediation, reconnections with family and friends, or other uses that divert people from entering homelessness or quickly resolve their homelessness.
- Place staff trained in assisted rapid resolution at locations that have opportunities to divert persons before and at their point of entry to the homeless system to prevent their homelessness

Rapid Re-Housing Enhancements - \$12 M (15%)

Rapid Re-Housing (RRH) is a service model offering people experiencing homelessness quick reconnection to permanent housing using time-limited financial assistance, individualized supportive services, and connection to mainstream resources. While RRH programs have proven effective at housing thousands of people across Los Angeles County, there are several ways to strengthen existing efforts. Eligible uses include adding staffing support to RRH programs in the family system and increasing RRH resources for young adults, for whom this intervention has demonstrated especially strong results. In addition, RRH participants of all populations can experience delays moving into housing as program staff encounter barriers securing housing units; landlords often prefer to rent to unsubsidized tenants who they can process more quickly or tenants with permanent subsidies who have access to holding fees.

Recommended Funding Uses for Rapid Re-Housing Enhancements

- Additional RRH capacity for the family system, which continues to experience high caseloads.
- Additional RRH capacity to move youth from interim housing and unsheltered situations quickly into permanent housing.
- Holding fees to allow the CES Housing Location Program funded through Measure H to hold high priority housing units, which will benefit RRH and other participants.

Access to the Coordinated Entry System - \$8 M (10%)

There are several ways in which the Coordinated Entry System (CES) can be strengthened to more effectively move people from homelessness into housing. At present, there are eight access centers throughout the Continuum for adults, some of which are not adequately funded to carry out assessment and diversion of all individuals entering homelessness. In addition, many points in the continuum currently function as access centers, although they are not necessarily funded as such. Additional funding for access center improvements and services will bring diversion and assessment to more points in the Continuum and decrease inflow of people into homelessness.

Recommended Funding Uses for Strengthening the Coordinated Entry System

- Provide funding for sites that currently function as “access points,” but may not receive sufficient funding to carry out access-related activities.
- Supplement funding to existing access centers to ensure they can meet current demand.
- Funding for basic capital improvements to access centers.

Interim Housing Enhancements - \$45 M (55%)

Approximately 75% of homeless persons in the LA CoC are unsheltered. Additional interim housing is needed to provide for the immediate health and safety of people experiencing unsheltered homelessness. In addition, interim housing sites can provide a key touchpoint for people experiencing homelessness to meet with case management staff and develop connections to services that can link them to permanent housing. Numerous jurisdictions in Los Angeles County are seeking to add interim housing capacity, including many local cities that may pursue interim housing through their local city homeless plans as well as the City of Los Angeles’ *A Bridge Home* program. In addition, many sites are in need of capital improvements to ensure greater access to these sites. Finally, LAHSA recognizes that other interventions, such as Safe Parking, provide for the health and safety of people experiencing homelessness while creating opportunities to connect people to services and housing placement.

Recommended Funding Uses for Enhancing the Emergency Shelter System

- Funding for operations of new interim housing beds throughout the LA CoC.
- Funding for interim housing capital.
- Safe parking programs.

Cities in the LA CoC

Cities are an essential part of any regional plan to effectively combat homelessness. As such, LAHSA intends to make at least \$3 million in HEAP funding available to cities to implement strategies to combat homelessness. While cities are eligible to apply for any Request for Proposal (RFP) that LAHSA issues, LAHSA will especially encourage cities that have declared a shelter crisis and completed a County-approved plan to Prevent and Combat Homelessness to apply for HEAP funding in alignment with the uses described in the above Access to the CES and Interim Housing Enhancements categories. LAHSA encourages cities to apply in partnership with community-based service providers.

Calendar of LA CoC's Collaborative Process Meetings

August 8	• Continuum Input Session, SPA 3 Quarterly Meeting • LA CoC Board (Discussion on proposed plan)
August 10	• Continuum Input Session, SPA 6 Quarterly Meeting
August 14	• Continuum Input Session, SPA 5 Quarterly Meeting
August 15	• Continuum Input Session, SPA 1 Quarterly Meeting • Funders Collaborative • Homelessness and Poverty Committee Meeting
August 16	• LAHSA Commission Committees
August 17	• Homeless Youth Forum of Los Angeles
August 21	• Lived Experience Advisory Group
August 22	• Continuum Input Session, SPA 2 Quarterly Meeting • Continuum Input Session, SPA 8 Quarterly Meeting
August 23	• Continuum Input Session, SPA 4 Quarterly Meeting • Homeless Deputies Meeting
August 24	• Continuum Input Session, SPA 7 Quarterly Meeting
September 6	• Regional Homelessness Advisory Council
September 12	• LA CoC Board Meeting
September 21	• LAHSA Policy and Planning Committee
September 28	• LAHSA Commission (Final Approval)

CITY OF MONTEBELLO
CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and City Council Members

FROM: Andrew G. Pasmant, Acting City Manager

BY: Fernando Pelaez, Fire Chief

SUBJECT: Acceptance of the Joint Powers Agreement for the Los Angeles Area Regional Training Group

DATE: November 14, 2018

RECOMMENDATION

That the City Council accept and approve the Joint Powers Agreement for the Los Angeles Area Regional Training Group, and allow the Acting City Manager to execute the agreement.

BACKGROUND

The Montebello Fire Department has been a member of the Los Angeles Area Fire Chiefs Association (LAAFCA) and has participated in the LAAFCA's Regional Training Group (RTG) since its inception in 2010. The Regional Training Group was formed by the thirty (30) fire departments of Los Angeles County, in an attempt to formalize the training with respect to consistency in development and delivery. Over the last eight years, the Regional Training Group has attempted to secure funding through grants, but has consistently been forced to coordinate the funding by a single agency, to represent all county agencies. In 2014, the Los Angeles Area Fire Chiefs Association determined that the development of a joint powers agreement for the Regional Training Group would serve as the best mechanism for securing the necessary funding, as well as maintaining the consistency in training across the county.

ANALYSIS

The agreement allows for the Montebello Fire Department to participate in the Joint Powers Agreement, at no cost to the agency in these training activities.

FISCAL IMPACT

There are no funds needing to be allocated for this agreement, and/or no fiscal impact to the General Fund.

SUMMARY

The City Council accepts and approves the Joint Powers Agreement for the Los Angeles Area Regional Training Group, and allows the Acting City Manager to execute the agreement.

ATTACHMENTS

Joint Powers Agreement

CITY OF MONTEBELLO
CITY COUNCIL AGENDA STAFF REPORT

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ANALYSIS

The agreement allows for the Montebello Fire Department to participate in the Joint Powers Agreement, at no cost to the agency in these training activities.

FISCAL IMPACT

There are no funds needing to be allocated for this agreement, and/or no fiscal impact to the General Fund.

JOINT POWERS AGREEMENT FOR LOS ANGELES AREA REGIONAL TRAINING GROUP

This Joint Powers Agreement (“Agreement”) is executed by and among those public agencies, duly organized and existing, which are parties signatory to the Agreement, including parties that may later become signatories to this Agreement, for the purpose of operating a joint powers authority as provided in this Agreement. This Agreement is created pursuant to Article 1 (commencing with Section 6500) of Chapter 5, Division 7, Title I of the California Government Code relating to the joint exercise of powers between the public agencies.

Each public agency executing this Agreement shall be referred to individually as a “Member,” with all referred to collectively as “Members.”

RECITALS

WHEREAS, the Members have and possess the power and authority to organize and establish a consolidated area training group to address fire protection and safety issues for the benefit of the lands and inhabitants within their respective boundaries;

WHEREAS, the Members propose to join together to establish, operate, and maintain a joint powers authority for the purpose of integrating, sharing, and combining resources, facilities, regional assets, and information related to training firefighters and researching fire prevention, protection, and safety techniques, issues, and information for the benefit of their respective lands and inhabitants;

WHEREAS, it is in the public interest to provide a means by which other public agencies may request training and other services for the benefit of their lands and inhabitants; and

WHEREAS, it is to the mutual benefit of the Members to create a joint powers authority, and the Members have the authority under the Joint Exercise of Powers Act, in California Government Code Section 6500, et seq., to enter into this Agreement.

NOW, THEREFORE, for and in consideration of the mutual promises and covenants contained in this Agreement, the Members agree as follows:

ARTICLE 1 DEFINITIONS

Unless the context requires otherwise, the terms used in this Agreement shall have the following meanings:

1.01 “Act” shall mean the Joint Exercise of Powers Act, California Government Code Section 6500, et seq.

1.02 “Agreement” shall mean this Joint Powers Agreement, as originally entered into and as amended from time to time in accordance with the provisions of this Agreement.

1.03 “Authority” shall mean the Los Angeles Area Regional Training Group created by this Agreement.

1.04 “Associate Member” means a public agency which is a party to an Associate Membership Agreement entered into between the Authority and such public agency pursuant to Article 4 of this Agreement.

1.05 “Board of Directors” or “Board” shall mean the governing body of the Authority.

1.06 “Bylaws” shall mean guidelines adopted by the Board of Directors setting forth policies and procedures for the operation of the Authority and for the exercise of the Board’s powers granted in this Agreement, as amended from time to time by the Board.

1.07 “Director(s)” shall mean the Fire Chief (or alternate) of each Member. There is one Director for each Member as described in Article 6. Each Director serves on the Board of Directors.

1.08 “Effective Date” shall mean the date referenced in Article 3 and upon which this Agreement becomes effective and binding upon the Members.

1.09 “Executive Committee” shall mean the Executive Committee of the Board of Directors of the Authority, as provided in Article 8.

1.10 “Fiscal Year” shall mean that period of twelve months which is established by the Board of Directors or the Bylaws as the fiscal year of the Authority.

1.11 “Member” means any public agency as the term “public agency” is defined by Section 6500 of the Act, which includes, but is not limited to, any federal, state, county, city, public corporation, public district of this state or another state, or any joint powers authority formed pursuant to the Act by any of these agencies which has executed this Agreement and has become a member of the Authority.

ARTICLE 2

CREATION OF JOINT POWERS AUTHORITY; PURPOSES

2.01 Pursuant to the Act, there is hereby created a joint powers authority to be known as Los Angeles Area Regional Training Group (also referred to herein as the “Authority”). The Authority shall be a public entity separate and apart from the Members, and shall administer this Agreement.

2.02 The purpose of the Authority is to establish a separate organization for the exercise of powers common to the Members, which may include conducting coordinated trainings and sharing resources, including but not limited to, facilities, equipment, and information, related to

training firefighters and researching fire prevention, protection, and safety techniques, issues, and information, and to address emerging and existing fire protection and safety issues for the benefit of their respective lands and inhabitants, in the manner set forth in this Agreement.

2.03 The Authority is intended to conduct coordinated fire protection and safety trainings, and to address emerging fire protection and safety issues throughout the Los Angeles County area and other areas that appear to have a connection or nexus to Los Angeles County, encouraging maximum cooperation between all fire department agencies, and promoting the safety of both fire personnel and the public, accomplished in an effective manner by the following means, including but not limited to:

- a) Researching, identifying and selecting a records and business management system to be utilized by all Members for financial records, logistical support, training needs, and other purposes.
- b) Designing an initial plan to utilize training centers for training focused on firefighting activities, including Fire Suppression, Paramedic, Hazardous Materials and Urban Search and Rescue training.
- c) Constructing and conducting a comprehensive training needs assessment for the Authority or its Members.
- d) Training regional training staff and instructors on procedures and defining expectations to enable the success of the collaborative efforts.
- e) Designing a comprehensive plan for equitable, effective education and training delivery for Members that utilizes all available delivery systems and training centers, sites, or facilities used by the Authority.
- f) Updating the comprehensive plan for equitable, effective education and training deliveries for Members based on experience using the plan on an ongoing basis.

ARTICLE 3

PARTIES TO AGREEMENT; EFFECTIVE DATE

3.01 This Agreement shall become effective, and the Authority shall come into existence, when this Agreement is authorized and executed by not less than three (3) public agencies ("Effective Date").

3.02 Members may submit written notice of immediate withdrawal from the Authority within 180 days after the Bylaws are adopted. There will be no costs for any Member that withdraws from the Authority within this time period. It is the intent of the Members that Bylaws will be developed and adopted by the Board, as authorized under Section 6.04(a), and that the Authority will seek applicable and necessary liability coverage during this period.

Notice shall be given to all Members pursuant to Section 18.02 within five (5) business days of adoption of the Bylaws. The notice shall include a copy of the adopted Bylaws. After the Bylaws have been adopted, Members may withdraw from the Authority during the specified period in accordance with the provisions of this Section 3.02. After expiration of the stated time period, any Member may withdraw from the Authority in accordance with Article 16 of this Agreement, and will be reimbursed its pro-rate portion of monetary contributions as set forth in Article 16.

ARTICLE 4

ASSOCIATE MEMBERSHIP AGREEMENT

4.01. Power to Enter Into Associate Membership Agreements. In addition to those powers specified in this Agreement, the Authority shall have the power to enter into Associate Membership Agreements with any public agency upon the approval thereof by a majority vote of all members of the Board.

4.02. Contents of Associate Membership Agreement. Each Associate Membership Agreement shall:

- a) State that the public agency is an Associate Member of the Authority.
- b) Specify that the purpose of the Associate Membership Agreement is (i) to facilitate cooperation between fire department agencies to carry out the stated purposes of the Authority; and (ii) to contribute fire department personnel or facilities, who or that shall remain under the general direction and control of the respective Associate Member agency to which they or it belongs, to the Authority to assist in carrying out the activities of the Authority.
- c) Restrict the powers and obligations of such Associate Member public agency with respect to the Authority to those enumerated in this Article 4;
- d) Specify that such public agency shall not have the power to: (i) vote on any action to be taken by the Authority; or (ii) appoint a Director to the Board;
- e) Specify the fees, if any, to be charged such public agency for its participation in the Authority; and
- f) Specify to what extent, if any, the Associate Member may share in asset distributions.

4.03. Approval of Associate Membership Agreements. In determining whether to approve an Associate Membership Agreement with a public agency which proposes to be an Associate Member, the Board may take into account any criteria deemed appropriate to the Board.

ARTICLE 5 POWERS

5.01 The Authority shall possess in its own name all powers granted to it by law, including, but not limited to, any powers common to the Members, and the following enumerated powers:

- a) To make and enter into, in its own behalf and not on behalf of the individual Members, contracts consistent with this Agreement, including, but not limited to, contracts to retain or provide services, contract to permit others to use facilities, rent out facilities, and to purchase, lease, or dispose of equipment or supplies.
- b) To acquire by purchase or lease, hold, and dispose of property, real and personal.
- c) To receive gifts, contributions, and donations of property, funds, services, and other forms of assistance from persons, firms, corporations, entities, Members, and any governmental entity, in accordance with applicable laws, including applicable Los Angeles County Conflict of Interest Code and State conflict of interest laws.
- d) To sue and be sued in its own name.
- e) To apply for, accept, and receive appropriate grants, loans, and other assistance under any Federal, State, or local programs for assistance in developing any of its programs or providing services to other public entities.
- f) To issue bonds and to otherwise incur debts, liabilities and obligations, provided that no such bond, debt, liability or obligation shall constitute a debt, liability or obligation of the individual respective Members.
- g) Apply for, accept, and receive all licenses and permits from any federal, state, or local public agency.
- h) To appoint committees and adopt rules, regulations, policies, Bylaws, and procedures governing the operation of the Authority.
- i) To add Members or Associate Members to the Authority as approved by the Authority Board of Directors and the existing Members as provided herein.
- j) To appoint/hire officers, employees, agents, or consultants and adopt personnel rules and policies governing officers and employees.
- k) To reimburse Members for overtime expenditures of a Member's contributed personnel who is/are assigned to assist in carrying out the activities of the Authority as directed by the Executive Director of the Authority and approved by the Executive Committee in accordance with Section 13.06 of this Agreement. Such overtime expenditures, if any,

shall be paid in accordance with all applicable State and Federal laws, including the Fair Labor Standards Act.

- l) To purchase equipment with prior approval by the Executive Director and pursuant to the Board's purchasing policy.
- m) To assign personnel contributed from the Members or Associate Members to positions that fulfill the needs of the Authority, who shall remain under the general direction and control of the respective Member or Associate Member agency to which such personnel belong.
- n) To invest, or cause to be invested, and manage, or cause to be managed, Authority funds, by and through the Treasurer, in accordance with State law.
- o) To obtain all types of insurance as may be necessary to cover the liabilities of the Authority or its Members as determined by the Board.
- p) To exercise such other powers and authority as are necessary and proper to carry out its functions herein, and as provided in the Act or otherwise permitted by law.

5.02 Each Member expressly retains all rights and powers to finance, plan, develop, construct, equip, maintain, repair, manage, operate, and control equipment, facilities, properties, projects, and information that it deems in its sole discretion to be necessary or desirable for its own fire protection needs, and that are authorized by the laws governing it. This Agreement shall not be interpreted, and the Authority created herein, shall not have the power to impair or control any of the Members' respective rights, powers, or title to such equipment, facilities, properties, information, and projects, nor shall any Member be required to provide additional personnel, equipment, or services to the Authority than as provided in this Agreement, without the written consent of the Member.

5.03 Each Member expressly retains all rights and powers to use other funds or funding sources to finance, plan, develop, construct, equip, maintain, repair, manage, operate, and control equipment and facilities for their fire protection and safety needs.

ARTICLE 6 ORGANIZATION

6.01 Composition of Board. The Authority shall be governed by the Board of Directors, which shall be composed of one Director per each Member. The Director is the Fire Chief of each Member. Each Director may designate an alternate to act in his/her place on the Board, provided the alternate is a person at executive command rank. Each Member shall provide a written designation of its Director representative to the Authority. The Board shall maintain a list of all current Members in good standing who serve on the Board. The Board of Directors may allow for an alternate of the designated representative to the Authority in accordance with the Bylaws of the Authority.

6.02 Termination of Status as Director. A Director shall be removed from the Board of Directors upon the occurrence of any one of the following events:

- a) The withdrawal or removal of the appointing Member from the Authority;
- b) The death or resignation of the Director, in which case the appointing Member will provide a replacement Director;
- c) The Authority's receipt of written notice from the Member that the Director appointed by that Member is no longer qualified; or
- d) The Board by at least a two-thirds (2/3) vote of the entire Board determines to remove a Director, in which case the appointing Member will provide a replacement Director.

6.03 Compensation. Directors and their alternates, if any, are not entitled to compensation by the Authority. The Board of Directors may authorize reimbursement of expenses incurred by Directors in the performance of services for the Authority where such expenses are not paid by the appointing Member.

6.04 Powers of Board. The Board of Directors shall have the following powers and functions:

- a) Except as otherwise provided in this Agreement, the Board shall exercise all powers and conduct all business of the Authority, either directly or by delegation to other bodies or persons. The primary objective of the Board is to establish overall policy and strategy. As such, the Board may adopt and amend Bylaws or other guidelines setting forth policies and procedures for the operation of the Authority and for the exercise of the Board's powers granted herein.
- b) The Board may form an Executive Committee, as provided in Article 8. The Executive Committee may exercise all powers or duties of the Board, except (i) the adoption of the Authority's annual budget or any amendments thereto, (ii) the adoption of the Bylaws or any amendments thereto, and (iii) the issuance of bonded debt, which powers are expressly reserved to the Board. All actions by the Executive Committee shall be subject to review, and approval, modification, or disapproval, by the Board at its discretion.
- c) The Board may form, as provided in Article 10, such other advisory committees as it deems appropriate or it may delegate such power to the Executive Committee in the Bylaws or by resolution of the Board. The membership of any such other committee may consist in whole or in part of persons who are not Directors of the Board.
- d) The Board shall cause to be prepared, and shall review, modify as necessary, and adopt the annual operating budget of the Authority. To the extent that the budget includes funding by Members, such funding is subject to approval by the governing bodies of those Member agencies. Adoption of the budget may not be delegated.

- e) The Board shall receive, review and act upon periodic reports and audits of the funds of the Authority, as required under Articles 10 and 13 of this Agreement, including contracting with a certified public accountant for an annual audit of accounts, records, and financial affairs of the Authority as necessary or required.
- g) The Board shall have such other powers and duties as are reasonably necessary to carry out the purposes of the Authority including but not limited to making and entering into contracts; employing agents and employees; acquiring, holding, and disposing of property; incurring debts, liabilities or obligations necessary for the operation of the Authority; receiving, accepting and expending or disbursing funds, by contract or otherwise, for purposes consistent with the provisions hereof; adopting contracting and purchasing rules and regulations, internal financial controls, personnel rules and regulations, maintaining at all times a complete and accurate system of accounting for all funds of the Authority, and similar rules and regulations consistent with State law governing public agencies.
- h) Adopt any rules, regulations, and policies as may be required for meetings, the conduct of meetings, and the orderly operation of the Authority.

ARTICLE 7

MEETINGS OF THE BOARD OF DIRECTORS

7.01 Regular Meetings. The Board of Directors shall hold at least two (2) regular meetings each year. The Board of Directors shall fix by resolution or in the Bylaws the date upon which, and the hour and place at which, each regular meeting is to be held. Meetings of the Board of Directors, Executive Committee, and any other “legislative body” of the Authority, as that term is defined in Section 54952 of the California Government Code, shall be called, noticed, and conducted in accordance with the Ralph M. Brown Act, Section 54950 et seq. of the California Government Code.

7.02 Minutes. The Authority shall have minutes of each regular, adjourned regular, and special meetings kept by the Secretary. As soon as practicable after each meeting, the Secretary shall forward to each Board member a copy of the minutes of such meeting.

7.03 Quorum. A majority of all members of the Board and the Executive Committee, respectively, is a quorum for the transaction of business. A vote of the majority of a quorum at a meeting of the Board or the Executive Committee is sufficient to take action unless otherwise provided in the Bylaws; except that a majority of all members of the Board is required in order to take action on: (i) the adoption of the Authority’s annual budget and any amendment(s) thereto, (ii) the adoption of the Bylaws and any amendment(s) thereto, and (iii) the issuance of any bonded debt of the Authority. However, less than a quorum may adjourn from time to time but may not take action on matters before the Board or Executive Committee.

7.04 Voting. Each Director of the Board shall have one vote.

ARTICLE 8 EXECUTIVE COMMITTEE

8.01 As set forth in Section 6.04 above, the Board may establish an Executive Committee which shall consist of no less than three (3) Directors selected from the Board. The Board will determine the number of Directors to serve on the Executive Committee. The Executive Committee will include the Chair of the Authority designated pursuant to Article 9. Except as otherwise provided herein, the composition, the terms of office of the Directors serving on the Executive Committee, and the conduct of the Executive Committee shall be as provided in the Bylaws. The Executive Committee shall conduct the business of the Authority between meetings of the Board, exercising all those powers as provided for in Section 6.04(b), or as otherwise delegated to it by the Board.

8.02 Each Director on the Executive Committee, except for the Chair of the Authority, shall be confirmed and approved by the Board of Directors by a majority vote of the entire Board.

8.03 Any vacancy on the Executive Committee shall be filled by the Board within ninety (90) days of the vacancy.

ARTICLE 9 OFFICERS

9.01 The Board shall nominate and elect a Chair, Vice Chair, and Secretary of the Authority, each for a term of two (2) years, from among the Directors at its last meeting of every odd-year Fiscal Year. Each officer shall assume the duties of the respective office upon election. If an officer ceases to be a Director of the Board, the resulting vacancy shall be filled at the next regular meeting of the Board held after the vacancy occurs or at a special meeting of the Board called to fill such vacancy. In the absence or inability of the Chair to act, the Vice Chair shall act as Chair. The Chair shall preside at and conduct all meetings of the Board. The Board may appoint such other officers as it considers necessary and as provided in the Bylaws.

ARTICLE 10 COMMITTEES

10.01 The Board may establish advisory committees as it deems appropriate or it may, in the Bylaws or by resolution, delegate such power to the Executive Committee. Members of committees shall be appointed by the Board or the Executive Committee. Each committee shall have those duties as determined by the Board or the Executive Committee or as otherwise set forth in the Bylaws. Each committee shall meet on the call of its chairperson, and shall report to the Executive Committee and the Board as directed by the Board or the Executive Committee.

ARTICLE 11
LIABILITY OF BOARD OF DIRECTORS, OFFICERS AND
COMMITTEE MEMBERS

11.01 The members of the Board of Directors, officers and committee members of the Authority shall use ordinary care and reasonable diligence in the exercise of their powers and in the performance of their duties pursuant to this Agreement.

11.02 No Director, officer or committee member shall be responsible for any action taken or omitted by any other Director, officer or committee member. No Director, officer or committee member shall be required to give a bond or other security to guarantee the faithful performance of his or her duties pursuant to this Agreement.

11.03 The Authority may acquire and maintain insurance protection as is necessary to protect the interest of the Authority and its Members in its administration of the Authority in accordance with Article 14 below.

ARTICLE 12
STAFF

12.01 Principal Staff. The following staff members shall be appointed by and serve at the pleasure of the Executive Committee:

- a) Executive Director. The Executive Director shall administer the daily business and activities of the Authority, subject to the general supervision and policy direction of the Board and the Executive Committee; shall be responsible for all minutes, notices and records of the Authority; shall administer all contracts; may enter into contracts within authority set by the Board or Executive Committee, and shall perform such other duties as are assigned by the Board or Executive Committee. The Executive Director shall be an employee of one of the Members or Associate Members of the Authority and shall have obtained senior fire department management rank that will provide a range of operational capability to the Authority.
- b) Legal Counsel. With the approval of the majority of the Board, legal counsel shall be appointed to serve as general counsel ("General Counsel") to the Authority.

12.02 Support Staff. Subject to the approval of funding in the Authority's budget and to the general supervision and direction of the Board and Executive Committee, the Executive Director shall provide for the appointment of such other staff as may be necessary for the administrative support of the Authority, which staff shall be employees of the Authority. Upon mutual agreement, a Member may provide supplemental administrative support services in exchange for reimbursement by the Authority, or as a contribution credit for services. Administrative personnel of a Member performing these functions remain employees of the contributing Member, and are not employees of the Authority.

12.03 Treasurer and Controller. Pursuant to Sections 6505.5 of the Act, the finance director and finance manager of one of the original member agencies, to be determined upon execution of the agreement, are hereby designated as the Controller, of the Authority. The Treasurer and the Controller shall be employees of the same Member. The Treasurer shall be the depository and have custody of all funds of the Authority. The Controller shall assure that there shall be strict accountability of all funds and reporting of all receipts and disbursements of the Authority. The Treasurer and Controller shall have the duties and obligations set forth in Section 6505 and 6505.5 of the Act, as those sections may be amended from time to time. To the extent permitted by the Act, the Board of Directors may change the Treasurer and Controller of the Authority to any person or entity that is authorized by the Act to occupy such offices.

12.04 Compensation. With the exception of the appointing Member for work performed by the designated Controller, per a written agreement approved by the Board of Directors for financial services, there shall be no direct compensation paid by the Authority to any individuals contributed by a Member or Associate Member agency to serve in the capacity as an officer of the Authority, such as the Executive Director, General Counsel, or any other individuals who are employed by a Member or Associate Member agency and contributed to the Authority under this Article 12, unless direct reimbursement is otherwise authorized pursuant to Section 12.02 or Section 13.06 of this Agreement.

12.05 Personnel Contributed by Members. Participating personnel (both sworn and non-sworn) assigned to the Authority by a Member or Associate Member shall not be considered employees or contractors of the Authority for any purpose. Such personnel shall during the period of assignment remain employees of the assigning Members or Associate Members.

ARTICLE 13

BUDGET, OPERATING FUNDS, AND AUDITS

13.01 Annual Budget. The Executive Director will prepare and submit to the Board of Directors in sufficient time for revision and adoption prior to July 1 of each year, the annual budget of the Authority for the next succeeding Fiscal Year.

13.02 Disbursement of Funds. The Executive Director or his/her designee shall cause to have warrants drawn for the payment of funds or disbursements and such requisition for payment in accordance with rules, regulations, policies, procedures, and Bylaws adopted by the Board. The Executive Director may apply for, receive, and use credit cards for the sole purpose of conducting Authority business in accordance with applicable written rules and regulations.

13.03 Accounting. All funds received by the Authority shall be placed in the custody of the Treasurer. These funds shall be given object accounts, and the receipt, transfer, or disbursement of such funds during the term of this Agreement shall be accounted for by the Controller in accordance with generally accepted accounting principles applicable to governmental entities. There shall be strict accountability of all funds by the Controller. All

revenues and expenditures shall be reported by the Controller to the Executive Committee on a quarterly basis, unless otherwise required by the Board of Directors.

13.04 Approval of Expenditures. All expenditures within the approved budget shall be made upon the approval of the Executive Director in accordance with the rules, policies, and procedures adopted by the Board

13.05 Records and Audit. The Controller shall cause to be kept accurate and correct books of account showing in detail all financial transactions of the Members relating to the Authority, which books of account shall correctly show any receipts and also any costs, expenses, or changes paid or to be paid to a Member. These books and records of the Authority in the hands of the Controller shall be open to inspection at all times during normal business hours by any representative of a Member, or by any accountant or other person authorized by a Member to inspect the books of records. The Controller shall cause the books of account and other financial records of Authority to be audited annually, or biennially if so authorized by the Board of Directors, by an independent certified public accountant and any cost of the audit shall be paid by the Authority. The minimum requirements shall be those prescribed by the State Controller under California Government Code section 26909 and in conformance with generally accepted auditing standards. The annual audit, or biennial as the case may be, shall be submitted to the Board of Directors and the Executive Committee when completed.

13.06 Compensation of Contributed Personnel. All participating personnel contributed and assigned to the Authority by a Member or Associate Member shall have their salary, benefits, and overtime, if any, paid by the respective Member or Associate Member. The Authority may, but is not obligated to, reimburse a Member or Associate Member for expenses, or for the overtime of employees or for salary, benefits, and overtime of employees contributed for administrative support as authorized by Section 5.01(k) and Section 12.02, respectively and as approved by the Executive Director. It shall be the responsibility of the Authority to institute an auditing system wherein the hours worked by each individual will be documented and reported on a weekly basis for submission in a timely manner to the individual's contributing agency.

ARTICLE 14 INDEMNIFICATION AND INSURANCE

14.01 Obligations of the Authority. The debts, liabilities and obligations of the Authority ("Authority Obligations") shall be the debts, liabilities and obligations of the Authority alone. Authority Obligations shall not constitute debts, liabilities, and obligations of any individual Member, and the Members shall have no liability therefore.

14.02 Contributed Member Employees. The Members acknowledge that each Member may be contributing and assigning its own personnel to a cooperative pool of personnel to provide service to the Authority. Each such contributing Member shall be solely responsible for and retain all debts, liabilities, and other obligations for all activities of its employees while acting in the course and scope of their assignment to the Authority, and shall maintain sufficient insurance

coverage, as determined by the Member, in effect at all times to cover any such claim, loss, liability, or obligation, or otherwise provide for payment of such liability. Members may elect to self-insure any insurance obligation under this Agreement.

14.03 Member Indemnity for General Liability of Contributed Employee. Each Member shall protect, defend, indemnify, and hold free and harmless the Authority and the other Members, their respective elected and appointed boards, officials, officers, agents, volunteers, and employees from and against any and all liabilities, damages, loss, cost, claims, expenses, actions, or proceedings of any kind or nature caused by an employee of the Member who is performing Authority primary or support functions, including, but not by way of limitation, injury or death of any person, injury or damage to any property, including consequential damages and attorneys' fees and costs, resulting or arising out of or in any way connected with the alleged willful or negligent acts or omissions in the course and scope of carrying out their responsibilities in the performance of their duties to the Authority and for which each Member shall maintain sufficient liability coverage, pooled self-insurance coverage, or a program of self-insurance, which includes coverage for contractual promises to indemnify, in effect at all times as determined by the Board of Directors, to cover any such damage claim, loss, cost, expense, action, proceeding, liability, or obligation.

14.04 Member Indemnity for Workers Compensation Liability of Contributed Employee. Each Member shall fully indemnify and hold harmless the Authority and each other Member, its officers, employees and agents, from any claims, losses, fines, expenses (including attorneys' fees and court costs or arbitration costs), costs, damages or liabilities arising from or related to (1) any workers' compensation claim or demand or other workers' compensation proceeding arising from or related to, or claimed to arise from or relate to, employment which is brought by an employee of the respective agency or any contract labor provider retained by the public agency, or (2) any claim, demand, suit or other proceeding arising from or related to, or claimed to arise from or relate to, the status of employment (including without limitation, compensation, demotion, promotion, discipline, termination, hiring, work assignment, transfer, disability, leave or other such matters) which is brought by an employee of the fire department agency or any contract labor provider retained by the fire department agency.

14.05 Risk Management. The Authority shall employ the principles of sound risk management in its operations. Risks of loss shall be identified, evaluated, and treated in a manner that protects the Authority and each Member from adverse financial consequences. This may be accomplished in part through the purchase of appropriate commercial insurance. The Board of Directors may designate a Risk Manager from one of the Members (the "Authority Risk Manager") who shall act in an advisory capacity to the Board to provide guidance in the area of risk management, loss control, insurance procurement, and claims management. The Authority Risk Manager or his/her designee will be responsible for maintaining the original insurance policies and other risk management and insurance documents.

14.06 Authority Indemnity of Members. The Authority shall protect, defend, indemnify, and hold free and harmless the Members, their respective elected and appointed boards, officials, officers, agents, volunteers, and employees, and the individual Chair, Vice Chair, and

Secretary, from and against any and all liabilities, damages, loss, cost, claims, expenses, actions, or proceedings of any kind or nature caused by staff employed by the Authority hired pursuant to Section 12.02 including, but not by way of limitation, injury or death of any person, injury or damage to any property, including attorney's fees and costs, resulting or arising out of or in any way connected with the alleged willful or negligent acts or omissions in the course and scope of carrying out their responsibilities in the performance of their duties to the Authority. This provision of indemnify shall not be construed to obligate the Authority to pay any liability including, but not limited to, punitive damages, which by law would be contrary to public policy or itself unlawful.

ARTICLE 15 MEMBER RESPONSIBILITIES

15.01 Each Member shall have the following responsibilities:

- a) To appoint its Director, or alternate as may be allowed, to or remove from the Board as set forth in Article 6.
- b) To consider proposed amendments to this Agreement as set forth in Article 18.
- c) To make contributions in the form of membership premiums, assessments, and fees, if any, in accordance with the Bylaws and as determined by the Board, for the purpose of defraying the costs of providing the annual benefits accruing directly to each party from this Agreement. Any such contributions are subject to approval by the governing bodies of Member agencies from whom such contributions are sought.
- d) To provide to the Authority such other information or assistance as may be necessary for the Authority to carry out fire protection or safety programs as determined by the Board.

ARTICLE 16 ADMISSION AND WITHDRAWAL OF PARTIES

16.01 Public agencies with fire departments and federal and California fire agencies may become Members of the Authority upon approval and execution of this Agreement and under such terms and conditions as are determined by the Bylaws and upon approval of the Board.

16.02 The Authority shall file a notice of this Agreement within 30 days of its Effective Date with the office of the California Secretary of State, as required by California Government Code Sections 6503.5 and 6503.6. Upon any change in membership, the Authority shall file a notice of such change of membership within 10 days of its Effective Date with the Secretary of State and with the county clerk of each county in which the Authority maintains an office, as required by California Government Code Section 53051.

16.03 Members may withdraw from the Authority in accordance with the following procedures and conditions:

- a) A Member may withdraw as provided and in accordance with Section 3.02 of this Agreement.
- b) After the expiration of the period provided in Section 3.02, a Member may withdraw as follows:

(1) Effective Date of Withdrawal for a Member or Associate Member. Such withdrawal shall become effective sixty (60) days following the giving of written notice of withdrawal of participation by any Member or Associate Member agency to the Executive Director.

(2) Disposition of Monetary Contributions Upon Withdrawal. Upon the withdrawal of a Member or Associate Member, that agency will be entitled to a pro-rata return of monetary contributions or payments it made to the Authority that have not been expended by the Authority as of the effective date of the Member's or Associate Member's withdrawal. The pro-rata return shall be calculated by taking the total monetary contributions or payments made by the then-existing Members and that have not been expended, encumbered, or contractually obligated by the Authority as of the effective date of the withdrawal, and dividing it by the number of then-existing Members. Such allocation shall be reduced by the amount of any delinquent fees or assessments owed by the Member or Associate Member. Each withdrawing or terminating Member acknowledges and agrees that it is not entitled to and has no rights to a return or share of any property, supplies, equipment, or other interests of the Authority, except as set forth in this Section or as otherwise approved by a majority of the Board.

16.04 The Board of Directors may terminate membership of any Member or Associate Member upon majority vote of the entire Board, upon the effective date set by the Board.

16.05 Upon any withdrawal or involuntary termination of a Member, the Member shall remain responsible and liable for any claims, demands, damages, or liability arising from the Member's membership in the Authority before the effective date of its withdrawal or involuntary termination of membership from the Authority. A Member shall not be responsible or liable for any claim, demand, damage, or liability arising after the effective date of its withdrawal or involuntary termination of membership from the Authority. The Authority may withhold funds otherwise owing to the Member or require the Member to deposit sufficient funds, as determined by the Board, to cover the Member's contingent responsibility for the foregoing claim, demand, damage, or liability.

ARTICLE 17

DISSOLUTION AND DISPOSITION OF ASSETS

17.01 Except as provided herein, the Members agree that all supplies and equipment purchased by the Authority shall be owned and controlled by the Authority as its sole and separate property and not as property of any Member.

17.02 The Authority shall continue to exist and exercise the powers herein until the Authority is terminated and dissolved by a vote of two-thirds of the entire Board of Directors; provided,

however, that no such dissolution shall be complete and final until the Authority has satisfactorily disposed of all financial obligations and claims, distributed all assets, and performed all other functions deemed necessary by the Board to conclude the affairs of the Authority.

17.03 Termination shall occur upon:

- a) The written consent of two-thirds of the Board of Directors; and
- b) Full satisfaction of all outstanding financial obligations of the Authority; and
- c) All other contractual obligations of the Authority have been satisfied.

17.04 In the event of such termination of the Authority, any funds remaining following the discharge of all debts and obligations shall be disposed of by distribution to each Member who is on the Board immediately prior to the termination of the Authority, a share of such funds proportionate to the contribution made to the Authority by the Member which have accrued during its participation, to the extent determined by the Board in its sole discretion to be fair and equitable and consistent to the distribution of assets as specified in the Bylaws.

17.05 Notwithstanding any other provisions of the Agreement, the Members agree to abide by the following procedure for selling of equipment in the event the Agreement is terminated. The equipment shall be given a fair market value by an appraiser agreed upon by the Board. Before the equipment is sold on the open market, each Member shall have the right to purchase the equipment at a price and under terms as agreed upon by the Board which may include a financing arrangement for the purchaser to allow for a transition period after the termination of this Agreement. If an agreement cannot be reached concerning a purchase of the equipment, then it shall be sold on the open market. Proceeds from the sale of equipment upon termination of the Agreement shall be distributed to the Members in a manner consistent with the distribution of assets as provided in the Bylaws, and any modifications to that formula adopted by the Board.

ARTICLE 18 MISCELLANEOUS

18.01 Amendments. This Agreement may be amended with the majority approval of the Members; provided, however, that no amendment may be made that would adversely affect the interests of the owners of bonds, letters of credit, or other financial obligations of the Authority. The Executive Director shall file a notice of the amendment to this Agreement within 30 days of its effective date with the office of the California Secretary of State, as required by California Government Code Sections 6503.5 and 6503.6.

18.02 Notices. Any notice required or permitted to be made hereunder shall be in writing and shall be delivered in the manner prescribed herein at the principal place of business of each party. The party may give notice by:

- Personal delivery;
- E-mail;
- U.S. Mail, first class postage prepaid;
- Facsimile; or,
- Any other method deemed appropriate by the Board.

At any time, by providing written notice to the other parties to this Agreement, any party may change the place, facsimile number, or e-mail for giving notice. All written notices or correspondence sent in the described manner will be deemed given to a party on whichever date occurs earliest:

- The date of personal delivery;
- The fifth business day following deposit in the U.S. mail, when sent by “first class” mail; or,
- The date of transmission, when sent by e-mail or facsimile.

18.03 Effective Date. This Agreement shall be effective at such time as provided in Section 3.01.

18.04 Conflicts of Interest. No official, officer or employee of the Authority or any Member shall have any financial interest, direct or indirect, in the Authority. Nor shall any such officer or employee participate in any decision relating to the Authority that affects his or her financial interests or those of a corporation, partnership, or association in which he or she is directly or indirectly interested, in violation of any State law or regulation. The Authority shall be subject to a Los Angeles County Conflict of Interest Code, as adopted by the Board of Supervisors, and must comply with all filing and other requirements as set forth therein and in State law.

18.05 Dispute Resolution and Arbitration. Disputes regarding the interpretation or application of any provision of this Agreement shall first, to the extent reasonably feasible, be resolved by and between any Members, or by and between any such Member and the Authority, through consultation between the parties. In the event the parties cannot resolve their dispute, then the Executive Committee shall form a subcommittee of three non-interested, objective Members of the Executive Committee who may resolve the dispute.

In the event the dispute cannot be resolved by the subcommittee of the Executive Committee, as provided hereinabove, the parties to the dispute agree to resolve the matter through non-binding mediation by a mediator to be mutually selected by the disputing parties.

In the event the dispute is not resolved by mediation, the dispute shall be resolved by binding arbitration. The parties shall submit such dispute for binding arbitration in Los Angeles County, California, before an arbitrator selected from Judicate West (or if it no longer exists, from the American Arbitration Association (AAA), or if that no longer exists, from JAMS, or if that no longer exists, from a similar arbitration organization.) Arbitration will be conducted in accordance with Judicate West's, or other chosen arbitration organization's, then current rules related to commercial arbitration. Judicate West's Commercial Arbitration Rules can be found at: <https://www.judicatewest.com/Services/DisplayPDF/127> .

The parties shall have all rights for depositions and discovery as provided under the rules of the selected arbitration organization. The arbitrator shall apply California law to the proceeding. The arbitrator shall have the power to grant all legal and equitable remedies including provisional remedies and award compensatory damages provided by law, but the arbitrator may not order relief in excess of what a court could order. The arbitrator shall prepare and provide the parties with a written award including factual findings and the legal reasoning upon which the award is based. The arbitrator may award the prevailing party all reasonable attorneys' fees, expert witness fees, and other litigation expenses, expended or incurred in such arbitration or litigation, unless the laws related to the claim that the party prevailed on preclude a court from awarding attorneys' fees and costs to the prevailing party. Any court having jurisdiction may enter judgment on the award rendered by the arbitrator, or correct or vacate such award as provided by applicable law. The parties understand that by agreeing to binding arbitration, they are giving up the rights they may otherwise have to trial by a court or a jury and all rights of appeal, and to an award of punitive or exemplary damages.

18.06 Partial Invalidity. If any one or more of the terms, provisions, sections, promises, covenants or conditions of this Agreement shall to any extent be adjudged invalid, unenforceable or void for any reason whatsoever by a court of competent jurisdiction, each and all of the remaining terms, provisions, sections, promises, covenants and conditions of this Agreement shall not be affected thereby and shall be valid and enforceable to the fullest extent permitted by law.

18.07 Successors. This Agreement shall be binding upon and shall inure to the benefit of the successors of the Members hereto.

18.08 Assignment. No Member may assign any right, claim or interest it may have under this Agreement, and no creditor, assignee or third party beneficiary of any Member shall have any right, claim, or title to any part, share, interest, fund or asset of the Authority.

18.09 Governing Law. This Agreement is made and to be performed in the County of Los Angeles, State of California, and as such California substantive and procedural law shall apply.

18.10 Headings. The section headings are for convenience only and are not to be construed as modifying or governing the language of this Agreement.

18.11 Counterparts. This Agreement may be executed in counterparts. Each executed counterpart shall have the same force and effect as an original instrument and as if all Members had signed the same instrument.

18.12 Execution. The legislative body or governing body of each Member enumerated herein have each authorized execution of this Agreement, as evidenced by the authorized signatures below, respectively. A Member's signature to this Agreement is not valid until its legislative or governing body has authorized execution of this Agreement.

18.13 Entire Agreement. This Agreement, supersedes any and all other agreements or representations, whether oral or written, between the parties hereto with respect to the subject matter hereof and contains all of the covenants and agreements between the parties with respect to any matter, and each party to this Agreement acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that any other agreement or modification of this Agreement shall be effective only if executed in writing and signed by the Authority and all Members.

18.14 Recitals. The above recitals are true and correct and are incorporated in this Agreement by this reference.

IN WITNESS WHEREOF, each Member has caused this Agreement to be executed and attested by its proper officers thereunto duly authorized, its official seals to be hereto affixed, as follows:

[MEMBER] Authorization

for Membership in the Los Angeles County Regional Training Group

IN WITNESS WHEREOF, [MEMBER], by Resolution of its [GOVERNING BOARD] has caused this Joint Powers Agreement to be executed on its behalf by the [MEMBER EMPLOYEE TITLE], and attested by [BOARD] Clerk, as of the date so executed below.

[MEMBER NAME]

Dated: _____

By: _____
NAME & TITLE

ATTEST:

APPROVED AS TO FORM:

By: _____
NAME & TITLE

By: _____
NAME & TITLE

CITY OF MONTEBELLO
CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and City Council Members

FROM: Andrew G. Pasmant, Acting City Manager

BY: Fernando Pelaez, Fire Chief

SUBJECT: Extension of the Foothill Communications Agreement (3219)

DATE: November 14, 2018

RECOMMENDATION

1. That the City Council accept and approve the Extension of the Foothill Communications Agreement (Number 3219), month to month, for no more than six months, while a request for proposal and qualifications is developed and a vendor is selected; and
2. Authorize the Acting City Manager to execute the agreement extension.

BACKGROUND

In November 2016, the City of Montebello entered into an agreement with Foothill Communications (Agreement Number 3219), for one year, with an option of an additional one year, if exercised and accepted by both parties. At the end of the first year, both parties agreed to extend for an additional year, securing the agreement until October 2018. Foothill Communications is under agreement to handle all communications systems maintenance for all City Departments, including the public safety agencies and Montebello Bus Lines, in lieu of an in-house communications division. This company provides 24 hours-7 days a week service to the City for all radio system issues.

With staffing shortages, the need for a request for proposal and qualifications was overlooked, and the contract deadline approached prior to the opportunity to complete the proposal and qualification necessary for competitive bidding. This process is expected to take approximately two to three months, and with the P-25 radio system upgrade and new radio purchases, the City preferred to maintain the existing contractor instead of changing contractors in the middle of the project.

ANALYSIS

With the extension of this agreement, it allows the City of Montebello to continue with two major projects, the P-25 radio system upgrade and the new radio purchases, with the same company. The extension would also allow us to maintain 24 hours-7 days a week service to the City for all radio systems. After extended discussions with Foothill

Communications, they have agreed to continue maintaining the same level of service at the original cost identified in November 2016 (no increase in costs for thirty (30) months). Although the original agreement allowed for a consumer price index (CPI) increase, Foothill Communications has graciously agreed to not exercise this increase for the entire duration of the agreement and through the remainder of this extension in April 2019.

FISCAL IMPACT

The funds for this agreement have been allocated and are in the Fire Department budget. There is no request for fund allocations.

SUMMARY

1. That the City Council accept and approve the Extension of the Foothill Communications Agreement (Number 3219), month to month, for no more than six months, while a request for proposal and qualifications is developed and a vendor is selected;
2. Authorize the Acting City Manager to exceed his authority of \$20,000.00, for these specific services provided by Foothill Communications (Agreement Number 3219); and
3. Authorize the Acting City Manager to execute the agreement extension.

ATTACHMENTS

Agreement 3219
Letter Recommending Agreement Extension

**SERVICE AGREEMENT
BETWEEN THE CITY OF MONTEBELLO
AND
FOOTHILL COMMUNICATIONS, LLC**

This SERVICE AGREEMENT ("Agreement") is made and entered into by and between the City of Montebello ("City"), a California municipal corporation, and Foothill Communications, LLC ("Contractor"), a limited liability corporation. The City and Contractor are sometimes hereinafter individually referred to as a "Party" and collectively as the "Parties."

I. Recitals

- 1) City has determined that it requires radio communications support and maintenance services for the City of Montebello Radio Communications Network.
- 2) Contractor represents that it is fully qualified to perform such support and maintenance services by virtue of its experience and the training, education and expertise of its principals and employees. Contractor further represents that it is willing to accept responsibility for performing such services in accordance with the terms and conditions set forth in this Agreement.

II. Contractor's Services

- 1) Contractor will provide general service, maintenance, technical and sales support to the City.
 - a) This will include Maintenance and Preventative Maintenance (PM) of the Motorola 4.1 Smart Zone and future Motorola P25 trunk radio system, and legacy conventional repeater system infrastructure, Subscriber Units (Montebello Transit subscriber equipment is specifically excluded in this proposal), Motorola Centracom Gold Elite Radio Dispatch Consoles (5 position at Montebello PD and 2 positions at Montebello Transit), Motorola base station radios, and Fire Department Station Alerting systems.
 - b) Labor to repair of subscriber (portable & mobile) radios (parts quoted and billed separately).
 - c) Labor for repair of infrastructure elements (parts quoted and billed separately). General Repairs will be defined as repairs of equipment that include the following: Intermittent or no transmit/receive, intermittent or no power, unresponsive/missing knobs and buttons, programming, Firmware Refresh, tuning and alignment.
- 2) Repairs and services not supported by this agreement, include, radio issues caused by physical abuse/damage and/or excessive force, operator accident,

or misuse, force majeure, fire damage, liquid damage, issues caused by radio interference, feature and flash upgrades, manufacturer defects, batteries, mobile data computers, radio modems, radio equipment no longer supported by the manufacturer, tower work, electrical work, telephones, IP/Computer and IT networking, vehicle lighting and/or radio wiring and installations.

- a) If any of the above issues occur, Contractor can provide a quote for time and materials for repair.
 - b) Montebello Transit subscriber equipment is not included in this proposal, and tower work.
 - c) Vehicle installation and/or repair of communications, lighting, and /or safety equipment are not covered by this agreement and will be need to be quoted separately.
- 3) Service calls will be conducted between 9:00 AM and 5:00 PM, Monday through Friday (excluding holidays).
- 4) Emergency Service Calls. Contractor will provide 24 hours per day, 7 days per week, 365 days per year support for Radio System Infrastructure, Radio Dispatch Consoles and Fire Department Station Alerting Systems. Contractor representative will respond by phone within a four-hour period. After hours and weekend rates for equipment and system(s) not mentioned above will be billed at a rate of \$350.00 per service call plus \$275.00 per hour.
- 5) Repair Services:
- a) Equipment needing repair will be obtained by a Contractor representative in a timely manner. Mobile radios needing repair shall be de-installed by Contractor as required from the vehicle or apparatus. Contractor personnel are not authorized to operate, drive or relocate City owned vehicles for purposes of enacting repairs.
 - b) Contractor will repair the radio within the shortest amount of time possible in good faith.
 - c) If the repair is to take more than two weeks, notice will be sent by Contractor to indicate a revised return date in accordance with the Notice provisions under Section XVII.
 - d) There may be times where the equipment is Beyond Economic Repair (BER). BER is a repair that cost 60% of the replacement value. This may be due to damage to the main RF or Controller board, unavailability of parts due to discontinuation, liquid and/or extreme physical damage.

- e) Contractor will guarantee all repair work for 30 days excluding manufacture defect of part installed.
- f) Contractor will work with the City to establish a Preventative Maintenance schedule for Radio Subscriber, Radio Network Infrastructure, and Radio Dispatch Consoles.

III. Radio System Infrastructure

The City shall coordinate with the ICI System Administrator to provide remote network access to the Radio Network Infrastructure (RNI) through secure remote access (VPN or other method) and shall provide authorization to Contractor to maintain records related to the City radio system within the RNI and related subsystems. The City will allow Contractor to operate on the ICI System. The City will allow Contractor and its designees radio ID's and talkgroups to Contractor for communications and testing purposes on the ICI System. The City will allow 24-hour access to all facilities related to the radio system maintenance, repair and installations.

IV. Term and Compensation

- 1) The City will provide Payment totaling \$175,000.00 per year to cover the cost of listed services for each year during the term of this Agreement.
- 2) A 50% deposit (\$87,800.00) shall be paid before the Service Agreement is to begin, the first payment will secure the Contractors availability to perform services from November 1, 2016 to April 30, 2017 and will cover all service costs covered by this agreement during that time. The second payment of \$87,200 is to secure the Contractors availability to perform services from May 1, 2017 to October 30, 2017, and will cover all service costs covered by this agreement during that time. Deposits deemed earned upon receipt of payment and will ensure exclusive availability subject to the terms in Section VIII-Conflicts of Interest.
- 3) Service Agreement will start November 1, 2016 and expire October 30, 2017, subject to Section V – Extension and Termination Options.

V. Extension and Termination Options

- 1) An optional one (1) year extension can be exercised by the City in writing thirty (30) days prior to the end of the current Agreement period. If the Agreement has expired and the renewal option has not been exercised, the Service Agreement will continue on a month-to-month basis, with the monthly compensation to be based on the \$175,000.00 per year contract cost plus any applicable cost of living increase (determined based upon the Consumer Price Index for the Los Angeles metropolitan area), divided by twelve (12),

paid within thirty (30) days of Contractor's invoice to the City, and subject to the termination provides set for in this Agreement.

- 2) The City may terminate the Agreement with or without cause upon thirty (30) calendar days' written notice to Contractor. If the Agreement is terminated, for any reason, Contractor's compensation shall be limited to payment only for those services satisfactorily rendered prior to the effective date of termination. Contractor agrees to refund City the amount paid for additional unused services.
- 3) Contractor may terminate the agreement in the event the City does not provide payment within thirty (30) calendar days' of receipt of any written invoice of services and parts actually quoted and performed by contractor in good faith.

VI. Licenses

At all times during the term of this Agreement, Contractor shall have in full force and effect all licenses required of it by law for performance of the services hereunder.

VII. Compliance with Laws

Contractor shall keep informed of State, and Federal 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. In the event the City becomes aware of Contractor's noncompliance with any such Local laws, ordinances, municipal codes and regulations affecting the performance of this agreement, the City shall provide written notice to Contractor of such noncompliance, and Contractor shall have a reasonable opportunity to cure such noncompliance, with reasonableness to be judged under the circumstances prior to the City's termination of the Agreement for breach as contemplated in Section V. The Contractor shall at all times comply with such laws, ordinances, codes and regulations. Without limiting the generality of the foregoing, if Contractor 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 Contractor to comply with this Section.

VIII Conflict of Interest

Contractor 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 Contractor under this Agreement, or which would conflict in any manner with the performance of its services hereunder. During the term of this Agreement, Contractor shall not perform any work for another person or entity for whom

Contractor was not working at or prior to the Commencement Date of this Agreement, if such work would require Contractor to abstain from a decision under this Agreement pursuant to a conflict of interest statute.

VIII Independent Contractor

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

IX Confidentiality

All data, documents, discussion, or other information developed or received by Contractor or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Contractor without prior written consent by City. City shall grant such consent if disclosure is legally required. Upon request, all City data and any copies thereof shall be returned to City upon the termination or expiration of this Agreement.

X. Indemnity

- 1) Contractor agrees to indemnify, hold harmless, and defend, to the maximum extent permitted by law, the City, its City Council and each member thereof, and its officers, employees, commission members and representatives, from any and all liability, loss, suits, claims, damages, costs, judgments and expenses (including attorney's fees and costs of litigation) which in whole or in part result from or arise out of the usage or operation, including the malfunctioning of, or, any injury caused by, any product purchased herein; or any acts, errors or omissions (including, without limitation, professional negligence) of Contractor, its employees, representatives, subcontractors, or agents in connection with the performance of this contract, unless the claim arises as a result of the negligence or willful misconduct of the City, its directors, officers, agents or employees, or its successors and assigns.. This agreement to indemnify includes, but is not limited to, personal injury (including death at any time) and damage to property (including, but without limitation, contract or tort or patent, copyright, trade secret or trademark infringement) sustained by any person or persons (including, but not limited to, companies, or corporations, Contractor and its employees or agents, and members of the general public).
- 2) Contractor shall defend, indemnify and hold the City, its officials, officers, employees, and agents free and harmless from any and all claims, demands,

causes of action, costs, expenses, liability, loss, damage or injury, in law or equity, to property or persons, including wrongful death, in any manner arising out of any intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of Contractor, its officials, officers, employees, agents, consultants, and contractors arising out of the negligent performance of Contractor's services as provided in this Agreement.

- 3) Workers' Compensation. Workers' Compensation claims shall be paid by the employer of any injured worker, and subrogation rights against all Parties are expressly waived.
- 4) Contractor shall be solely responsible for, and shall indemnify, defend and save City harmless from all matters relating to the payment of its employees, including compliance with social security, withholding and all other wages, salaries, benefits, taxes, exactions, and regulations of any nature whatsoever. Contractor acknowledges that Contractor and any subcontractors, agents or employees are not entitled to any of the benefits or rights afforded employees of City, including, but not limited to, sick leave, vacation leave, holiday pay, Public Employees Retirement System benefits, or health, life, dental, long-term disability or Workers' Compensation insurance benefits.

XI. Insurance Requirements

- 1) Commercial General liability: Contractor shall provide the City with evidence of Commercial General Liability with minimum limits of \$1,000,000 per occurrence. Contractor shall provide the City with an endorsement naming as additional insured the City, its City Council members, commissioners, officials, officers, employees, agents and volunteers. Contractor shall provide the City with an endorsement for Waiver of the Right of Subrogation against the City.
- 2) Auto liability: Contractor Contract shall provide the City with evidence of Automobile liability Coverage with minimum limits of \$100,000/\$300,000/\$100,000.
- 3) Workers' Compensation and Employers' liability: Contractor shall provide the City with evidence of Workers' Compensation coverage and Employer's liability with Statutory Limits, or through a program of self-insurance. Contractor shall provide City with an endorsement for Waiver of the Right of Subrogation against the City.

XII. Non-Discrimination and Equal Employment Opportunity

Contractor 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.

Contractor will, in all solicitations or advertisements for employees placed by or on behalf of Contractor 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."

Contractor 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.

XIII. Assignment

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

XIV. 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 Contractor 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 Contractor, 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.

XV. 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.

XVI. Records and Inspections

Contractor shall maintain full and accurate records with respect to all matters covered under this Agreement for a period of three years after the expiration or termination of this Agreement. City shall have the right to access and examine

such records, without charge, during normal business hours. City shall further have the right to audit such records, to make transcripts therefrom and to inspect all program data, documents, proceedings, and activities.

XVII. Notices

Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on: (i) the day of delivery if delivered by hand, facsimile or overnight courier service during Contractor and City's regular business hours; or (ii) on the third business day following deposit in the United States mail if delivered by mail, postage prepaid, to the addresses listed below (or to such other addresses as the Parties may, from time to time, designate in writing).

If to City:

Danilo Batson, Dir. of Public Works
City of Montebello
1600 W. Beverly Blvd.
Montebello, CA 90640
DBatson@cityofmontebello.com

If to Contractor:

Foothill Communications, LLC
133. N San Gabriel Blvd #206
Pasadena, CA 91107
kenji@foothillcommunications.com

XVIII. Governing Law

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

XIX. 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.

XX. Entire Agreement

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

XXI. Authority

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

TO EFFECTUATE THIS AGREEMENT, the Parties have caused their duly authorized representatives to execute this Agreement on the dates set forth below.

Signature  Date 10/26/16
Print Name Francesca Tucker-Schuyler Title City Manager

Agreed to by Foothill Communications, LLC

Signature  Date 10/31/16
Print Name Kenji Luster Title President

4815-0233-9131, v. 1



Foothill
Communications
Two-Way Radio Specialist

133 N. San Gabriel Blvd. #206
Pasadena CA 91107
626/744-9292 Office
626/744-9233 Fax

September 28, 2018

Re: Master Service Agreement #3219

Assistant Chief Johnson,

As you are aware, the master service agreement between Foothill Communications and city of Montebello has been on a month to month extension since November 1st of 2017.

We are aware that the city of Montebello will be issuing an RFP for future a maintenance agreement.

Due to Motorola Solution's delay in implanting the P25 System upgrade, we believe that changing service providers/vendors at this time would put the entire grant funded project in jeopardy. At this time Foothill Communications has been able to keep the current legacy digital radio running even though its' hardware is no longer available or supported by Motorola Solutions.

We are at a very critical time in the project and any more delays would may risk not only the grant time lines, but also the safety of the Fire Fighters, Police Officers, city personnel, as well as the citizens of the city of Montebello.

To ensure the continuity of the legacy radio system operations, project management of the P25 System Upgrade, we would like to offer the city of Montebello an extension to the month to the month contract agreement until December 31st, 2018.

Thank you,
Kenji Luster, CEO

A handwritten signature in blue ink, appearing to be 'K. Luster', is written below the typed name.

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 14, 2018

RECOMMENDATION

City staff recommends that the City Council consider and choose one of the following two options in authorizing how the March 5, 2019 Special Election, an election of one member of the City Council for a term expiring on November 3, 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.

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. City staff contacted various private consultants to perform full election services for this Special Election, including Martin & Chapman, but no consultant is capable and willing to perform such services. Therefore, to conduct a traditional standalone election with polling sites throughout the City, the City would need to 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.

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. 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.

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 two 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) or (2) adopt a resolution authorizing an all-mail ballot election and requesting services associated 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.

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.

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



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 14th 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

AYES:

NOES:

ABSENT:

ABSTAIN:

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 14th day of November 2018.

Jack Hadjinian, Mayor Pro Tem

APPROVED AS TO FORM:

ATTEST:

Arnold Alvarez-Glasman, City Attorney

Irma Barajas, City Clerk

AYES:

NOES:

ABSENT:

ABSTAIN:

CITY OF MONTEBELLO
CITY COUNCIL AGENDA STAFF REPORT

TO: Honorable Mayor and City Council Members
FROM: Irma Barajas, City Clerk
SUBJECT: Conflict of Interest Code Biennial Update
DATE: November 14, 2018

RECOMMENDATION

It is recommended that the City Council adopt the following resolution amending the Conflict of Interest Code for the City of Montebello in compliance with Government Code requirements.

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
MONTEBELLO, CALIFORNIA, AMENDING THE CONFLICT OF
INTEREST CODE FOR THE CITY OF MONTEBELLO**

FACTS

The Political Reform Act (Government Code Section 87300) requires that the “code reviewing body,” here, the City Council, adopt a Conflict of Interest Code for each of the local agencies within its jurisdiction and designate employee positions within each agency that should make disclosures of economic interests. Any position that makes or participates in making governmental decisions which may foreseeably have a material effect on his or her financial interest should be designated in the Conflict of Interest Code. It should be noted that other City officials, such as the City Council, City Manager, City Attorney and Planning Commissioners are required to disclose economic interests under Government Code Section 87200, and not the City’s Conflict of Interest Code.

Government Code Section 87306.5 requires that the City review its Conflict of Interest Codes biennially (even-numbered years) to determine whether the Codes need to be revised or amended.

ANALYSIS

City staff has reviewed the Codes and prepared amendments for the City Council’s consideration. Upon review, it was determined that the City’s Conflict of Interest Code would need to be amended, due to changes in title and additions, to the City’s Table of

Organization. The list of the current designated positions requiring disclosure are found in Appendix “A”, attached to the Resolution.

ALTERNATIVES

Biennial review of the Conflict of Interest Codes is required by law.

FISCAL IMPACT

There is no fiscal impact to the City.

CONCLUSION

The City Attorney’s Office has reviewed the Conflict of Interest Codes and amendments. It would be appropriate for the City Council to adopt a resolution updating the Conflict of Interest Code for the City of Montebello.

ATTACHMENTS

Attachment A – A Resolution adopting City’s Conflict of Interest Code amendments with City Code and appendices attached.

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
MONTEBELLO, CALIFORNIA, AMENDING THE CONFLICT OF
INTEREST CODE FOR THE CITY OF MONTEBELLO**

WHEREAS, the Political Reform Act, Government Code Sections 81000 et seq., requires the adoption of a Conflict of Interest Code for all public agencies; and

WHEREAS, the Fair Political Practices Commission has adopted Regulation 2, California Code of Regulations, Section 18730, which contains the terms of a Standard Conflict of Interest Code, which can be incorporated by reference, and which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings; and

WHEREAS, the Political Reform Act, Government Code Section 87306.5 requires every government agency to conduct biennial reviews of their Code; and

WHEREAS, the City Council approves and accepts City staff's completed review of the Conflict of Interest Code and recommended changes to same; and

WHEREAS, the City Council last amended the City of Montebello's Conflict of Interest Code in 2014 with the adoption of Resolution No. 14-28; and

WHEREAS, Appendix "A" of the current City of Montebello Conflict of Interest Code does not accurately reflect the current designated positions.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MONTEBELLO AS FOLLOWS:

SECTION 1. In compliance with Government Code Section 87300, the terms of Regulation 2, California Code of Regulations, Section 18730 – The Standardized Conflict of Interest Code duly adopted by the Fair Political Practices Commission, along with the attached Appendices in which officials and employees are designated and disclosure categories are set forth, are hereby incorporated by reference and constitute the Conflict of Interest Code of the City of Montebello (Exhibit 1).

SECTION 2. This resolution supersedes previous Resolution No. 14-28, which adopted a Conflict of Interest Code for designated employees in the City of Montebello.

SECTION 3. The City Clerk shall certify to the passage and adoption of this resolution.

APPROVED AND ADOPTED on this ____ day of _____ 2018.

Jack Hadjinian, Mayor Pro-Tem

APPROVED AS TO FORM:

ATTEST:

Arnold M. Alvarez-Glasman
City Attorney

Irma Barajas, City Clerk

CONFLICT OF INTEREST CODE

CITY OF MONTEBELLO

SECTION 1. AUTHORITY. This code is adopted pursuant to and in compliance with Section 87300 of the California Government Code.

SECTION 2. STANDARDIZED CODE ADOPTED. The terms of California Code of Regulations, Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference, and along with the attached Appendix "A," in which officials and employees are specified and designated, and Appendix "B", in which disclosure categories are set forth, constitute the Conflict of Interest Code of the City of Montebello.

The herein Conflict of Interest Code of the City of Montebello, so adopted, amends and replaces any Conflict of Interest Code of the City of Montebello, previously in effect, to conform to the herein newly adopted Code. All terms or words in this Conflict of Interest Code and in its Exhibits shall have such meanings as are associated hereto in the Political Reform Act, as amended from time to time.

SECTION 3. STATEMENTS. Designated employees shall file statements of economic interests with the City Clerk, who shall be and will perform the duties of filing officer for the City of Montebello. All newly designated employees shall file an initial statement within thirty days after the effective date of the herein Code. The annual statement of economic interests shall be duly filed no later than April 1 of each calendar year.

SECTION 4. EFFECTIVE DATE. This Code shall take effect immediately upon its approval by the City Council of the City of Montebello.

APPENDIX “A”

<u>Designated Position</u>	<u>Disclosure Categories</u>
ELECTED OFFICIALS	
City Clerk	1, 2, 3, 7
CLASSIFIED MANAGEMENT	
Fire Battalion Chief	1, 2, 3, 7
Fire Captain	1, 3, 7
Police Captain	1, 2, 7
Police Lieutenant	1, 2, 7
CLASSIFIED NON-MANAGEMENT	
Engineering Technician	1, 2, 3, 7
Finance Technician	1, 2, 3, 7
Fire Inspector I	1, 2, 3, 7
Firefighter	1, 2, 3, 7
Storekeeper	2, 3, 4, 7
Telecommunications Technician	2, 3, 7
UNCLASSIFIED MANAGEMENT	
Accounting Manager	1, 2, 3, 7
Accounting Supervisor	1, 2, 3, 7
Administrative Management Analyst	1, 2, 3, 7
Assistant City Manager	1, 2, 3, 4, 5, 7
Assistant Director Of Transportation	1, 2, 3, 5, 7
Assistant Golf Course Superintendent	1, 2, 3, 7
Assistant Tree Maintenance Supervisor	2, 3, 7
Building Official	1, 2, 3, 7
Business Manager	1, 2, 3, 7
Chief Management Analyst	1, 2, 3, 7
Communications Management Analyst	1, 2, 3, 7
Community Services Supervisor	1, 2, 3, 7
Director Of Finance	1, 2, 3, 7
Director Of Human Resources & Risk Management	1, 2, 3, 7
Director Of Planning & Community Development	1, 2, 3, 7
Director Of Public Works	1, 2, 3, 7
Director Of Transportation	1, 2, 3, 5, 7
Finance Services Supervisor	1, 2, 3, 7
Fire Chief	1, 2, 3, 7
Fire Marshal	1, 2, 3, 7
General Services Manager	2, 3, 4, 7
Golf Course Superintendent/Facility Manager	1, 2, 3, 7

Grants & Project Administrator	2, 3, 7
Information Systems Supervisor	1, 2, 3, 7
Park Maintenance Supervisor	1, 2, 3, 7
Planning Manager	1, 2, 3, 7
Police Chief	1, 2, 7
Public Works Manager	1, 2, 3, 7
Revenue Supervisor	1, 2, 3, 7
Risk Management Analyst	1, 2, 3, 7
Risk Manager	1, 2, 3, 7
Senior Management Analyst	1, 2, 3, 7
Street Maintenance Supervisor	2, 3, 7
Telecommunications Supervisor	1, 3, 7
Transit Administration Manager	1, 2, 3, 7
Transit Finance Supervisor	2, 3, 7
Transit Operations Supervisor	2, 3, 7
Tree Maintenance Supervisor	1, 2, 3, 7
Vehicle Maintenance Manager	2, 3, 4, 7

UNCLASSIFIED NON-MANAGEMENT

Accountant	1, 2, 3, 7
Administrative Secretary	1, 2, 3, 7
Code Enforcement Officer	1, 2, 3, 7

HOURLY CLASSIFICATION

Administrative Secretary	1, 2, 3, 7
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APPENDIX “B”

DISCLOSURE CATEGORIES

1. Persons in this category shall disclose all interests in real property within the jurisdiction of the Agency.
2. Persons in this category shall disclose all investments.
3. Persons in this category shall disclose all income received from any source located or doing business within the Agency’s jurisdiction or expecting to do business within the Agency’s jurisdiction.
4. Persons in this category shall disclose all income from, or investments in, a business which has, or may reasonably be expected to supply or sell products, directly or through “middlemen” to the City.
5. Persons in this category shall disclose all investments in, and income from, all banks, savings and loan associations, insurance companies, financial consultants, data processing firms or consultants.
6. Consultants shall disclose information required by Categories 1, 2 and 7 (herein) subject to the following limitation:

The City Administrator may determine in writing that a particular consultant, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to comply fully with the disclosure requirements described in this section. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of the disclosure requirements. The City Administrator’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

7. Persons in this category shall disclose all business positions in any business located or doing business within the City, or expecting to do business within the City, unless the Political Reform Act, or regulations promulgated thereunder, exempt such disclosure.

CITY OF MONTEBELLO

CITY COUNCIL AGENDA STAFF REPORT

DATE: November 14, 2018

TO: Honorable Mayor and City Council Members

FROM: Andrew G. Pasmant, Acting City Manager

BY: Danilo Batson, Assistant City Manager / Director of Public Works

SUBJECT: Claims Against the City

The following claims fall under the City's Self-Insurance liability program and have been placed on the agenda for denial:

1. L. Guzman v. City of Montebello

Claimant struck a pothole while driving on Date Street and damaged vehicle. The claim was untimely due to the six (6) month limitation established by statute to present a property claim against the City.

Amount claimed: \$700.00

2. V. Hernandez v. City of Montebello

Claimant alleges City tree roots had entered property sewer line in four different sections. The claim has several deficiencies. The number of locations in the sewer line in which roots were able to enter would confirm that the sewer line was already deteriorated. In order for roots to enter the sewer line, a pre-existing entrance must be present. In addition, the claimant did not contact the City prior to hiring a plumber. The City must be given an opportunity to inspect the site and confirm the damage, and possibly clear the problem before hiring a contractor. The City had no notice prior to this incident that roots were entering the line in order to take pre-cautionary measures.

Amount claimed: \$1,000.00

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. 1456, consisting of seven pages, and
including**

Warrant No. 580436 through 580721;

Warrant No. 1411 through 1414;

**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 14th DAY OF NOVEMBER, 2018.

JACK HADJINIAN, Mayor Pro Tem

ATTEST:

IRMA BARAJAS, City Clerk

ITEM #32



CHECK REGISTER DETAIL SUMMARY

CHECK #	DATE	AMOUNT	ACCOUNT DESCRIPTION	VENDOR #	VENDOR NAME
4331 - General Account					
580436	10/18/2018	\$521.48	SUPPLIES	62880	AMERICAN EMBLEMATIC, LLC
580437	10/22/2018	\$15,600.00	CONTRACT SERVICES	2242	PAGEANTRY PARADES
580438	10/23/2018	\$4,796.41	UTILITY SERVICES	39550	AT&T
580439	10/23/2018	\$1,673.16	UTILITY SERVICES	39550	AT&T
580440	10/23/2018	\$1,100.17	NOTES PAYABLE	19120	CENTRAL BASIN MUNICIPAL WATER DISTRICT
580441	10/23/2018	\$21,412.22	SUPPLIES	9470	GRAINGER, INC.
580442	10/23/2018	\$7,665.00	CONTRACT SERVICES	1658	GOVERNMENT STAFFING SERVICES, INC.
580443	10/23/2018	\$130,117.55	UTILITY SERVICES	45630	SOUTHERN CALIFORNIA EDISON
580444	10/23/2018	\$38.01	UTILITY SERVICES	23610	VERIZON WIRELESS
580445	10/23/2018	\$5,254.50	CONTRACT SERVICES	20060	WATER REPLENISHMENT DISTRICT
580446	10/25/2018	\$83.22	SUPPLIES	67470	ADVANCED BATTERY SYSTEMS, INC.
580447	10/25/2018	\$3,013.13	SUPPLIES	62880	AMERICAN EMBLEMATIC, LLC
580448	10/25/2018	\$1,485.00	CONTRACT SERVICES	370	B.K. SIGNS, INC.
580449	10/25/2018	\$16,428.13	VEHICLE PURCHASES	1101	BLACK AND WHITE EMERGENCY VEHICLES
580450	10/25/2018	\$619.20	RECREATION CLASSES	40850	MARIA E. CASAS
580451	10/25/2018	\$7.43	UTILITY SERVICES	55830	CHARTER COMMUNICATIONS
580452	10/25/2018	\$290.52	UTILITY SERVICES	55830	CHARTER COMMUNICATIONS
580453	10/25/2018	\$3,132.00	CONTRACT SERVICES	49400	U.S. MOBILE WIRELESS
580454	10/25/2018	\$822.33	CONTRACT SERVICES	47770	DUTHIE ELECTRIC SERVICE CORPORATION
580455	10/25/2018	\$802.07	UNIFORM EXPENSE	55650	GALLS, LLC
580456	10/25/2018	\$140.71	VEHICLE MAINTENANCE/EXPENSES	506	SPX CORPORATION
580457	10/25/2018	\$120.00	CONTRACT SERVICES	1650	GOLDEN STATE ELEVATOR SERVICE INC.
580458	10/25/2018	\$182.42	VEHICLE MAINTENANCE/EXPENSES	9470	GRAINGER, INC.
580459	10/25/2018	\$604.44	VEHICLE MAINTENANCE/EXPENSES	22560	H & H AUTO PARTS WHOLESALE
580460	10/25/2018	\$210.00	CONTRACT SERVICES	1886	LINCOLN TRAINING CENTER AND REHABILITAION WORKSHOP
580461	10/25/2018	\$403.19	TRAINING	47420	DIANE MARQUEZ

580462	10/25/2018	\$1,713.67	MACHINERY & EQUIPMENTS	538	PCMG, INC.
580463	10/25/2018	\$203.94	CONTRACT SERVICES	56260	PRUDENTIAL OVERALL SUPPLY
580464	10/25/2018	\$188.30	SUPPLIES	1120	NESTLE WATERS NORTH AMERICA
580465	10/25/2018	\$63,499.12	FUEL INVENTORY	1059	AMBER RESOURCES LLC/SAWYER PETROLEUM
580466	10/25/2018	\$258.42	CONTRACT SERVICES	1963	SUEZ WTS SERVICES USA, INC.
580467	10/25/2018	\$2,834.16	CONTRACT SERVICES	37	U.S. SECURITY ASSOCIATES, INC.
580468	10/25/2018	\$7,900.67	CONTRACT SERVICES	47600	VORTEX INDUSTRIES
580469	10/25/2018	\$1,077.48	SUPPLIES	67320	WINZER CORPORATION
580470	10/30/2018	\$996.78	PREVENTIVE MAINTENANCE	64600	A TO Z FIRE PROTECTION COMPANY
580471	10/30/2018	\$8,875.10	AFLAC OTHER	55860	AFLAC
580472	10/30/2018	\$45.00	VEHICLE MAINTENANCE/EXPENSES	72040	ALFONSO TIRES & REPAIRS, INC.
580473	10/30/2018	\$217.58	SUPPLIES	24200	AAT, INC.
580474	10/30/2018	\$366.83	SUPPLIES	35980	SAEED RADMEHR/ARTE PRINTING
580475	10/30/2018	\$945.74	UTILITY SERVICES	657	BIRCH COMMUNICATIONS
580476	10/30/2018	\$638.72	UTILITY SERVICES	657	BIRCH COMMUNICATIONS
580477	10/30/2018	\$638.72	UTILITY SERVICES	657	BIRCH COMMUNICATIONS
580478	10/30/2018	\$638.72	UTILITY SERVICES	657	BIRCH COMMUNICATIONS
580479	10/30/2018	\$427.38	UTILITY SERVICES	657	BIRCH COMMUNICATIONS
580480	10/30/2018	\$3,684.52	WATER PURCHASE RESALE	19120	CENTRAL BASIN MUNICIPAL WATER DISTRICT
580481	10/30/2018	\$69.91	UTILITY SERVICES	55830	CHARTER COMMUNICATIONS
580482	10/30/2018	\$1,279.40	UTILITY SERVICES	55830	CHARTER COMMUNICATIONS
580483	10/30/2018	\$811.74	CONTRACT SERVICES	2057	CIGNA BEHAVIORAL HEALTH
580484	10/30/2018	\$978.58	CONTRACT SERVICES	36870	CINTAS CORPORATION
580485	10/30/2018	\$819.06	SUPPLIES	10000	CLEAN SWEEP SUPPLY CO. INC
580486	10/30/2018	\$705.60	ADVERTISING/PRINTING SERVICES	1354	DAILY JOURNAL CORPORATION
580487	10/30/2018	\$93,881.30	OTHER GROUP INSURANCE PAYABLE	4110	DELTA DENTAL OF CALIFORNIA
580488	10/30/2018	\$516.25	ADVERTISING/PRINTING SERVICES	1847	DODGE DATA AND ANALYTICS LLC
580489	10/30/2018	\$184.55	CONTRACT SERVICES	23660	DAIOHS USA
580490	10/30/2018	\$4,167.00	CONTRACT SERVICES	21260	FLAIR DATA SERVICES, INC.
580491	10/30/2018	\$2,500.00	CONTRACT SERVICES	807	FOOTHILL COMMUNICATIONS, LLC
580492	10/30/2018	\$239.31	SUPPLIES	2059	HASA, INC.
580493	10/30/2018	\$100.19	TRAVEL & MEETINGS	2245	HOTEL2SUITES LLC

580494	10/30/2018	\$358.61	SUPPLIES	1612	JCL TRAFFIC SERVICES
580495	10/30/2018	\$1,624.59	REIMBURSEMENTS	790	CITY OF MONTEBELLO PETTY CASH
580496	10/30/2018	\$881.93	VEHICLE MAINTENANCE/EXPENSES	1385	MUNCIE RECLAMATION AND SUPPLY COMPANY
580497	10/30/2018	\$196.88	SUPPLIES	1925	CENTRAL SANITARY SUPPLY
580498	10/30/2018	\$5,840.40	CONTRACT SERVICES	743	SIERRA INSTALLATIONS, INC.
580499	10/30/2018	\$290.79	FRINGE BENEFITS	1990	STANDARD INSURANCE COMPANY
580500	10/30/2018	\$28,956.57	FRINGE BENEFITS	25850	STANDARD INSURANCE COMPANY
580501	10/30/2018	\$3,559.60	UTILITY SERVICES	526	T-MOBILE USA, INC.
580502	10/30/2018	\$48.60	CONTRACT SERVICES	10300	TRANSUNION CORP.
580503	10/30/2018	\$6,183.31	UTILITY SERVICES	23610	VERIZON WIRELESS
580504	10/30/2018	\$7,580.67	OTHER GROUP INSURANCE PAYABLE	58990	VISION SERVICE PLAN
580505	10/30/2018	\$1,077.75	CONTRACT SERVICES	17680	ALVARADOSMITH
580506	10/30/2018	\$20,522.93	IMPROVEMENTS OTHER THAN BUILDING	37720	ADVANCED APPLIED ENGINEERING, INC.
580507	10/30/2018	\$9,083.10	CONTRACT SERVICES	40670	ALL CITY MANAGEMENT SERVICES
580508	10/30/2018	\$563.93	SUPPLIES	35980	SAEED RADMEHR/ARTE PRINTING
580509	10/30/2018	\$236,254.40	CONTRACT SERVICES	40970	ARAKELIAN ENTERPRISES/ATHENS
580510	10/30/2018	\$11,435.08	CONTRACT SERVICES	38010	ADVANCED AVANT-GARDE CORPORATION
580511	10/30/2018	\$72.79	CONTRACT SERVICES	27170	BEVERLY HOSPITAL
580512	10/30/2018	\$3,750.00	CONTRACT SERVICES	49	CHRISTOPHER BIRCH
580513	10/30/2018	\$1,074.00	PUBLIC SAFETY	58240	STATE OF CALIFORNIA-DEPARTMENT OF JUSTICE
580514	10/30/2018	\$20,929.00	CONTRACT SERVICES	1619	CAT TRACKING INC.
580515	10/30/2018	\$183.63	SUPPLIES	1294	CINTAS CORPORATION NO. 2
580516	10/30/2018	\$1,061.45	SUPPLIES	10000	CLEAN SWEEP SUPPLY CO. INC
580517	10/30/2018	\$500.00	CONTRACT SERVICES	72	COGRAN SYSTEMS LLC
580518	10/30/2018	\$7,562.44	DUES & SUBSCRIPTIONS	1118	COMCATE SOFTWARE, INC.
580519	10/30/2018	\$150.00	TRAINING	21	VERNON CRESWELL
580520	10/30/2018	\$11,811.18	VEHICLE MAINTENANCE/EXPENSES	950	CUMMINS PACIFIC, LLC
580521	10/30/2018	\$49.55	SUPPLIES	70920	DECALS BY DESIGN, INC.
580522	10/30/2018	\$280.84	SUPPLIES	13360	DELL MARKETING L.P.
580523	10/30/2018	\$257.40	GENERAL	76360	DIVISION OF THE STATE ARCHITECT
580524	10/30/2018	\$5,293.21	CONTRACT SERVICES	25660	E-Z GO DIVISION OF TEXTRON
580525	10/30/2018	\$116.79	VEHICLE MAINTENANCE/EXPENSES	38020	FLEET PRIDE, INC.

580526	10/30/2018	\$2,944.82	CONTRACT SERVICES	371	FLO-SERVICES, INC.
580527	10/30/2018	\$50.00	REFUND	2243	ALEX GUERRERO
580528	10/30/2018	\$250.00	REFUND	2237	LUIS M. GUTIERREZ
580529	10/30/2018	\$1,563.11	VEHICLE MAINTENANCE/EXPENSES	270	HARBOR DIESEL AND EQUIPMENT, INC.
580530	10/30/2018	\$79.46	SUPPLIES	15440	HOSE-MAN, INC.
580531	10/30/2018	\$4,059.85	VEHICLE MAINTENANCE/EXPENSES	27480	R & M HANSEN ENT. INC.
580532	10/30/2018	\$1,568.09	SUPPLIES	1612	JCL TRAFFIC SERVICES
580533	10/30/2018	\$321.60	REFUND	2248	LAW OFFICES OF HUMBERTO GUIZAR
580534	10/30/2018	\$245.79	CONTRACT SERVICES	8130	RICHARD D. JONES, A PROFESSIONAL LAW CORP.
580535	10/30/2018	\$2,146.00	CONTRACT SERVICES	16760	LIEBERT CASSIDY WHITMORE
580536	10/30/2018	\$189.60	SUPPLIES	26670	LIFE-ASSIST, INC.
580537	10/30/2018	\$1,053.50	CONTRACT SERVICES	2015	LIGHTHOUSE SPORTS CENTER, LLC.
580538	10/30/2018	\$262.25	SUPPLIES	585	KENNEY HOLDINGS, LLC
580539	10/30/2018	\$5,769.45	CONTRACT SERVICES	4810	LOS ANGELES COUNTY
580540	10/30/2018	\$4,101.00	CONTRACT SERVICES	2144	MARIPOSA LANDSCAPES, INC.
580541	10/30/2018	\$13,500.00	CONTRACT SERVICES	19040	MUNICIPAL CONTRACT ADMINISTRATORS, INC
580542	10/30/2018	\$70.00	REFUND	2247	MARIA MEZA
580543	10/30/2018	\$6,351.00	CONTRACT SERVICES	981	MICHAEL BAKER INTERNATIONAL, INC.
580544	10/30/2018	\$991.56	CONTRACT SERVICES	74640	MISSION LINEN SUPPLY
580545	10/30/2018	\$4,720.00	CONTRACT SERVICES	26880	SEBASTIAN WATERWORKS, INC./MR. ROOTER
580546	10/30/2018	\$2,250.00	CONTRACT SERVICES	1454	GOVERNMENT REVENUE SOLUTIONS HOLDINGS LLC
580547	10/30/2018	\$287.57	VEHICLE MAINTENANCE/EXPENSES	31790	MIGUEL ZAVALA
580548	10/30/2018	\$426.70	SUPPLIES	47860	NATIONAL EMBLEM, INC.
580549	10/30/2018	\$36,955.07	CONTRACT SERVICES	35250	NATIONWIDE ENVIRONMENTAL SERVICES
580550	10/30/2018	\$160.00	CONTRACT SERVICES	26370	NAVARRO'S TOWING SERVICE
580551	10/30/2018	\$202.00	REFUND	2238	CARLOS NEGRETE
580552	10/30/2018	\$4,478.17	VEHICLE MAINTENANCE/EXPENSES	60710	THE AFTERMARKET PARTS COMPANY, LLC
580553	10/30/2018	\$336.00	CONTRACT SERVICES	41180	MANUEL NUNEZ
580554	10/30/2018	\$892.55	SUPPLIES	15620	OFFICE DEPOT
580555	10/30/2018	\$67.87	SUPPLIES	26500	PALARDY & MILLER AUTOBODY
580556	10/30/2018	\$32,740.80	CONTRACT SERVICES	42180	PCAM, LLC
580557	10/30/2018	\$499.68	INSURANCE	42490	LINDA PAYAN

580558	10/30/2018	\$1,086.24	SUPPLIES	523	PC INDUSTRIAL PRODUCTS LLC
580559	10/30/2018	\$400.00	CONTRACT SERVICES	42750	PSYCHOLOGICAL CONSULTING ASSOCIATES, INC.
580560	10/30/2018	\$20,000.00	CONTRACT SERVICES	61050	REDFLEX TRAFFIC SYSTEMS
580561	10/30/2018	\$70.00	REFUND	2241	OLGA RENDON
580562	10/30/2018	\$216.00	CONTRACT SERVICES	65000	JOAQUIN B. RENTERIA
580563	10/30/2018	\$208.00	REFUND	2236	ANA RIVAS
580564	10/30/2018	\$5,378.02	CONTRACT SERVICES	1225	SALDANA LANDSCAPE INC.
580565	10/30/2018	\$75.00	TRAINING	43150	SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT
580566	10/30/2018	\$5,212.42	CONTRACT SERVICES	14730	SAN GABRIEL VALLEY WATER CO.
580567	10/30/2018	\$6,581.06	CONTRACT SERVICES	14730	SAN GABRIEL VALLEY WATER CO.
580568	10/30/2018	\$3,083.84	CONTRACT SERVICES	14730	SAN GABRIEL VALLEY WATER CO.
580569	10/30/2018	\$2,652.46	CONTRACT SERVICES	14730	SAN GABRIEL VALLEY WATER CO.
580570	10/30/2018	\$2,418.57	CONTRACT SERVICES	51850	SECURITY SIGNAL DEVICES INC.
580571	10/30/2018	\$447,497.67	IMPROVEMENTS OTHER THAN BUILDING	20770	SEQUEL CONTRACTORS. INC.
580572	10/30/2018	\$1,848.00	CONTRACT SERVICES	36350	SHRED-IT USA
580573	10/30/2018	\$7,046.37	CONTRACT SERVICES	36290	SIEMENS INDUSTRY INC.
580574	10/30/2018	\$1,650.67	INSURANCE	9340	GEORGE S. SIMONIAN
580575	10/30/2018	\$10,163.64	VEHICLE MAINTENANCE/EXPENSES	716	SOUTH BAY FORD, INC.
580576	10/30/2018	\$189.75	CONTRACT SERVICES	9270	TANK SPECIALIST OF CALIFORNIA
580577	10/30/2018	\$1,642.50	SUPPLIES	11240	TED LEVINE DRUM COMPANY
580578	10/30/2018	\$975.00	CONTRACT SERVICES	71210	STAR-DUST TOURS, INC.
580579	10/30/2018	\$475.43	INSURANCE	27300	ROBERT C. TUFANO
580580	10/30/2018	\$227.80	CONTRACT SERVICES	57140	UNDERGROUND SERVICE ALERT OF SOUTHERN CA
580581	10/30/2018	\$1,920.00	CONTRACT SERVICES	74850	UNIQUE GENERAL SERVICES
580582	10/30/2018	\$483.25	CONTRACT SERVICES	131	UNITED SITE SERVICES, INC.
580583	10/30/2018	\$880.50	CONTRACT SERVICES	20060	WATER REPLENISHMENT DISTRICT
580584	10/30/2018	\$3,106.53	VEHICLE MAINTENANCE/EXPENSES	25860	WAYNE HARMEIER INC.
580585	10/30/2018	\$31,319.00	CONTRACT SERVICES	40860	WEST COAST ARBORISTS, INC.
580586	10/30/2018	\$200.00	CONTRACT SERVICES	9070	ERVIN L. YOUNGBLOOD
580587	10/30/2018	\$245.00	TRAINING	2246	ROBERT LEE YOUNG
580588	10/31/2018	\$12,040.04	UTILITY SERVICES	47580	CALIFORNIA WATER SERVICE COMPANY
580589	10/31/2018	\$1,277.70	UTILITY SERVICES	55830	CHARTER COMMUNICATIONS

580590	10/31/2018	\$1,361.10	MACHINERY & EQUIPMENTS	48400	HOME DEPOT CREDIT SERVICES
580591	10/31/2018	\$55.03	ELECTION EXPENSE	845	MARTIN & CHAPMAN CO.
580592	10/31/2018	\$2,000.00	ADVERTISING/PRINTING SERVICES	51550	MONTEBELLO CHAMBER OF COMMERCE
580593	10/31/2018	\$118,211.42	UTILITY SERVICES	14730	SAN GABRIEL VALLEY WATER CO.
580594	10/31/2018	\$21,315.00	UTILITY SERVICES	45630	SOUTHERN CALIFORNIA EDISON
580595	10/31/2018	\$5,042.97	UTILITY SERVICES	40520	SOUTHERN CALIFORNIA GAS CO.
580596	10/31/2018	\$101.75	UTILITY SERVICES	23610	VERIZON WIRELESS
580597	10/31/2018	\$125.22	UTILITY SERVICES	23610	VERIZON WIRELESS
580598	10/31/2018	\$111.64	UTILITY SERVICES	23610	VERIZON WIRELESS
580599	10/31/2018	\$56.03	UTILITY SERVICES	23610	VERIZON WIRELESS
580600	10/31/2018	\$200.05	UTILITY SERVICES	23610	VERIZON WIRELESS
580601	10/31/2018	\$2,008.25	UTILITY SERVICES	23610	VERIZON WIRELESS
580602	10/31/2018	\$3,580.37	UTILITY SERVICES	23610	VERIZON WIRELESS
580603	10/31/2018	\$21,015.90	CONTRACT SERVICES	16710	ATKINSON, ANDELSON, LOYA, RUUD & ROMO
580604	10/31/2018	\$2,450.00	CONTRACT SERVICES	75730	THE NYHART COMPANY
580605	10/31/2018	\$250.00	REFUND	2251	TORRES MARTINEZ TRIBAL TANF
580606	10/31/2018	\$250.00	REFUND	2249	JAKELIN Y. TRUJILLO
580607	10/31/2018	\$2,500.00	CONTRACT SERVICES	75020	VASQUEZ & CO.,LLP
580608	11/01/2018	\$1,276.94	UTILITY SERVICES	1732	AT&T CORP.
580609	11/01/2018	\$1,037.62	CONTRACT SERVICES	26390	APPLE ONE EMPLOYMENT SERVICES
580610	11/01/2018	\$554.42	UTILITY SERVICES	38380	AT&T
580611	11/01/2018	\$6,955.50	UTILITY SERVICES	39550	AT&T
580612	11/01/2018	\$418.74	CONTRACT SERVICES	36870	CINTAS CORPORATION
580613	11/01/2018	\$567.00	ADVERTISING/PRINTING SERVICES	1354	DAILY JOURNAL CORPORATION
580614	11/01/2018	\$91.40	SUPPLIES	48400	HOME DEPOT CREDIT SERVICES
580615	11/01/2018	\$7,846.60	SUPPLIES	60710	THE AFTERMARKET PARTS COMPANY, LLC
580616	11/01/2018	\$61.76	UTILITY SERVICES	100	PICO WATER DISTRICT
580617	11/01/2018	\$156.31	SUPPLIES	1120	NESTLE WATERS NORTH AMERICA
580618	11/01/2018	\$10,671.98	COPIER REPAIR/SERVICES	69730	DE LAGE LANDEN FINANCIAL SERVICES INC./RICOH
580619	11/01/2018	\$84.28	COPIER REPAIR/SERVICES	69730	DE LAGE LANDEN FINANCIAL SERVICES INC./RICOH
580620	11/01/2018	\$52,827.06	FUEL INVENTORY	1059	AMBER RESOURCES LLC/SAWYER PETROLEUM
580621	11/01/2018	\$2,762.94	UTILITY SERVICES	72570	U.S. TELEPACIFIC CORP

580622	11/01/2018	\$277.38	PREVENTIVE MAINTENANCE	64600	A TO Z FIRE PROTECTION COMPANY
580623	11/01/2018	\$225.00	CONTRACT SERVICES	11820	ADCO SERVICES, INC.
580624	11/01/2018	\$86.84	SUPPLIES	205	AIRGAS, INC.
580625	11/01/2018	\$17,365.63	CONTRACT SERVICES	52710	CLEAN ENERGY FUELS
580626	11/01/2018	\$953.31	SUPPLIES	10000	CLEAN SWEEP SUPPLY CO. INC
580627	11/01/2018	\$401.97	SUPPLIES	13360	DELL MARKETING L.P.
580628*	11/01/2018	\$3,800.00	CONTRACT SERVICES	2222	ELEVATOR SUPPORT SERVICES, INC.
580629*	11/01/2018	\$6,773.79	SUPPLIES	2230	IMPERIAL SPRINKLER SUPPLY INC.
580630	11/01/2018	\$400.00	CONTRACT SERVICES	6690	IRRI-CARE PLUMBING AND BACKFLOW TESTING
580631	11/01/2018	\$857.73	CONTRACT SERVICES	4810	LOS ANGELES COUNTY
580632	11/01/2018	\$2,400.00	CONTRACT SERVICES	1585	DR. ANGELICA LOZA-GOMEZ, M.D., PC
580633*	11/01/2018	\$186.12	MACHINERY & EQUIPMENTS	2197	MOUSER ELECTRONICS, INC.
580634	11/01/2018	\$60.99	SUPPLIES	15620	OFFICE DEPOT
580635	11/01/2018	\$785.20	SUPPLIES	538	PCMG, INC.
580636	11/01/2018	\$3,991.25	CONTRACT SERVICES	1720	PLANETBIDS, INC.
580637	11/01/2018	\$202.58	VEHICLE MAINTENANCE/EXPENSES	46490	SMOG PUMPS UNLIMITED INC.
580638	11/01/2018	\$9,228.00	CONTRACT SERVICES	1639	TRANSTECH ENGINEERS, INC.
580639	11/01/2018	\$1,920.00	CONTRACT SERVICES	74850	UNIQUE GENERAL SERVICES
580640	11/01/2018	\$2,834.16	CONTRACT SERVICES	37	U.S. SECURITY ASSOCIATES, INC.
580641	11/01/2018	\$22,000.00	CONTRACT SERVICES	75020	VASQUEZ & CO.,LLP
580642	11/01/2018	\$3,613.32	VEHICLE MAINTENANCE/EXPENSES	25860	WAYNE HARMEIER INC./WAYNE ELECTRIC
580643	11/06/2018	\$6,485.39	CONTRACT SERVICES	26390	APPLE ONE EMPLOYMENT SERVICES
580644	11/06/2018	\$54.16	UTILITY SERVICES	39550	AT&T
580645	11/06/2018	\$285.35	UTILITY SERVICES	39550	AT&T
580646	11/06/2018	\$6,270.81	CREDIT CARD CHARGES	13240	BANKCARD CENTER
580647	11/06/2018	\$668.09	UTILITY SERVICES	657	BIRCH COMMUNICATIONS
580648	11/06/2018	\$668.09	UTILITY SERVICES	657	BIRCH COMMUNICATIONS
580649	11/06/2018	\$8,865.00	FRINGE BENEFITS	37550	STATE OF CALIFORNIA
580650	11/06/2018	\$7,808.06	UTILITY SERVICES	47580	CALIFORNIA WATER SERVICE COMPANY
580651	11/06/2018	\$21.08	UTILITY SERVICES	55830	CHARTER COMMUNICATIONS
580652	11/06/2018	\$46.01	UTILITY SERVICES	55830	CHARTER COMMUNICATIONS

580653	11/06/2018	\$29.03	UTILITY SERVICES	55830	CHARTER COMMUNICATIONS
580654	11/06/2018	\$29.53	MAIL/ POSTAL EXPENSE	22400	FEDERAL EXPRESS CORPORATION
580655	11/06/2018	\$717.24	CONTRACT SERVICES	1357	IRON MOUNTAIN INC.
580656	11/06/2018	\$13,957.06	VEHICLE MAINTENANCE/EXPENSES	54300	SHAK ENTERPRISES, INC./MONTEBELLO TIRE PROS
580657	11/06/2018	\$7,665.00	CONTRACT SERVICES	1658	GOVERNMENT STAFFING SERVICES, INC.
580658	11/06/2018	\$578.70	COPIER REPAIR/SERVICES	69730	DE LAGE LANDEN FINANCIAL SERVICES INC./RICOH
580659	11/06/2018	\$90,937.40	WATER PURCHASE RESALE	14730	SAN GABRIEL VALLEY WATER CO.
580660	11/06/2018	\$51,290.43	FUEL INVENTORY	1059	AMBER RESOURCES LLC/SAWYER PETROLEUM
580661	11/06/2018	\$8,524.82	UTILITY SERVICES	51430	SOUTH MONTEBELLO IRRIGATION DISTRICT
580662	11/06/2018	\$127,098.97	UTILITY SERVICES	45630	SOUTHERN CALIFORNIA EDISON
580663	11/06/2018	\$85.41	UTILITY SERVICES	526	T-MOBILE USA, INC.
580664	11/06/2018	\$2,311.70	UTILITY SERVICES	526	T-MOBILE USA, INC.
580665	11/06/2018	\$456.27	UTILITY SERVICES	23610	VERIZON WIRELESS
580666	11/06/2018	\$38.01	UTILITY SERVICES	23610	VERIZON WIRELESS
580667	11/06/2018	\$54.03	UTILITY SERVICES	23610	VERIZON WIRELESS
580668	11/06/2018	\$56.03	UTILITY SERVICES	23610	VERIZON WIRELESS
580669	11/06/2018	\$125.63	UTILITY SERVICES	23610	VERIZON WIRELESS
580670	11/06/2018	\$112.08	UTILITY SERVICES	23610	VERIZON WIRELESS
580671	11/06/2018	\$2,018.12	UTILITY SERVICES	23610	VERIZON WIRELESS
580672	11/06/2018	\$4,538.94	FRINGE BENEFITS	58990	VISION SERVICE PLAN
580673	11/06/2018	\$198.00	SUPPLIES	24540	AAHS SIGNS
580674	11/06/2018	\$330.00	CONTRACT SERVICES	11820	ADCO SERVICES, INC.
580675	11/06/2018	\$3,750.72	CONTRACT SERVICES	37720	ADVANCED APPLIED ENGINEERING, INC.
580676	11/06/2018	\$113.92	SUPPLIES	31270	STARBOARD TACK SUPPLY INC.
580677	11/06/2018	\$1,476.48	CONTRACT SERVICES	1237	AZTECA LANDSCAPE
580678	11/06/2018	\$22,053.18	CONTRACT SERVICES	52070	TOM CAMACHO
580679	11/06/2018	\$500.00	CONTRACT SERVICES	72	COGRAN SYSTEMS LLC
580680	11/06/2018	\$1,805.00	CONTRACT SERVICES	40920	DIAMOND ENVIRONMENTAL SERVICES
580681	11/06/2018	\$48.99	SUPPLIES	40930	EASTMONT PAINT & DECORATING
580682	11/06/2018	\$36,617.92	LEASE PAYMENT	73470	ENTERPRISE FM TRUST
580683	11/06/2018	\$396.52	SUPPLIES	7610	EWING IRRIGATION PRODUCTS, INC.
580684	11/06/2018	\$30,884.47	VEHICLE PURCHASES	2029	FAIRVIEW FORD SALES, INC.

580685	11/06/2018	\$329.88	VEHICLE MAINTENANCE/EXPENSES	38020	FLEET PRIDE, INC.
580686	11/06/2018	\$6,740.00	CONTRACT SERVICES	371	FLO-SERVICES, INC.
580687	11/06/2018	\$18,026.55	CONTRACT SERVICES	2240	GLOBAL IT COMMUNICATIONS, INC.
580688	11/06/2018	\$2,107.00	CONTRACT SERVICES	180	GLORY GLOBAL SOLUTIONS INC.
580689	11/06/2018	\$209.79	SUPPLIES	9	GROVER MANUFACTURING CORP.
580690	11/06/2018	\$114.13	FUEL	17390	HAWK II ENVIRONMENTAL CORP.
580691	11/06/2018	\$3,806.23	VEHICLE MAINTENANCE/EXPENSES	270	HARBOR DIESEL AND EQUIPMENT, INC.
580692	11/06/2018	\$62.59	SUPPLIES	15440	HOSE-MAN, INC.
580693	11/06/2018	\$337.58	VEHICLE MAINTENANCE/EXPENSES	582	HYDRAULIC ELECTRIC INC.
580694	11/06/2018	\$90.00	CONTRACT SERVICES	6690	IRRI-CARE PLUMBING AND BACKFLOW TESTING
580695	11/06/2018	\$135.07	VEHICLE MAINTENANCE/EXPENSES	20620	LOS ANGELES TRUCK CENTERS, LLC
580696	11/06/2018	\$3,950.00	CONTRACT SERVICES	1797	MARTINEZ CONSULTING SERVICE LLC
580697	11/06/2018	\$18,569.56	CONTRACT SERVICES	110	MICHELIN NORTH AMERICA, INC
580698	11/06/2018	\$330.52	CONTRACT SERVICES	74640	MISSION LINEN SUPPLY
580699	11/06/2018	\$2,501.13	CONTRACT SERVICES	1200	MOBILITY ADVANCEMENT GROUP
580700	11/06/2018	\$20,227.04	VEHICLE MAINTENANCE/EXPENSES	11490	MONTEBELLO AUTOCRAFT
580701	11/06/2018	\$10,760.01	CONTRACT SERVICES	26880	SEBASTIAN WATERWORKS, INC./MR. ROOTER
580702	11/06/2018	\$443.48	VEHICLE MAINTENANCE/EXPENSES	1385	MUNCIE RECLAMATION AND SUPPLY COMPANY
580703	11/06/2018	\$9,260.03	CONTRACT SERVICES	19250	N/S CORPORATION
580704	11/06/2018	\$545.00	CONTRACT SERVICES	26370	NAVARRO'S TOWING SERVICE
580705	11/06/2018	\$3,663.16	VEHICLE MAINTENANCE/EXPENSES	60710	THE AFTERMARKET PARTS COMPANY, LLC
580706	11/06/2018	\$443.15	SUPPLIES	1938	P & R PAPER SUPPLY COMPANY INC.
580707	11/06/2018	\$506.81	SUPPLIES	26500	PALARDY & MILLER AUTOBODY
580708*	11/06/2018	\$692.57	SUPPLIES	2198	PATTON SALES CORP
580709	11/06/2018	\$400.00	TRAINING	42750	PSYCHOLOGICAL CONSULTING ASSOCIATES, INC.
580710	11/06/2018	\$413.70	VEHICLE MAINTENANCE/EXPENSES	45960	R & R PRODUCTS, INC.
580711	11/06/2018	\$250.00	REFUND	2252	LUISO REYES
580712	11/06/2018	\$324.80	TRAINING	51460	RIO HONDO COMMUNITY COLLEGE
580713	11/06/2018	\$1,521.92	VEHICLE MAINTENANCE/EXPENSES	168	SOUTHERN COACH MFG. CO, INC.
580714	11/06/2018	\$446.21	SUPPLIES	45120	ULINE
580715	11/06/2018	\$7,956.00	CONTRACT SERVICES	74850	UNIQUE GENERAL SERVICES
580716	11/06/2018	\$2,834.16	CONTRACT SERVICES	37	U.S. SECURITY ASSOCIATES, INC.

580717	11/06/2018	\$1,690.24	VEHICLE MAINTENANCE/EXPENSES	25860	WAYNE HARMEIER INC./WAYNE ELECTRIC
580718	11/06/2018	\$217.80	VEHICLE MAINTENANCE/EXPENSES	51730	WESTRUX INTERNATIONAL INC.
580719	11/06/2018	\$2,563.29	SUPPLIES	67320	WINZER CORPORATION
580720	11/06/2018	\$10,512.00	ADVERTISING/PRINTING SERVICES	61850	X-IGENT PRINTING, INC.
580721	11/06/2018	\$5,994.00	VEHICLE MAINTENANCE/EXPENSES	288	ZEMARC CORPORATION
Total		\$2,428,838.99			
6093 - Successor Agency					
1411	10/18/2018	\$7,196.00	CONTRACT SERVICES	17870	THE BANK OF NEW YORK MELLON
1412	10/18/2018	\$424.16	CONTRACT SERVICES	17870	THE BANK OF NEW YORK MELLON
1413	10/18/2018	\$424.16	CONTRACT SERVICES	16120	ALVAREZ-GLASMAN & COLVIN
1414	10/30/2018	\$2,050.00	CONTRACT SERVICES	15180	STEARNS, CONRAD AND SCHMIDT CONSULTING ENG.
Total		\$10,094.32			

* 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.

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Number	Date	Payee Name	Transaction Amount
4331 - General Account			
<u>Check</u>			
580436	10/18/2018	AMERICAN EMBLEMATIC, LLC	\$521.48
580437	10/22/2018	PAGEANTRY PARADES	\$15,600.00
580438	10/23/2018	AT&T	\$4,796.41
580439	10/23/2018	AT&T	\$1,673.16
580440	10/23/2018	CENTRAL BASIN MUNICIPAL WATER DISTRICT	\$1,100.17
580441	10/23/2018	GRAINGER, INC.	\$21,412.22
580442	10/23/2018	MUNITEMPS	\$7,665.00
580443	10/23/2018	SOUTHERN CALIFORNIA EDISON	\$130,117.55
580444	10/23/2018	VERIZON WIRELESS	\$38.01
580445	10/23/2018	WATER REPLENISHMENT DISTRICT	\$5,254.50
580446	10/25/2018	ADVANCED BATTERY SYSTEMS, INC.	\$83.22
580447	10/25/2018	AMERICAN EMBLEMATIC, LLC	\$3,013.13
580448	10/25/2018	B.K. SIGNS, INC.	\$1,485.00
580449	10/25/2018	BLACK AND WHITE EMERGENCY VEHICLES	\$16,428.13
580450	10/25/2018	CASAS, MARIA E	\$619.20
580451	10/25/2018	CHARTER COMMUNICATIONS	\$7.43
580452	10/25/2018	CHARTER COMMUNICATIONS	\$290.52
580453	10/25/2018	DAY WIRELESS SYSTEMS	\$3,132.00
580454	10/25/2018	DUTHIE POWER SERVICES	\$822.33
580455	10/25/2018	GALLS/UNIFORM CENTER	\$802.07
580456	10/25/2018	GENFARE	\$140.71
580457	10/25/2018	GOLDEN STATE ELEVATOR SERVICE INC.	\$120.00
580458	10/25/2018	GRAINGER, INC.	\$182.42
580459	10/25/2018	H & H AUTO PARTS WHOLESALE	\$604.44
580460	10/25/2018	LINCOLN TRAINING CENTER	\$210.00
580461	10/25/2018	MARQUEZ, DIANE	\$403.19
580462	10/25/2018	PCMG, INC. DBA PCM GOV, INC.	\$1,713.67
580463	10/25/2018	PRUDENTIAL OVERALL SUPPLY	\$203.94
580464	10/25/2018	READY REFRESH BY NESTLE	\$188.30
580465	10/25/2018	SAWYER PETROLEUM	\$63,499.12
580466	10/25/2018	SUEZ WTS SERVICES USA, INC.	\$258.42
580467	10/25/2018	US SECURITY ASSOCIATES, INC.	\$2,834.16
580468	10/25/2018	VORTEX INDUSTRIES	\$7,900.67
580469	10/25/2018	WINZER CORPORATION	\$1,077.48
580470	10/30/2018	A TO Z FIRE PROTECTION COMPANY	\$996.78
580471	10/30/2018	AFLAC	\$8,875.10
580472	10/30/2018	ALFONSO TIRES & REPAIRS, INC.	\$45.00
580473	10/30/2018	ALL AMERICAN TROPHY & ENGRAVING COMPANY	\$217.58
580474	10/30/2018	ARTE PRINTING	\$366.83
580475	10/30/2018	BIRCH COMMUNICATIONS	\$945.74
580476	10/30/2018	BIRCH COMMUNICATIONS	\$638.72

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Number	Date	Payee Name	Transaction Amount
580477	10/30/2018	BIRCH COMMUNICATIONS	\$638.72
580478	10/30/2018	BIRCH COMMUNICATIONS	\$638.72
580479	10/30/2018	BIRCH COMMUNICATIONS	\$427.38
580480	10/30/2018	CENTRAL BASIN MUNICIPAL WATER DISTRICT	\$3,684.52
580481	10/30/2018	CHARTER COMMUNICATIONS	\$69.91
580482	10/30/2018	CHARTER COMMUNICATIONS	\$1,279.40
580483	10/30/2018	CIGNA BEHAVIORAL HEALTH	\$811.74
580484	10/30/2018	CINTAS CORPORATION	\$978.58
580485	10/30/2018	CLEAN SWEEP SUPPLY CO. INC	\$819.06
580486	10/30/2018	DAILY JOURNAL CORPORATION	\$705.60
580487	10/30/2018	DELTA DENTAL OF CALIFORNIA	\$93,881.30
580488	10/30/2018	DODGE DATA AND ANALYTICS LLC	\$516.25
580489	10/30/2018	FIRST CHOICE SERVICES	\$184.55
580490	10/30/2018	FLAIR DATA SERVICES, INC.	\$4,167.00
580491	10/30/2018	FOOTHILL COMMUNICATIONS, LLC	\$2,500.00
580492	10/30/2018	HASA , INC.	\$239.31
580493	10/30/2018	HOME2 SUITES BY HILTON	\$100.19
580494	10/30/2018	JCL TRAFFIC SERVICES	\$358.61
580495	10/30/2018	MONTEBELLO CITY PETTY CASH	\$1,624.59
580496	10/30/2018	MUNCIE TRANSIT SUPPLY	\$881.93
580497	10/30/2018	RANCHO JANITORIAL	\$196.88
580498	10/30/2018	SIERRA INSTALLATIONS, INC.	\$5,840.40
580499	10/30/2018	STANDARD INSURANCE COMPANY	\$290.79
580500	10/30/2018	STANDARD INSURANCE COMPANY	\$28,956.57
580501	10/30/2018	T-MOBILE USA, INC.	\$3,559.60
580502	10/30/2018	TRANS UNION,LLC	\$48.60
580503	10/30/2018	VERIZON WIRELESS	\$6,183.31
580504	10/30/2018	VISION SERVICE PLAN	\$7,580.67
580505	10/30/2018	ADORNO YOSS ALVARADO & SMITH	\$1,077.75
580506	10/30/2018	ADVANCED APPLIED ENGINEERING, INC.	\$20,522.93
580507	10/30/2018	ALL CITY MANAGEMENT SERVICES	\$9,083.10
580508	10/30/2018	ARTE PRINTING	\$563.93
580509	10/30/2018	ATHENS SERVICES	\$236,254.40
580510	10/30/2018	AVANT GARDE	\$11,435.08
580511	10/30/2018	BEVERLY HOSPITAL	\$72.79
580512	10/30/2018	BIRCH, CHRISTOPHER	\$3,750.00
580513	10/30/2018	CALIFORNIA DEPARTMENT OF JUSTICE	\$1,074.00
580514	10/30/2018	CAT TRACKING INC.	\$20,929.00
580515	10/30/2018	CINTAS CORPORATION NO. 2	\$183.63
580516	10/30/2018	CLEAN SWEEP SUPPLY CO. INC	\$1,061.45
580517	10/30/2018	COGRAN SYSTEMS LLC	\$500.00
580518	10/30/2018	COMCATE SOFTWARE, INC.	\$7,562.44
580519	10/30/2018	CRESWELL, VERNON	\$150.00

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Number	Date	Payee Name	Transaction Amount
580520	10/30/2018	CUMMINS PACIFIC, LLC	\$11,811.18
580521	10/30/2018	DECALS BY DESIGN, INC.	\$49.55
580522	10/30/2018	DELL MARKETING L.P.	\$280.84
580523	10/30/2018	DIVISION OF THE STATE ARCHITECT	\$257.40
580524	10/30/2018	E-Z GO DIVISION OF TEXTRON	\$5,293.21
580525	10/30/2018	FLEET PRIDE, INC.	\$116.79
580526	10/30/2018	FLO-SERVICES, INC.	\$2,944.82
580527	10/30/2018	GUERERRO, ALEX	\$50.00
580528	10/30/2018	GUTIERREZ, LUIS, M	\$250.00
580529	10/30/2018	HD INDUSTRIES	\$1,563.11
580530	10/30/2018	HOSE-MAN, INC.	\$79.46
580531	10/30/2018	INTERSTATE BATTERY SYSTEMS	\$4,059.85
580532	10/30/2018	JCL TRAFFIC SERVICES	\$1,568.09
580533	10/30/2018	LAW OFFICES OF HUMBERTO GUIZAR	\$321.60
580534	10/30/2018	LAW OFFICES OF JONES & MAYER	\$245.79
580535	10/30/2018	LIEBERT CASSIDY WHITMORE	\$2,146.00
580536	10/30/2018	LIFE-ASSIST, INC.	\$189.60
580537	10/30/2018	LIGHTHOUSE SPORTS CENTER, LLC.	\$1,053.50
580538	10/30/2018	LOS ALAMITOS AUTO PARTS	\$262.25
580539	10/30/2018	LOS ANGELES COUNTY DEPARTMENT OF PUBLIC WORKS	\$5,769.45
580540	10/30/2018	MARIPOSA LANDSCAPES, INC.	\$4,101.00
580541	10/30/2018	MCA CONSULTANTS	\$13,500.00
580542	10/30/2018	MEZA, MARIA	\$70.00
580543	10/30/2018	MICHAEL BAKER INTERNATIONAL, INC.	\$6,351.00
580544	10/30/2018	MISSION LINEN SUPPLY	\$991.56
580545	10/30/2018	MR. ROOTER PLUMBING	\$4,720.00
580546	10/30/2018	MUNISERVICES, LLC.	\$2,250.00
580547	10/30/2018	MZ AUTO GLASS	\$287.57
580548	10/30/2018	NATIONAL EMBLEM, INC.	\$426.70
580549	10/30/2018	NATIONWIDE ENVIRONMENTAL SERVICES	\$36,955.07
580550	10/30/2018	NAVARRO'S TOWING SERVICE	\$160.00
580551	10/30/2018	NEGRETE, CARLOS	\$202.00
580552	10/30/2018	NEW FLYER PARTS	\$4,478.17
580553	10/30/2018	NUNEZ, MANUEL	\$336.00
580554	10/30/2018	OFFICE DEPOT	\$892.55
580555	10/30/2018	PALARDY & MILLER AUTOBODY	\$67.87
580556	10/30/2018	PARKING COMPANY OF AMERICA, LLC	\$32,740.80
580557	10/30/2018	PAYAN, LINDA	\$499.68
580558	10/30/2018	PC INDUSTRIAL PRODUCTS LLC	\$1,086.24
580559	10/30/2018	PSYCHOLOGICAL CONSULTING ASSOCIATES, INC.	\$400.00
580560	10/30/2018	REDFLEX TRAFFIC SYSTEMS	\$20,000.00
580561	10/30/2018	RENDON, OLGA	\$70.00
580562	10/30/2018	RENTERIA, JOAQUIN B.	\$216.00

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580563	10/30/2018	RIVAS, ANA	\$208.00
580564	10/30/2018	SALDANA LANDSCAPE INC.	\$5,378.02
580565	10/30/2018	SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT	\$75.00
580566	10/30/2018	SAN GABRIEL VALLEY WATER CO.	\$5,212.42
580567	10/30/2018	SAN GABRIEL VALLEY WATER CO.	\$6,581.06
580568	10/30/2018	SAN GABRIEL VALLEY WATER CO.	\$3,083.84
580569	10/30/2018	SAN GABRIEL VALLEY WATER CO.	\$2,652.46
580570	10/30/2018	SECURITY SIGNAL DEVICES INC.	\$2,418.57
580571	10/30/2018	SEQUEL CONTRACTORS. INC.	\$447,497.67
580572	10/30/2018	SHRED-IT USA LLC.	\$1,848.00
580573	10/30/2018	SIEMENS INDUSTRY INC.	\$7,046.37
580574	10/30/2018	SIMONIAN, GEORGE S.	\$1,650.67
580575	10/30/2018	SOUTH BAY FORD, INC.	\$10,163.64
580576	10/30/2018	TANK SPECIALIST OF CALIFORNIA	\$189.75
580577	10/30/2018	TED LEVINE DRUM COMPANY	\$1,642.50
580578	10/30/2018	THE BUS	\$975.00
580579	10/30/2018	TUFANO, ROBERT C.	\$475.43
580580	10/30/2018	UNDERGROUND SERVICE ALERT OF SOUTHERN CA	\$227.80
580581	10/30/2018	UNIQUE GENERAL SERVICES	\$1,920.00
580582	10/30/2018	UNITED SITE SERVICES, INC.	\$483.25
580583	10/30/2018	WATER REPLENISHMENT DISTRICT	\$880.50
580584	10/30/2018	WAYNE ELECTRIC COMPANY	\$3,106.53
580585	10/30/2018	WEST COAST ARBORISTS, INC.	\$31,319.00
580586	10/30/2018	YOUNGBLOOD & ASSOCIATES	\$200.00
580587	10/30/2018	YOUNGS SEMINARS	\$245.00
580588	10/31/2018	CALIFORNIA WATER SERVICE COMPANY	\$12,040.04
580589	10/31/2018	CHARTER COMMUNICATIONS	\$1,277.70
580590	10/31/2018	HOME DEPOT	\$1,361.10
580591	10/31/2018	MARTIN & CHAPMAN CO.	\$55.03
580592	10/31/2018	MONTEBELLO CHAMBER OF COMMERCE	\$2,000.00
580593	10/31/2018	SAN GABRIEL VALLEY WATER CO.	\$118,211.42
580594	10/31/2018	SOUTHERN CALIFORNIA EDISON	\$21,315.00
580595	10/31/2018	SOUTHERN CALIFORNIA GAS CO.	\$5,042.97
580596	10/31/2018	VERIZON WIRELESS	\$101.75
580597	10/31/2018	VERIZON WIRELESS	\$125.22
580598	10/31/2018	VERIZON WIRELESS	\$111.64
580599	10/31/2018	VERIZON WIRELESS	\$56.03
580600	10/31/2018	VERIZON WIRELESS	\$200.05
580601	10/31/2018	VERIZON WIRELESS	\$2,008.25
580602	10/31/2018	VERIZON WIRELESS	\$3,580.37
580603	10/31/2018	ATKINSON, ANDELSON, LOYA, RUUD	\$21,015.90
580604	10/31/2018	NYHART COMPANY	\$2,450.00
580605	10/31/2018	TORRES MARTINEZ TRIBAL TANF	\$250.00

Payment Register

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Number	Date	Payee Name	Transaction Amount
580606	10/31/2018	TRUJILLO, JAKELIN	\$250.00
580607	10/31/2018	VASQUEZ & COMPANY LLP	\$2,500.00
580608	11/01/2018	ACC BUSINESS	\$1,276.94
580609	11/01/2018	APPLE ONE EMPLOYMENT SERVICES	\$1,037.62
580610	11/01/2018	AT&T	\$554.42
580611	11/01/2018	AT&T	\$6,955.50
580612	11/01/2018	CINTAS CORPORATION	\$418.74
580613	11/01/2018	DAILY JOURNAL CORPORATION	\$567.00
580614	11/01/2018	HOME DEPOT	\$91.40
580615	11/01/2018	NEW FLYER PARTS	\$7,846.60
580616	11/01/2018	PICO WATER DISTRICT	\$61.76
580617	11/01/2018	READY REFRESH BY NESTLE	\$156.31
580618	11/01/2018	RICOH AMERICAS CORP.	\$10,671.98
580619	11/01/2018	RICOH AMERICAS CORP.	\$84.28
580620	11/01/2018	SAWYER PETROLEUM	\$52,827.06
580621	11/01/2018	TPX COMMUNICATIONS	\$2,762.94
580622	11/01/2018	A TO Z FIRE PROTECTION COMPANY	\$277.38
580623	11/01/2018	ADCO SERVICES, INC.	\$225.00
580624	11/01/2018	AIRGAS, INC, AIRGAS USA, LLC	\$86.84
580625	11/01/2018	CLEAN ENERGY FUELS	\$17,365.63
580626	11/01/2018	CLEAN SWEEP SUPPLY CO. INC	\$953.31
580627	11/01/2018	DELL MARKETING L.P.	\$401.97
580628 *	11/01/2018	ELEVATOR SUPPORT SERVICES, INC.	\$3,800.00
580629 *	11/01/2018	IMPERIAL SPRINKLER SUPPLY INC.	\$6,773.79
580630	11/01/2018	IRRI-CARE PLUMBING AND BACKFLOW TESTING	\$400.00
580631	11/01/2018	LOS ANGELES COUNTY DEPARTMENT OF PUBLIC WORKS	\$857.73
580632	11/01/2018	LOZA-GOMEZ, ANGELICA	\$2,400.00
580633 *	11/01/2018	MOUSER ELECTRONICS, INC.	\$186.12
580634	11/01/2018	OFFICE DEPOT	\$60.99
580635	11/01/2018	PCMG, INC. DBA PCM GOV, INC.	\$785.20
580636	11/01/2018	PLANETBIDS, INC.	\$3,991.25
580637	11/01/2018	SMOG PUMPS UNLIMITED INC.	\$202.58
580638	11/01/2018	TRANSTECH ENGINEERS, INC.	\$9,228.00
580639	11/01/2018	UNIQUE GENERAL SERVICES	\$1,920.00
580640	11/01/2018	US SECURITY ASSOCIATES, INC.	\$2,834.16
580641	11/01/2018	VASQUEZ & COMPANY LLP	\$22,000.00
580642	11/01/2018	WAYNE ELECTRIC COMPANY	\$3,613.32
580643	11/06/2018	APPLE ONE EMPLOYMENT SERVICES	\$6,485.39
580644	11/06/2018	AT&T	\$54.16
580645	11/06/2018	AT&T	\$285.35
580646	11/06/2018	BANKCARD CENTER	\$6,270.81
580647	11/06/2018	BIRCH COMMUNICATIONS	\$668.09
580648	11/06/2018	BIRCH COMMUNICATIONS	\$668.09

Payment Register

From Payment Date: 10/18/2018 - To Payment Date: 11/6/2018

Number	Date	Payee Name	Transaction Amount
580649	11/06/2018	CALIFORNIA EMPLOYMENT DEVELOPM	\$8,865.00
580650	11/06/2018	CALIFORNIA WATER SERVICE COMPANY	\$7,808.06
580651	11/06/2018	CHARTER COMMUNICATIONS	\$21.08
580652	11/06/2018	CHARTER COMMUNICATIONS	\$46.01
580653	11/06/2018	CHARTER COMMUNICATIONS	\$29.03
580654	11/06/2018	FEDERAL EXPRESS CORPORATION	\$29.53
580655	11/06/2018	IRON MOUNTAIN INC.	\$717.24
580656	11/06/2018	MONTEBELLO TIRE PROS	\$13,957.06
580657	11/06/2018	MUNITEMPS	\$7,665.00
580658	11/06/2018	RICOH AMERICAS CORP.	\$578.70
580659	11/06/2018	SAN GABRIEL VALLEY WATER CO.	\$90,937.40
580660	11/06/2018	SAWYER PETROLEUM	\$51,290.43
580661	11/06/2018	SOUTH MONTEBELLO IRRIGATION DISTRICT	\$8,524.82
580662	11/06/2018	SOUTHERN CALIFORNIA EDISON	\$127,098.97
580663	11/06/2018	T-MOBILE USA, INC.	\$85.41
580664	11/06/2018	T-MOBILE USA, INC.	\$2,311.70
580665	11/06/2018	VERIZON WIRELESS	\$456.27
580666	11/06/2018	VERIZON WIRELESS	\$38.01
580667	11/06/2018	VERIZON WIRELESS	\$54.03
580668	11/06/2018	VERIZON WIRELESS	\$56.03
580669	11/06/2018	VERIZON WIRELESS	\$125.63
580670	11/06/2018	VERIZON WIRELESS	\$112.08
580671	11/06/2018	VERIZON WIRELESS	\$2,018.12
580672	11/06/2018	VISION SERVICE PLAN	\$4,538.94
580673	11/06/2018	AAHS SIGNS	\$198.00
580674	11/06/2018	ADCO SERVICES, INC.	\$330.00
580675	11/06/2018	ADVANCED APPLIED ENGINEERING, INC.	\$3,750.72
580676	11/06/2018	ASTRO PLUMBING SUPPLY CO.	\$113.92
580677	11/06/2018	AZTECA LANDSCAPE	\$1,476.48
580678	11/06/2018	CAMACHO, TOM	\$22,053.18
580679	11/06/2018	COGRAN SYSTEMS LLC	\$500.00
580680	11/06/2018	DIAMOND ENVIRONMENTAL SERVICES	\$1,805.00
580681	11/06/2018	EASTMONT PAINT & DECORATING	\$48.99
580682	11/06/2018	ENTERPRISE FM TRUST	\$36,617.92
580683	11/06/2018	EWING IRRIGATION PRODUCTS	\$396.52
580684	11/06/2018	FAIRVIEW FORD SALES, INC.	\$30,884.47
580685	11/06/2018	FLEET PRIDE, INC.	\$329.88
580686	11/06/2018	FLO-SERVICES, INC.	\$6,740.00
580687	11/06/2018	GLOBAL IT COMMUNICATIONS, INC.	\$18,026.55
580688	11/06/2018	GLORY GLOBAL SOLUTIONS INC.	\$2,107.00
580689	11/06/2018	GROVER MANUFACTURING CORP.	\$209.79
580690	11/06/2018	HAWK II ENVIRONMENTAL CORP.	\$114.13
580691	11/06/2018	HD INDUSTRIES	\$3,806.23

Payment Register

From Payment Date: 10/18/2018 - To Payment Date: 11/6/2018

Number	Date	Payee Name	Transaction Amount
580692	11/06/2018	HOSE-MAN, INC.	\$62.59
580693	11/06/2018	HYDRAULIC ELECTRIC INC.	\$337.58
580694	11/06/2018	IRRI-CARE PLUMBING AND BACKFLOW TESTING	\$90.00
580695	11/06/2018	LOS ANGELES FREIGHTLINER, INC.	\$135.07
580696	11/06/2018	MARTINEZ CONSULTING SERVICE LLC	\$3,950.00
580697	11/06/2018	MICHELIN NORTH AMERICA, INC.	\$18,569.56
580698	11/06/2018	MISSION LINEN SUPPLY	\$330.52
580699	11/06/2018	MOBILITY ADVANCEMENT GROUP	\$2,501.13
580700	11/06/2018	MONTEBELLO AUTOCRAFT	\$20,227.04
580701	11/06/2018	MR. ROOTER PLUMBING	\$10,760.01
580702	11/06/2018	MUNCIE TRANSIT SUPPLY	\$443.48
580703	11/06/2018	N/S CORPORATION	\$9,260.03
580704	11/06/2018	NAVARRO'S TOWING SERVICE	\$545.00
580705	11/06/2018	NEW FLYER PARTS	\$3,663.16
580706	11/06/2018	P & R PAPER SUPPLY COMPANY INC.	\$443.15
580707	11/06/2018	PALARDY & MILLER AUTOBODY	\$506.81
580708 *	11/06/2018	PATTON SALES CORP	\$692.57
580709	11/06/2018	PSYCHOLOGICAL CONSULTING ASSOCIATES, INC.	\$400.00
580710	11/06/2018	R & R PRODUCTS, INC.	\$413.70
580711	11/06/2018	REYES, LUISO	\$250.00
580712	11/06/2018	RIO HONDO COMMUNITY COLLEGE	\$324.80
580713	11/06/2018	SOUTHERN COACH PARTS COMPANY	\$1,521.92
580714	11/06/2018	ULINE, INC.	\$446.21
580715	11/06/2018	UNIQUE GENERAL SERVICES	\$7,956.00
580716	11/06/2018	US SECURITY ASSOCIATES, INC.	\$2,834.16
580717	11/06/2018	WAYNE ELECTRIC COMPANY	\$1,690.24
580718	11/06/2018	WESTRUX INTERNATIONAL INC.	\$217.80
580719	11/06/2018	WINZER CORPORATION	\$2,563.29
580720	11/06/2018	X-IGENT PRINTING, INC.	\$10,512.00
580721	11/06/2018	ZEMARC CORPORATION	\$5,994.00

Type Check Totals:

\$2,428,838.99

4331 - General Account Totals

6093 - Successor Agency

Check

1411	10/18/2018	BANK OF NEW YORK MELLON	\$7,196.00
1412	10/18/2018	BANK OF NEW YORK MELLON	\$424.16
1413	10/18/2018	ALVAREZ-GLASMAN & COLVIN	\$424.16
1414	10/30/2018	SCS FIELD SERVICES	\$2,050.00

Type Check Totals:

\$10,094.32

** 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.