



AGENDA
REGULAR MEETING OF THE MAYWOOD CITY COUNCIL AND THE
SUCCESSOR AGENCY TO THE MAYWOOD COMMUNITY
REDEVELOPMENT AGENCY

WEDNESDAY, AUGUST 23, 2023 AT 5:30 PM

Maywood City Council Chambers
4319 E. Slauson Avenue, Maywood, CA 90270
www.cityofmaywood.com

I. CALL TO ORDER/ROLL CALL

II. CITY OFFICIALS

MAYOR
Frank Garcia

CITY CLERK
Vacant

MAYOR PRO TEM
Mayra Aguiluz

CITY TREASURER
Mary Mariscal

COUNCIL MEMBERS
Jessica Torres
Eduardo De La Riva
Heber Marquez

CITY MANAGER
Jennifer E. Vasquez

CITY ATTORNEY
Roxanne Diaz

III. MEETING PROCEDURES

THIS MEETING WILL BE HELD IN PERSON.

THE MEETING WILL BE AVAILABLE FOR VIEWING VIA ZOOM:

<https://us02web.zoom.us/j/84523790431> AND VIA THE CITY'S FACEBOOK PAGE.

Public Participation Options:

1. **In-Person:** Council Chambers located at 4319 E. Slauson Avenue, Maywood, CA
2. **Before the Meeting:** Public comment will be accepted for the record in advance by 4:00 p.m. the day of the meeting by email to daisy.guerrero@cityofmaywood.org; or if you are unable to email, please call the City Clerk's Office at (323) 562-5714. Your comment will be made part of the written record but will NOT be read verbally at the meeting.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in the Council Meeting, please contact the City Clerk's Office (323) 562-5714 within 72 hours of the meeting.

IV. CLOSED SESSION

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (GOVERNMENT CODE SECTION 54957(B)): TITLE: CITY MANAGER
2. CONFERENCE WITH LABOR NEGOTIATOR (GOVERNMENT CODE SECTION 54957.6); UNREPRESENTED EMPLOYEE: CITY MANAGER; CITY NEGOTIATOR: CITY ATTORNEY AND MAYOR

V. MAYOR, COUNCILMEMBERS AND STAFF COMMENTS

VI. PUBLIC PARTICIPATION (Agenda Items; Time allotted: 3 minutes)

Speakers wishing to address the City Council on an item on the agenda may use the instructions provided in section **III. MEETING PROCEDURES** beginning on page 1 of this agenda.

VII. PRESENTATIONS

AGUA POR VIDA MURAL

VIII. PUBLIC HEARING

1. INTRODUCTION AND WAIVER OF FULL READING OF ORDINANCE NO. 23-08, AN ORDINANCE OF THE CITY OF MAYWOOD ADDING SUBSECTION 4100.140 TO SECTION 4100 OF THE MAYWOOD ZONING ORDINANCE TO ESTABLISH ELECTRIC VEHICLE CHARGING STATION STREAMLINED PERMITTING CONSISTENT WITH ASSEMBLY BILL 1236 AND ASSEMBLY BILL 970

IX. CONSENT CALENDAR

All matters listed under CONSENT CALENDAR are considered to be routine and can be acted on by one roll call vote. There will be no separate discussion of these items unless members of the City Council request specific items to be removed from the Consent Calendar for separate discussion or action.

2. MINUTES OF THE JUNE 28, 2023, REGULAR CITY COUNCIL MEETING
3. MINUTES OF THE JULY 6, 2023, ADJOURNED CITY COUNCIL MEETING
4. MINUTES OF THE JULY 11, 2023, SPECIAL CITY COUNCIL MEETING
5. MINUTES OF THE JULY 26, 2023, REGULAR CITY COUNCIL MEETING
6. RESOLUTION NO. 6315 OF THE CITY COUNCIL OF THE CITY OF MAYWOOD AND SUCCESSOR AGENCY TO THE MAYWOOD COMMUNITY REDEVELOPMENT AGENCY APPROVING THE WARRANTS FOR PAYMENT
7. MONTHLY CASH AND INVESTMENT REPORT TO THE CITY COUNCIL FOR JULY 2023
8. REVENUE REPORT JULY 2023
9. CONSIDERATION OF APPROVING A THREE-YEAR AGREEMENT WITH BPR CONSULTING GROUP FOR CITYWIDE BUILDING DEPARTMENT CONSULTING SERVICES IN A ESTIMATED YEARLY NOT-TO-EXCEED AMOUNT OF \$164,095.00 WITH THE OPTION OF TWO ADDITIONAL ONE-YEAR EXTENSIONS
10. INTRODUCTION AND WAIVER OF FULL READING OF ORDINANCE NO. 23-09, AN ORDINANCE OF THE CITY OF MAYWOOD ADDING A NEW CHAPTER 11 TO TITLE 2 OF THE MAYWOOD MUNICIPAL CODE ESTABLISHING A YOUTH COMMISSION
11. CONSIDERATION OF ADOPTION OF RESOLUTION NO. 6316 GRANTING CONTINUOUS CONSENT AND JURISDICTION TO THE COUNTY OF LOS ANGELES FOR THE INCLUSION OF THE ENTIRETY OF THE CITY OF MAYWOOD WITHIN A COUNTY SEWER MAINTENANCE DISTRICT
12. CONSIDERATION OF AWARD OF CONSTRUCTION CONTRACT TO DANNY LETNER, INC. DBA LETNER ROOFING COMPANY, FOR THE CITY HALL AND SHERIFF'S STATION ROOFING PROJECT IN THE AMOUNT OF \$562,025.00, APPROVAL OF THE PROJECT PLANS AND SPECIFICATIONS, FINDING THAT THE PROJECT IS CATEGORICALLY EXEMPT FROM CEQA REVIEW AND APPROVAL OF A BUDGET AMENDMENT IN THE AMOUNT OF \$600,961.62 FROM THE GENERAL FUND TO COVER THE TOTAL PROJECT COST SHORTFALL.
13. CONSIDERATION OF RESOLUTION NO. 6317 OF THE CITY OF MAYWOOD AUTHORIZING THE SUBMITTAL OF A GRANT APPLICATION AND OTHER RELATED APPROVALS UNDER THE COMMUNITY RESILIENCE CENTER PROGRAM AS ADMINISTERED BY CALIFORNIA STRATEGIC GROWTH

COUNCIL

14. SECOND READING AND ADOPTION OF ORDINANCE NO. 23-07, AN ORDINANCE OF THE CITY OF MAYWOOD ADDING A NEW CHAPTER 21 TO TITLE 8 OF THE MAYWOOD MUNICIPAL CODE TO ESTABLISH A RENT STABILIZATION REGULATION
15. CONSIDERATION OF RESOLUTION NO. 6318 OF THE CITY COUNCIL OF THE CITY OF MAYWOOD FIXING THE AMOUNT OF REVENUE FROM A PROPERTY TAX LEVY APPROVED BY THE VOTERS OF MAYWOOD CITY FOR THE CALIFORNIA PUBLIC EMPLOYEES RETIREMENT SYSTEM (CALPERS) AT THE SAME RATE OF SUCH TAXES AS LAST YEAR AND LEVYING SUCH TAXES FOR THE FISCAL YEAR BEGINNING JULY 1, 2023
16. ADOPTION OF AN UNCODIFIED URGENCY ORDINANCE 23-10-U OF THE CITY COUNCIL OF THE CITY OF MAYWOOD AMENDING AND EXTENDING URGENCY ORDINANCE 23-06-U, IMPOSING A TEMPORARY MORATORIUM ON NO FAULT-SUBSTANTIAL REMODEL EVICTIONS FOR CERTAIN RESIDENTIAL TENANCIES AND DECLARING THE URGENCY THEREOF

X. DISCUSSION/ACTION ITEMS

17. CONSIDERATION OF RESOLUTION NO. 6319 APPROVING CHANGES TO THE COMPREHENSIVE SALARY SCHEDULE AND APPROVAL OF ESTABLISHING NEW POSITIONS AND AMENDING THE CLASSIFICATION PLAN; AND APPROVAL OF A BUDGET AMENDMENT IN THE AMOUNT OF \$84,487.46 FROM THE LOCAL FISCAL RECOVERY FUND FOR THE SALARY AND BENEFITS OF THE PROPOSED FULL-TIME HOUSING SPECIALIST POSITION
18. CONSIDERATION OF APPROVING THE ESTABLISHMENT OF A UTILITY BOX ART PROGRAM AND AUTHORIZING STAFF TO ADVERTISE AND PUBLISH THE CALL FOR ARTIST REQUEST FOR PROPOSALS AND APPLICATIONS FOR THE PAINTING OF TRAFFIC CONTROL UTILITY BOXES IN THE CITY
19. RECEIVE AND FILE PROJECT UPDATE ON THE RIVERFRONT PARK RENOVATION
20. DISCUSSION AND DIRECTION REGARDING FILLING THE CITY CLERK VACANCY PURSUANT TO GOVERNMENT CODE SECTION 36512 CAUSED BY A RESIGNATION
21. CONSIDERATION OF APPROVING THE COMMUNITY BENEFIT FUND APPLICATION FROM CSU FULLERTON/CREAL/CSFU PHILANTHROPIC FOUNDATION IN THE AMOUNT OF \$10,000.
22. CONSIDERATION OF APPROVING THE COMMUNITY BENEFIT FUND

APPLICATION FROM SOUTHEAST RIO VISTA YMCA IN THE AMOUNT OF
\$10,000

XI. PUBLIC PARTICIPATION (Non-Agenda Items; Time allotted: 3 minutes)

Speakers wishing to address the City Council on a non- agenda item you may use the instructions provided in section **III. MEETING PROCEDURES** beginning on page 1 of this agenda.

XII. ADJOURNMENT - The next Regular Meeting of the Maywood City Council is Wednesday, September 27, 2023, at 5:30 p.m.

PUBLIC ACCESS TO MEETING AGENDA AND AGENDA PACKETS

I, _____, City Clerk or Deputy City Clerk, hereby certify that this agenda was duly posted by law at 4319 E. Slauson Avenue, Maywood, CA 90270 and the City Website. Any public record, relating to an open session agenda item, that is distributed within 72 hours prior to the meeting is available for public inspection at the Maywood City Hall, 4319 E. Slauson Avenue, Maywood CA 90270. If you challenge in court any discussion or action taken concerning an item on this Agenda, you may be limited to rising only those issues you or someone else raised during the meeting or in written correspondence delivered to the City at or prior to the City's consideration of the item at the meeting. In compliance with the ADA, if you need special assistance for the meeting, call (323) 562-5723 within 72 hours prior to the meeting so the City can make reasonable arrangements to ensure accessibility.



AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 1.

DATE: August 23, 2023

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: STEVE FOWLER, DIRECTOR OF BUILDING AND PLANNING

SUBJECT: INTRODUCTION AND WAIVER OF FULL READING OF ORDINANCE NO. 23-08, AN ORDINANCE OF THE CITY OF MAYWOOD ADDING SUBSECTION 4100.140 TO SECTION 4100 OF THE MAYWOOD ZONING ORDINANCE TO ESTABLISH ELECTRIC VEHICLE CHARGING STATION STREAMLINED PERMITTING CONSISTENT WITH ASSEMBLY BILL 1236 AND ASSEMBLY BILL 970

RECOMMENDATION:

Staff recommends that the City Council introduce by title only and waive full reading of Ordinance No. 23-08, an Ordinance of the City of Maywood adding Subsection 4100.140 to Section 4100 of the Maywood Zoning Ordinance to establish Electric Vehicle Charging Station streamlined permitting consistent with Assembly Bill 1236 and Assembly Bill 970

BACKGROUND:

California State Assembly Bill 1236 (AB 1236), which became effective on January 1, 2016, added Government Code Section 65850.7 requiring the City to adopt an ordinance by September 30th, 2017 to create an expedited and streamlined permitting process for Electrical Vehicle Charging Stations (EVCS). Further, Assembly Bill 970 (AB 970), which became effective January 1, 2022, built upon the provisions of AB 1236, requiring the City to comply with specific binding timelines related to the review period of EVCS applications and added Government Code Section 65850.71. AB 970, however, did not become applicable to cities with populations less than 200,000 until January 1, 2023. The proposed ordinance establishes an expedited and streamlined permitting process to be consistent with AB 1236 and AB 970.

AB 1236 and AB 970 provides consistent statewide standards to achieve the timely and cost-effective installation of EVCS by furthering the availability of charging infrastructure to help drive the deployment of zero-emission vehicles. The legislation applies to all charging station installations, including: Level 1, Level 2, and DC Fast Charging; public and private charging stations. Attachment 4 (AB 1236 and AB 970 Summary) provides an overall summary of both bills and how they apply to the City.

On July 18, 2023, Resolution No. 23-469 was presented to the Planning Commission and the Commission adopted the Resolution recommending that the City Council adopt the proposed ordinance amending the Zoning Ordinance to add Subsection 4100.140 to Section 4100 (Parking and Loading) to adopt an expedited and streamlined permitting process based on the State's guidebook for EVCS permitting.

DISCUSSION:

The purpose of this proposed ordinance is to adopt provisions compliant with State Law as required by

Government Code Section 65850.7. The ordinance will not change our permitting process in any significant way. The ordinance provides for an expedited permitting process based on the State's guidebook for EVCS permitting. Also, as part of the expedited permitting process, a checklist also needs to be adopted. This ordinance addresses both of those components.

AB 970 added a new provision, Government Code Section 65850.71, which added specific timelines related to EVCS application review based on the size of the EV project.

If the project has:

1-25 station project at a single site

- An application to install an EVCS will be deemed complete if after 5 business days:
 1. The City has not deemed the application to be complete consistent with the checklist; or
 2. The City has not issued a written deficiency notice detailing all changes needed to make the application consistent with the City's EVCS permitting checklist or identifying specific information necessary for the City to conduct a limited review of whether the project meets all health and safety requirements.
- An application to install an EVCS will be deemed approved 20 business days after the application is deemed complete if:
 1. The City has not administratively approved the application through the issuance of a building permit or similar nondiscretionary permit;
 2. The City has not made a finding, based on substantial evidence, that the EVCS could have a specific adverse impact upon the public health or safety;
 3. The City has not denied the permit with written findings, based on substantial evidence, that the EVCS would have a specific adverse impact upon the public health or safety, and there is no feasible method to mitigate or avoid the specific adverse impact; and
 4. An appeal of the City's decision based on 2 and 3 above has not been made to the City's Planning Commission.

26 or more stations at a single site

The same process as above except, an EVCS application will be deemed complete after 10 business days and will be deemed approved 40 business days after the application has been deemed complete.

Last, the provisions of the proposed ordinance will become part of the parking section of the Maywood Zoning Ordinance as this allows for the parking requirements and EV permitting process to be in the same section.

LEGAL REVIEW:

The City Attorney has reviewed this report.

FISCAL IMPACT:

No fiscal impacts.

ATTACHMENT(S)

1. EV Process Ordinance 23-08
2. COMPLETE_EV_CHARGER_CHECKLIST
3. Attachment 4 AB 1236 and AB 970 Summary

ORDINANCE NO. 23-08

**AN ORDINANCE OF THE CITY OF MAYWOOD ADDING
SUBSECTION 4100.140 TO SECTION 4100 OF THE
MAYWOOD ZONING ORDINANCE TO ESTABLISH
ELECTRIC VEHICLE CHARGING STATION
STREAMLINED PERMITTING CONSISTENT WITH
ASSEMBLY BILL 1236 AND ASSEMBLY BILL 970**

WHEREAS, the State of California and the City of Maywood have consistently promoted and encouraged the use of fuel-efficient electric vehicles; and

WHEREAS, on October 8, 2015, the State of California adopted Assembly Bill 1236 and on October 8, 2021, adopted Assembly Bill 970, which require local agencies to adopt an ordinance that creates an expedited and streamlined permitting process for electric vehicle charging stations; and

WHEREAS, creation of an expedited streamlined permitting process for electric vehicle charging stations would facilitate convenient charging of electric vehicles and help reduce reliance on environmentally damaging fossil fuels; and

WHEREAS, the City of Maywood has initiated a Zone Text Amendment, in order to establish a streamlined permitting process for electric vehicle charging stations in compliance with AB 1236 and AB 970 as described in the title of this resolution and the attached Draft Ordinance (Exhibit A); and

WHEREAS, the proposed Zone Text Amendment has been fully evaluated and considered with respect to the City's General Plan; and

WHEREAS, the Maywood Planning Commission conducted a noticed public hearing on July 18, 2023, at which time it received public testimony concerning Zone Text Amendment and recommend City Council approval;

WHEREAS, the Maywood City Council conducted a noticed public hearing on August 23, 2023, at which time it received public testimony concerning ZTA 23-01;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MAYWOOD DOES
ORDAIN AS FOLLOWS:**

SECTION 1. Section 4100, "Parking and Loading" is hereby amended to adopt a new Subsection which shall read as follows:

4100.140. – ELECTRIC VEHICLE CHARGING STATIONS- Purpose and intent.

Electric vehicle charging stations which qualify for expedited permit processing, pursuant to California Government Code Section [65850.7](#), shall be subject to the administrative permitting procedures set forth in this chapter.

A. Expedited review process.

Consistent with California Government Code Section [65850.7](#), the Director of Building and Planning or the Building Official shall implement an expedited administrative permit review process for electric vehicle charging stations, and adopt a checklist of all requirements with which electric vehicle charging stations shall comply in order to be eligible for expedited review. The expedited administrative permit review process and checklist may refer to the recommendations in the checklist prescribed by the most current version of the “Plug-In Electric Vehicle Infrastructure Permitting Checklist” of the “Zero-Emission Vehicles in California: Community Readiness Guidebook” published by the Governor’s Office of Planning and Research. The City’s adopted checklist shall be published on the City’s website.

B. Electronic Submittals.

Consistent with California Government Code Section [65850.7](#), the Director of Building and Planning or the Building Official shall allow for electronic submittal of permit applications covered by this chapter and associated supporting documentations when available. In accepting such permit applications, the Director of Building and Planning or the Building Official shall also accept electronic signatures on all forms, applications, and other documentation in lieu of a wet signature by the applicant.

C. Association Approval.

Consistent with California Government Code Section [65850.7](#), the Director of Building and Planning or the Building Official shall not condition the approval for any electric vehicle charging station permit on the approval of such a system by an association, as that term is defined by California Civil Code Section [4080](#).

D. Permit application processing.

A permit application that satisfies the information requirements in the City’s adopted checklist shall be deemed complete and be promptly processed. Upon confirmation by the Director of Building and Planning or the Building Official or their designee that the permit application and supporting documents meet the requirements of the City’s adopted checklist, and is consistent with all applicable laws, the Director of Building and Planning or the Building Official or their designee shall, consistent with California Government Code Section [65850.7](#), approve the application and issue all necessary permits. Such approval does not authorize an applicant to energize or utilize the electric vehicle charging station until approval is granted by the City. If the Director of Building and Planning or the Building Official or their designee determines that the permit application is incomplete, he or she shall issue a written correction notice to the applicant, detailing all deficiencies in

the application and any additional information required to be eligible for expedited permit issuance.

E. Accessibility.

All designs for electric vehicular charging for public use must comply with all Federal and State laws regarding accessibility, specifically the Americans with Disabilities Act and California Building Code Section 11B-228.3. EV stations permitted for private use, at private residences need not comply.

F. Technical Review.

It is the intent of this chapter to encourage the installation of electric vehicle charging stations by removing obstacles to permitting for charging stations so long as the action does not supersede the Director of Building and Planning's or the Building Official's authority to address higher priority life-safety situations. If the Building Official makes a finding based on substantial evidence that the electric vehicle charging station could have a specific adverse impact upon the public health or safety, as defined in California Government Code Section [65850.7](#), the City may require the applicant to apply for a Conditional Use Permit. The Conditional Use Permit review process shall comply with Government Code Section 65850.7(c).

Section 2. California Environmental Quality Act (CEQA) Determination.

Adoption of this Ordinance is not subject to California Environmental Quality Act (CEQA) pursuant to Sections 15060 (c)(2) and 15060(c)(3) of Title 14 of the California Code of Regulations because the adoption of this Ordinance would not result in a direct or reasonably foreseeable indirect physical change in the environment and is not a project.

Section 3. Severability. If any section, subsection, subdivision, sentence, clause, phrase, or portion of this Ordinance for any reason is held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted this Ordinance, and each section, subsection, subdivision, sentence, clause, phrase, or portion thereof, without regard to whether any one or more sections, subsections, subdivisions, sentences, clauses, phrases, or portions thereof be declared invalid or unconstitutional.

Section 4. Effective Date of Ordinance. This ordinance shall go into effect and be in full force and operation from and after thirty (30) days after its final passage and adoption.

Section 5. Certification and Publication. The City Clerk shall certify to the adoption of this Ordinance and shall cause the same to be published or posted in the manner prescribed by law.

PASSED, APPROVED, AND ADOPTED, this 23rd day of August, 2023.

AYES:

NOES:

ABSENT:

ABSTAIN:

Frank Garcia, Mayor

ATTEST:

Daisy Guerrero, Deputy City Clerk

APPROVED AS TO FORM:

Roxanne Diaz, City Attorney

I, Daisy Guerrero, Deputy City Clerk of the City of Maywood, do hereby certify that the foregoing Ordinance 23-08 was adopted at a regular meeting of the City Council of the City of Maywood held on the 23rd day of August, 2023 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Daisy Guerrero, Deputy City Clerk



CITY OF MAYWOOD
BUILDING AND PLANNING DEPARTMENT

4319 E. Slauson Ave,
Maywood, CA 90270
323.562.5723
(cityofmaywood.com/158/Building-Planning)

EV Chargers Checklist

**RESIDENTIAL AND NON-RESIDENTIAL
CHECKLIST FOR PERMITTING ELECTRIC VEHICLES
AND ELECTRIC VEHICLE SERVICE EQUIPMENT (EVSE)**

Please complete the following information related to permitting and installation of Electric Vehicle Service Equipment (EVSE) as a supplement to the application for a building permit. This checklist contains the technical aspects of EVSE installations and is intended to help expedite permitting and use for electric vehicle charging.

Upon this checklist being deemed complete, a permit shall be issued to the applicant. However, if it is determined that the installation might have a specific adverse impact on public health or safety, additional verification will be required before a permit can be issued.

This checklist substantially follows the “Plug-In Electric Vehicle Infrastructure Permitting Checklist” contained in the Governor’s Office of Planning and Research “Zero Emission Vehicles in California: Community Readiness Guidebook” and is purposed to augment the guidebook’s checklist.

JOB ADDRESS:	PERMIT NUMBER:
☐ Single-Family ☐ Multi-Family (Apartment) ☐ Multi-Family (Condominium) ☐ Commercial (Single Business) ☐ Commercial (Multi-Businesses) ☐ Mixed-Use ☐ Public Right-of-Way	
☐ SITE PLAN WITH LOCATIONS OF EVSE ATTACHED	
DESCRIPTION OF WORK:	
APPLICANT NAME:	

APPLICANT PHONE & EMAIL:

CONTRACTOR NAME:

LICENSE NUMBER & TYPE:

CONTRACTOR PHONE & EMAIL:

OWNER NAME:

OWNER PHONE & EMAIL:

EVSE CHARGING LEVEL: ☐ Level 1 (120V) ☐ Level 2 (240V) ☐ Level 3 (480V)

Maximum Rating (Nameplate) of EV Service Equipment = _____ KW

Voltage EVSE =

_____ V

Manufacturer of EVSE:

Mounting of EVSE: ☐ Wall Mount ☐ Pole Pedestal Mount ☐ Other

System Voltage:

☐ 120/240V, 1 ϕ , 3W

☐ 120/208V, 3 ϕ , 4W

☐ 120/240V, 3 ϕ , 4W

☐ 277/480V, 3 ϕ , 4W

☐ Other _____

Rating of Existing Main Electrical Service Equipment = _____ Amperes

Rating of Panel Supplying EVSE (if not directly from Main Service) = _____ Amps

Rating of Circuit for EVSE: _____ Amps / _____ Poles

AIC Rating of EVSE Circuit Breaker (if not Single Family, 400A) = _____ A.I.C.

(or verify with Inspector in field)

Specify Either Connected, Calculated or Documented Demand Load of Existing Panel:

Connected Load of Existing Panel Supplying EVSE = _____ Amps

Calculated Load of Existing Panel Supplying EVSE = _____ Amps

Demand Load of Existing Panel or Service Supplying EVSE = _____ Amps

(Provide Demand Load Reading from Electric Utility)

Total Load (Existing plus EVSE Load) = _____ Amps

For Single Family Dwellings, if Existing Load is not known by any of the above methods, then the Calculated Load may be estimated using the “Single-Family Residential Permitting Application Example” in the Governor’s Office of Planning and Research “Zero Emission Vehicles in California: Community Readiness Guidebook” <https://www.opr.ca.gov>

**EVSE Rating _____ Amps x 1.25 = _____ Amps = Minimum
Ampacity of EVSE Conductor = # _____ AWG**

**For Single-Family: Size of Existing Service Conductors = # _____ AWG or
kcmil**

- or - : Size of Existing Feeder Conductor

**Supplying EVSE Panel = # _____ AWG or kcmil
(or Verify with Inspector in field)**

I hereby acknowledge that the information presented is a true and correct representation of existing conditions at the job site and that any causes for concern as to life-safety verifications may require further substantiation of information.

Signature of Permit Applicant: _____ Date: _____

AB 1236 AND AB 970 SUMMARY – ELECTRIC VEHICLE CHARGING STATION PERMIT STREAMLINING

State Bill	Author	Effective Date	Purpose	Mandates	Applicability	Compliance Deadline
AB 1236	Chiu	January 1, 2016	Reduce Greenhouse Gases (GHG)	Jurisdictions must: • Develop a streamlined permitting process for electric vehicle charging stations (EVCS) • Adopt a streamlining ordinance and checklist	• All charging station installations (Level 1 & 2, and DC Fast Charging) • Public and private charging stations • Light-, medium-, and heavy-duty electric vehicle charging stations • Stations that are installed as the accessory or primary use of a site	September 30, 2017, for jurisdictions with less than 200,000 residents
AB 970	McCarty	January 1, 2022	Reduce GHG	Adds specific binding timelines to project review period based on the size of the project: <u>1-25 station project at a single site</u> • An application will be deemed complete if after 5 business days the city has not: 1. found the application to be complete or 2. issued a written deficiency notice: a. detailing all changes needed to make the application consistent with the city or county EVCS permitting checklist or b. identifying specific information necessary for the Building Official to conduct a limited review of whether the project meets all health and safety requirements. • If the city has not yet created its checklist, the deficiency notice will be limited to the building official's review of whether it meets all health and safety requirements of local, state, and federal law per AB 1236. • An application will be deemed approved 20 business days after it was deemed complete if: 1. the city has not made a finding, based on substantial evidence, that the EVCS could have a specific adverse impact upon the public health or safety; 2. the city has not required the applicant to apply for a use permit; and 3. An appeal has not been made to the planning commission. <u>26 or more stations at a single site</u> Same process as above except: • An EVCS application will be deemed complete after 10 business days and will be deemed approved 40 business days after deemed complete.	Same as AB 1236	January 1, 2023, for jurisdictions with less than 200,000 residents



MEETING MINUTES

REGULAR MEETING OF THE MAYWOOD CITY COUNCIL AND THE SUCCESSOR AGENCY TO THE MAYWOOD COMMUNITY REDEVELOPMENT AGENCY

WEDNESDAY, JUNE 28, 2023 AT 6:00 PM

Maywood City Council Chambers
4319 E. Slauson Avenue, Maywood, CA 90270
www.cityofmaywood.com

I. CALL TO ORDER/ROLL CALL

MAYOR GARCIA CALLED THE MEETING TO ORDER AT 6:15 P.M.
ROLL CALL

II. CITY OFFICIALS

MAYOR
Frank Garcia (**present**)

CITY CLERK
Andrea Aguilar (**present**)

MAYOR PRO TEM
Mayra Aguiluz (**present**)

CITY TREASURER
Mary Mariscal (**present**)

COUNCIL MEMBERS
Jessica Torres (**present**)
Eduardo De La Riva (**teleconference**)
Heber Marquez (**teleconference**)

CITY MANAGER
Jennifer E. Vasquez (**present**)

CITY ATTORNEY
Roxanne Diaz (**present**)

STAFF PRESENT:

Steve Fowler, Director of Building and Planning (**present**)
Anthony Rainey, Interim Finance Director (**present**)
Daisy Guerrero, Deputy City Clerk/Assistant to the City Manager (**present**)

III. MEETING PROCEDURES

THIS MEETING WAS HELD IN PERSON. THE MEETING WAS ALSO AVAILABLE FOR VIEWING VIA ZOOM.

THE PUBLIC WAS ABLE TO PARTICIPATE IN THE FOLLOWING WAYS:

1. In-Person - Council Chambers located at 4319 E. Slauson Avenue, Maywood, CA
2. Zoom: <https://us02web.zoom.us/j/87310619769?pwd=L2NhME1qMGprR1ZkbndpM2c0TExMQT09>

THE PUBLIC WAS ABLE TO PROVIDE PUBLIC COMMENT IN THE FOLLOWING WAYS:

1. Virtual Platform
2. Phone
3. In Writing
4. In Person

IV. MAYOR, COUNCILMEMBERS AND STAFF COMMENTS

CITY COUNCIL MEMBER PROVIDED COMMENTS

V. PUBLIC PARTICIPATION (Agenda Items; Time allotted: 3 minutes)

THE FOLLOWING PROVIDED A PUBLIC COMMENT ON AGENDA ITEMS:

- | | |
|----------------------------------|--------------------|
| 1. Janet M. Gagnon (In Writing) | 11. Alexis Castro |
| 2. Carlos Cordova (In Writing) | 12. Maria Martinez |
| 3. Daniela Martinez (In Writing) | 13. Daniel Perez |
| 4. Anne Bagasao (In Writing) | |
| 5. Avery Cervantes (In Writing) | |
| 6. Susana Espinoza | |
| 7. Rodolfo Cortes | |
| 8. Miguel Torres | |
| 9. Alberto Espiracieta | |
| 10. Fabian Crisanto | |

VI. PUBLIC HEARING

1. PUBLIC HEARING TO CONSIDER RESOLUTION NO. 6301, ADOPTING THE FISCAL YEAR 2023-2024 OPERATING AND CAPITAL IMPROVEMENT PROGRAM(CIP) BUDGETS FOR THE CITY OF MAYWOOD
Public Hearing opened. Public Comment by Alberto Espiraceita, Mr. Perez, Mr. Ramirez, and Veronica Guardado. Motion to approve Resolution No. 6301 by De La Riva. Second by Marquez. AYES: De La Riva, Marquez, Torres, Aguiluz, Garcia.

2. AN ORDINANCE OF THE CITY OF MAYWOOD REGARDING AN ANNUAL SEWER SERVICE CHARGE AND AMENDING CHAPTER 14 OF TITLE 6 OF THE MAYWOOD MUNICIPAL CODE; AND RESOLUTION NO. 6302 APPROVING THE WRITTEN REPORT AND ORDERING THE ANNUAL SEWER SERVICE CHARGE FOR FISCAL YEAR 2023-2024 TO BE COLLECTED ON COUNTY OF LOS ANGELES TAX ROLL
Public Hearing opened. Public Comment by Gerardo, David Gonzalez, Veronica Guardado, Melissa, and Mr. Perez. Public Hearing closed. City Council commented on the item. Motion to approve Resolution No. 6302 by Marquez. Second by Garcia. AYES: De La Riva, Marquez, Torres, Aguiluz, Garcia.

VII. CONSENT CALENDAR – Motion to approve items 1-3, 6-19 by Marquez, and second by De La Riva. City Attorney pulled items 4 and 5 and will bring back to a future meeting. AYES: De La Riva, Marquez, Torres, Aguiluz, Garcia.

3. MINUTES OF MAY 12, 2023, SPECIAL CITY COUNCIL MEETING
4. MINUTES OF MAY 24, 2023, REGULAR CITY COUNCIL MEETING
5. MINUTES OF MAY 24, 2023, SPECIAL CITY COUNCIL MEETING
6. MINUTES OF JUNE 1, 2023, SPECIAL CITY COUNCIL MEETING
7. CONSIDERATION OF ADOPTION OF RESOLUTION NO. 6303 INITIATING FISCAL YEAR 2023-2024 PROCEEDINGS FOR THE ANNUAL LEVY OF ASSESSMENTS FOR THE CITY OF MAYWOOD STREET LIGHTING ASSESSMENT DISTRICT FOR FISCAL YEAR 2023-2024, RESOLUTION NO. 6304 APPROVING THE PRELIMINARY ENGINEER'S REPORT FOR THE CITY OF MAYWOOD STREET LIGHTING ASSESSMENT DISTRICT FOR FISCAL YEAR 2023-2024 AND, RESOLUTION NO. 6305 DECLARING ITS INTENTION TO LEVY ANNUAL ASSESSMENTS FOR THE CITY OF MAYWOOD STREET LIGHTING ASSESSMENT DISTRICT FOR FISCAL YEAR 2023-2024 AND SETTING THE TIME AND PLACE OF THE PUBLIC HEARING
8. RESOLUTION NO. 6306 OF THE CITY COUNCIL OF THE CITY OF MAYWOOD AND SUCCESSOR AGENCY TO THE MAYWOOD COMMUNITY REDEVELOPMENT AGENCY APPROVING THE WARRANTS FOR PAYMENT
9. REVENUE REPORT JULY 2022 - MAY 2023
10. MONTHLY CASH AND INVESTMENT REPORT TO THE CITY COUNCIL FOR MAY 2023
11. CONSIDERATION OF RESOLUTION NO. 6307 ESTABLISHING AN APPROPRIATION LIMIT PURSUANT TO ARTICLE XIII B OF THE CALIFORNIA CONSTITUTION FOR FISCAL YEAR 2023-2024 FOR THE CITY OF MAYWOOD
12. CONSIDERATION OF APPROVAL OF RESOLUTION NO. 6308 APPROVING PARTICIPATION IN THE LOS ANGELES URBAN COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM BY AND AUTHORIZING THE CITY MANAGER TO SIGN THE COOPERATION AGREEMENT WITH THE COUNTY OF LOS ANGELES FOR FISCAL YEARS 2024, 2025, AND 2026, WHICH INCLUDES THE FUNDING CYCLE FROM JULY 1, 2024, to JUNE 30, 2027
13. CONSIDERATION OF AUTHORIZATION TO ADVERTISE A REQUEST FOR PROPOSAL (RFP) FOR BUILDING DEPARTMENT CONSULTING SERVICES

14. CONSIDERATION OF ADOPTING RESOLUTION NO. 6309 APPROVING FISCAL YEAR 2023-2024 STREET REHABILITATION PROJECT LIST UNDER THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017 (SB1 BEALL)
15. APPROVAL OF RESOLUTION NO. 6310 OF THE CITY COUNCIL OF THE CITY OF MAYWOOD, DESIGNATING BANK SIGNATORIES
16. APPROVAL OF RESOLUTION NO. 6311 OF THE CITY COUNCIL OF THE CITY OF MAYWOOD, COMPLIMENTARY TICKETS OR PASSES POLICY
17. CONSIDERATION OF AWARD OF CONSTRUCTION CONTRACT TO FS CONTRACTORS, INC. FOR SIDEWALK REHABILITATION PROJECT FY 2022-2023 (CDBG) IN THE AMOUNT OF \$129,925, APPROVAL OF THE PROJECTS PLAN AND SPECIFICATIONS AND FINDING THAT THE PROJECT IS CATEGORICALLY EXEMPT FROM CEQA REVIEW
18. CONSIDERATION OF AWARD OF CONSTRUCTION CONTRACT TO HARDY HARPER, INC. FOR PAVEMENT REHABILITATION PROGRAM FY 2022-2023, APPROVAL OF THE PROJECTS PLAN AND SPECIFICATIONS AND FINDING THAT THE PROJECT IS CATEGORICALLY EXEMPT FROM CEQA REVIEW
19. ADOPTION OF AN UNCODIFIED URGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MAYWOOD IMPOSING A TEMPORARY MORATORIUM ON NO FAULT-SUBSTANTIAL REMODEL EVICTIONS FOR CERTAIN RESIDENTIAL TENANCIES AND DECLARING THE URGENCY THEREOF

VIII. PUBLIC PARTICIPATION (Non-Agenda Items; Time allotted: 3 minutes)
THE FOLLOWING PROVIDED A PUBLIC COMMENT ON AGENDA ITEMS:

1. Yamila Cervantes (Virtual)
2. Jas
3. Rocio May
4. Jose Alvarez
5. Fabian Crisanto
6. Jasmine Gonzalez
7. Christina Sanchez
8. Jose Alvarez
9. Faustino Ramirez
10. Rosa Beltran
11. Gerardo Mayagotia
12. Daniel Perez
13. Rachel Rishelle (Virtual)
14. Irma Lopez (Virtual)

IX. ADJOURNMENT – Meeting adjourned at approximately 8:23 p.m. to the next meeting of the Maywood City Council, Thursday, July 6, 2023, at 3:00 p.m.



MEETING MINUTES

ADJOURNED REGULAR MEETING OF THE MAYWOOD CITY COUNCIL AND THE SUCCESSOR AGENCY TO THE MAYWOOD COMMUNITY REDEVELOPMENT AGENCY

THURSDAY, JULY 6, 2023 AT 3:00 PM

Maywood City Council Chambers
4319 E. Slauson Avenue, Maywood, CA 90270
www.cityofmaywood.com

I. CALL TO ORDER/ROLL CALL

MAYOR GARCIA CALLED THE MEETING TO ORDER AT 3:01 p.m.
ROLL CALL

II. CITY OFFICIALS

MAYOR
Frank Garcia (**present**)

CITY CLERK
Andrea Aguilar (**absent**)

MAYOR PRO TEM
Mayra Aguiluz (**present**)

CITY TREASURER
Mary Mariscal (**teleconference**)

COUNCIL MEMBERS
Jessica Torres (**present**)
Eduardo De La Riva (**present**)
Heber Marquez (**present**)

CITY MANAGER
Jennifer E. Vasquez (**present**)

CITY ATTORNEY
Roxanne Diaz (**teleconference**)

STAFF PRESENT:

Steve Fowler, Director of Building and Planning (**present**)
Daisy Guerrero, Deputy City Clerk/Assistant to the City Manager (**present**)

III. MEETING INSTRUCTIONS

THIS MEETING WAS HELD IN PERSON.

THE PUBLIC WAS ABLE TO PARTICIPATE IN THE FOLLOWING WAYS:

1. **In-Person:** Council Chambers located at 4319 E. Slauson Avenue, Maywood, CA
2. **Zoom:** <https://us02web.zoom.us/j/87233880981>

THE PUBLIC WAS ABLE TO PROVIDE PUBLIC COMMENT IN THE FOLLOWING WAYS:

1. **In-Person:** Council Chambers located at 4319 E. Slauson Avenue, Maywood, CA
2. **In Writing**

IV. MAYOR, COUNCILMEMBERS AND STAFF COMMENTS

CITY COUNCIL MEMBERS PROVIDED COMMENTS

V. PUBLIC PARTICIPATION (Agenda Items; Time Allotted: 3 Minutes)

THERE WAS NO PUBLIC PARTICIPATION

VI. CONSENT CALENDAR – Motion to adopt Ordinance No. 23-05 (full reading) by De La Riva, and second by Marquez. AYES: De La Riva, Marquez, Torres, Aguiluz, Garcia. Motion passed 5-0

1. SECOND READING AND ADOPTION OF ORDINANCE NO. 23-05, AN ORDINANCE OF THE CITY OF MAYWOOD REGARDING AN ANNUAL SEWER SERVICE CHARGE AND AMENDING CHAPTER 14 OF TITLE 6 OF THE MAYWOOD MUNICIPAL CODE

VII. PUBLIC PARTICIPATION (Non-Agenda Items; Time Allotted: 3 Minutes)

THERE WAS NO PUBLIC PARTICIPATION

VIII. ADJOURNMENT - The next Regular Meeting of the Maywood City Council is Wednesday, July 26, 2023, at 6:00 p.m.

5



MEETING MINUTES

SPECIAL MEETING OF THE MAYWOOD CITY COUNCIL AND THE SUCCESSOR AGENCY TO THE MAYWOOD COMMUNITY REDEVELOPMENT AGENCY

TUESDAY, JULY 11, 2023 AT 4:30 PM

Maywood City Council Chambers
4319 E. Slauson Avenue, Maywood, CA 90270
www.cityofmaywood.com

I. CALL TO ORDER/ROLL CALL

MAYOR GARCIA CALLED THE MEETING TO ORDER AT 4:36 P.M.
ROLL CALL

II. CITY OFFICIALS

MAYOR
Frank Garcia (**present**)

CITY CLERK
Andrea Aguilar (**absent**)

MAYOR PRO TEM
Mayra Aguiluz (**present**)

CITY TREASURER
Mary Mariscal (**absent**)

COUNCIL MEMBERS
Jessica Torres (**present**)
Eduardo De La Riva (**absent**)
Heber Marquez (**absent**)

CITY MANAGER
Jennifer E. Vasquez (**present**)

CITY ATTORNEY
Roxanne Diaz (**teleconference**)

STAFF PRESENT:

Steve Fowler, Director of Building and Planning (**present**)
Daisy Guerrero, Deputy City Clerk/Assistant to the City Manager (**present**)

III. MEETING PROCEDURES

THIS MEETING WAS HELD IN PERSON. THE MEETING WAS ALSO AVAILABLE FOR VIEWING VIA ZOOM AND FACEBOOK.

THE PUBLIC WAS ABLE TO PARTICIPATE IN THE FOLLOWING WAYS:

<https://us02web.zoom.us/j/89417714765>

THE PUBLIC WAS ABLE TO PROVIDE PUBLIC COMMENT IN THE FOLLOWING WAYS:

1. In-Person: Council Chambers located at 4319 E. Slauson Avenue, Maywood, CA
2. In Writing

IV. MAYOR, COUNCILMEMBERS AND STAFF COMMENTS

THERE WERE NO COUNCIL MEMBER COMMENTS

V. PUBLIC PARTICIPATION (Agenda Items; Time allotted: 3 minutes)

THERE WAS NO PUBLIC PARTICIPATION

VI. CONSENT CALENDAR – Motion to approve consent calendar by Aguiluz, second by Torres. AYES: TORRES, AGUILUZ, GARCIA. Motion passed 3-0.

1. CONSIDERATION OF RESOLUTION NO. 6312 TO APPOINT A RETIRED ANNUITANT TO THE POSITION OF INTERIM FINANCE DIRECTOR PURSUANT TO GOVERNMENT CODE SECTION 21221(h) AND APPROVE THE RETIREMENT ANNUITANT AGREEMENT WITH ANIL GANDHY

VII. ADJOURNMENT – The meeting was adjourned at approximately 4:39 p.m. to the next Regular Meeting of the Maywood City Council is Wednesday, July 26, 2023, at 6:00 p.m.



MEETING MINUTES

REGULAR MEETING OF THE MAYWOOD CITY COUNCIL AND THE SUCCESSOR AGENCY TO THE MAYWOOD COMMUNITY REDEVELOPMENT AGENCY

WEDNESDAY, JULY 26, 2023 AT 6:00 PM

Maywood City Council Chambers
4319 E. Slauson Avenue, Maywood, CA 90270
www.cityofmaywood.com

I. CALL TO ORDER/ROLL CALL

MAYOR GARCIA CALLED THE MEETING TO ORDER AT 6:03 P.M.
ROLL CALL

II. CITY OFFICIALS

MAYOR
Frank Garcia (**present**)

CITY CLERK
Vacant

MAYOR PRO TEM
Mayra Aguiluz (**present**)

CITY TREASURER
Mary Mariscal (**teleconference**)

COUNCIL MEMBERS
Jessica Torres (**present**)
Eduardo De La Riva (**present**)
Heber Marquez (**present**)

CITY MANAGER
Jennifer E. Vasquez (**present**)

CITY ATTORNEY
Roxanne Diaz (**present**)

Steve Fowler, Director of Building and Planning (**present**)
Daisy Guerrero, Deputy City Clerk/Assistant to the City Manager (**present**)

III. MEETING PROCEDURES

THIS MEETING WAS HELD IN PERSON. THE MEETING WAS ALSO AVAILABLE FOR VIEWING VIA ZOOM.

THE PUBLIC WAS ABLE TO PARTICIPATE IN THE FOLLOWING WAYS:

1. **In-Person** - Council Chambers located at 4319 E. Slauson Avenue, Maywood, CA
2. Zoom: <https://us02web.zoom.us/j/83278160616>

THE PUBLIC WAS ABLE TO PROVIDE PUBLIC COMMENT IN THE FOLLOWING WAYS:

1. **In-Person:** Council Chambers located at 4319 E. Slauson Avenue, Maywood, CA
2. **In Writing**

IV. MAYOR, COUNCILMEMBERS AND STAFF COMMENTS

CITY COUNCIL MEMBERS PROVIDED COMMENTS

V. PUBLIC PARTICIPATION (Agenda Items; Time allotted: 3 minutes)

THE FOLLOWING PROVIDED PUBLIC COMMENT:

- | | |
|----------------------------------|-----------------------|
| 1. Jocelyn Del Real (In Writing) | 14. Irma Lopez |
| 2. Kyle Nelson (In Writing) | 15. Jocelyn Del Real |
| 3. Janet Gagnon (In Writing) | 16. Roberto Bustillo |
| 4. Jamila Cervantes | 17. Fabian Castro |
| 5. Andres Herrera | 18. Christina Sanchez |
| 6. Avery Cervantes | 19. Maria Martinez |
| 7. Byron Herrera | |
| 8. Alexis Castro | |
| 9. Max Sherman | |
| 10. David | |
| 11. Jasmine Gonzalez | |
| 12. Javier Gonzalez | |
| 13. Desi Valles | |

VI. PRESENTATIONS

PROCLAMATION RECOGNIZING NEVER GIVE UP DAY PRESENTED BY MAYOR GARCIA

LOS ANGELES SHERIFF'S DEPARTMENT: CITY UPDATE PRESENTED BY DEPUTY AGUAYO

VII. PUBLIC HEARING – Motion to approve public hearing approving Resolution No. 6313 by De La Riva, second by Marquez. AYES: De La Riva, Marquez, Torres, Aguiluz, Garcia. Motion passed 5-0.

1. RESOLUTION NO. 6313 APPROVING THE FINAL ENGINEER'S REPORT, CONFIRMING THE DIAGRAM AND ASSESSMENTS, AND ORDERING LEVY AND COLLECTION OF ASSESSMENTS WITHIN THE STREET LIGHTING ASSESSMENT DISTRICT FOR FISCAL YEAR 2023/24 PURSUANT TO THE PROVISIONS OF DIVISION 15, PART 2 OF THE STREETS AND HIGHWAYS CODE OF THE STATE OF CALIFORNIA

VIII. CONSENT CALENDAR – Motion to approve items 1-7 in the consent by Marquez, second by Aguiluz. AYES: De La Riva, Marquez, Torres, Aguiluz, Garcia. Motion passed 5-0.

2. REVENUE REPORT JULY 2022 - JUNE 2023
3. MONTHLY CASH AND INVESTMENT REPORT TO THE CITY COUNCIL FOR JUNE 2023
4. RESOLUTION NO. 6314 OF THE CITY COUNCIL OF THE CITY OF MAYWOOD AND SUCCESSOR AGENCY TO THE MAYWOOD COMMUNITY REDEVELOPMENT AGENCY APPROVING THE WARRANTS FOR PAYMENT
5. CONSIDERATION OF APPROVING THE COMMUNITY BENEFIT FUND APPLICATION FROM MAYWOOD ACADEMY HIGH SCHOOL MARCHING BAND IN THE AMOUNT OF \$7,000.
6. AUTHORIZATION TO ADVERTISE REQUEST FOR PROPOSALS (RFP) FOR CROSSING GUARD SERVICES
7. AUTHORIZATION TO ADVERTISE REQUEST FOR PROPOSALS (RFP) FOR HSIP CYCLE 11 GRANT FUNDED TRAFFIC SIGNAL IMPROVEMENTS AT VARIOUS INTERSECTIONS ALONG SLAUSON AND ATLANTIC AVENUES PROJECT

IX. DISCUSSION/ACTION ITEMS

8. CONSIDERATION OF ESTABLISHING THE MAYWOOD YOUTH ADVISORY COMMISSION (MYAC) TO SUPPORT COMMUNICATION BETWEEN THE ELECTED LEADERS AND THE YOUTH IN MAYWOOD AND PROVIDE A PLATFORM FOR THE VOICES OF OUR YOUTH AND TEENS TO BE HEARD

Item presented by City Manager Vasquez. City Council discussed item and staff will bring back the item at the next City Council meeting for City Council approval.

9. CONSIDERATION OF THE ADOPTION OF THE PROPOSED EDUCATION COMPACT BETWEEN THE CITY OF MAYWOOD AND THE LOS ANGELES UNIFIED SCHOOL DISTRICT

Item presented by City Manager Vasquez. City Council discussed item and follow up questions. Motion to approve the adoption of the Education Impact by De la Riva, second by Marquez. AYES: De La Riva, Marquez, Torres, Aguiluz, Garcia. Motion passed 5-0.

10. INTRODUCTION AND WAIVER OF FULL READING OF ORDINANCE NO. 23-07, AN ORDINANCE OF THE CITY OF MAYWOOD ADDING A NEW CHAPTER 21 TO TITLE 8 OF THE MAYWOOD MUNICIPAL CODE TO ESTABLISH A RENT STABILIZATION REGULATION

Item presented by City Attorney Diaz. City Council provided comments. Motion to approve the adoption of Ordinance No. 23-07 by Garcia, second by Aguiluz. AYES: De La Riva, Marquez, Torres, Aguiluz, Garcia. Motion passed 5-0.

X. PUBLIC PARTICIPATION (Non-Agenda Items; Time allotted: 3 minutes)

THERE WAS NO PUBLIC PARTICIPATION

XI. ADJOURNMENT - The meeting was adjourned at approximately 7:42 p.m. and the next Regular Meeting of the Maywood City Council is schedule for Wednesday, August 23, 2023, at 5:30 p.m. in the City Council Chambers.

AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 6.

DATE: August 23, 2023

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: JENNIFER VASQUEZ, CITY MANAGER

SUBJECT: RESOLUTION NO. 6315 OF THE CITY COUNCIL OF THE CITY OF MAYWOOD AND SUCCESSOR AGENCY TO THE MAYWOOD COMMUNITY REDEVELOPMENT AGENCY APPROVING THE WARRANTS FOR PAYMENT

RECOMMENDATION:

It is staff's recommendation that the City Council receive, approve and file the warrant registers, wire transfers dated 07/20/2023 through 08/15/2023, and net payrolls dated 07/20/2023 through 08/03/2023 and adopt Resolution No. 6315 approving Warrants for Payment.

BACKGROUND:

Staff provides warrant registers and wire transfers to City Council as part of Management Controls, which as a whole are the policies, procedures, and practices conceived and put in place to assure the following:

- the economical, efficient, and effective achievement of the City's objectives.
- adherence to laws, regulations, rules for policies;
- the safeguarding of assets and information;
- the prevention and detection of fraud and error; and
- the quality of accounting records and the timely production of reliable financial and management information.

Furthermore, Internal Controls are a set of rules, procedures, and practices developed and employed to facilitate the safeguarding of the City's assets, be they liquid (cash or investments) or fixed (infrastructure or equipment), or intangible (credit rating or information).

The City utilizes resolutions for approving warrants for payment to comply with Section 3-2.06 of the Municipal Code regarding Warrants for Payments. Exhibit A entitled Summary of Warrants and Wire Transfers/Automated Clearing House (ACH) Transactions serves as a Management Control for complying with Section 3-2.06. Exhibit B entitled Detail of Warrants serves as evidence of Internal Controls utilized by City Finance staff that support these Management Controls for payments made by the City. These controls are carried out through the submission of all required documents supporting the invoices submitted for payment. Prior to payment, the Finance staff reviews - as an Internal Control that supports the Management Control - all disbursement documents to ensure that they meet the approval requirements.

DISCUSSION:

A - PAYMENT APPROVAL - Pursuant to paragraph 37202 of the California Government Code, demands (called Warrant Demand) against the City for payment shall be audited and thereafter submitted to the City Council for approval or rejection prior to payment, either separately or in a register of audited demands and shall have attached thereto affirmation of the City Treasurer and City Finance Director certifying the accuracy of the demands and the availability of funds for payment. This is accomplished using:

A1 - Warrants Registers or checks certified or approved by the City Treasurer and Finance Director as conforming to authorized expenditures set forth in the City Council adopted City Budget.

A1.1 Prepayments – pre-paying allows the City to take advantage of allowable prompt payment discounts and make payments on due dates of invoices. This involves the issuance of checks prior to final warrant approval. Automated Clearing House (ACH) transactions are made using a network that electronically moves money between the City's bank accounts to a payee's bank account. This is reflected in the Summary Warrants for Payment and Wire Transfers/ACH Transactions as Accounts Payable prepaid warrants for payment. Wire Transfer is a method of electronic funds transfer from the City of Maywood to one person or organization (payrolls and fees for electronic transfers).

A1.2 Regular Payment – To avoid late fees for payments made beyond due dates of invoices, checks are prepared prior to final warrant approval by the City Council. This is reflected in the Summary Warrants for Payment and Wire Transfers/ACH Transactions as Accounts Payable regular warrants for payment. After City Council approval, the checks are signed and distributed.

B - DOCUMENTATION – The City uses a Management Control by producing a summary document (Exhibit A - Summary Warrants for Payment and Wire Transfers/ACH transactions) that represents the cash disbursements required and the City uses an Internal Control by producing a detailed document (Exhibit B – Detail Warrants for Payment) that details information about each check issued for Prepaids and or to-be-paid for Regular Payments. These “disbursements” are accounted for in the FY 2023-24 budget.

B1 – SUMMARY WARRANTS FOR PAYMENT AND WIRE TRANSFERS/ACH TRANSACTIONS provide an accounting of the Accounts Payable Registers, wire transfers (method of electronic funds transfer from the City of Maywood to one person or organization), and Automated Clearing House (ACH) transactions.

B2 – DETAIL WARRANTS FOR PAYMENTS provides the detailed information of approved payments made to the City's vendors and contractors by check number, identification of prepaid, date of warrant, vendor name, check amount, transaction description, and fund source. Wire transfers also enable the City to send electronic funds to the bank accounts of the City's vendors and contractors. The warrant registers, wire transfers, and net payrolls reflect the financial obligations of the City for the above-referenced dates.

LEGAL REVIEW:

The City Attorney has reviewed this report.

FISCAL IMPACT:

Total warrants, transfers, and wires issued (net of any voided payments) during the period 7/20/23 through 8/15/23 are \$8,496,304.72.

FY23-24 Impact: *Warrant Demand* (Warrant Payment) of \$1,082,341.34 plus *Wire Transfers/ACH Transactions* of \$7,413,963.38 equaling \$8,496,304.72 in total.

Fund Impacted: *Warrant Demand* (Warrant Payment) of \$1,082,341.34 from these various fund sources:

Current F.Y. Budget:
2023/2024

Budget adjustment requested:
Not applicable

- i. Fund-100 - General Fund = \$703,937.62
- ii. Fund 212 - Gas Tax - 2103, 2105, 2107, 2106, 2107.5 Fund = \$44,318.84
- iii. Fund 221 - Proposition A Transit Fund = \$37,921.82
- iv. Fund 222 - Proposition C Transit Fund = \$5,257.84
- v. Fund 224 - Measure R Transit Fund = \$3,642.47
- vi. Fund 225 - Measure M Transit Fund = \$40.77
- vii. Fund 243 - Community Development Block Grant (CDBG) Fund = \$652.89
- viii. Fund 251 - Street Lighting Fund = \$25,488.33
- ix. Fund 261 - Federal / State / County Grants fund = \$112,748.16
- x. Fund 273 - Local Fiscal Recovery Fund = \$104,993.00
- xi. Fund 280 - Measure W Safe Clean Water Program Fund = \$44,594.37
- xii. Fund 611 - Redevelopment Successor Agency Fund = \$15.23

Source of Funds: 100, 212, 221, 222, 224, 225, 243, 251, 261, 273, 280 and 611

Updated Account Budget:
Not applicable

Account Number: Various General Ledger Accounts

For Fiscal Year:
2023/2024

ATTACHMENT(S)

- 1. Resolution No. 6315 Approving the Warrants for Register
- 2. Exhibit A Summary Warrant Demand 8.23.23
- 3. Exhibit B Warrant Register Detail 8.23.23

RESOLUTION NO. 6315

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
MAYWOOD, CALIFORNIA, AND SUCCESSOR AGENCY TO
THE MAYWOOD COMMUNITY REDEVELOPMENT AGENCY
APPROVING THE WARRANTS FOR PAYMENT**

WHEREAS, the following listed demands have been reviewed by the Interim Director of Finance, and

WHEREAS , the Interim Director of Finance has certified to the accuracy and availability of funds for payment thereof, and

WHEREAS , the register of audited demands is hereby submitted to the City Council of the City of Maywood and Successor Agency to the Maywood Community Redevelopment Agency for approval.

NOW, THEREFORE, BE IT RESOLVED, that the listed Warrants and Wire Transfers/Automated Clearing House (ACH) Transactions for \$\$8,496,304.72 are hereby ratified:

- Exhibit A – Summary of Warrants and Wire Transfers/ACH Transactions
- Exhibit B – Detail of Warrants

PASSED, APPROVED AND ADOPTED THIS 23rd day of August 2023.

Frank Garcia, Mayor

ATTEST:

APPROVED AS TO FORM:

Daisy Guerrero, Deputy City Clerk

Roxanne Diaz, City Attorney

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF MAYWOOD

I, Daisy Guerrero, Deputy City Clerk of the City of Maywood, County of Los Angeles, State of California, do hereby certify that the foregoing Resolution, being Resolution No. 6315, was duly passed, approved by not less than four members of the City Council of the City of Maywood, signed by the Mayor of said City, and attested by the City Clerk, all at a regular meeting of the City Council held on the 23rd day of August, 2023, that it was duly posted and that the same was passed and adopted by the following vote, to wit:

AYES:

NAYES:

ABSENT:

ABSTAINED:

Daisy Guerrero, Deputy City Clerk

City of Maywood
Summary Warrants for Payment and Wire Transfers/ACH Transactions
Council Meeting Date
Wednesday, August 23, 2023

Accounts Payable

	Amount
Accounts Payable prepaid warrants for payment: Checks No. 091103 - 091163	\$ 878,056.23
Accounts Payable regular warrants for payment: Check No. 091164 - 091201	\$ 204,285.11
Sub-total	<u>\$ 1,082,341.34</u>

Wire Transfers/ACH Transactions

07/20/23 Payroll Pay Period 7/2/2023 - 7/15/2023	\$ 51,508.77
07/21/23 ADP Payroll Fees	\$ 548.08
07/24/23 Keenan & Associates - Liability Insurance & Admin Fee	\$ 415,240.01
07/24/23 CalPERS Employer Contribution 6/18/2023 - 7/1/2023	\$ 9,165.52
07/24/23 Wells Fargo - Maywood CDD Tax Alloc 2017A1, A2, B - Principal & Interest	\$ 882,840.16
07/25/23 Transfer Between Bank Accts - General Acct to Local Agency Investmnet Fund (LAIF)	\$ 6,000,000.00
08/01/23 US Bank - Merchant Fees	\$ 341.45
08/02/23 CalPERS Health Premium August 2023	\$ 30,396.24
08/03/23 Payroll Pay Period 7/16/2023 - 7/29/2023	\$ 51,514.13
08/03/23 California Joint Powers Insurance Authority (CJPIA) repayment plan agreement - August 2023	\$ 22,355.58
08/07/23 8x8 Inc - Monthly Phone Maintenance	\$ 432.21
08/09/23 CalPERS GASB 68 Reporting Services Fee	\$ 1,050.00
08/14/23 U.S. Bank - Analysis Service Charge	\$ 80.00
Sub-total	<u>\$ 7,413,963.38</u>

Total Demands **\$ 8,496,304.72**

City of Maywood
Check/Voucher Register - Warrant Register *
From 7/20/2023 Through 8/15/2023

Check No.	Prepays - P	Date	Name	Check Amount	Transaction Description	Fund Title	
091066	VOID	7/20/2023	International Institute of Municipal Clerks	(\$10,000.00)	Community Benefit Fund - ICHI for FY 23/24	General Fund	100
091103	P	7/20/2023	International Collegiate Health Initiative	\$10,000.00	COMMUNITY BENEFIT FUND- ICHI FOR FY23-24	General Fund	100
091104	P	7/20/2023	Crosstown Electrical & Data Inc.	\$2,420.86	Slauson Avenue & Gifford 5/19/23	Gas Tax - 2103, 2105, 2107, 2106, 2107.5 Fund	212
091105	P	7/20/2023	Southern California Edison	\$202.91	700608908147 5916 King Ave./5913 Mayflower ave-6/7/23-7/9/23	Gas Tax - 2103, 2105, 2107, 2106, 2107.5 Fund	212
091105	P	7/20/2023	Southern California Edison	\$165.14	700631564216 5317 Atlantic Ave PED 6/14/23-7/16/23	Gas Tax - 2103, 2105, 2107, 2106, 2107.5 Fund	212
091106	P	7/20/2023	Transtech Engineers Inc	\$725.00	230587 MAY SB1 RMRA FY23-24 RE-May 2023	General Fund	100
091106	P	7/20/2023	Transtech Engineers Inc	\$588.50	230434 May HSIP Cycle 11 Improvements PE Phase- May 2023	Measure R Transit Fund	224
091106	P	7/20/2023	Transtech Engineers Inc	\$156.00	210313 MAY Street Light Assessment District- June 2023	Street Lighting Fund	251
091107	VOID	7/20/2023	Abila	\$0.00	EFT Module 06-30-23/09-01-23	General Fund	100
091108	P	7/20/2023	Abila	\$1,353.30	EFT Module 06-30-23/09-01-23	General Fund	100
091109	VOID	8/3/2023	ACC Business	\$0.00	Internet Services From 06/11/23-7/10/23	General Fund	100
091110	VOID	8/3/2023	Amazon Capital Services	\$0.00	Administration Office Supplies	General Fund	100
091110	VOID	8/3/2023	Amazon Capital Services	\$0.00	Community Events-Supplies	General Fund	100
091110	VOID	8/3/2023	Amazon Capital Services	\$0.00	Office Supplies Administration	General Fund	100

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091110	VOID	8/3/2023	Amazon Capital Services	\$0.00	Recreation Supplies	General Fund	100
091111	VOID	8/3/2023	Modern IT, Inc. dba Advanced Microcomputing Concepts, Inc.	\$0.00	Monthly IT/Assessment- July 2023	General Fund	100
091112	VOID	8/3/2023	Angel Villegas	\$0.00	Retiree Medical Reimbursement Angel Villegas August 2023	General Fund	100
091113	P	8/3/2023	AT&T	\$26.72	Emergency Elevator Phone Service- 6/10/23-7/9/23	General Fund	100
091114	P	8/3/2023	AT & T Long Distance	\$89.65	Emergency Long Distance Phone Service- June 2023	General Fund	100
091115	P	8/3/2023	Base Hill Inc.	\$6,172.97	Invoice for COM- PO2223-452 City of Maywood Janitorial Servic	General Fund	100
091116	P	8/3/2023	Benefit Coordinators Corporation (BCC)	\$1,766.87	Dental and Vision Benefits for August 2023	General Fund	100
091116	P	8/3/2023	Benefit Coordinators Corporation (BCC)	\$121.05	Dental and Vision Benefits for August 2023	Gas Tax - 2103, 2105, 2107, 2106, 2107.5 Fund	212
091116	P	8/3/2023	Benefit Coordinators Corporation (BCC)	\$10.70	Dental and Vision Benefits for August 2023	Proposition A Transit Fund	221
091116	P	8/3/2023	Benefit Coordinators Corporation (BCC)	\$24.91	Dental and Vision Benefits for August 2023	Proposition C Transit Fund	222
091116	P	8/3/2023	Benefit Coordinators Corporation (BCC)	\$12.97	Dental and Vision Benefits for August 2023	Measure R Transit Fund	224
091116	P	8/3/2023	Benefit Coordinators Corporation (BCC)	\$40.77	Dental and Vision Benefits for August 2023	Measure M Transit Fund	225
091116	P	8/3/2023	Benefit Coordinators Corporation (BCC)	\$17.89	Dental and Vision Benefits for August 2023	CDBG	243

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091116	P	8/3/2023	Benefit Coordinators Corporation (BCC)	\$3.91	Dental and Vision Benefits for August 2023	Street Lighting Fund	251
091116	P	8/3/2023	Benefit Coordinators Corporation (BCC)	\$15.23	Dental and Vision Benefits for August 2023	Redevelopment Successor Agency Fund	611
091117	P	8/3/2023	Brent Talmo	\$852.90	Retiree Medical Reimbursement Brent Talmo August 2023	General Fund	100
091118	P	8/3/2023	Brinks Inc.	\$13.50	Additional Cash Handaling in October 2022	General Fund	100
091118	P	8/3/2023	Brinks Inc.	\$221.91	Cash handling Services- 11/1/22-11/30/22	General Fund	100
091119	P	8/3/2023	Bruce Leflar	\$1,051.79	Retiree Medical Reimbursement Bruce Leflar August 2023	General Fund	100
091120	P	8/3/2023	Arturo Sanchez dba Calmex Graphics	\$392.01	City's Office Supplies	General Fund	100
091121	P	8/3/2023	California Public Employers Labor Relations Association	\$380.00	FY23-24 Member Fee CALPELRA	General Fund	100
091122	P	8/3/2023	Christine M. Locher	\$269.02	Retiree Medical Reimbursement Christine Locher August 2023	General Fund	100
091123	P	8/3/2023	CivicPlus LLC	\$13,230.00	FY23-24 Media Annual Fee - 09/23/2023 to 09/22/2024	General Fund	100
	P	8/3/2023	CivicPlus LLC	\$450.00	FY23-24 Municode Administrative Support Fee 6/1/23-5/31/24	General Fund	100
091124	P	8/3/2023	CT&T Concrete Paving, Inc.	\$26,058.97	Maywood Baseball Field Concrete Work	Federal / State / County Grants	261

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091125	P	8/3/2023	Daily Journal Corporation	\$315.00	Notice Inviting Bids for City Hall and Sheriff Reroofing	General Fund	100
091125	P	8/3/2023	Daily Journal Corporation	\$955.00	Notice of Public Hearing of Zone Text	General Fund	100
091125	P	8/4/2023	Daily Journal Corporation	(\$315.00)	Notice Inviting Bids for City Hall and Sheriff Reroofing	General Fund	100
091125	P	8/4/2023	Daily Journal Corporation	(\$955.00)	Notice of Public Hearing of Zone Text	General Fund	100
091126	P	8/3/2023	Dapeer, Rosenblit & Litvak, LLP	\$449.50	Municipal Code Enforcement Professional Services- 06/06/23-0	General Fund	100
091127	P	8/3/2023	Edward Ahrens	\$1,358.28	Retiree Medical Reimbursement Edward Ahrens August 2023	General Fund	100
091128	P	8/3/2023	GWMA	\$29,557.37	Admin & Cost Sharing for Prop 2 Watershed Group FY23-24	Measure W Safe Clean Water Program Fund	280
091128	P	8/3/2023	GWMA	\$7,500.00	GWMA Annual Membership FY23-24	Measure W Safe Clean Water Program Fund	280
091129	P	8/3/2023	GovernmentJobs.com Inc. dba NeoGov	\$1,176.15	FY 23-24 Subscription Fee - 8/8/23-8/7/24	General Fund	100
091129	P	8/3/2023	GovernmentJobs.com Inc. dba NeoGov	\$2,941.25	Subscription for Insight for FY23-24	General Fund	100
091130	P	8/3/2023	Myers & Sons Hi-Way Safety Inc.	\$1,368.20	Combo street signs, no parking and 2 hour parking	Gas Tax - 2103, 2105, 2107, 2106, 2107.5 Fund	212
091131	P	8/3/2023	Hinderliter de Llamas & Assoc.	\$9,000.00	Cannabis Management Program- June 2023	General Fund	100
091132	P	8/3/2023	Hub Cities Career Center Corporation	\$100,000.00	Hub Cities Funding Agreement	Local Fiscal Recovery Fund	273

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091133	P	8/3/2023	Innovative Fence Inc.	\$1,134.87	Installation of master locks at Riverfront Park storage room	General Fund	100
091134	P	8/3/2023	KOA Corporation	\$39,625.67	Invoice for COM-PO2122-392 KOA Corporation Professional Serv	Federal / State / County Grants	261
091135	P	8/3/2023	L.B. Johnson Hardware #1	\$46.39	Bags of cement bags and ear plugs for street sign installtio	General Fund	100
091135	P	8/3/2023	L.B. Johnson Hardware #1	\$21.87	Clamp for irrigation pipe	General Fund	100
091135	P	8/3/2023	L.B. Johnson Hardware #1	(\$13.11)	Credit for 3 Keys not working from the copies made	General Fund	100
091135	P	8/3/2023	L.B. Johnson Hardware #1	\$89.74	Flex tape and extra clamps for irrigation at Riverfront Park	General Fund	100
091135	P	8/3/2023	L.B. Johnson Hardware #1	\$47.06	Flex tape for irrigation leak at Riverfront Park	General Fund	100
091135	P	8/3/2023	L.B. Johnson Hardware #1	\$32.31	Gloves and drinks for the crew to combat the hot weather	General Fund	100
091135	P	8/3/2023	L.B. Johnson Hardware #1	\$210.11	Locks for backflow cages	General Fund	100
091135	P	8/3/2023	L.B. Johnson Hardware #1	\$9.84	Post level to replace broken one	General Fund	100
091135	P	8/3/2023	L.B. Johnson Hardware #1	\$26.26	Rescue Tape for irrigation leak at Riverfront Park	General Fund	100
091135	P	8/3/2023	L.B. Johnson Hardware #1	\$83.08	Rescue Tape of irrigation leak at Riverfront Park and key co	General Fund	100
091135	P	8/3/2023	L.B. Johnson Hardware #1	\$51.40	Rescue tape/ epoxy/ rubber square to stop leak at irrigation	General Fund	100

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091135	P	8/3/2023	L.B. Johnson Hardware #1	\$7.86	Rubber Sheet to cover irrigation pipe at Riverfront Park	General Fund	100
091135	P	8/3/2023	L.B. Johnson Hardware #1	\$163.86	Waters/ Door Handle/ Car charger for City Phone/ gloves	General Fund	100
091135	P	8/3/2023	L.B. Johnson Hardware #1	\$61.92	Bags of cement bags and ear plugs for street sign installtio	Gas Tax - 2103, 2105, 2107, 2106, 2107.5 Fund	212
091136	P	8/3/2023	Mary Mariscal	\$50.00	August 2023 Treasurer Stipend- Mary Mariscal	General Fund	100
091137	P	8/3/2023	Maywood Car Wash	\$403.65	Fuel and Car Wash for the City Vehicles- June 2023	General Fund	100
091138	P	8/3/2023	Nationwide Environmental Services	\$7,537.00	FY23-24 Street Sweeping Services for July 2023	Measure W Safe Clean Water Program Fund	280
091139	P	8/3/2023	North Star Landcare	\$5,755.75	Landscape Services for the City of Maywood July 2023	General Fund	100
091139	P	8/3/2023	North Star Landcare	\$5,755.75	Landscape Services for the City of Maywood March 2023	General Fund	100
091139	P	8/3/2023	North Star Landcare	\$4,075.50	Landscape Services for the City of Maywood July 2023	Gas Tax - 2103, 2105, 2107, 2106, 2107.5 Fund	212
091139	P	8/3/2023	North Star Landcare	\$4,075.50	Landscape Services for the City of Maywood March 2023	Gas Tax - 2103, 2105, 2107, 2106, 2107.5 Fund	212
091140	P	8/3/2023	Phoenix Group Information Systems	\$150.00	June 2023 Citation Processing Fee	General Fund	100
091141	P	8/3/2023	QDoxs	\$41.61	Contract Base Rate charge for 7/5/23 to 8/4/23	General Fund	100

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091142	P	8/3/2023	Quadient Leasing USA, Inc.	\$989.66	Customer No.00019193 Postage Machine 7/22/23-10/21/23	General Fund	100
091143	P	8/3/2023	Robert Leach	\$1,005.00	Retiree Medical Reimbursement Robert Leach August 2023	General Fund	100
091144	P	8/3/2023	Ronald Lindsey	\$1,261.61	Retiree Medical Reimbursement Ronald Lindsey August 2023	General Fund	100
091145	P	8/3/2023	Scott C. Anderson	\$1,358.28	Retiree Medical Reimbursement Scott Anderson August 2023	General Fund	100
091146	P	8/3/2023	SHERIFF'S DEPT COUNTY OF LOS ANGELES	\$435,203.01	Public Safety Service- June 2023	General Fund	100
091146	P	8/3/2023	SHERIFF'S DEPT COUNTY OF LOS ANGELES	\$837.65	Public Safety Services Special Events for June 2023	General Fund	100
091147	P	8/3/2023	Southern California Edison	\$5.21	4801 E 58th St TPP- 6/12/23-7/12/23	General Fund	100
091147	P	8/3/2023	Southern California Edison	\$3,082.91	Acct.#700405141156 Various Locations from 6/1/23-6/30/23	General Fund	100
091147	P	8/3/2023	Southern California Edison	\$202.91	700608908147 5916 King Ave/5913 Mayflower ave- 6/7/23- 7/9/23	Gas Tax - 2103, 2105, 2107, 2106, 2107.5 Fund	212
091147	P	8/3/2023	Southern California Edison	\$7,845.98	Acct# 700405260081 Everett Ave. 06/01/23- 06/30/23	Gas Tax - 2103, 2105, 2107, 2106, 2107.5 Fund	212
091147	P	8/3/2023	Southern California Edison	\$2,183.76	Acct.#700405141156 Various Locations from 6/1/23-6/30/23	Gas Tax - 2103, 2105, 2107, 2106, 2107.5 Fund	212

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091147	P	8/3/2023	Southern California Edison	\$11,635.51	Acct.#700405141156 Various Locations from 6/1/23-6/30/23	Street Lighting Fund	251
091148	P	8/3/2023	Sparkletts Drinking Water Corp	\$158.37	City Hall Drinking Water for Staff Bill of June 2023	General Fund	100
091149	P	8/3/2023	Stantec Planning & Landscape Architecture	\$0.00	Project No. 210801894/Project Management Housing Element -Ju	Federal / State / County Grants	261
091150	P	8/3/2023	Staples Business Advantage	\$192.61	Office Supplies for Administration-CAL Recycle paper	General Fund	100
091150	P	8/3/2023	Staples Business Advantage	\$429.12	Office Supplies for Finance Dept.	General Fund	100
091151	P	8/3/2023	Quadient Finance USA Inc.	\$261.22	Acct# 7900011002060328 Postage Machine 6/26/23-7/24/23	General Fund	100
091152	P	8/3/2023	Transtech Engineers Inc	\$3,041.00	230434 May HSIP Cycle 11 Improvements PE Phase- June 2023	Measure R Transit Fund	224
091152	P	8/3/2023	Transtech Engineers Inc	\$78.00	230663 May Heliotrope Building Facility Concept Plan and Est	Local Fiscal Recovery Fund	273
091153	P	8/3/2023	U.S. Bank Corporate Payment System	\$3,710.69	Acct.5074 and 6433 Cred Crd-7/17/23 stmt	General Fund	100
91153	P	8/3/2023	U.S. Bank Corporate Payment System	\$635.00	Acct.5074 and 6433 Cred Crd-7/17/23 stmt	CDBG	243
091154	P	8/3/2023	ULINE INC.	\$270.72	Supplies Dog Waste Bags	General Fund	100
091155	P	8/3/2023	Willdan Engineering	\$7,150.00	City of Maywood- Code Enf June 2023	General Fund	100

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091156	P	8/3/2023	ACC Business	\$824.22	Internet Services From 06/11/23- 7/10/23	General Fund	100
091157	P	8/3/2023	Amazon Capital Services	\$47.07	Administration Office Supplies	General Fund	100
091157	P	8/3/2023	Amazon Capital Services	\$257.40	Community Events- Supplies	General Fund	100
091157	P	8/3/2023	Amazon Capital Services	\$62.67	Office Supplies Administration	General Fund	100
091157	P	8/3/2023	Amazon Capital Services	\$22.98	Recreation Supplies	General Fund	100
091158	P	8/3/2023	Modern IT, Inc. dba Advanced Microcomputing Concepts, Inc.	\$218.99	Monthly IT/Assessment- July 2023	General Fund	100
091159	P	8/3/2023	Angel Villegas	\$852.90	Retiree Medical Reimbursement Angel Villegas August 2023	General Fund	100
091160	P	8/4/2023	Daily Journal Corporation	\$315.00	Notice Inviting Bids for City Hall and Sheriff Reroofing	General Fund	100
91160	P	8/4/2023	Daily Journal Corporation	\$665.00	Public Publication of Ordinance	General Fund	100
091161	P	8/4/2023	City of Bell	\$7,716.50	THE SALVATION ARMY BED PROGRAM APRIL- JUNE 2023	Federal / State / County Grants	261
091162	P	8/9/2023	Stantec Planning & Landscape Architecture	\$27,107.02	Project No. 210801894/Project Management Housing Element -Ju	Federal / State / County Grants	261
091163	P	8/9/2023	Modern IT, Inc. dba Advanced Microcomputing Concepts, Inc.	\$15,925.00	Invoice for COM- PO2223-438 City of Maywood Security Moderniz	General Fund	100
091163	P	8/9/2023	Modern IT, Inc. dba Advanced Microcomputing Concepts, Inc.	\$22,919.27	Invoice for COM- PO2324-457 City of Maywood - Network Moderni	General Fund	100

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091163	P	8/9/2023	Modern IT, Inc. dba Advanced Microcomputing Concepts, Inc.	\$29,953.90	Invoice for COM-PO2324-458 City of Maywood - Device Moderniz	General Fund	100
091164		8/14/2023	A-A Backflow Testing	\$1,045.00	Backflow Device Testing (on the medians)	General Fund	100
091165		8/14/2023	A-CO Temporary Power Inc.	\$166.71	Rental Pwr Pole for baseball field 200amp -8/9/23-9/5/23	General Fund	100
091166		8/14/2023	Amazon Capital Services	\$25.12	Building and Planning-Office Supplies	General Fund	100
091166		8/14/2023	Amazon Capital Services	\$6.67	City Administration Office Supplies	General Fund	100
091166		8/14/2023	Amazon Capital Services	\$111.28	Community Events-Supplies	General Fund	100
091166		8/14/2023	Amazon Capital Services	(\$43.78)	Community Events-Supplies (Credit Memo)	General Fund	100
091166		8/14/2023	Amazon Capital Services	\$132.70	Office Supplies Administration	General Fund	100
091167		8/14/2023	Modern IT, Inc. dba Advanced Microcomputing Concepts, Inc.	\$2,313.14	Monthly IT Lease Agreement- August 2023	General Fund	100
091167		8/14/2023	Modern IT, Inc. dba Advanced Microcomputing Concepts, Inc.	\$3,630.00	Monthly IT/Assessment Tech. Support Services- August 2023	General Fund	100
091168		8/14/2023	AT&T	\$52.41	Emergency Elevator Phone Service- 7/1/23-7/31/23	General Fund	100
091169		8/14/2023	Brinks Inc.	\$28.60	Additional Cash handling Services- 7/1/23-7/31/23	General Fund	100
091169		8/14/2023	Brinks Inc.	\$271.05	Cash handling Services- 8/1/23-8/31/23	General Fund	100

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091170		8/14/2023	Burke, Williams & Sorensen, LLP	\$495.47	Legal and Professional Services June 2023	General Fund	100
091171		8/14/2023	California Consulting Inc.	\$3,500.00	Grant Writing Consulting Services- August 2023	General Fund	100
091172		8/14/2023	Cat Specialties Inc.	\$205.86	City of Maywood Hats	General Fund	100
091173		8/14/2023	Charter Communications Holdings, LLC	\$622.17	Internet and Phone Service- 8/1/23- 8/31/23	General Fund	100
091174		8/14/2023	CoreLogic Solutions LLC.	\$150.00	Property Finder Service for July 2023	General Fund	100
091175		8/14/2023	Crosstown Electrical & Data Inc.	\$2,057.40	City's Street Preventive Maintenance-July 2023	Street Lighting Fund	251
091176		8/14/2023	Dave and Frank Automotive	\$24.00	VIN#1N4BZ0CP4HC 307470 Nissan Tire Repair	General Fund	100
091176		8/14/2023	Dave and Frank Automotive	\$24.00	VIN#1N4BZ0CP4HX C307470 Nissan Tire Repair	General Fund	100
091177		8/14/2023	Dewey Pest Control	\$148.50	August 2023 Pest Control Service	General Fund	100
091178		8/14/2023	Everfence Corporation	\$12,240.00	Repair work done to the two damaged sections of the fence at	Federal / State / County Grants	261
091179		8/14/2023	Foster & Foster Consulting Actuaries, Inc.	\$1,850.00	Services for 2022 GASB 68 CalPERS Mis and Safety Pension Pla	General Fund	100
091180		8/14/2023	George Hills Company	\$961.30	City Claims/ Adjuster - July 2023	General Fund	100
091181		8/14/2023	Graffiti Protective Coatings	\$8,459.00	Citywide Graffiti Removal- June 2023	General Fund	100
091181		8/14/2023	Graffiti Protective Coatings	\$9,541.00	Citywide Graffiti Removal- June 2023	Gas Tax - 2103, 2105, 2107, 2106, 2107.5 Fund	212

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091181		8/14/2023	Graffiti Protective Coatings	\$5,232.93	Graffiti Bus Shelter Maintenance- July 2023	Proposition C Transit Fund	222
091182		8/14/2023	HDL Coren & Cone	\$2,552.73	Property Tax Services - July to September 2023	General Fund	100
091183		8/14/2023	HdL Software LLC	\$210.60	New Accounts Processed- June 2023	General Fund	100
091184		8/14/2023	L.B. Johnson Hardware #1	\$89.49	Asphalt for potholes/ blades and saw for hand power tools/ s	General Fund	100
091184		8/14/2023	L.B. Johnson Hardware #1	\$7.65	clips for canopies	General Fund	100
091184		8/14/2023	L.B. Johnson Hardware #1	\$14.74	Drain cleaner for restrooms/ waters	General Fund	100
091184		8/14/2023	L.B. Johnson Hardware #1	\$105.05	Locks/ and returned item	General Fund	100
091184		8/14/2023	L.B. Johnson Hardware #1	\$148.79	Locks/ spary paint for curbs	General Fund	100
091184		8/14/2023	L.B. Johnson Hardware #1	\$106.17	Loppers to cut branches/ orange spray paint for lifted sidew	General Fund	100
091184		8/14/2023	L.B. Johnson Hardware #1	\$41.56	Painting supplies for the painting of the PW office floor	General Fund	100
091184		8/14/2023	L.B. Johnson Hardware #1	\$36.12	Rope for flag pole	General Fund	100
091184		8/14/2023	L.B. Johnson Hardware #1	\$119.98	Asphalt for potholes/ blades and saw for hand power tools/ s	Gas Tax - 2103, 2105, 2107, 2106, 2107.5 Fund	212
091184		8/14/2023	L.B. Johnson Hardware #1	\$87.56	drill bit for street signs	Gas Tax - 2103, 2105, 2107, 2106, 2107.5 Fund	212
091185		8/14/2023	Tri-City Mutual Water Company	\$175.40	5000 Slauson Ave. 7/1/23-7/31/23	General Fund	100
91185		8/14/2023	Tri-City Mutual Water Company	\$2,110.55	5950 Walker Ave 7/1/23-7/31/23	General Fund	100

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091186		8/14/2023	Metro Transit Services	\$37,911.12	Public Transportation & Dail-A-Ride Service July 2023	Proposition A Transit Fund	221
091187		8/14/2023	Miguel Leon	\$550.00	Reimbursement Miguel Leon-MMASC Conference 2023	General Fund	100
091188		8/14/2023	MV Cheng & Associates Inc.	\$6,862.50	Sr Acct/Acct Tech Consult Services- July 2023	General Fund	100
091189		8/14/2023	One Step GPS	\$1,339.20	FY23-24 GPS Service Subscription	General Fund	100
091190		8/14/2023	Orangeline Development Authority	\$2,288.00	Eco-Transit Membership 2023- 2024	General Fund	100
091191		8/14/2023	Phoenix Group Information Systems	\$12,076.00	FY23-24 Custom Permit Stock	General Fund	100
091191		8/14/2023	Phoenix Group Information Systems	\$9,096.74	June 2023 Citation Processing Fee	General Fund	100
091191		8/14/2023	Phoenix Group Information Systems	\$2,753.17	June 2023 Permit Processing Fee	General Fund	100
091192		8/14/2023	Property Health Inc.	\$2,802.50	Asbestos roofing material survey and report - Maywood City H	Local Fiscal Recovery Fund	273
091192		8/14/2023	Property Health Inc.	\$2,112.50	Asbestos roofing material surveys	Local Fiscal Recovery Fund	273
091193		8/14/2023	QDoxs	\$118.53	Contract Base Rate charge for 8/1/23- 8/31/23	General Fund	100
091193		8/14/2023	QDoxs	\$41.61	Contract Base Rate charge for 8/5/23 to 9/4/23	General Fund	100
091194		8/14/2023	Revueltas Landscape Inc	\$4,500.00	Dodger Dream Field Maintenance for July 2023	General Fund	100
091194		8/14/2023	Revueltas Landscape Inc	\$4,500.00	Dodger Dream Field Maintenance for June 2023	General Fund	100

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From 7/20/2023 Through 8/15/2023

Check No.	Prepays - P	Date	Name	Check Amount	Transaction Description	Fund Title	
091194		8/14/2023	Revueltas Landscape Inc	\$4,500.00	Dodger Dream Field Maintenance for May 2023	General Fund	100
091195		8/14/2023	Roadline Products Inc.	\$1,354.00	Paint for Crosswalks and red curbs	Gas Tax - 2103, 2105, 2107, 2106, 2107.5 Fund	212
091196		8/14/2023	Richards Watson & Gershon	\$14,072.97	Professional Services- 0001 for June 2023	General Fund	100
091196		8/14/2023	Richards Watson & Gershon	\$4,302.05	Professional Services- 0010 June 2023	General Fund	100
091196		8/14/2023	Richards Watson & Gershon	\$5,653.60	Professional Services- 0012 June 2023	General Fund	100
091196		8/14/2023	Richards Watson & Gershon	\$118.40	Professional Services-0013 June 2023	General Fund	100
091197		8/14/2023	Southern California Edison	\$4,973.01	Acct.#700405141156 Various Locations from 7/1/23-7/31/23	General Fund	100
091197		8/14/2023	Southern California Edison	\$160.93	700608908147 5916 King Ave/5913 Mayflower ave- 7/10/23-8/7/2	Gas Tax - 2103, 2105, 2107, 2106, 2107.5 Fund	212
091197		8/14/2023	Southern California Edison	\$7,845.98	Acct# 700405260081 Evertt Ave. 07/01/23- 07/31/23	Gas Tax - 2103, 2105, 2107, 2106, 2107.5 Fund	212
091197		8/14/2023	Southern California Edison	\$2,485.66	Acct.#700405141156 Various Locations from 7/1/23-7/31/23	Gas Tax - 2103, 2105, 2107, 2106, 2107.5 Fund	212
091197		8/14/2023	Southern California Edison	\$11,635.51	Acct.#700405141156 Various Locations from 7/1/23-7/31/23	Street Lighting Fund	251
091198		8/14/2023	Sprint	\$446.70	Cell Phone Services from 6/24/23-7/23/23	General Fund	100
091199		8/14/2023	The Gas Company	\$29.11	4317 Slauson Ave. 07/07/23-08/07/23	General Fund	100

City of Maywood
Check/Voucher Register - Warrant Register *
From 7/20/2023 Through 8/15/2023

Check No.	Prepays - P	Date	Name	Check Amount	Transaction Description	Fund Title
091199		8/14/2023	The Gas Company	\$0.53	4319 Slauson Ave. City Hall -07/07/23- 08/07/23	General Fund 100
091200		8/14/2023	Vernon City of	\$80.59	Acct. #413 E. Slauson/Downey Ave. 5/17/23-6/13/23	General Fund 100
091200		8/14/2023	Vernon City of	\$28.16	Acct. #414 Slauson/Downey 5/17/23-6/15/23	General Fund 100
091201		8/14/2023	Xerox Financial Services	\$589.12	Xerox Copier Lease Payments- 7/30/23- 8/29/23	General Fund 100
Report Total				<u>\$1,082,341.34</u>		

AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 7.

DATE: August 23, 2023

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: RAUL HERRERA, ACCOUNTING SPECIALIST

SUBJECT: MONTHLY CASH AND INVESTMENT REPORT TO THE CITY COUNCIL FOR JULY 2023

RECOMMENDATION:

Staff recommends that the City Council receive and file the attached cash and investment report for July 2023.

BACKGROUND:

In accordance with the City of Maywood's Adopted Investment Policy (Resolution No. 6132 dated 08/12/2020) and to provide information to the City Council, the City's Finance Department prepares a *Monthly Cash and Investment Report* for the City Council's review. The report will show the City's cash position at the month's end as well as investments.

DISCUSSION:

The cash and investment balances are across all funds of the City and include restricted, unrestricted, and budgeted amounts. These balances do not represent the available balance for spending as most are either restricted or have already been appropriated for in the City budget. The purpose of this report is to show the cash and investment balances as reported on a date only and does not represent the City's available fund balance. The investment program provides sufficient liquidity to meet six months of estimated expenditures. All investments are in compliance with California state code 503600 and the City of Maywood Investment Policy.

The City maintains cash in a General Account, investments in the Local Agency Investment Fund (LAIF), investments in the California Employers' Retiree Benefit Trust (CERBT) a Section 115 trust fund dedicated to prefunding other Post-Employment Benefits (OPEB), and investments in the California Employers' Pension Prefunding Trust (CEPPT).

The attached report shows the cash and investments as of July 31, 2023.

The Cash and Investment Report is divided into three sections:

A - Non-Investment Cash Accounts representing the most "liquid" accounts available, which are assets that can more quickly be converted into cash resources. These are the City's short-term assets.

B - Investment Accounts representing assets that take longer to convert to cash. These investments have restrictions that require them to be held over long periods of time to accrue interest. These are the City's long-

term assets.

C - Total Cash and Investments that provides the total of A - *Non-Investment Cash Accounts* and B - *Investment Accounts* for the month

LEGAL REVIEW:

The City attorney has reviewed this report.

FISCAL IMPACT:

There is no fiscal impact involved with this report.

ATTACHMENT(S)

1. July 2023 Cash and Investment Report

City of Maywood, California
Cash and Investments Report
As of July 31, 2023

Description	Type	Ending Balance as of 7/31/2023
A - Non-Investment Cash Accounts		
A1 - US Bank - July 2023	Cash	\$3,002,464.95
A2 - Total Cash Accounts		<u>\$3,002,464.95</u>
B - Investment Accounts		
B1 - Local Agency Investment Fund (LAIF)	Pooled Money Investment Account (PMIA)	\$17,168,041.59
B2 - California Public Employees' Retirement System (CalPERS) California Employers' Retiree Benefit Trust (CERBT) Calculated Report Results as of July 31, 2023	Title 26 - U.S.C. 115 - Income of States, Municipalities, etc., Trusts	\$993,203.97
B3 - California Public Employees' Retirement System (CalPERS) California Employers' Pension Prefunding Trust (CEPPT) Calculated Report Results as of June 30, 2023	Title 26 - U.S.C. 115 - Income of States, Municipalities, etc., Trusts	<u>\$945,211.99</u>
B4 - Total Investment Accounts		<u>\$19,106,457.55</u>
C - Total Cash and Investments		<u>\$22,108,922.50</u>

AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 8.

DATE: August 23, 2023

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: RAUL HERRERA, ACCOUNTING SPECIALIST

SUBJECT: REVENUE REPORT JULY 2023

RECOMMENDATION:

Staff recommends that the City Council receive and file the Revenue Report from July 2023.

BACKGROUND:

In an effort to maintain transparency, the City's Finance Department prepares a monthly Revenue report for the City Council's review.

DISCUSSION:

The total revenue received from July 2023 totaled \$232,796.81, which is lower than the same period last year. This is primarily due to the fact that the City received its second one-time installment in the amount of \$3,226,257 from the American Rescue Plan Act of 2021 (ARPA) in July 2022. Additionally, the City received \$177,031.59 in July 2022 from the Safe Clean Water Program; staff is reviewing the status of this annual allocation but expect to receive it shortly.

In addition, we have encountered a drop in the issuance of building and public works permits. This also accounted for a lower amount of funds recorded for the month of July 2023.

The attached analysis compares prior YTD and current YTD Revenue.

LEGAL REVIEW:

The City Attorney has reviewed this report.

FISCAL IMPACT:

There is no fiscal impact with this action.

ATTACHMENT(S)

1. July 2023 - City of Maywood FY 2023-2024

FUND / REVENUE TYPE	A - Prior Fiscal Year to Date Revenue	B - Current Fiscal Year to Date Revenue	C - Current YTD versus Prior YTD \$ Difference	D - Current YTD Prior YTD % Difference	E - Adopted Budget FY 2023-24	F - % of FY 2023-2024 YTD Revenue Received
			(B minus A)	(B divided by A minus 1)		(B divided by F)
GENERAL FUND	TAXES: A tax is a compulsory monetary contribution to the City's revenue, assessed and imposed by the City on the activities, expenditure, income, occupation, privilege, property, etc., of individuals and organizations.					
Taxes:						
Franchise & Collectors Fee	\$0.00	\$0.00	\$0.00	0.00%	\$555,000.00	0.00%
Property Taxes	\$0.00	\$0.00	\$0.00	0.00%	\$720,000.00	0.00%
4211 - Utility Users Tax	\$3,687.25	\$0.00	(\$3,687.25)	-100.00%	\$1,200,000.00	0.00%
4206 - Real Estate Transfer Tax	\$0.00	\$0.00	\$0.00	0.00%	\$28,000.00	0.00%
4202 - Hotel / Motel Room Transient Occupancy Tax (TOT)	\$0.00	\$0.00	\$0.00	0.00%	\$77,250.00	0.00%
4212 - Cannabis Sales Tax	\$0.00	\$0.00	\$0.00	0.00%	\$1,750,000.00	0.00%
4201 - Sales and Use Tax Revenue	\$0.00	\$0.00	\$0.00	0.00%	\$2,400,000.00	0.00%
Taxes Totals	\$3,687.25	\$0.00	(\$3,687.25)	-100.00%	\$6,730,250.00	0.00%
GENERAL FUND	FEES: A fee is a charge imposed on an individual for a service that the person chooses to receive. A fee may not exceed the estimated reasonable cost of providing the particular service or product for which the fee is charged, plus overhead. Fees are charged for specific services, and fee revenue may fund only those services and related expenses. LICENSES and PERMITS are types of fees allowing for the operation within the City.					
Licenses & Permits:						
4301 - Compliance Program Fee	\$0.00	\$0.00	\$0.00	0.00%	\$45,000.00	0.00%
Residential & Building Permits	\$3,345.40	\$817.80	(\$2,527.60)	-75.55%	\$21,500.00	3.80%
4305 - Public Works Permit Fees	\$27,282.50	\$6,387.50	(\$20,895.00)	-76.59%	\$190,000.00	3.36%
Other Fees & Permits	\$1,862.88	\$1,763.90	(\$98.98)	-5.31%	\$18,000.00	9.80%
4320 - Occupancy Permits	\$597.40	\$0.00	(\$597.40)	-100.00%	\$6,000.00	0.00%
4313 - Building Permits	\$9,978.51	\$3,572.56	(\$6,405.95)	-64.20%	\$80,000.00	4.47%
4307 - Commercial Cannabis Renewal Fees	\$0.00	\$0.00	\$0.00	0.00%	\$74,250.00	0.00%
4322 - Parking Permits	\$101.00	\$80.00	(\$21.00)	-20.79%	\$60,000.00	0.13%
4311 - Apartment License	\$0.00	\$0.00	\$0.00	0.00%	\$16,000.00	0.00%
4205 - Business License Tax	\$0.00	\$0.00	\$0.00	0.00%	\$220,000.00	0.00%
4107 - Motor Vehicle License Fee (VLF) in lieu Property Tax Payment	\$0.00	\$0.00	\$0.00	0.00%	\$3,464,000.00	0.00%
Licenses and Permits Totals	\$43,167.69	\$12,621.76	(\$30,545.93)	-70.76%	\$4,194,750.00	0.30%

FUND / REVENUE TYPE	A - Prior Fiscal Year to Date Revenue	B - Current Fiscal Year to Date Revenue	C - Current YTD versus Prior YTD \$ Difference (B minus A)	D - Current YTD Prior YTD % Difference (B divided by A minus 1)	E - Adopted Budget FY 2023-24	F - % of FY 2023-2024 YTD Revenue Received (B divided by F)
GENERAL FUND						
Charges for Services:	CHARGES FOR SERVICES: Charges to cover administrative costs for the provision of services.					
4701 - Waste Management Assessment	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
4704 - Plan Check Fees	\$4,293.31	\$2,492.78	(\$1,800.53)	-41.94%	\$50,000.00	4.99%
4702 - Rents & Concessions	\$1,984.50	\$1,984.50	\$0.00	0.00%	\$23,814.00	8.33%
Charges for Services Totals	\$6,277.81	\$4,477.28	(\$1,800.53)	-28.68%	\$73,814.00	6.07%
GENERAL FUND						
Fines and Forfeitures:	FINES AND FORFEITURES: Penalties imposed by the City in the form of money or goods for a violation of an ordinance, law, regulation or rule.					
4401 - Penalties: Apt & Bus License	\$0.00	\$0.00	\$0.00	0.00%	\$5,700.00	0.00%
4404 - Southeast Municipal Court (SEMC) - Court Collections	\$0.00	\$0.00	\$0.00	0.00%	\$180,000.00	0.00%
4403 - Citations: Administrative	\$2,100.00	\$1,000.00	(\$1,100.00)	-52.38%	\$6,000.00	16.67%
4402 - Citations: Parking	\$970.00	\$2,634.00	\$1,664.00	171.55%	\$412,000.00	0.64%
Fines and Forfeitures Totals	\$3,070.00	\$3,634.00	\$564.00	18.37%	\$603,700.00	0.60%
GENERAL FUND						
Leases and Concessions:	LEASES AND CONCESSIONS: A rent or lease or payment for the use of a the City's property.					
4501 - Leased Property Rental Income	\$2,500.00	\$4,917.08	\$2,417.08	96.68%	\$59,005.00	8.33%
Leases and Concessions Totals	\$2,500.00	\$4,917.08	\$2,417.08	96.68%	\$59,005.00	8.33%
GENERAL FUND						
Miscellaneous:	MISCELLANEOUS: A General Fund revenue not covered in another revenue category.					
4817 - Good Corporate Citizen Program	\$0.00	\$0.00	\$0.00	0.00%	\$20,000.00	0.00%
4803 - Interest Income	\$0.00	\$0.00	\$0.00	0.00%	\$93,000.00	0.00%
4809 - Miscellaneous Revenue	\$618.00	\$10.00	(\$608.00)	-98.38%	\$48,000.00	0.02%
4804 -Other (Recycle + ABx1 Reimbursement)	\$0.00	\$0.00	\$0.00	0.00%	\$7,000.00	0.00%
Miscellaneous Revenue Totals	\$618.00	\$10.00	(\$608.00)	-98.38%	\$168,000.00	0.01%
GENERAL FUND						
Retiree Pension Levy:	RETIREE PENSION LEVY: An amount of revenue from the property tax levy approved by the voters for the purpose of paying the cost to the City of the Public Employees Retirement System (PERS).					
4830 - Retiree Pension Levy	\$0.00	\$0.00	\$0.00	0.00%	\$1,300,000.00	0.00%
Retiree Pension Levy Totals	\$0.00	\$0.00	\$0.00	0.00%	\$1,300,000.00	0.00%
General Fund Revenue Totals	\$59,320.75	\$25,660.12	(\$33,660.63)	-56.74%	\$13,129,519.00	0.20%

FUND / REVENUE TYPE	A - Prior Fiscal Year to Date Revenue	B - Current Fiscal Year to Date Revenue	C - Current YTD versus Prior YTD \$ Difference	D - Current YTD Prior YTD % Difference	E - Adopted Budget FY 2023-24	F - % of FY 2023-2024 YTD Revenue Received
			(B minus A)	(B divided by A minus 1)		(B divided by F)
SPECIAL REVENUE FUND	SPECIAL REVENUE FUND: Collections of revenues in special funds that must be used for the established purposes of the funds to provide an extra level of accountability and transparency.					
212 - Gas Tax - 2103, 2105, 2107, 2106, 2107.5 Fund	\$0.00	\$0.00	\$0.00	0.00%	\$620,323.00	0.00%
214 - Transportation Development Act (TDA) Bikeway	\$0.00	\$0.00	\$0.00	0.00%	\$29,037.00	0.00%
221 - Proposition A Transit Fund	\$72,022.19	\$65,646.24	(\$6,375.95)	-8.85%	\$717,151.00	9.15%
222 - Proposition C Transit Fund	\$60,110.83	\$54,990.01	(\$5,120.82)	-8.52%	\$594,858.00	9.24%
224 - Measure R Transit Fund	\$44,792.16	\$40,815.17	(\$3,976.99)	-8.88%	\$446,144.00	9.15%
225 - Measure M Transit Fund	\$50,725.00	\$45,685.27	(\$5,039.73)	-9.94%	\$505,629.00	9.04%
216 - SB-1 Road Maintenance Rehabilitation Act Fund	\$0.00	\$0.00	\$0.00	0.00%	\$535,751.00	0.00%
243 - Community Development Block Grant (CDBG)	\$0.00	\$0.00	\$0.00	0.00%	\$356,826.00	0.00%
223 - Air Quality Management District (AQMD) Fund	\$0.00	\$0.00	\$0.00	0.00%	\$34,700.00	0.00%
232 - Supplemental Law Enforcement Services Fund (SLESF) Grant	\$0.00	\$0.00	\$0.00	0.00%	\$159,900.00	0.00%
251 - Street Lighting Fund	\$0.00	\$0.00	\$0.00	0.00%	\$174,520.00	0.00%
611 - Redevelopment "Successor" Agency Fund	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
412 - Sewer Enterprise Fund	\$0.00	\$0.00	\$0.00	0.00%	\$298,633.00	0.00%
261 - Federal / State / County Grants	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%
273 - Local Fiscal Recovery Fund	\$3,226,257.00	\$0.00	(\$3,226,257.00)	-100.00%	\$0.00	0.00%
280 - Measure W Safe Clean Water Program Fund	\$177,031.59	\$0.00	(\$177,031.59)	-100.00%	\$177,031.00	0.00%
Special Revenue Totals	\$3,630,938.77	\$207,136.69	(\$3,423,802.08)	-94.30%	\$4,650,503.00	4.45%
Total Revenues	\$3,690,259.52	\$232,796.81	(\$3,457,462.71)	-93.69%	\$17,780,022.00	1.31%

AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 9.

DATE: August 23, 2023

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: KAREN INIGUEZ, COMMUNITY DEVELOPMENT ANALYST

SUBJECT: CONSIDERATION OF APPROVING A THREE-YEAR AGREEMENT WITH BPR CONSULTING GROUP FOR CITYWIDE BUILDING DEPARTMENT CONSULTING SERVICES IN A ESTIMATED YEARLY NOT-TO-EXCEED AMOUNT OF \$164,095.00 WITH THE OPTION OF TWO ADDITIONAL ONE-YEAR EXTENSIONS

RECOMMENDATION:

Staff recommends that the City Council consider approval of an agreement with BPR Consulting Group (BPR) for Building Department Consulting Services for a three-year term for an estimated yearly not-to-exceed amount of \$164,095.00, thereafter with the option of two additional one-year extensions, in a form approved by the City Attorney.

BACKGROUND:

A Request for Proposals (RFP) was issued on June 29, 2023, to select the most qualified firm for Building Department Consulting Services that will begin September 2023 through September 2026 with the option of two additional one-year extensions.

DISCUSSION:

On June 29, 2023, the City of Maywood solicited proposals through an RFP process. The RFP listing was open from June 29, 2023, through July 25, 2023. By the July 25, 2023, deadline, the City Clerk's Office received three (3) proposals from the following companies:

<u>Consultant</u>	<u>Estimated Billing Rate</u>
Interwest	Did not include it in the proposal
BPR	\$164,095.00
Transtech	\$172,000.00

The evaluation committee reviewed the submitted proposals based on the following criteria:

- The quality of the proposal submitted
- The qualifications and experience of the proposer, key personnel, and staff
- The contractors' scope of work, plan review services, Building Inspector and Permit Technician Services, etc.
- The contractor's cost to the City

Upon review of the submitted proposals, the evaluation committee invited the three firms to an in-person interview.

BPR, ultimately ranked the highest with the committee due to their understanding of the scope of work and overall experience. They have worked with local governments throughout Los Angeles County and are currently assisting cities which have similar capacities and needs, as the City of Maywood. BPR also included in their proposal and reiterated during their interview that they were prepared to provide bilingual in-person services. This was not a requirement in the RFP but is highly desirable for the community. Additionally, BPR had lower costs for the CPI calculations in the years to come. BPR and staff will also incorporate an in-house system for electronic plan submittal, routing and scheduling of appointments. Due to such factors, staff recommends that the City Council award a contract to BPR.

LEGAL REVIEW:

The City Attorney has reviewed this report.

FISCAL IMPACT:

Funding is available from Fund 100 - General Fund.

F.Y. 23-24 Impact: \$164,095.00	Current F.Y. Budget: \$170,000
Fund Impacted: Fund 100 - General Fund	Budget adjustment requested: Not applicable
Source of funds: Fund 100 - General Fund, 501 - Building and Planning	Updated Account Budget:
Account Number: 6115 Contractual Services	For fiscal year: Current Fiscal Year

ATTACHMENT(S)

1. BPR Consulting Group Proposal
2. Transtech Proposal
3. Interwest Consulting Group Proposal
4. Professional Services Agreement - BPR

July 25, 2023

Proposal to Provide Building Department Consulting Services

Prepared for:
City of Maywood
4319 E. Slauson Avenue
Maywood, CA 90270



Prepared by:
BPR Consulting Group
316 Tejon Place
Palos Verdes Estates, CA 90274

Section A

1. COVER LETTER

July 25, 2023

City of Maywood
Steve Fowler
Director of Building and Planning
4319 Slauson Avenue
Maywood, CA 90270



RE: Proposal | Building Department Consulting Services

Thank you for the opportunity to present this proposal in response to the City of Maywood's RFP for Building Department Consulting Services. We understand that the City of Maywood is seeking to contract with a single firm to provide Building Department services such as building department plan review, building inspection, permit technician and administrative services on a part-time as-needed basis. Our proposal provides a detailed description of the services and capabilities of BPR Consulting Group (BPR), whose principals have worked together providing the requested services for over 18 consecutive years. We believe BPR has the skilled staff and experience required to provide the City with the desired services in a competent, professional, and customer-focused manner.

NAME & ADDRESS OF FIRM:

BPR Consulting Group
316 Tejon Place
Palos Verdes Estates, CA 90247

PRINCIPAL CONTACT PERSON:

Ron Beehler, SE, CBO
916.204.3178

rbeehler@bpr-grp.com

As our proposal will demonstrate, our talented staff of Plans Examiners, Building Inspectors, Permit Technicians, Building Officials, Licensed Engineers, and CASp experts have extensive experience providing building division services similar to those requested by the City of Maywood. BPR's staff members have previous experience providing these services for numerous public agencies throughout the State of California including the Cities of Gardena, Ontario, Eastvale, Corona, Garden Grove, Inglewood, Monterey Park, Wildomar, Anaheim, Costa Mesa, Arroyo Grande, Lemoore, Richmond, Sacramento, San Ramon, Milpitas, Vallejo, Davis, Woodland, Elk Grove, Calistoga, Napa, Manteca, and Turlock, to name a few.

BPR's staff of experienced building safety personnel provide high quality, thorough plan review, inspection and permit technician services for our clients and their permit applicants. Our qualified professionals and expertise allow us to assist you and your department to maintain service levels during periods of increased workload and staffing fluctuations. **Unlike the large national firms, BPR's services are focused on supporting California communities in the delivery of high-quality building department services, tailored to your community's specific needs, with the goal of exceeding expectations by:**

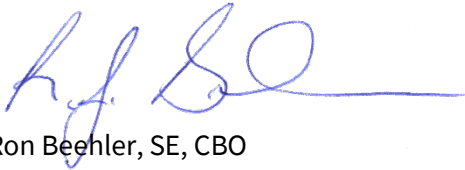
- Providing all services in a **cost-effective** manner.

- Providing **qualified and experienced personnel** who have the ability to effectively communicate and explain relevant code requirements to designers, contractors, and owner builders.
- Providing a **high level of customer service** for internal and external customers.
- Balancing the need to ensure conformance to standards and regulations with the need for **predictability, uniformity, and efficiency**.
- Providing services in a **timely** manner.

The team proposed to serve the City of Maywood are all appropriately licensed in the State of California or ICC Certified and are experienced and well-versed in providing the requested services in support of California Building Departments. **Ron Beehler, SE, CBO**, will be BPR's designated representative and, as a principal of BPR Consulting Group, is authorized to bind the firm to all commitments made in our proposal which shall be considered a firm offer for 90 days from the date of submission. No formal addendum to the RFP was issued. However, we submitted questions to clarify our understanding of the fee structure desired by the City and are in receipt of the responses to those questions. **Mark Berg, CBO, MCP** will serve as Project Manager and coordinate and direct all services provided to the City in a professional, timely, and customer focused manner. We have reviewed and understand all elements of the RFP and the services being requested. Please feel free to contact me if you have any questions concerning our qualifications or the services we provide. I can be reached at rbeehler@bpr-grp.com or 916.204.3178. Thank you for taking the time to review our qualifications. We look forward to the opportunity to work with the City of Maywood.

Sincerely,

BPR CONSULTING GROUP

A handwritten signature in blue ink, appearing to read 'R. Beehler', followed by a long horizontal flourish.

Ron Beehler, SE, CBO
Director of Client Services

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APPENDIX
Team Resumes

3.EXPERIENCE & QUALIFICATIONS

FIRM DESCRIPTION



BPR Consulting Group was founded by a group of experienced veterans of the building safety industry with the sole focus of providing thorough and efficient plan review, inspection, permit technician, and other building department services on behalf of California communities. Our leadership team *has worked together for nearly 20 years consecutively supporting building departments throughout California*, and collectively possesses *more than 100 years of experience* providing building safety services to cities, counties, state agencies and other municipal agencies throughout California and the western United

States. Our focus is to support California building departments in a professional manner by providing efficient, timely and professional building safety services for the communities we serve. We have extensive experience providing all aspects of building safety services and presently provide on-site building department permit technician, building inspection, building official, and plan check services similar to those being requested to multiple Southern California Building Departments. We are also experienced in providing plan review and inspection services for high profile and unique projects. We have worked with numerous public agencies throughout California to provide these same services in a professional, timely, and customer focused manner.

Our Building Safety team of approximately 70 professionals consists of the following: California licensed structural, civil, mechanical, electrical and fire protection engineers; Certified Access Specialist (CASp) professionals; ICC-certified building officials, plans examiners, inspectors, permit technicians, and highly experienced administrative personnel.

Building department services we provide to municipalities and agencies include:

- Building safety plan review services
- Building inspection services
- CASp plan review and inspection services
- Building Department management services
- Permit Technician and support services
- Building Official services
- Fire prevention plan review and inspection services
- Civil plan review and inspection services

BPR Consulting Group maintains offices in several locations throughout the state of California. Our office in Palos Verdes Estates, highlighted below, will serve the City of Maywood.

BPR OFFICE LOCATIONS:

316 Tejon Place
Palos Verdes Estates, CA 9274

6856 Sundance Trail
Riverside, CA 92506

1027 Central Place
Madera, CA 93637

2130 Professional Drive, #150
Roseville, CA 95661

2201 Francisco Drive, #140-658
El Dorado Hills, CA 95762

Our team has a proven track record of providing efficient and predictable building department services in support of California communities. Our key objectives in providing these services in support of the City of Maywood are as follows:

- **To share our wealth of building Department experience.** Our staff have been intimately involved in the management of multiple California Building Departments and we will use this experience to the benefit of the City of Maywood's Building Department.
- **To provide timely and responsive plan review services.** Our well qualified and professionally licensed team of plans examiners will provide you with efficient and timely building department plan review services including clear communication of plan review results. We will work with you to tailor our services to align with your unique and specific community needs.
- **To provide customer focused permit technician services.** Our well qualified, bilingual, and ICC Certified permit technicians will work with department customers and City staff to provide efficient building department services.
- **To be responsive to your specific staffing needs.** As construction and development activity fluctuates within your community, we will adjust our service levels to maintain seamless service to your customers.
- **To provide staff who have the appropriate experience, certifications, and knowledge.** We will utilize appropriately experienced and qualified staff to perform all identified services.

LOCAL EXPERIENCE AND KNOWLEDGE OF MAYWOOD

BPR understands that Maywood is a vibrant, compact, gateway city located in Los Angeles County. BPR's staff members have multiple years of experience providing services to many nearby communities similar to those being requested by the City of Maywood. Our proposed Project Manager, **Mark Berg, CBO, MCP**, has spent most of his 30 plus year career working within nearby Southern California building departments. We presently provide comprehensive building department services including permit technician, building inspection, building official, and plan review services to the City of Gardena. All of our proposed plan review



staff have worked with multiple local Southern California building departments. We believe this local experience has allowed our staff to grasp and thoroughly understand many of the unique requirements and standards enforced by building departments in the local area. Additionally, this local experience has allowed our staff to develop professional networks within local building departments that may be utilized as resources in the event of challenging or unique project conditions and state mandated requirements. We believe this local presence, experience, and knowledge provides a benefit to our clients by allowing our staff to provide services for the City of Maywood in a manner consistent with those of surrounding communities often supporting and providing services to the same developers and builders.

PROJECT UNDERSTANDING

We understand the City of Maywood is requesting the services of an experienced and qualified Permit Technician to work within City offices two half-days each week and the services of an experienced and appropriately qualified Building Inspector to work in the City two half-days per week. Additionally, the City may need the services of a certified Building Official on an as-needed basis.

We further understand that the requested services include all plan checking services for submitted project documents to verify substantial compliance with the currently adopted California Building Codes, City of Maywood Amendments to the California Building Codes, the California Green Building Standards Code, the California Energy Code and all relevant State and Federal Laws. BPR will provide CASp certified staff as needed and as required.

REFERENCES

Over the past 18 years, BPR's Principals have worked diligently to develop a reputation within California for providing top quality, timely, and efficient building safety services in a professional, courteous manner, always working in our clients' best interests by honoring our commitment to provide timely, superior services. We believe our best advertisements are references from current and previous clients and we encourage you to contact our client references. As requested in the RFP, below are client references from California agencies where we have provided similar services to those requested by the City of Maywood:

City of Ontario

James Caro, Building Official

303 E. B Street, Ontario, CA 91764

Ph: 909.395.2172

Email: JCaro@ontarioca.gov

Services Provided:

- BPR Consulting Group provides building department services for the City of Ontario under contract including plan review, building inspection and permit technician services. Types of projects reviewed and inspected include residential, commercial and retail projects.



City of Gardena

Greg Tsujiuchi, Community Development Director

1700 West 162nd Street, Gardena, CA 90247

Ph: 310.217.9526

Email: GTsujiuchi@cityofgardena.org

Services Provided:

- BPR presently provides most of the city's building department services under contract. All new buildings and major tenant improvements and remodel projects are reviewed in our offices in electronic format utilizing Bluebeam. The majority of the daily requested building inspections are performed by BPR's inspection staff. Our permit technicians accurately track all permit applications, calculate permit fees and issue building permits.

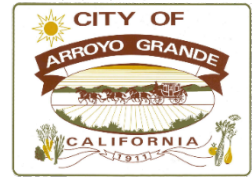


City of Arroyo Grande**Bill Robeson, Assistant City Manager/Public Works Director**

1375 Ash Street, Arroyo Grande, CA, 93420

Ph: 805.473.5466

Email: brobeson@arroyogrande.org

**Services Provided:**

- BPR Consulting Group provides all building department services for the City under contract including building official, out-sourced plan review, building inspection and permit technician services. Types of projects reviewed and inspected include residential, commercial and retail projects.

City of Rancho Cordova**Jeremiah Zillig, Senior Building Plans Examiner**

2729 Prospect Park Drive

Rancho Cordova, CA 95670

Ph: 916.851.8898 | Email: jzillig@cityofranhocordova.org

**Services Provided:**

- Services included comprehensive building department services for the City of Rancho Cordova including in-house plan review, out-sourced plan review, inspection, and permit technician services.

County of Madera**Matthew Treber, Chief of Development Services**

200 W. 4th Street, Suite 3100, Madera, CA 93637

Ph: 559.675.7821 | Email: matthew.treber@maderacounty.com

**Services Provided:**

- BPR Consulting group presently provides building official, out-sourced plan review, building inspection and permit technician services on behalf of the County's building department. The types of projects plan reviewed and inspected include residential, commercial, industrial, agricultural, and retail projects.

QUALIFICATIONS OF PERSONNEL

The founders of BPR share the values of providing quality services and a very high level of customer service to our clients. Our focus is to support California building departments in a professional manner allowing our clients to provide efficient, timely and professional building safety services for the communities they serve. We have extensive experience in all aspects of building safety, including the plan check, inspection, and permit technician services that the City is requesting.

KEY PERSONNEL

Ron Beehler, SE, CBO

PRINCIPAL-IN-CHARGE



Ron is 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. He utilizes experience gained through more than 35 years of hands-on experience performing life safety, accessibility and structural plan reviews to successfully manage building department plan review services, including building department plan review services for high-profile 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. 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 has served as Chief Building Official for multiple California public agencies including interim assignments. **Years of Experience: 35**

Mark Berg, CBO, MCP, ICC

PROJECT MANAGER



Mark is an ICC Certified Building Official, Fire Code Official, Plans Examiner, Building Inspector, and Master Code Professional with experience performing life-safety, architectural, mechanical, plumbing, electrical, and fire reviews in residential, multi-family and commercial projects. Mark has successfully guided department staff with inspection and plan review of all phases of complex construction projects. He is experienced utilizing building department permit tracking software and managing and performing all common building department responsibilities, including plan review, multi-discipline inspections, plan review and inspection scheduling, field supervision, regulatory compliance, code interpretation, and project acceptance. Mark also possesses exceptional skills in complaint resolution, problem solving, damage assessment and team building. **Years of Experience: 31**

Roger Peterson, SE

PLAN REVIEW MANAGER | STRUCTURAL PLAN REVIEW



Roger is a California licensed civil and Structural Engineer, and an experienced building safety professional with 35 years of experience in structural design and building plan review. Roger has provided plan review services for single and multi-story steel, and concrete-framed buildings, as well as structures utilizing timber, and masonry framing systems. Roger's experience includes plan review of numerous high-profile and fast paced multi-story building projects for multiple public agency clients including management of inspection programs for these same types of projects. Roger utilizes his detailed code knowledge, extensive design experience and on-site construction project experience to ensure accurate, thorough, and timely plan review and inspection

services on behalf of municipal client agencies. Roger will serve as Plan Review Manager and the back-up contact for the City. **Years of Experience:** 35

BRIEF BIOGRAPHIES (STAFF)

All of our staff maintain appropriate certifications or professional licenses for the services they provide. We encourage our staff to continually obtain additional certifications and support ongoing training and education for our staff. Our focus is to maintain the highest and best qualified building department staff in the industry. BPR's staff has a proven track record of providing high quality and timely services on behalf of the public agencies we serve. BPR has the necessary resources available to provide all the proposed services to the City of Maywood. **Complete resumes** have been provided in the **Appendix** of this proposal.

Bill Rodgers, SE

STRUCTURAL PLAN REVIEW

Bill is a California licensed civil and structural engineer with over 30 years of experience in the field of structural engineering, including over 20 years of experience as a plan review engineer. Bill has worked closely with Building Departments across the State of California, including many years serving Southern California communities, and has assisted government agencies with numerous projects of varying size and type. His wealth of experience includes managing plan review services for all building types throughout California and Nevada on behalf of public agency clients and performing structural plan review for commercial, industrial, and residential projects. **Years of Experience:** 30

Elena Hartsough, SE

STRUCTURAL PLAN REVIEW

Elena is a dedicated structural engineer with over 18 years of experience designing structures, from small home renovations to large warehouse spaces and custom homes. Elena's strengths include experience with multiple building materials including wood, light-gage, masonry, steel and concrete; knowledge of the California Building Code and proficiency in relevant software programs including Enercalc, SAP2000, L-Pile and AutoCAD. **Years of Experience:** 18

Joseph Leonard, SE

STRUCTURAL PLAN REVIEW

Joseph is an accomplished engineering plans examiner and has 20 years of experience as a consulting structural engineer for light framed construction, including single family dwellings, commercial buildings, and public schools,

throughout California. He also has 10 years of working as a consulting structural engineer on heavy, low to mid-rise building structures, for public and military use. Clients included NAVFAC, NASA, the Navy, and the Army Corp of Engineers, and various public-school districts in California. Joseph's experience includes examination of construction documents for compliance with the California Building Code and other adopted codes for California Building Departments. **Years of Experience:** 30

Charles Nganga, SE

STRUCTURAL ENGINEER

Charles is a California Licensed Structural engineer with a Master of Science degree in Civil Engineering from California Polytechnic State University in San Luis Obispo. He is also a certified ICC plans examiner with nearly 10 years of experience. His work experience, excellent education and solid commitment to the industry has enabled Charles to develop a solid track record of consistently providing clients with exceptional service. Charles shares his skill and knowledge with other building safety professionals by developing and teaching building code related classes. **Years of Experience:** 10

Kyle Hansen, PE

STRUCTURAL PLAN REVIEW

Kyle is a California Licensed Civil Engineer with relevant experience providing plan review services to California public agencies to ensure compliance with all relevant and applicable building codes, ordinances and requirements. Kyle offers incredible attention to detail and an admirable focus on customer service. **Years of Experience:** 10

Peter Simonsen, PE

CIVIL ENGINEER

Peter is a California Licensed Civil Engineer with relevant experience providing plan review services to California public agencies to ensure compliance with all relevant and applicable building codes, ordinances and requirements. Peter brings careful attention to detail and a clear focus on customer service. Peter focuses primarily on structural review as he works towards becoming a licensed structural engineer. **Years of Experience:** 5

Chandra Desai, PE

STRUCTURAL PLAN REVIEW

Chandra is a California Licensed Civil Engineer with over 35 years of experience in structural engineering, which includes the design of structures for residential, commercial and industrial facilities. He has over 16 years of experience providing plan review, permit processing and field issue resolution for all types of buildings. **Years of Experience:** 35

Denise Reese, CBO, ICC

PLAN REVIEW

Denise is an ICC Certified Chief Building Official and Life Safety Plans Examiner. She has experience performing life-safety, architectural, mechanical, plumbing, electrical, and minimal structural reviews in residential, multifamily and commercial projects, including OSHPD-3 licensed facilities. This valuable experience is also evident in that Denise specializes in working with applicants, designers and jurisdictions, having successfully served multiple California communities. **Years of Experience:** 15

David Castillo, ME, FPE

PLAN REVIEW

David brings more than 35 years of breadth, depth, and knowledge of mechanical engineering, design, and plan review to any project. A California licensed professional Mechanical Engineer and Fire Protection Engineer, his expertise encompasses HVAC, Plumbing, Medical Gases, and Fire Sprinklers. David's background includes

mechanical engineering, design, and plan review on Central Treatment Centers, Substance Abuse Treatment Facilities, Inpatient Mental Health Clinics, and Inmate Housing Units for the Department of Corrections. He has engineered and designed Acute Care Hospitals, Skilled Nursing Facilities, Surgery Clinics, Psychiatric Hospitals, Pharmaceutical Plants, Industrial Plants, Educational Facilities, and Hi-Rise Commercial Buildings. **Years of Experience:** 36

Thomas Trimberger, ME, CBO, ICC

PLAN REVIEW

Thomas has more than 30 years of experience working within building departments both successfully providing and supervising virtually all building department functions. Thomas is a CA Registered Mechanical Engineer, ICC Certified Building Official, Plans Examiner and Building Inspector. His extensive experience and knowledge enable him to provide excellent services to our clients. Thomas is skilled at developing relationships with developers, designers and the community to ensure plan reviews, inspections and development review functions are performed in an effective and efficient manner. He continuously assists clients by providing guidance and education on the construction and inspection process. Always helpful, personable, professional and successful in delivering a high level of customer service. **Years of Experience:** 30

Jingpei Zhang, EE, ICC

PLAN REVIEW

Jingpei is a licensed electrical engineer in California and has over 30 years of experience. He holds a master's degree of Electrical and Electronic Engineering. His extensive experience in designing a variety of facilities and systems enables him to provide excellent plan review services. His experience includes the design of electrical distribution systems for healthcare centers, data centers, commercial and industrial buildings, and educational facilities. **Years of Experience:** 30

Jerry Schreiber, EE, ICC

PLAN REVIEW

Jerry has more than 40 years of electrical industry experience. He is a licensed electrical engineer in California and Hawaii and is certified by the International Association of Electrical Inspectors as an Electrical Plans Examiner and Electrical Inspector. Jerry's experience is wide and varied, having provided engineering services to the military, public utilities, private organizations and municipal agencies.

Years of Experience: 40

Rick Maddox, ICC

PLAN REVIEW

Richard brings over 25 years of experience in all aspects of plan review and building inspections. Richard provides accurate and complete electrical plan reviews of residential and commercial buildings. While working for Clark County Building Department, Richard represented his department for multiple years at all electrical industry events such as IAEI, IEEE, AGC, NEMA, ABC, SNHBA and IBEW. Richard maintains his electrical plan review and inspection skills by regularly participating in industry and code related training and attending electrical safety and electrical industry symposiums. **Years of Experience:** 27

Kevin Brenton, CBO, CASp, ICC

PLAN REVIEW

Kevin is a California Certified Building Official, a CASp professional and Commercial Combination Building Inspector with over 24 years in the construction and inspection industry combined. He is an active local chapter

member of the International Association of Plumbing and Mechanical Officials and an active member in the local chapter of the International Code Council. **Years of Experience:** 24

Sharon Vanderpool, ICC

PLAN REVIEW

Sharon is a proficient building plans examiner with over seven years of experience with residential construction projects and permitting. She is well-versed in the design and plan review process, municipal submittal requirements, and building permit procurement. **Years of Experience:** 7

Tammie Rikard, ICC

PLAN REVIEW

Tammie has 30 years of experience in municipal government performing a wide range of functions in Community Development, Building, and Planning Divisions. Her education, certifications and experience provide her with a well-rounded and broad-based capability to deliver excellent customer service in all capacities of permit center management, building code administration, plan review and field inspection within a development services department. **Years of Experience:** 30

Andrew Burke, CASp, ICC

PLAN REVIEW

Andrew is a Certified Access Specialist and ICC certified Plans Examiner with more than 17 years of industry experience in plan review, inspection, administration and estimating. Andrew has extensive plan check experience in multi-story mixed use projects and provides in-depth review of accessibility issues to ensure compliance with all California Building Codes. His CASp certification provides him with the ability to ensure all aspects of accessibility have been achieved. His formal training in ICC codes, as well as on-the-job experience, helps him to provide thorough and accurate commercial and residential plan reviews and inspections. Andrew is an excellent asset to any building department both in the office and out in the field. **Years of Experience:** 10

Rick Mauldin, CASp, ICC

PLAN REVIEW

Rick is a skilled Plans Examiner and Inspector for major multi-discipline and multi-level building projects, known for providing inclusive plan examinations and support to fellow co-workers and various jurisdictional building staff. As a Building Official, Senior Plans Examiner and Senior Inspector, Rick has 37 + years of management, inspection, contracting, building inspection, and building code compliance review experience, including experience with both a city agency and the private sector. **Years of Experience:** 37

Nathan Saracino, ICC

PLAN REVIEW

Nathan has over 15 years of experience in the construction / building industry with a strong proven knowledge of Federal, State, and local laws, codes and ordinances as they relate to building construction. He is fully versed in the accepted safety standards, testing procedures and methods of construction. He possesses the ability to read and interpret various codes and to apply good judgment in the enforcement of such. Nathan's hands on experience in the construction field coupled with his knowledge and experience in building inspection and plan review make him an asset to any project he is assigned. He possesses a strong work ethic, proactive problem-solving approach and is a valuable team player. **Years of Experience:** 15

Tim Scott, CBO, ICC

PLAN REVIEW

For the past 20 years Tim has provided building safety services on behalf of California communities. Tim has served in the capacity of Deputy Building Official, Plans Examiner and Building Inspector on behalf of multiple California communities. His experience as a Deputy Building Official exposed him to the many facets of managing a Building Department and allowed him to develop the exceptional organizational and management skills necessary to provide superior services to the communities he serves. Tim's experience includes plan review and inspection for all types and sizes of projects including residential, multi-family, commercial, institutional, and industrial projects. He is familiar with multiple permit tracking software systems utilized by jurisdictions and has managed all facets of building department services. Tim currently utilizes his skills as a Building Official, Plans Examiner and Building Inspector to benefit California communities. **Years of Experience: 22**

Don Ctibor, PE, QSD

CIVIL PLAN REVIEW

Don is a highly experienced Licensed California Professional Engineer with extensive project experience and management experience. Specific skills include budget strategy, preparation and oversight and implementation of best practices across multiple departments. Knowledgeable in enforcing compliance and minimum standards to safeguard life, limb, health property and public welfare. Don has successfully provided project management expertise for many California clients. **Years of Experience: 16**

Mark Meyers, CBO, ICC

PLAN REVIEW / INSPECTION

For over 30 years, Mark served as a Building Official, Deputy Building Official, Building Inspector, Plans Examiner and Permit Coordinator serving multiple California communities. He has implemented permit tracking software for multiple jurisdictions, prepared operating budgets and managed all facets of building department activities. He currently serves as an Inspection Manager and Building Official, supervising plan review, inspection and clerical staff ensuring a high level of customer services and technical excellence for assigned California based clients and projects. **Years of Experience: 31**

Candido Tapia, ICC

INSPECTION

Candido has 11 years of experience working in the building industry with various specialties. He is an ICC commercial certified building inspector, a residential combination inspector, and has a CalFire Fire Sprinkler Fitter certification. Candido is well versed in reviewing construction sites, plans, permits, and licenses and has a strong history of helping contractors and owners resolve problems with safe and compliant strategies.

Rick Walters, CASp, LEED, CBO, ICC

PLAN REVIEW / INSPECTION

Rick has over numerous years of experience in the construction industry with over 30 of those years in the building inspection industry. Rick has experience as a building official and inspector. He has provided senior inspector services in disaster zones for floods and wildfires which required communication with the National Guard, elected officials and law enforcement. Additionally, Rick is experienced in inspection management, council meetings, planning meetings, city and county design review meetings, field inspections, permit tracking and issuance, record keeping, construction techniques, and office procedures. **Years of Experience: 33**

Michael Koch, CBO, ICC

INSPECTION

Mike has over 30 years of experience within the building safety industry. Throughout his career Mike has provided all building department services. Mike is an experienced Building Official, an accomplished Plans Examiner and has provided building inspection services for many years serving multiple California communities. Mike approaches every inspection assignment with a positive, 'how can I approve this project' mindset making him a valuable resource to the communities he serves. **Years of Experience: 30**

Isidoro Zapien, ICC

INSPECTION

Isidoro is an Inspector with 25 years of experience in the construction industry. He has extensive experience and is currently certified in structural steel and welding, high strength bolting, spray applied fireproofing, structural masonry and reinforced concrete. Isidoro is also nuclear gauge certified with experience in soils and asphalt. He has performed various inspection services including quality assurance and quality control to ensure projects were built in accordance with approved plans, specifications and specified codes. **Years of Experience: 25**

Gabriel Argueta, CASp, ICC

INSPECTION

Gabriel has 45 years of experience in the construction industry. He is an ICC certified inspector with experience providing building, mechanical, electrical and plumbing inspections on residential and commercial projects. Gabriel is also a certified CASp expert and has provided CASp inspections as well as provided CASp design as a consultant. He provides Building Department inspection services to ensure projects are built in accordance with approved plans, specifications and specified codes. Gabriel brings considerable experience from working for several California based construction companies. **Years of Experience: 45**

Christian Cieslewicz, ICC

INSPECTION

Christian has over 17 years of experience in the construction industry. He is an ICC Combination Building Inspector with experience providing building, mechanical, electrical and plumbing inspections for residential and commercial projects. He provides building inspection services to ensure projects are built in accordance with approved plans, specifications and specified codes. Christian also brings considerable experience gleaned from working as a Journeyman Electrician and Journeyman Carpenter. **Years of Experience: 17**

LICENSES & CERTIFICATIONS

Below you will find the extensive licenses and certifications that our proposed staff hold.

Name / Role	Current Licenses and Certifications	License/Cert. Number(s)	Expiration Date
Ron Beehler, SE, CBO, ICC Principal-in-Charge Sr. Structural Engineer	CA Registered Professional Civil Engineer	C39404	12/31/2023
	CA Registered Professional Structural Engineer	S3632	12/31/2023
	NV Registered Professional Civil Engineer	CE019992	12/31/2024
	NV Registered Professional Structural Engineer	SE019992	12/31/2024
	CABO Certified Building Official	1492	---
	ICC Certified Building Official	801789	05/11/2024
	ICC Building Code Specialist	801789	05/11/2024
	ICC Building Plans Examiner	801789	05/11/2024
	ICC Building Inspector	801789	05/11/2024
Mark Berg, ICC ICC Master Code Professional Project Manager	ICC Accessibility Inspector/Plans Examiner	859362	12/11/2025
	ICC Building Code Official	859362	07/14/2024
	ICC Building Code Specialist	859362	07/14/2024
	ICC Building Inspector	859362	07/14/2024
	ICC Building Plans Examiner	859362	07/14/2024
	ICC Certified Building Official	859362	07/14/2024
	ICC Certified Fire Code Official	859362	07/14/2024
	ICC Certified Fire Marshal	859362	10/28/2024
	ICC Combination Dwelling Inspector - Uniform Codes	859362	07/14/2024
	ICC Combination Inspector - Legacy	859362	07/14/2024
	ICC Electrical Inspector	859362	07/14/2024
	ICC Fire Code Specialist	859362	04/27/2023
	ICC Fire Codes and Standards	859362	07/14/2024
	ICC Fire Inspector I	859362	07/14/2024
	ICC Fire Inspector II	859362	07/14/2024
	ICC Fire Plans Examiner	859362	10/05/2024
	ICC Master Code Professional	859362	07/14/2024
	ICC Mechanical Inspector UMC	859362	10/03/2024
	ICC Permit Specialist	859362	10/02/2024
	ICC Permit Technician	859362	07/14/2024
	ICC Plumbing Inspector UPC	859362	07/14/2024
	ICC Residential Combination Inspector	859362	12/11/2025
	ICC Residential Energy Inspector/Plans Examiner	859362	04/08/2024
	ICC Residential Plans Examiner		
Bill Rodgers, SE Sr. Structural Engineer Structural Plan Review Plan Review Manager	CA Registered Professional Structural Engineer	S4198	09/30/2025
	CA Registered Professional Civil Engineer	C50673	09/30/2025
	NV Registered Professional Civil Engineer	CE18427	12/31/2025
	NV Registered Professional Structural Engineer	SE18427	12/31/2025
Roger Peterson, SE Sr. Structural Engineer Structural Plan Review	CA Registered Professional Civil Engineer	C46096	12/31/2024
	CA Registered Professional Structural Engineer	S3846	12/31/2024
	ID Registered Professional Civil Engineer	C8225	06/30/2024
	ID Registered Professional Structural Engineer	S8225	06/30/2024

PROPOSAL TO PROVIDE BUILDING DEPARTMENT CONSULTING SERVICES

Elena Hartsough, SE Structural Engineer Structural Plan Review	CA Registered Professional Civil Engineer CA Registered Professional Structural Engineer	C67675 S5538	6/30/2025
Joseph Leonard, PE, SE, PRE	CA Registered Structural Engineer CA Registered Civil Engineer	SE-5880 CE-73026	12/31/2024 12/31/2024
Charles Nganga, SE <i>Structural Engineer</i>	CA Registered Professional Civil Engineer CA Registered Structural Engineer ICC Residential Plans Examiner	C85710 S6913 8325618	09/30/2024 09/30/2024 01/07/2025
Kyle Hansen, PE <i>Civil Engineer</i>	CA Registered Professional Civil Engineer	CE91071	03/31/2024
Chandra Desai, PE Civil Engineer Structural Plan Review	CA Registered Professional Civil Engineer	C47213	12/31/2023
Peter Simonsen, PE <i>Civil Engineer</i>	CA Registered Professional Civil Engineer	92616	09/30/2025
Denise Reese, CBO, ICC Non-Structural Plan Review	ICC CALGreen Inspector ICC California Building Plans Examiner ICC Permit Technician ICC Certified Building Official ICC Permit Specialist	8096275 8096275 8096275 8096275 8096275	04/23/2025 04/23/2025 04/23/2025 04/23/2025 04/23/2025
David Castillo, ME/FPE Mechanical, Plumbing and Fire Plan Review	CA Registered Professional Mechanical Engineer CA Registered Fire Protection Engineer	M31455 FP2013	12/31/2024 03/31/2026
Tom Trimberger, ME, ICC Mechanical, Plumbing and Electrical Plan Review	CA Registered Professional Mechanical Engineer ICC Mechanical Inspector UMC ICC Building Plans Examiner ICC Plumbing Plans Examiner ICC Plumbing Inspector UPC ICC Mechanical Plans Examiner ICC Plumbing Inspector ICC Mechanical Inspector ICC Mechanical Code Official ICC Certified Building Official ICC Plumbing Code Official ICC Plumbing Code Specialist ICC Mechanical Code Specialist	26359 866408 866408 866408 866408 866408 866408 866408 866408 866408 866408 866408 866408	06/30/2025 05/16/2025 05/16/2025 05/16/2025 05/16/2025 05/16/2025 05/16/2025 05/16/2025 05/16/2025 12/20/2025 05/16/2025 05/16/2025 05/16/2025
Jingpei Zhang, EE Electrical Engineer Electrical Plan Review	CA Registered Professional Electrical Engineer NCCER HVAC Level IV Certification NCCER Plumbing Level IV Certification NCCER Building Maintenance Level III Certification NCCER Carpentry Level IV Certification NCCER Solar Photovoltaic Level I Certification NCCER Wind Power Level I Certification NCCER Green Technology Level I Certification	EE16243	12/31/2024

PROPOSAL TO PROVIDE BUILDING DEPARTMENT CONSULTING SERVICES

	NCCER Weatherization Technician Level I Certification		
Jerry Schreiber, EE Electrical Engineer Electrical Plan Review	CA Registered Professional Electrical Engineer	EE12290	09/30/2024
	HI Registered Professional Electrical Engineer	EE13259	n/a
	ICC CA Commercial Building Inspector	879275	07/27/2024
	ICC CA Commercial Mechanical Inspector	879275	07/27/2024
	ICC CA Commercial Plumbing Inspector	879275	07/27/2024
	ICC CA Residential Mechanical Inspector	879275	07/27/2024
	ICC CA Residential Plumbing Inspector	879275	07/27/2024
	ICC Commercial Building Inspector	879275	07/27/2024
	ICC Mechanical Inspector	879275	07/27/2024
	ICC Plumbing Inspector	879275	07/27/2024
	ICC Plumbing Inspector UPC	879275	07/27/2024
Rick Maddox, ICC Electrical Plan Review	ICC Building Inspector	848507	12/31/2024
	ICC Combination Inspector	848507	12/31/2024
	ICC Combination Inspector – Legacy	848507	12/31/2024
	ICC Electrical Inspector	848507	12/31/2024
	ICC Mechanical Inspector	848507	12/31/2024
	ICC Mechanical Inspector UMC	848507	12/31/2024
	ICC Plumbing Inspector	848507	12/31/2024
	ICC Plumbing Inspector UPC	848507	12/31/2024
	ICC Master Electrician (NV)	000-001221	---
Kevin Brenton, ICC Non-Structural Plan Review	ATC 20 Post Disaster Training		
	ICC Commercial Plumbing Inspector	8259529	12/23/2024
	ICC Residential Plumbing Inspector	8259529	12/23/2024
	ICC Commercial Building Inspector	8259529	12/23/2024
	ICC Residential Building Inspector	8259529	12/23/2024
	ICC Commercial Electrical Inspector	8259529	12/23/2024
	ICC Residential Electrical Inspector	8259529	12/23/2024
	ICC Commercial Mechanical Inspector	8259529	12/23/2024
	ICC Building Inspector	8259529	12/23/2024
	ICC Electrical Inspector	8259529	12/23/2024
	ICC Plumbing Inspector	8259529	12/23/2024
	ICC Commercial Combination Inspector	8259529	12/23/2024
	ICC Building Plans Examiner	8259529	12/23/2024
	ICC Management Module	8259529	10/10/2023
	ICC Certified Building Official	8259529	04/11/2025
	ICC Building Code Specialist	8259529	04/11/2025
	Certified Access Specialist (CASp)	CASp-964	08/04/2024
	Licensed General Contractor	B-88891	
	Journeyman Electrician, 2002		
Sharon Vanderpool, ICC Fire & Life Safety Plan Review	ICC Building Plans Examiner	8789037	07/03/2025
	ICC Residential Plans Examiner	8789037	07/03/2025
	ICC Residential Building Inspector	8789037	07/03/2025
	ICC Plumbing Plans Examiner	8789037	07/03/2025
Tammie Rikard, ICC Fire & Life Safety Plan Review	ICC Building Inspector	5104615	10/26/2024

PROPOSAL TO PROVIDE BUILDING DEPARTMENT CONSULTING SERVICES

Andrew Burke, CAsp, ICC Certified Access Specialist Fire & Life Safety Plan Review	Certified Access Specialist	CASp-710	08/12/2025
	ICC Building Plans Examiner	8250398	01/07/2025
	ICC Residential Plans Examiner	8250398	01/07/2025
	ICC Commercial Building Inspector	8250398	01/07/2025
	ICC Residential Combination Inspector	8250398	01/07/2025
	ICC Permit Technician	8250398	01/07/2025
Rick Mauldin, CAsp, ICC Certified Access Specialist Non-Structural Plan Review	Commercial Mechanical Inspector	1064528	07/14/2024
	Combination Inspector	1064528	07/14/2024
	Residential Mechanical Inspector	1064528	07/14/2024
	Commercial Electrical Inspector	1064528	07/14/2024
	California Combination Inspector	1064528	07/14/2024
	Commercial Plumbing Inspector	1064528	07/14/2024
	Residential Electrical Inspector	1064528	07/14/2024
	Building Plans Examiner	1064528	07/14/2024
	California Commercial Building Inspector	1064528	07/14/2024
	Electrical Inspector	1064528	07/14/2024
	Accessibility Inspector/Plans Examiner	1064528	07/14/2024
	California Commercial Plumbing Inspector	1064528	07/14/2024
	California Residential Electrical Inspector	1064528	07/14/2024
	Commercial Building Inspector	1064528	07/14/2024
	Mechanical Inspector	1064528	07/14/2024
	California Residential Building Inspector	1064528	07/14/2024
	California Residential Plumbing Inspector	1064528	07/14/2024
	Plumbing Inspector	1064528	07/14/2024
	California Commercial Mechanical Inspector	1064528	07/14/2024
	Residential Plumbing Inspector	1064528	07/14/2024
	California Building Plans Examiner	1064528	07/14/2024
	California Residential Mechanical Inspector	1064528	07/14/2024
	Building Inspector	1064528	07/14/2024
	Residential Building Inspector	1064528	07/14/2024
	California Commercial Electrical Inspector	1064528	07/14/2024
	California Commercial Combination Inspector	1064528	07/14/2024
	California Residential Combination Inspector	1064528	07/14/2024
	Residential Combination Inspector	1064528	07/14/2024
	Commercial Combination Inspector	1064528	07/14/2024
Nathan Saracino, ICC Non-Structural Plan Review	ICC Residential Plans Examiner	9518768	10/26/2026
	ICC Residential Building Inspector	9518768	03/26/2026
	ICC Residential Mechanical Inspector	9518768	08/18/2026
	ICC Residential Plumbing Inspector	9518768	10/15/2026
	ICC Residential Electrical Inspector	9518768	12/02/2024
	ICC Residential Combination Inspector	9518768	12/03/2024
	CA General Contractor, Class B	B881390	
Tim Scott, CBO, ICC Non-Structural Plan Review	ICC Certified Building Official	5087217	07/13/2024
	ICC Building Code Specialist B8	5087217	07/13/2024
	ICC California Building Plans Examiner I6	5087217	07/13/2024
	ICC California Residential Combination Inspector J5	5087217	07/13/2024
	ICC California Residential Inspector J1	5087217	07/13/2024
	ICC California Residential Electrical Inspector J2	5087217	07/13/2024
	ICC California Residential Plumbing Inspector J3	5087217	07/13/2024

PROPOSAL TO PROVIDE BUILDING DEPARTMENT CONSULTING SERVICES

	ICC California Residential Mechanical Inspector J4	5087217	07/13/2024
	ICC California Commercial Building Inspector I1	5087217	07/13/2024
	ICC California Commercial Plumbing Inspector I3	5087217	07/13/2024
	ICC California Commercial Mechanical Inspector I4	5087217	07/13/2024
	ICC Accessibility Inspector / Plans Examiner	5087217	07/13/2024
	ICC Plumbing Inspector P5	5087217	07/13/2024
	ICC Building Inspector B5	5087217	07/13/2024
	ICC Building Inspector UBC	5087217	07/13/2024
	ICC Mechanical Inspector M5	5087217	07/13/2024
	ICC Mechanical Inspector UMC	5087217	07/13/2024
	ICC Building Plans Examiner B3	5087217	07/13/2024
	ICC Plumbing Inspector UPC	5087217	07/13/2024
Don Ctibor, PE, QSD Civil Plan Review	CA Registered Professional Engineer	76392	12/31/2024
	CA Qualified SWPPP Developer (QSD)	24244	
	ERA RRP Certification (NAT-F115845 & R139176)		
	General Engineering Contractor	744754	
	General Building Contractor	744754	
Mark Meyers, CBO, ICC Project Manager Building Official Inspection	ICC Certified Building Official	8005399	04/21/2024
	ICC Building Code Specialist	8005399	04/21/2024
	ICC Plumbing Code UPC	8005399	04/21/2024
	ICC Building Inspection	8005399	04/21/2024
	ICC Plumbing Inspection	8005399	04/21/2024
	ICC Plans Examiner	8005399	04/21/2024
Candido Tapia, ICC	Commercial Building Inspector	10072094	12/07/2024
	Residential Building Inspector	10072094	03/05/2025
	Building Inspector	10072094	03/05/2025
	Residential Electrical Inspector	10072094	01/16/2026
	Residential Mechanical Inspector	10072094	05/10/2026
	Residential Plans Examiner	10072094	06/23/2026
	Residential Plumbing Inspector	10072094	07/20/2026
	Residential Combination Inspector	10072094	07/01/2026
Rick Walters, CASp, LEED, CBO, ICC Certified Access Specialist Inspection	Certified Access Specialist	CASp-439	08/02/2024
	ICC Certified Building Official	1061008	01/29/2026
	ICC Building Code Official	1061008	01/29/2026
	ICC Building Code Specialist	1061008	01/29/2026
	ICC Combination Inspector	1061008	01/29/2026
	ICC CA Residential Plumbing Inspector	1061008	01/29/2026
	ICC CA Commercial Building Inspector	1061008	01/29/2026
	ICC Mechanical Inspector	1061008	01/29/2026
	ICC CA Residential Mechanical Inspector	1061008	01/29/2026
	ICC CA Combination Inspector	1061008	01/29/2026
	ICC CA Residential Electrical Inspector	1061008	01/29/2026
	ICC Mechanical Inspector UMC	1061008	01/29/2026
	ICC CA Commercial Plumbing Inspector	1061008	01/29/2026
	ICC Building Plans Examiner	1061008	01/29/2026
	ICC Electrical Inspector	1061008	01/29/2026
	ICC Plumbing Inspector UPC	1061008	01/29/2026
	ICC CA Building Plans Examiner	1061008	01/29/2026

PROPOSAL TO PROVIDE BUILDING DEPARTMENT CONSULTING SERVICES

	ICC Combination Inspector – Legacy	1061008	01/29/2026
	ICC Plumbing Inspector	1061008	01/29/2026
	ICC CA Commercial Electrical Inspector	1061008	01/29/2026
	ICC CA Commercial Mechanical Inspector	1061008	01/29/2026
	ICC CA Residential Building Inspector	1061008	01/29/2026
	ICC Building Inspector	1061008	01/29/2026
	ICC CA Commercial Combination Inspector	1061008	01/29/2026
	ICC CA Residential Combination Inspector	1061008	01/29/2026
	ICC Commercial Combination Inspector	1061008	01/29/2026
	CA LEED Certified LEED AP BD+C	10436985	---
	IAPMO Certified Plumbing Inspector	030666	---
	IAPMO Certified Mechanical Inspector	090146	---
Isidoro Zapien, ICC Inspection	ICC Commercial Building Inspector	5003730	09/27/2024
	ICC Reinforced Concrete Special Inspection	5003730	09/01/2023
	ICC Spray Applied Fire Proofing Special Inspector	5003730	09/01/2023
	ICC Structural Welding Special Inspector	5003730	09/01/2023
	ICC Structural Masonry Special Inspector	5003730	09/01/2023
	ICC Structural Steel & Bolting Special Inspector	5003730	09/01/2023
	AWS Associate Certified Welding Inspector	01110444	---
	ACI Concrete Field-Testing Technician Grade I	030005	---
	Nuclear Density Testing Gauge Certified	12495	---
Gabriel Argueta, ICC, CASp Inspections	ICC Commercial Building Inspector	5039994	05/22/2025
	ICC Plumbing Inspector	5039994	05/22/2025
	Certified Access Specialist	CASp-126	
	Licensed Building Contractor	430345	
Christian Cieslewicz, ICC Inspections	ICC Building Inspector	5211393	07/30/2025
	ICC Plumbing Inspector	5211393	07/30/2025
	ICC Mechanical Inspector	5211393	07/30/2025
	FEMA Certified Disaster Housing Inspector/Parr Inspections		
	ASHI Certified Home Inspector		
	PC 832 Certification POST Control		

ORGANIZATION CHART

The Organization Chart below provides an overview of the staff available to serve the City of Maywood. If a change in staffing is needed, BPR will submit resumes and obtain approval from the City prior to utilizing any new staff.



4. PROJECT SPECIFIC EXPERIENCE

RELEVANT EXPERIENCE

Seamlessly integrating municipal service professionals in support of public agencies is BPR Consulting Group's sole purpose and the basis on which we were founded. BPR's staff have extensive experience providing the same services as being requested by the City of Maywood to communities of comparable size throughout California. Our focus is to support California building departments in a professional manner, allowing our clients the ability to provide efficient, timely and professional building safety services for their communities. We have extensive experience providing all aspects of building safety services in support of building departments, including plan check, building inspection and permit technician services. We have worked with public agencies throughout California to provide these same services.

CITY OF ONTARIO

Role of Firm:

Contract Building Department Services

Dollar Value of Services:

Varies monthly based on building department activity.

Dollar Value of Fee:

Varies by project and service provided.

Description of Services:

BPR Consulting group presently provides **Building Plan Review**, **Building Inspection** and **Permit Technician** services on behalf of the City's building department.

Staffing:

BPR Consulting Group provides all necessary staff to perform all building department services including a designated Building Official, multiple plans examiners, multiple Building Inspectors, and multiple Permit Technicians as needed to maintain established service levels for the department.

Duration of Providing Services:

BPR has provided building department services to the City of Ontario for two years.

Relationship to Client:

Consultant for Building Department Services

Contact:

James Caro, Building Official

303 E. B Street, Ontario, CA 91764

Ph: 909.395.2172

Email: JCaro@ontarioca.gov



CITY OF GARDENA

Role of Firm:

Contract Building Department Services

Dollar Value of Services:

BPR Consulting Group provides complete building department services to the City of Gardena under contract. There is no set fee amount in our agreement with the City for our services as the volume of plan review and inspection services fluctuates monthly.



Dollar Value of Fee:

Varies Monthly

Description of Services:

Building Official, Plan Review, Building Inspection and **Permit Technician** services. BPR presently provides most of the city's building department services under contract. All new buildings and major tenant improvements and remodel projects are reviewed in our offices in electronic format utilizing Bluebeam. The majority of the daily requested building inspections are performed by BPR's inspection staff. Our Permit Technicians accurately track all permit applications, calculate permit fees and issue building permits.

Staffing:

BPR Consulting Group provides all necessary staff to perform all building department services including a designated Building Official, multiple plans examiners, multiple Building Inspectors, and Permit Technicians as needed to maintain established service levels for the department.

Duration of Providing Services:

2021 - Present

Relationship to Client:

Consultant for Building Department Services

Contact:

Greg Tsujiuchi, Community Development Director

1700 West 162nd Street, Gardena, CA 90247

Ph: 310.217.9526

Email: GTsujiuchi@cityofgardena.org

CITY OF ARROYO GRANDE

Role of Firm:

Contract Building Department Services

Dollar Value of Services:

BPR Consulting Group provides complete building department services to the City of Arroyo Grande under contract. There is no set fee amount in our agreement with the City for our services as the volume of plan review and inspection services fluctuates monthly.

Dollar Value of Fee:

Varies Monthly

Description of Services:

BPR Consulting Group provides all building department services for the City under contract including **Building Official, Plan Review, Building Inspection** and **Permit Technician** services.

Staffing:

BPR Consulting Group provides all necessary staff to perform all building department services including a designated Building Official, multiple plans examiners, multiple Building Inspectors, and Permit Technicians as needed to maintain established service levels for the department.

Duration of Providing Services:

Our team has provided services to the City of Arroyo Grande for the past 3 years.

Relationship to Client:

Consultant for Building Department Services

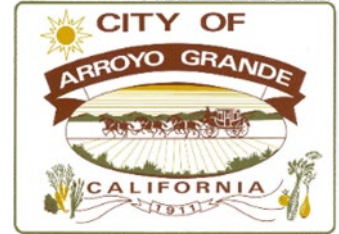
Contact:

Bill Robeson, Assistant City Manager/Public Works Director

1375 Ash Street, Arroyo Grande, CA, 93420

Ph: 805.473.5466

Email: brobeson@arroyogrande.org



TECHNICAL COMPETENCE

Electronic Plan Review Services

BPR Consulting Group maintains an efficient cloud-based electronic document submittal system for receiving and sending large electronic document files. Our electronic document portal utilizes a **SharePoint** system to allow permit applicants and client staff the ability to upload construction documents for our plan review services. BPR Consulting Group has provided electronic plan review services, serving building departments and other public agencies with efficient electronic plan review services. We are prepared to provide electronic plan check services for your community utilizing our **Bluebeam** electronic plan review system, or any electronic plan review system presently used by your department.

We have had the opportunity to work with many different electronic plan review systems and our preferred system is **Bluebeam**, an industry-leading software used by many jurisdictions, design teams and contractors to review and annotate construction documents. We have worked with multiple clients to purchase and deploy **Bluebeam** software, develop jurisdiction-specific stamps, develop tools to increase efficiencies for electronic plan reviews, and participate and provide ongoing training on the use of the software.

BPR maintains an electronic library of technical resource documents which include numerous technical standards and technical guidelines published by organizations such as AISI, AISC, ASCE, ACI, ASME, ASTM, AWC, CalDag, FEMA, SEAOC and SSMA to name a few, as well as the California Title 24 Building Standards Codes. All of our plan review and inspection staff are issued laptop computers and have access to our technical library via the cloud-based One-Drive which we work from. In addition, all plan review staff are supplied with hard copies of the current editions of the California Building Standards Codes and other codes and reference material required to provide plan reviews. Our engineering staff maintain a working knowledge and utilize ETABS, Ram Steel, RISA, Enercalc, and other common structural software used for building design. Our nonstructural plans examiners are experienced and utilize various energy compliance software as needed to verify accuracy and compliance of submitted energy compliance documentation.

Ability to draw upon multi-disciplinary staff

As a full-service building department consulting company, BPR Consulting Group maintains full-time staff with the experience, aptitude and qualifications to perform all aspects of the building department services the City is requesting. Our significant depth of staff resources allows BPR the ability to address our clients' needs quickly and seamlessly providing one or multiple professionals as needed to meet the staffing requirements. At BPR, our primary focus is to provide high quality building services in support of public agency building departments. Our plan review staff work in a collaborative manner to share information and experience to provide thorough and consistent plan reviews. We understand our role in the development process and take our work and commitment to our clients seriously.

5. APPROACH TO SCOPE OF SERVICES

BPR understands the City of Maywood is located in the southern portion of Los Angeles County, generally surrounded by the cities of Bell, Vernon, and Commerce. We further understand that the City seeks to secure the services of a qualified firm to provide building department services including **Building Official, Permit Technician, Building Department Plan Check** and **Administrative Services** to serve and promote the welfare of the citizens of Maywood.



General Approach

In addition to performing all building department plan review services, we understand the City of Maywood is requesting the services of an experienced and qualified Permit Technician to work within City offices two half-days each week and the services of an experienced and appropriately qualified Building Inspector to work in the City two half-days per week. Additionally, the City may need the services of a certified Building Official on an as-needed basis.

All plan checking and inspection services will be completed to ensure compliance with the currently adopted California Building Codes, City of Maywood Amendments to the California Building Codes, the California Green Building Standards Code, the California Energy Code and all relevant State and Federal Laws. BPR will provide CASp certified staff as needed and as required.

BPR will provide staff that are appropriately licensed, certified and trained to perform their respective duties. Should additional training be required, BPR will provide the necessary resources and support. Our proposed Project Manager will provide the necessary supervision and support to all staff proposed to serve the City. Additionally, the proposed staff will possess all necessary tools, materials, supplies and equipment to perform their tasks.

BPR maintains a staff of over seventy professionals with the experience, aptitude and qualifications to perform all aspects of the building department services the City is requesting. Our significant depth of staff resources allows BPR the ability to address your needs quickly and seamlessly providing one or multiple building safety professionals to meet all staffing needs. BPR is prepared to adjust staffing levels as necessary to support fluctuations in workload. BPR has a team of experienced and appropriately licensed professionals available to support the City in these endeavors and provide the requested **Building Department Consulting Services**.

BPR's proposed staff is experienced in providing the requested services to multiple public agencies and is prepared and qualified to serve the City of Maywood.

BUILDING OFFICIAL SERVICES

BPR proposed Building Official, Mark Berg, MCP, has extensive experience implementing and maintaining the procedures and processes critical to ensuring a Building Department runs smoothly. Mark has worked with numerous public agencies throughout California and possesses the skills required to work effectively with all parties involved.

Our proposed Building Official is an ICC Certified Building Official and ICC Certified Master Code Professional with years of experience directing and managing the full spectrum of building department services. Mark has held a variety of building division positions including working as a Building Official, Inspector, Plans Examiner, and supervisor of building department services, knows the importance of transparent communication with the City, staff, and other departments and is comfortable representing the Building Division at City Council meetings. We are confident that our proposed Building Official's nearly 30 years of relevant experience will translate into efficient, technically sound, and customer-focused leadership for the City of Maywood.

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

- Attend City Council and/or Commission meetings on an as needed basis
- Building Department administration as needed
- Oversee plan review services to ensure assignments are completed within specified timeframes
- Oversee all plan review/plan check to ensure compliance with all applicable Federal, State, and local codes and ordinances
- Oversight of all inspection activities
- Quality control review of plan checks and inspections
- Building Code updates for Municipal Code adoption
- Respond to resident inquiries and complaints
- Provide on-going support of the City's automated permitting system, if applicable
- Review discretionary applications for preliminary compliance with construction codes
- Create and/or update the City's internal Building and Safety Procedures Manual
- Monthly/Annual Reporting of Building Safety Activities

BUILDING PLAN CHECK SERVICES

BPR's staff possesses significant technical capabilities in all areas of plans examination competency gained from years of experience providing these same services. All plans examiners are California Licensed Engineers or ICC Certified Plans Examiners with multiple years of experience providing plan review services. Our staff will conduct accelerated or project-specific phased plan reviews on an as-needed basis as requested by clients.

Plans examiners will provide comprehensive plan review services to the city and review submitted project documents for compliance with all applicable Federal, State and local codes and ordinances. Disciplines will include, and are not limited to, Building, Plumbing, Electrical, Mechanical, Green Building, Energy Conservation, Geotechnical and Structural.

Our plans examiners have a thorough understanding of code requirements, are able to read, understand and interpret construction documents, energy calculations, geotechnical reports, structural calculations, electrical load calculations, commissioning reports, and other associated design documents. Our plans examination staff have the ability to prepare well-written plan review letters, communicate effectively orally and in writing and work effectively with jurisdiction staff, project design teams, contractors and permit applicants. Our plans examiners possess knowledge of the most current state adopted building standards.

Plans Examiners Services:

- BPR Plans Examiners will be available to perform preliminary plan check consultations in person, virtually, or via email.
- Plans examinations services will include the review of State regulated occupancies, such as private schools and clinics, to determine compliance with City and State codes and regulations including locally adopted building ordinances and amendments of the City of Maywood Municipal Code; California Building Code; California Residential Code; California Plumbing Code; California Mechanical Code; California Electrical Code; California Fire Code; California Energy Code; California Green Building Standards Code; California Disabled Access Regulations (in conjunction with Federal ADA regulations); and California Title 25 for mobile home related facilities.
- BPR staff will provide the applicant's representative and the City, a plan review letter which will be in the form of a typed list of items needing clarification or change to achieve compliance with all applicable codes. Each plan review comment will include a reference to the specific code section.
- BPR staff will communicate as necessary with the applicant's designee, either by telephone, email, virtual platforms or in person as necessary to achieve successful resolution of all plan review comments and conformance to applicable regulations.
- BPR Plans Examiners will perform the necessary reviews of revisions to plans that have previously been approved for permit issuance or perform plan check of changes to plans prior to such approval.
- BPR staff will be available to attend meetings related to proposed building projects at the request of the Building Official/Fire Marshal at locations other than BPR offices.
- BPR staff will provide the City with monthly plan check status reports for all projects assigned to BPR.
- BPR is experienced and familiar with providing electronic plan check services and will utilize our electronic plan check and project tracking system to facilitate plan review and plan tracking.
- BPR Plans Examiners will meet or exceed the City's turnaround schedule of 10 business days for initial plan checks and 5 business days for resubmittals.

Architectural

BPR's non-structural plans examiners have provided plan review services for a vast array of projects including large residential, commercial, institutional, industrial, retail, and OSHPD 2, 3 and 5 medical office buildings. Many of our plans examiners are CASp certified. Completed plan review projects range from single-story residential projects to complex high-rise commercial buildings and numerous building additions and remodels. We are experienced and familiar with the use and application of the most current editions of the following model codes:

- | | |
|---|---|
| ▪ California Building Standards Code (Title 24) Parts 1 through 6 and 9 | ▪ NFPA Codes & Standards |
| ▪ International Building Code (IBC) | ▪ CA Code of Regulations (CCR) Titles 19 and 25 |
| ▪ Americans with Disabilities Act Standards for Accessible Design | ▪ Jurisdiction-Adopted Amendments or Ordinances |
| ▪ ANSI Standards | ▪ CA Existing Building Code |
| | ▪ CA Historical Building Code |

Structural

Our structural engineers have experience designing and reviewing building projects subjected to the significant seismic loads necessitated by the geographic location of the City of Maywood. Our structural engineers have reviewed all types of projects including residential, multi-family, commercial, and multi-story projects including mid-rise and high-rise projects, institutional projects, industrial projects, retail buildings, schools, medical office buildings and court facilities.

Our structural engineers have experience designing and reviewing projects constructed with all building materials including the following:

- Wood
- Reinforced Masonry
- Heavy Timber / Timber Frame / CLT
- Reinforced and Prestressed Concrete
- Stressed Skin Panels
- Structural Steel
- Light Gauge Steel Framing
- Straw Bale
- Rammed Earth
- Insulated Concrete Forms, (ICF)

Our engineers have designed or reviewed a wide array of structural lateral force resisting systems including:

- Structural steel moment frames
- Buckling-restrained braced frames
- Eccentric braced frames
- Concentric braced frames
- Concrete moment frames
- Wood shear wall systems
- Masonry shear wall systems
- Concrete shear wall systems
- Cantilevered column systems
- Pre-stressed and post-Tensioned Concrete
- Various proprietary lateral force resisting systems

Our structural engineers and inspectors are experienced with the provisions of most model codes including current versions of:

- CCR Title 24, Part 2, Volumes 2 & 2.5
- International Building Code (IBC)
- AISC 341, 358 and 360
- ASCE 7
- ASCE 41
- AISI Standards for Cold Formed Steel
- ANSI / AF&PA NDS for wood framing
- ACI 318
- ACI 530 / TMS 402/602
- CA Historic Building Codes
- CA Existing Building Codes
- NEHRP

Mechanical, Plumbing & Electrical

BPR's Mechanical and Electrical Engineers are well versed in the California Mechanical, Plumbing and Electrical codes. We will review submitted design documents to ensure compliance to the current edition of the following codes:

- California Building Code
- California Residential Code
- California Plumbing Code
- California Mechanical Code
- California Electrical Code
- Jurisdiction-adopted amendments

Specialty plan review services may be provided utilizing the most current editions of national standards including the following:

- International Building Code
- International Residential Code
- International Mechanical Code
- International Plumbing Code
- NFPA Standards 13 (automatic fire sprinkler systems)
- NFPA Standards 20 (fire pumps)
- NFPA Standards 72 (fire alarms)
- NFPA Standards 99 (medical gases)
- NFPA 101 Life Safety Code
- NEHRP Requirements for Existing Building

Energy Compliance

Our engineers and plans examiners are up to date on all California Energy Code requirements as they relate to both new and remodel construction for all project types. Our staff have experience verifying CA Energy Code requirements for projects located within all climate zones. The Energy Efficiency Standards for Residential and Non-Residential Buildings were established in 1978 in response to a legislative mandate to reduce California's energy consumption. These standards have been updated since that time to address a multitude of building components, systems and equipment with the goal of having new and updated buildings be more energy efficient, comfortable for building occupants, and less reliant of fossil fuels.



Green Building Standards

BPR's staff has a working knowledge of the proper incorporation of CALGreen building criteria into project designs and the resulting potential impact of these standards related to building code compliance and the environment. Our plans examiners will review project documents to verify compliance with adopted Green Building Code Standards as required by state law and local amendments and ordinances.

LEED

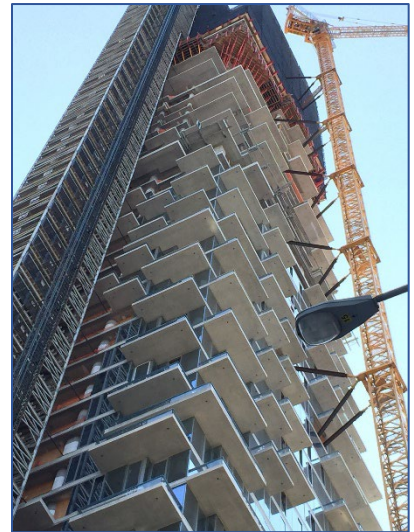
Developed by the US Green Building Council (USGBC), LEED provides building owners and operators a framework for identifying and implementing measurable green building design methodologies, construction, operations, and building maintenance. LEED certification consists of a variety of rating systems applicable to multiple building types including commercial as well as residential. Ratings reflect a measure of how well a building performs across many sustainability metrics including: energy savings, water efficiency, CO2 emissions reduction, indoor environmental quality, energy usage and the projects impact on the local environment.

Access Compliance & CASp Review

All BPR CASp-certified professionals are knowledgeable of state and federal accessibility laws and regulations and possess the expertise necessary to promote access to facilities for persons with disabilities. Our staff are experts in the industry, maintaining appropriate certifications demonstrating their expertise, and are experienced providing services for building departments in a seamless manner balanced and in coordination

with our client's expectations and needs. We work collaboratively with our clients to address accessibility plan review and inspection related issues as efficiently as possible.

Our plans examiners are fully trained and familiar with CA Building Code Accessibility requirements and ADA compliance requirements and are available for plan review and/or inspection services. We offer support to municipalities for compliance enforcement and/or developing transition plans. We can assist our clients in researching and providing interpretations of various specific issues related to access compliance including access compliance obligation, transition plan development, construction costs and phasing, and regulation interpretations.



Flood Zones

BPR's staff of engineers and plans examiners have experience in providing plan reviews for projects located in FEMA designated flood zones and areas prone to flooding. BPR Consulting Group's staff has provided numerous plan reviews for projects located in flood zones using FEMA's Technical Bulletins as well as locally adopted ordinances. Additionally, members of our team have participated in state-sponsored committees to establish guideline and building code requirements for projects planned in areas designated as flood zones.

OSHPD 2, 3 & 5

BPR Consulting Group's staff of plans examiners and building inspectors have extensive experience providing plan review and inspection services for OSHPD 2, 3 and 5 projects. Our staff is well versed with the OSHPD 2, 3 and 5 requirements included in the California Building Code. Our inspection staff has recent experience providing inspection services for hemodialysis, outpatient surgery, hyperbolic chamber, medical clinics and acute psychiatric facilities.

On-Site Consultant Services & Meeting Attendance

Our plan review staff is available for pre-construction or pre-design meetings, field visits, contacts with the design team, and support for field inspection personnel as needed. We understand, fully grasp, and utilize the efficiency afforded by the many electronic meeting platforms that have become available in recent years. We find electronic meeting platforms such as Microsoft Teams, Zoom, and others allow for efficient and constructive communication between parties located throughout the United States and are an efficient tool for resolution of challenging issues both during plan review and field inspections. Our staff is available to meet with the City, project applicants and their design teams either in person or via electronic platform to resolve plan review issues efficiently and collaboratively.



Customer Service | Responsiveness

BPR's staff is always available and willing to discuss plan review issues for projects that we have reviewed with Building Division staff, applicants, designers and contractors via in-person or electronic meetings, telephone, or e-mail as required to resolve plan review related issues. We maintain Microsoft Teams, Zoom and GoToMeeting accounts to foster efficient communication with project proponents regardless of their physical location. Voice mails and e-mails will be responded to the same day they are received, if possible, always within 24 hours.

BPR's staff when not available immediately, will respond within one business day to questions from the Building Official or inspection staff which may be generated during field inspections of projects which were reviewed by BPR staff.

Electronic Document Review



BPR's staff are thoroughly experienced providing electronic plan review and will perform electronic plan reviews as requested by the City using a format that is acceptable to the City. BPR will comply with the City's established policies and procedures for electronic plan reviews. BPR maintains an efficient cloud-based, electronic-document, submittal system for receiving and sending large electronic document files. Our electronic document portal utilizes a **ShareFile** system

to allow permit applicants and client staff the ability to upload construction documents for our plan review services. We are also able to use **Dropbox** to share and collaborate with the City.

BPR has provided electronic plan review services, serving building departments and other public agencies with efficient electronic plan review services. We are prepared to provide electronic plan check services for your community utilizing our **Bluebeam** electronic plan review system, or any electronic plan review system presently used by your department. We have had the opportunity to work with many different electronic plan review systems and Bluebeam is our preferred system. Its industry-leading software is used by many jurisdictions, design teams and contractors to review and annotate construction documents. We have worked with multiple clients to purchase and deploy Bluebeam software, develop jurisdiction-specific stamps, develop tools to increase efficiencies for electronic plan reviews, and participate and provide ongoing training on the use of the software.

Transporting Plans

For paper submittal documents, we will arrange for all pick-up and delivery of the plan review documents from your office at no additional cost. We utilize specific methods for project document pick-up and delivery with the goal of providing same-day service.

Communicating Plan Review Results

Plan review comments, when necessary, will be type written and refer to specific details, drawing or supporting document, and reference applicable code sections. BPR will provide a clear, concise, and thorough plan review letter itemized by specific discipline such as life safety, accessibility, structural, plumbing, mechanical, etc., that

can be utilized by clients, designers, contractors, and owners to understand the noted deficiencies and make necessary corrections to the project documents. At the completion of each plan review cycle, BPR Consulting Group will return a copy of the plan review comment list to the designated applicant and project representative. If requested, we will coordinate plan review re-checks directly with the designated project applicant. Upon completion of the plan review process, we will return completed plan review documents, in either hard copy or electronic format as needed, bearing BPR's plan review stamps and ready for final approval and permit issuance by the jurisdiction.

Standard Plan Review Completion Timeframes

We complete all **plan reviews** within the timeframes shown below for both commercial and residential projects as our standard business practice. We will accommodate any turnaround schedule agreed to with our clients. We can provide expedited plan review services when requested.

Project Type	Maximum Turn Around Time (Business Days)	
	Initial Submittal	Backcheck Reviews
Residential (Single Family)		
New Construction	10	5
Addition	10	5
Remodel	10	5
Non-Residential		
New Construction	10	5
Addition	10	5
Remodel, Tenant Improvement	10	5



BUILDING INSPECTION SERVICES

BPR maintains the staffing and ability to provide experienced and qualified building inspectors who are appropriately ICC-certified to provide the requested inspection services to serve the City.

We understand the City desires experienced and Certified Building Inspector(s) to perform all building Division Inspections. BPR's staff is available to provide occasional weekend, holiday and after-work hour inspections as requested.

Our inspection staff will perform inspection services to verify that the work of construction is in conformance with the approved project construction documents as well as identifying issues of non-compliance with applicable building codes. Our field inspection services will include inspection of all portions of projects including project sites as applicable. Our building inspectors will write



legible and understandable correction notices and field reports, and will be available to answer in-person, emailed, or telephone inquiries. All inspection personnel assigned will be ICC and/or CASp certified as required.

We understand that many municipalities have amended code sections, policies and ordinances that impact the work that is inspected and shown on approved project plans. Our inspection staff will familiarize themselves with local requirements to ensure that the projects we are inspecting are compliant with local and current code requirements. Specifically, our inspectors will ensure compliance with the applicable provisions of the Title 24 California Building Standards Code, Parts 1 through 12, covering structural, fire prevention, life safety, disabled access, energy conservation, green building, plumbing, mechanical and electrical installations in residential, commercial, industrial, existing and historical buildings.

BPR's ICC/CASp certified inspectors have performed building inspection services on a wide variety of construction projects including master planned developments, single-family production, custom homes, commercial, manufacturing, institutional, assembly, essential service, industrial projects and historically designated buildings. When necessary for large or fast-paced projects, multiple inspectors can be made available. BPR's inspectors will inspect projects to verify conformance with approved project drawings and specifications which will include review of the permit documents to verify that onsite conditions are consistent with the approved documents for size, setbacks, heights and other applicable requirements. At the completion of inspections, BPR's inspectors will update database information and complete necessary forms and documents as required to provide seamless service.

Inspector Qualifications & Certifications: BPR will work with the City of Maywood to select an appropriately qualified inspector with applicable experience and specific code knowledge based on the types of projects assigned for inspection. All BPR inspectors are ICC-certified, with many maintaining CASp certification. In addition, BPR employs OSHPD certified inspectors available for inspection of OSHPD designated facilities. Qualified inspectors having experience with inspection of new, existing and historical buildings/sites, building code enforcement, will be assigned as appropriate.

Inspection personnel will have the ability to read, understand and interpret construction plans, truss drawings and calculations, prepare and maintain accurate records and reports, communicate effectively orally and in writing and to work effectively with contractors, permit applicants, homeowners and agency staff. Inspectors will possess knowledge of approved and modern methods, materials, tools and safety used in building inspection and the most current building and fire standards. Our inspectors are familiar with most of the common scheduling and tracking systems utilized by building departments and can quickly adapt to your systems and requirements.

Building Inspector Services

BPR's Building Inspector will perform onsite building inspection services including structural, plumbing, mechanical, and electrical inspections related to the construction or alteration of residential and commercial structures.

- BPR's Inspector will approve acceptable work or indicate in writing any corrections necessary in order to comply with applicable codes and ordinances.
- BPR's Inspector will always provide exceptional customer service and assist builders, architects, contractors and the public in achieving compliance in a customer focused manner.

- BPR will only provide inspectors that possess the necessary and City required ICC certifications to perform on-site inspection services.
- Inspectors will inspect structures to ensure compliance with provisions of the approved plans, Building Code, and City Municipal Code.

PERMIT TECHNICIAN SERVICES

Knowledgeable and personable permit technicians are the first impression the public gets of your building department, and they play a critical role as to how your department's services are perceived. Permit technician services are crucial to the success of the entire building safety workflow within building departments. The ability to convey proper information to permit applicants, properly calculate permit fees, properly route plans to various departments for review, tracking approvals, database management and permit issuance are all critical functions. We understand that the ability to deliver excellent customer service, maintaining a smooth flow of permit documents throughout departments, and maintaining accurate and up-to-date records, are all key elements to furnishing first-rate, efficient success of your building department. BPR permit technicians are skilled at and experienced in working both remotely and on-site to deliver quality permitting services.

Our Permit Technicians will greet and work closely with the customers at the public counter or via telephone, answering questions and providing accurate information. Our Permit Technicians will provide information about permit applications, plan review and inspection requirements, will be organized and have the ability to maintain filing systems necessary for tracking permit applications, permits issued, plan checks in progress, approved project documents and any other records or information important to the efficient operation of your department.

Our Project Manager will communicate with our assigned permit technician and the City's counter supervisor or other designated staff on a regular basis to ensure all services being provided are meeting the needs and expectations of the City. If concerns are expressed related to our permit technician's performance, our project manager will immediately engage with our assigned permit technician to correct any identified performance related issues.

6. STAFFING RESOURCES

BPR will provide all staff necessary to meet the needs of the City on an as-needed basis. We have bilingual staff available immediately to meet the City's need for a Permit Technician and Building Inspector, as well as plans examiners upon request. The number of staff assigned at any given time will vary, but always be sufficient to fulfill our obligation to the City. We currently anticipate assigning one (1) Permit Technician and (1) Building Inspector to the City of Maywood, as well as Plans Examiners as necessary to meet demand and turn-around times.

Ron Beehler, SE, CBO, Director of Client Services, will serve as Principal-in-Charge. Ron will serve as your primary contact throughout the RFP process, will manage all contract and billing issues and will be the individual authorized to negotiate and execute the Consultant Services Agreement with the City. **Mark Berg, CBO, Master Code Professional**, will serve as **Project Manager** and will be your primary representative throughout the term of the contract and will manage the successful delivery of services. Roger Peterson, SE,

will serve as Plan Review Services Manager. Bios for Ron, Mark and Roger can all be found in the previous section, Qualifications of Personnel.

7. METHOD TO ACCOMPLISH THE WORK

PLAN REVIEW APPROACH

All of BPR Consulting Group's plan review services are closely managed from the moment a project is assigned to completion of our services. Once a project is assigned it is entered into our custom designed plan review database. The project documents are then triaged for completeness and to identify if any documents necessary for plan review have not been provided. Upon completion of the triage process, plans examiners are assigned as warranted by the scope of the proposed work associated with the specific project. All projects are closely monitored to ensure assigned staff have the time necessary in their schedules to comprehensively review assigned projects to maintain completion schedules.



We will assign a dedicated team of plans examiners to serve specific clients so your BPR plan review team will remain consistent throughout the term of the agreement. We believe assigning a dedicated team of plans examiners best serves the needs of our clients; with our firm you will not have randomly assigned plans examiners assigned to each project. All plan review services are closely monitored by our plan review supervisors and managers for consistency, thoroughness, and quality. We utilize a discipline approach to our plan review services, assigning a life safety reviewer, structural reviewer, electrical reviewer, mechanical/plumbing reviewer, grading/utility reviewer and fire reviewer as appropriate to each assigned project based on the proposed scope of work. We believe utilizing a discipline approach provides a more comprehensive plan review as each reviewer is a specialist in their discipline. Each plans examiner includes their email address and desk phone number with their plan review comments to facilitate direct and efficient communication between project designers and our professional plans examination staff. Our Plan Review Manager reviews each project for thoroughness and accuracy prior to plan review comments being issued or prior to recommendation of approval for permit purposes.

Upon award of a contract, our proposed Project Manager will schedule a meeting with the City's representative to familiarize the team with the City's plan review process, methods and style. BPR's staff of engineers and plans examiners are experienced in working with multiple jurisdictions and adjusting so that they become an extension of your staff. We utilize a comprehensive "New Client Checklist" that documents specific requirements of each community we serve. Upon selection and before commencement of services, we schedule a meeting with our new clients to review specific plan review requirements and systems used by our clients so our services can be integrated in a seamless manner.

Should issues arise with the plan review services we have provided, our Plan Review Manager will contact City staff to make sure we fully understand the specific issue, review the plan review comment or other items in question, review the concern with our staff member, contact the project applicant if necessary to address the specific issue, reissue the plan review comment letter if needed, discuss the specific issue with our assigned team

of Plans Examiners to make sure the error in question is not repeated on future projects, and follow up with City staff to explain how the issue in question was resolved. Our Plan Review Manager will take any additional steps necessary to ensure that we continue to provide services that meet or exceed your expectations.

BUILDING INSPECTION APPROACH

BPR understands the importance of providing timely, dependable, professional building code compliance inspections with a focus on exemplary customer service to Maywood residents, applicants and contractors. BPR will assign an inspector to serve the City who is appropriately qualified, experienced and has the personality and attitude necessary to promote a positive inspection experience for permit applicants. Our goal will always be to assign an inspector who is bilingual to better serve the diverse needs of the community. BPR's Inspector will always provide exceptional customer service and assist builders, architects, contractors and the public in achieving compliance in a customer focused manner. When corrections are necessary our field inspector will document necessary corrections in the form of a Field Inspection Correction Notice, will document the deficiency in question along with associated code section in question, and take the time to explain to the permit applicant what needs to be corrected to successfully pass the inspection. BPR's inspector will perform all assigned building inspections, promptly complete all necessary office work including returning phone calls, emails, and updating databases as required.

PERMIT TECHNICIAN APPROACH

We understand that personality along with a customer service mindset is critical to providing top-notch permit technician services, and that these services are crucial to the success of the entire building safety workflow within building departments. The ability to convey proper information to permit applicants, properly calculate permit fees, properly route plans to various departments for review, tracking approvals, database management and permit issuance are all critical functions. BPR will provide a qualified and experienced permit technician to support the City's Building Department who has the experience, character and aptitude necessary to work with customers and City staff to successfully provide outstanding service for Maywood. BPR's Permit Technician will greet customers, explain relevant requirements necessary for permit issuance, screen project submittals for completeness, calculate permit fees, maintain databases, issue permits, and respond to inquiries related to permit issuance and inspection scheduling. Our goal will always be to assign a permit technician who is bilingual to best serve the diverse needs of the community.

8. INSURANCE COVERAGE

BPR's insurance coverage meets or exceeds the requirements set forth in the sample agreement attached to the RFP. A Certificate of Insurance can be provided upon the City's request.

9. OTHER INFORMATION – CITY/COMMUNITY

Demonstration of Record - As our references will attest, BPR has an excellent track record of delivering services in a timely and professional manner, and within budgetary constraints. As noted in the description of methods, all projects are logged in to our custom database and assigned due dates. Our staff and managers all have access to the database and the due dates are carefully tracked and managed to ensure projects are completed in a timely

manner. If for an unforeseen reason a plan review is not completed within the stipulated plan review timeframe, we will reduce the subsequent plan review timeframe by the same number of days in order to not delay the project.

Community Involvement - BPR's staff is encouraged and supported to be involved in the communities in which they work, and bilingual staff is always happy to assist should a situation arises where language may become a barrier to effective and clear communication. In addition to community events, our team is highly active in a variety of industry organizations throughout the state including California Building Officials, local ICC Chapters, Structural Engineers Association, County Building Officials Association of CA, and others. BPR's staff members have developed and presented training classes on behalf of many of these professional organizations on building code related topics. Community involvement.

BPR maintains a record of charitable giving having recently sponsored college scholarships for local high school students on behalf of the Alhambra Latino Association, donations to the Gardena Food Bank, donations to the Kiwanis Family House, donations to the Camp Pendleton Marine Corps Family Support Office, and many other worthy causes to support those in need within the communities we serve.

Previous Involvement - BPR's presently provides, and has provided, the same services being requested by the City of Maywood to the nearby City of Gardena for the past two plus years. Our staff has experience providing similar building department services to support the needs of other nearby communities including the Cities of Inglewood, El Monte, Rosemead, Monterey Park, West El Monte, along with many other Southern California communities. We believe this experience has allowed our staff to gain an understanding of local industry norms, processes and requirements. We believe this experience will allow our team to efficiently transfer department responsibilities and immediately provide building department services in a seamless and customer focused manner. We look forward to the opportunity to serve the City of Maywood and improve the permitting and inspection experience for the City's Building Department customers.

Conflict of Interest - As a municipal consulting firm, we work exclusively for public agencies, thereby eliminating any real or perceived professional or contractual conflicts. BPR Consulting Group has no potential conflicting financial, business or relationship interests which would be adverse to the City of Maywood.

10. CERTIFICATION OF PROPOSAL

The undersigned hereby submits its proposal and, by doing so, agrees to furnish services to the City in accordance with the Request for Proposal (RFP), and to be bound by the terms and conditions of the RFP.

BPR Consulting Group



Ron Beehler, SE, CBO
Director of Client Services

Section B

COST PROPOSAL

PLAN REVIEW SERVICES: For complete plan review services for building projects reviewed in either hard copy or electronic format, we propose a fee equal to 65% of the plan review fees based on the City's adopted fee schedule. Plan review services will include an initial first review and two back check reviews of the plans. Any additional plan review services required beyond the third review will be billed at our hourly rates listed within the Schedule of Hourly Billing Rates shown below. Expedited plan checks will be billed at 150% of the standard rate.

For review of revisions to approved plans, review of deferred submittal items and similar reviews, we propose to provide these services on an hourly basis using the rates listed in our Schedule of Hourly Billing Rates shown below. There is no charge for shipping, supply, or material costs.

INSPECTION AND PERMIT TECHNICIAN SERVICES: Inspection and Permit Technician services will be provided at the hourly rates listed in our Schedule of Hourly Billing Rates.

SUPPORT SERVICES: For Building Official and other Community Development Department support services, we propose utilizing the hourly billing rates included in the Schedule of Hourly Billing Rates below for the specific labor classification utilized.

ESTIMATED ANNUAL FEES FOR BUILDING DEPARTMENT SERVICES

PLAN REVIEW SERVICES – We estimate the cost for plan review services to be \$70,000 annually. The cost for plan review services may be more or less than the estimated amount based on the actual volume of plan reviews submitted to the City.

BUILDING INSPECTION AND PERMIT TECHNICIAN SERVICES – For the requested building inspection services, four (4) hours per day – two days per week and the requested Permit Technician services four (4) hours per day, two days per week we estimate an annual cost of \$73,440.

BUILDING OFFICIAL SERVICES – Building Official services will be provided on an as needed basis. We anticipate an average of three hours per week for these services with an anticipated annual cost of \$20,655.

SCHEDULE OF HOURLY BILLING RATES

The rates displayed in the schedule below reflect BPR's current hourly billing rates.

CLASSIFICATION	HOURLY BILLING RATE
Licensed Plan Review Engineer (structural, civil, electrical, mechanical)	\$140
Building Official	\$135
ICC Certified Plans Examiner	\$120
CASp Plans Examiner or Inspector	\$125
ICC Certified Inspector	\$105
Permit Technician	\$75
Permit Technician Trainee/ Building Department Support Staff.....	\$52

Notes

- **Shipping:** There is no charge for courier or shipping services for plan reviews conducted off site.
- **Overtime:** Inspection services and other hourly services provided in excess of eight hours per day, nights, weekends and holidays will be charged at 150% of the regular billing rate.
- **Mileage:** Vehicle mileage utilized in the performance of inspection services is included in our proposed hourly rates for building inspection services.

Appendix

TEAM RESUMES

RON BEEHLER, SE, CBO
PRINCIPAL-IN-CHARGE

Ron utilizes experience gained through more than 40 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. He 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, Code Specialist, 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 (OSHDP).

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.

PROFESSIONAL HISTORY

Principal | Director of Operations | BPR Consulting Group | 2021 - Present

Ron manages client plan review and inspection services on behalf of BPR Consulting Group providing efficient services on behalf of multiple municipal clients.

Director, Building Safety Services | Consulting Firm | 2006 - 2021

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



EDUCATION

- Graduate Coursework in Structural & Geotechnical Engineering, California State University, Sacramento
- BS, Civil Engineering, California State University, Chico
- AA, Physical Science, Butte College, Oroville, CA

PROFESSIONAL LICENSE & CERTIFICATIONS

- CA Structural Engineer SE-3632
- CA Civil Engineer CE-39404
- NV Structural Engineer SE-019992
- NV Civil Engineer CE-019992
- National Earthquake Hazard Reduction Program Training
- CA Construction Law Training

International Code Council - 801789

- ICC Certified Building Official
- ICC Building Code Specialist
- ICC Building Plans Examiner
- ICC Building Inspector

PROFESSIONAL AFFILIATIONS

- San Joaquin ICC Chapter of Building Officials – Past President
- Napa Solano ICC Chapter – Past President
- Sacramento Valley Association of Building Officials – Multiple Term Board of Directors Member
- CALBO Building and Fire Advisory Committee – Appointed Member
- CALBO Structural Committee – Appointed Member

Chief Building Official | City of Sacramento | 2003 – 2006

Ron planned, directed, and managed activities for a 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.

Supervising Engineer | Building Inspection Division | City of Sacramento | 2002 – 2003

Ron supervised plan review, managed plan intake and public counter functions for two 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 | CA State Office of Statewide Health Planning & Development | 1998 – 2002

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 | California National Guard | 1991 – 1998

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 | CA State Office of Statewide Health Planning & Development | 1987 – 1991

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 | Sacramento County Building Department | 1983 – 1987

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.

MARK BERG, CBO, MCP, ICC

**PROJECT MANAGER | CERTIFIED BUILDING OFFICIAL | PLANS
EXAMINER | BUILDING INSPECTOR | MASTER CODE
PROFESSIONAL**

Mark is an ICC Certified Building Official, Plans Examiner, Building Inspector, and Master Code Professional with over 32 years of experience performing life-safety, architectural, mechanical, plumbing, electrical, and structural reviews in residential, multi-family and commercial projects. Mark has successfully guided department staff with inspection and plan review of all phases of complex construction projects. He is experienced utilizing building department permit tracking software and managing all common building department responsibilities, including plan review, multi-discipline inspections, plan review and inspection scheduling, field supervision, regulatory compliance, code interpretation, and project acceptance. Mark also possesses exceptional skills in complaint resolution, problem solving, damage assessment and team building.

PROFESSIONAL HISTORY

**Building Official, Life Safety Plans Examiner | BPR
Consulting Group | 2021-Present**

Performing comprehensive plan review and inspection services for client agencies. Reviews residential and non-residential plans for compliance with California Building, Life Safety, Fire, Plumbing, Mechanical, Electrical Codes, Energy and Green Standards, local building codes, policies, amendments, and ordinances.

**Building Official, Life Safety Plans Examiner | Consulting
Firm | 2017-2021**

Performed comprehensive plan review and inspection services for residential and commercial projects for client agencies. Projects included residential, multi-family residential, commercial, and industrial projects consisting of tenant improvements and new buildings.

Building Official | City of Redlands | 2015-2017

Supervised staff coordination with cities, agencies and the public on various Technical or legal aspects of programs. Performed the most complex and difficult plan checks for both building and fire life safety. Reviewed the new and existing codes and regulations and recommended revision to current ordinances, policies, and inspection methods to meet new requirements.

**Building Inspection Supervisor | City of Rancho Cucamonga |
2010-2015**

Supervised and trained building inspection staff, developed inspection related policies and guidelines for the department, conflict resolution and code interpretations.



CONSULTING GROUP

EDUCATION

- BS, Public Administration, Minor in English, California Baptist University
- AA, Construction Technology, Riverside Community College
- AA, Physical Education, Riverside City College

**PROFESSIONAL LICENSES &
CERTIFICATIONS**

International Code Council - 859362

- Master Code Professional
- ICC Accessibility Inspector/Plans Examiner
- ICC Building Code Official
- ICC Building Code Specialist
- ICC Building Inspector
- ICC Building Plans Examiner
- ICC Certified Building Official
- ICC Certified Fire Code Official
- ICC Certified Fire Marshal
- ICC Combination Dwelling Inspector - Uniform Codes
- ICC Combination Inspector - Legacy
- ICC Electrical Inspector
- ICC Fire Code Specialist
- ICC Fire Codes and Standards
- ICC Fire Inspector I
- ICC Fire Inspector II
- ICC Fire Plans Examiner
- ICC Mechanical Inspector UMC
- ICC Permit Specialist
- ICC Permit Technician
- ICC Plumbing Inspector UPC
- ICC Residential Combination Inspector
- ICC Residential Energy Inspector/Plans Examiner
- ICC Residential Plans Examiner

Building Official | City of Norco | 2006-2011

Supervised staff coordination with cities, agencies and the public on various technical or legal aspects of programs. Performed the most complex and difficult plan checks for both building and fire life safety. Reviewed the new and existing codes and regulations and recommended revision to current ordinances, policies, and inspection methods to meet new requirements. Investigated violations of building construction codes and determined necessity for issuance of legal complaints.

Building Division Manager | County of Riverside | 2001-2006

Handled difficult public relations problems, directs investigations of complaint or problems, and recommends resolutions. Assisted in arranging and conducting classroom and on-the-job training sessions for the technical personnel and counter staff. Supervised the plan examination process, inspections, documentation activities and the development process.

Plans Examiner-Sr. Building Inspector | City of Temecula | 1991-2001

Oversee the plan examination process, inspections, documentation activities and the development review process. Provided code interpretations and developed technical documents. Performed the most complex building code compliance plan reviews.

PROFESSIONAL AFFILIATIONS

- CALBO – Damage Assessment Committee, State Building Codes Committee
- CACEO – California Association of Code Enforcement Officers
- CEC – California Energy Commission
- ICC – Administrative Committee
- ICC Foothill Chapter, Board Member, 2023-2024
- NFPA – National Fire Prevention Association, Building Systems Committee
- IAPMO – Code Interpretation Committees for UPC, UMC
- JAEI – Journal of Ancient Egyptian Interconnections
- City of Riverside Parks, Recreation, and Community Services Commission

ROGER PETERSON, SE
PLAN REVIEW MANAGER | STRUCTURAL ENGINEER

With more than 35 years of experience in structural design and plan review, Roger brings considerable depth and knowledge to any project. Roger is a California Registered Structural and Civil Engineer who has designed and provided plan review services for multi-story steel and concrete-framed buildings, as well as one-story structures utilizing steel, concrete, timber, and masonry framing systems. His design experience includes schools, commercial and industrial projects, micro-chip production facilities, power plant installations and multi-family residential projects. Roger's expertise contributes to the success and safety of all projects.

PROFESSIONAL HISTORY

Principal | Structural Engineer | BPR Consulting Group | 2021 - Present

Roger directs client plan review on behalf of BPR Consulting Group providing efficient services on behalf of multiple municipal clients.

Senior Structural Engineer | Project Manager | Consulting Firm | 2006 - 2021

Roger provided management for several of this firm's offices and special projects as well as performed structural plan review for commercial and residential construction for municipalities for various state and local agencies throughout California. In addition to providing structural plan review services, Roger was responsible for the production and performance of company offices, including maintaining client relationships. His duties also included performing structural plan reviews for industrial, commercial, and residential projects.

Senior Structural Engineer | Plans Examiner | Branch Manager LP2A | Bureau Veritas | CA | 1999 - 2006

Roger served as branch manager and lead structural plan reviewer for the Sacramento Area branch office. He was responsible for the production and performance of office including maintaining client relationships. His duties included performing structural plan reviews for industrial, commercial and residential projects.

Project Engineer | Power Engineers, Inc. | 1999 - 1999

Roger was a project design engineer for commercial and industrial-type projects. He provided structural design and construction administration services.

Project Engineer | Office Manager | R2H Engineering, Inc. | 1998 - 1999

Roger was the office manager and project design engineer responsible for the structural design of commercial projects.

Project Engineer | Rutherford & Chekene | 1995 - 1998

Roger was responsible for providing design and detailing for commercial and industrial type projects, including numerous projects in the micro-chip industry.



EDUCATION

- BS, Civil Engineering, University of Wyoming

PROFESSIONAL LICENSE & CERTIFICATIONS

- CA Structural Engineer SE-3846
- CA Civil Engineer CE-46096
- ID Structural Engineer SE-8225
- ID Civil Engineer CE-8225

PROFESSIONAL AFFILIATIONS:

- Structural Engineers Association of Northern California (SEAONC)

Design Engineer | Project Engineer | DES Engineers & Architects | 1995 - 1997

Roger provided engineering design and detailing for commercial, institutional, corporate and residential building projects using wood, steel, concrete and masonry building materials.

PROJECT EXPERIENCE

Project Manager | Structural Engineer | Hollywood Park | Inglewood, CA | 2018 – 2021

Roger provided plan review services for this new, mixed-use development which included retail and office space with associated parking encompassing 28.5 acres.

Project Manager | Structural Engineer | Nasa Ames Research Center | Moffett Field, CA | 2018

Roger provided structural plan review and project management of this 1.2 million square-foot development comprised of office, research, and development space.

Project Manager | Structural Engineer | Monterey Park Hotel & Residence | Monterey Park, CA | 2017 – 2021

Roger provided plan review services and project management for this new, mixed-use hotel, condominium, and restaurant podium type building.

Project Manager | Structural Engineer | Hatchet Ridge Wind Farm | Shasta County, CA | 2009 - 2010

Roger provided project management, structural plan review and field inspections for this 101.2 MW power generating facility that consists of 44 – 2.3 MW wind turbines constructed along 9 miles of the ridge line on Hatchet Ridge near Burney, CA.

BILL RODGERS, SE

STRUCTURAL ENGINEER

Bill has more than 30 years of experience in the field of structural engineering, including more than 20 years of experience as a plan review engineer. His wealth of experience includes a varied and vast list of projects throughout California and Nevada. Bill is in demand for hands-on work within jurisdictions due to his great success in blending excellent engineering skills with responsive customer service.

PROFESSIONAL HISTORY

Principal Structural Engineer | BPR Consulting Group | 2021 - Present

Bill directs client plan review on behalf of BPR Consulting Group providing efficient services on behalf of multiple municipal clients.

Senior Structural Engineer | Plans Examiner | Consulting Firm | 2006 - 2021

Bill performed structural plan review for commercial and residential construction for municipalities for various state and local agencies throughout California and Nevada. In addition to providing structural plan review services, he was responsible for the production and performance of company offices, including maintaining client relationships. Bill's duties also included performing structural plan reviews for industrial, commercial, and residential projects.

Senior Structural Engineer | Consulting Firm | 2001 - 2006

Bill performed structural plan review for commercial and residential construction for municipalities for various state and local agencies throughout California and Nevada

Structural Engineer | Associate | DES Architects + Engineers | 1995 - 2001

Bill was responsible for the structural design of many projects throughout the Bay Area, including Pacific Shores Center in Redwood City, Moffett Corners in Sunnyvale, Carlmont High School in Belmont, and many other projects. Additionally, Bill oversaw the structural department of this architecture and engineering firm, and was responsible for staff development and work quality.

PROJECT EXPERIENCE

Project Manager/Structural Engineer | Judicial Council of California | State of California | 2010 - 2021

Bill provided project management and structural plan review services for new court buildings and court building upgrades throughout California. Most recently he provided services for the new Sonoma courthouse, the new courthouse in Modesto, and the new eighteen-story high-rise Sacramento Criminal Courthouse.

Project Manager/Structural Engineer | Division of State Architect | State of California | 2016 - 2021



EDUCATION

- BS, Civil Engineering, California State University, Sacramento

PROFESSIONAL LICENSES AND CERTIFICATIONS

- CA Structural Engineer SE-4198
- CA Civil Engineer CE-50673
- NV Structural Engineer SE-18427
- NV Civil Engineer CE-18427

PROFESSIONAL AFFILIATIONS

- Structural Engineers Association, Northern California (SEAONC)

Bill provided project management and structural plan review services for new school buildings and school upgrades throughout California. Recent projects include Westmore Oaks Elementary School, Santa Maria High School and El Camino College District, New Behavioral Health and Social Science Building.

Project Manager/Structural Engineer | University of California, Merced | 2020 Campus Expansion | 2017 – 2021

Bill ensured all plan reviews were completed within the agreed upon timeframes by leading weekly conference calls with the plan review and onsite team and regularly visiting the project site. Additionally, Bill provided structural plan review services for this expansive project.

Project Manager/Structural Engineer | City of Berkeley | Berkeley, CA | 2008 – 2021

Bill ensured all plan review services for the City of Berkeley were accurate and completed in a timely manner.

Project Manager/Structural Engineer | Downtown Commons Tower | Sacramento, CA | 2016 – 2019

Bill served as the project manager for the plan review of this new 634,357 gross SF, 16-story, mixed-use tower located adjacent to the new Sacramento Kings Arena. The tower included office space for the team and area management, a 250-room hotel, 44-residential units and below grade parking.

ELENA HARTSOUGH, SE
STRUCTURAL ENGINEER

Elena is a dedicated structural engineer with over 22 years of experience which includes the design and structural review of structures ranging from small home renovations to large warehouse spaces and custom homes. Elena's strengths include experience with multiple building materials including wood, light-gage, masonry, steel and concrete; knowledge of the California Building Code and proficiency in relevant software programs including Enercalc, SAP2000, L-Pile and AutoCAD.

PROFESSIONAL HISTORY

Structural Engineer / Plans Examiner | BPR Consulting Group | 2022 - Present

Elena provides structural and non-structural plan review for residential, industrial and commercial projects including residential master plans, custom residential projects, commercial tenant improvement and remodel projects.

Structural Engineer / Plans Examiner | Consulting Firm | 2014-2022

Elena reviewed residential and non-residential plans for compliance with California Building, and International building standards; state and local building codes, policies, amendments, and ordinances.

Senior Engineer | Department of Water Resources | 2009 - 2014

Elena managed a staff of five, providing resource management and project coordination within the Division of Engineering. She prepared and reviewed preliminary engineering reports, technical memos, and project plans, details, and specifications. She also designed warehouse structure with light-gage wall framing and steel truss roof framing.

Project Engineer / Project Manager | Harris & Sloan Consulting Group | 2003 - 2009

Elena took projects from the schematic design phase through the construction document phase and was point of contact during construction administration. She designed wood-framed residential and commercial structures, researched structural insulated panel (SIP) construction and utilized them in design of structures.

Project Designer | Jon Brody Consulting Group | 2001 - 2003

Elena designed and detailed gravity and lateral systems for new and re-modeled structures utilizing wood, steel, light-gage, and concrete.



EDUCATION

- BS, Architectural Engineering, California Polytechnic State University, San Luis Obispo

PROFESSIONAL LICENSE & CERTIFICATIONS

- CA Structural Engineer SE-5538
- CA Civil Engineer CE-67675

JOSEPH LEONARD, SE STRUCTURAL ENGINEER

Joseph has 19 years of experience in structural engineering of light framed construction, including single family dwellings, commercial buildings, and public schools, throughout California. He also has 10 years of experience working as a consultant structural engineer on heavy, low to mid-rise building structures, for public and military use. Clients included NAVFAC, NASA, the Navy, and the Army Corp of Engineers, and various public-school districts in the Southern California area. Joseph also has multiple years of experience examining construction documents for compliance with Parts 1-10, of Title 24 of the California Code of Regulations, for and as adopted by, various local Building Departments.

PROFESSIONAL HISTORY

Senior Structural Engineer & Plans Examiner | BPR Consulting Group | 2023 - Present

Joseph provides structural engineering services and plan review for BPR Consulting Group. This includes review for residential, industrial and commercial projects including residential master plans, custom residential projects, commercial tenant improvement and remodel projects.

Principal Structural Engineer | Joseph Leonard Structural Engineering (JLSE) | 2017 - 2023

Joseph founded *Joseph Leonard's, Structural Engineering (JLSE)*, specializing in Architectural Engineering and Plan Review for primarily single-family residential structures.

Plan Review Engineer | Coastland Civil Engineering (CCE) | 2015 - 2017

Joseph provided plan reviews of all types of projects, including all aspects of building design, and client management. Reviewed construction documents for compliance with all of Title 24, including all aspects of building design. More specifically, review included occupancy, allowable building heights/area/stories, construction type, egress and exit paths, access (Chapters 11A and 11B), site access, fire and smoke-rated construction requirements, Wildland-Urban Interface, mechanical, electrical, plumbing, green, and energy, as well as structural (Building Plan Check, Title 24 Parts 1 - 10)).

He also provided review of residential and commercial construction documents for AHJ's in the North Bay Area and the local area, including everything from single family dwellings to villages. More specifically, the projects included SFD's, hotels, apartments, townhomes, villages, and senior living facilities.

A partial list of these projects:

- Managed the contract and plan review/inspection team for the County of Amador and the City of Ione, to provide building department services. CCE provided both plan review, and inspection services to both authorities.
- Acquired and managed a contract with the Division of the State Architect (DSA) to provide Structural Plan Review services for public school projects, throughout California.
- Earned Continuing Education units, by attending numerous seminars through SVABO, with topics ranging from Electrical to Access (11A and 11B).



EDUCATION

- BS, Civil Engineering, Emphasis on Structures, California State University, Chico. 1997-2003.
- Civil Engineering Courses, Cal Poly San Luis Obispo. 1995-1997.

PROFESSIONAL LICENSE & CERTIFICATIONS

- CA Structural Engineer SE-5880
- CA Civil Engineer CE-73026

Senior Structural Engineer | Stedman and Dyson Structural Engineers | 2008 – 2015

Consultant for structural engineering design services for all types of low to mid-rise structures, structural plan review for the Division of the State Architect (DSA), structural peer review for various UC projects, and Seismic Evaluations of existing buildings and bridges (utilizing ASCE 31 and 41). Joseph also worked on structural design including several schools, a shoot-house, rifle range, church and monastery, planetarium, and parking lot. These clients included NAVFAC, NASA, the Navy, and the Army Corp of Engineers, and various public-school districts in the Southern California area.

Design Engineer | SMR-ISD | 2008 – 2008

Joseph consulted structural engineering design, of 'heavy' structures (steel, concrete, and masonry), and forensics engineering.

Structural Designer | Various Design Firms | 2004 – 2008

Joseph consulted structural engineering of light framed structures, ranging from room additions to new large commercial retail structures, including custom and tract SFDs.

CHARLES NGANGA, SE, ICC
SENIOR STRUCTURAL ENGINEER

Charles is a California Licensed Structural engineer with a Master of Science degree in Civil Engineering from California Polytechnic State University in San Luis Obispo. He is also a certified ICC plans examiner with nearly 10 years of experience. His work experience, excellent education and solid commitment to the industry has enabled Charles to develop a solid track record of consistently providing clients with exceptional service.

PROFESSIONAL HISTORY

Senior Structural Engineer | BPR Consulting Group | 2023 – Present

Structural Plan review of multiple buildings and facilities including residential, commercial, mixed use, power generation plants, communication towers, solar installations etc.

Supervising Structural Engineer | Consulting Firm | 2014 – 2023

Charles performed residential and non-residential plan reviews to ensure compliance with California and International Building and Residential Codes and local building codes to include policies, amendments and ordinances. Charles also taught classes to multiple ICC Chapters on the 2016 CRC Braded Wall Provisions. The projects completed included the following.

Hollywood Park – City of Inglewood

Structural review of Hollywood Park which is a Mixed-use development which will include retail and office space with associated parking. Structural Steel construction with special moment frames and braced frames. TI included IMAX Theater (Theater seating stands, Screen Support, technical equipment support).

Garden Grove Hotel – City of Garden Grove.

Structural review of the Garden Grove Hotel. The project consisted of Two Reinforced Concrete Hotel Towers - 200 feet tall - 18 stories. The campus also included a Retail Building.

Project Channel – San Joaquin County

Structural review of a Tilt up building in San Joaquin County with a footprint in excess of 1.3 million square feet and a mezzanine level that is over 400, 000 square feet. The project's lateral force resisting system consisted of special concrete shear walls and structural steel moment frames.

New Terminal (Merced - Yosemite Regional Airport) – City of Merced

Structural review for Risk Category III, New Terminal at the Merced Yosemite Regional Airport. The lateral system consisted of steel concentrically braced frames and cold formed steel shear walls.



EDUCATION

- Master of Science, Civil Engineering
California Polytechnic State University, San Luis Obispo 2014
- Bachelor of Science, Civil Engineering, Jomo Kenyatta University of Agriculture and Technology, Juja, Kenya
- 2009 Courses in Public Works Inspection, Plan Reading and Estimating, Advanced AutoCAD
Santa Rosa Junior College, Santa Rosa, 2012

PROFESSIONAL LICENSE & CERTIFICATIONS

- CA Structural Engineer SE-6913
- CA Civil Engineer CE-85710

International Code Council - 8325618

- ICC Residential Plans Examiner

SOFTWARE SKILLS

- AutoCAD
- Microsoft Excel
- ENERCALC
- RISA 3D
- SAP 2000
- STAAD
- ABAQUS
- MATLAB

[Multiple Construction Phase New Courthouse – Judicial Council of California](#)

Project Manager and Structural review of the construction phase (Deferred Submittals, RFIs) of the following Courthouses:

1. New Redding Courthouse
2. New Modesto Courthouse
3. New Santa Rosa Courthouse
4. New Sacramento Courthouse.
5. Indio Courthouse

[Trainer: 2016 CRC Braced Wall Provisions](#)

Charles provided training on the 2016 CRC Braced Wall Provisions to the following ICC Chapters:

1. ICC, San Joaquin Chapter, 6/14/2017, Hanford CA
2. ICC Sacramento Valley (SVABO) Minstitute, 5/3/2017, Citrus Heights CA.
3. ICC Redwood Empire Chapter, 4/18/2017, Santa Rosa CA
4. ICC Napa/Solano Chapter, 3/14/2017, Fairfield CA
5. ICC Shasta Cascade Chapter, 1/19/2017, Redding, CA
6. ICC Yosemite Chapter, 11/15/2016, Merced CA.
7. ICC Napa/Solano Chapter, 11/18/2020, Via Zoom (2019 CRC)

KYLE M. HANSEN, PE
PLAN REVIEW ENGINEER

Kyle is a California Licensed Civil Engineer with relevant experience providing plan review services to California public agencies to ensure compliance with all relevant and applicable building codes, ordinances and requirements. Kyle offers incredible attention to detail and an admirable focus on customer service.

PROFESSIONAL HISTORY

Structural Plans Examiner / Plan Review Engineer
| BPR Consulting Group | 2022 – Present

Kyle provides structural plan review for residential and commercial projects including residential master plans, custom residential projects, commercial tenant improvement and remodel projects.

Structural Plans Examiner | Consulting Firm | 2016 - 2022

Kyle supported Northern California public agency clients by reviewing building plans and related documents for compliance with Building Codes, policies, and jurisdiction requirements for commercial and residential buildings. Projects included new residential, commercial, tenant improvement, and remodel projects. Kyle assisted homeowners, designers, and contractors by providing information and interpretations of building codes and regulations, recommended necessary changes to design documents as required to obtain compliance with applicable codes and regulations. Kyle was responsible for preparing written correction letters and maintaining and updating records and database information.

Academic Support | Department of Civil Engineering, CSU Chico | 2013 - 2015

Kyle provided academic support to students by completing daily paperwork to include grading fluid mechanics papers, laboratories, and data entry. He was responsible for tracking student progress and Kyle attended weekly and monthly department meetings.

Academic Support | Yuba Community College | 2011 - 2015

Kyle provided students with drop-in mathematics support including Calculus (I, II, III), Physics, and Engineering (Statics, Materials).



EDUCATION

- BS, Civil Engineering, California State University, Chico
Graduated Magna Cum Laude
- Yuba Community College
Lower Division Engineering & General Education

PROFESSIONAL LICENSES & CERTIFICATIONS

- CA Civil Engineer CE-91071
- Engineer-in-Training (EIT)

PROFESSIONAL AFFILIATIONS

- Structural Engineers Association of California (SEAOC)
- American Society of Civil Engineers (ASCE)
- Mathematics, Engineering and Science Achievement (MESA)
- Honors Societies
 - Phi Kappa Phi – Top 5%
 - Golden Key National Honors Society – Top 15%

CHANDRA DESAI, PE
PLAN REVIEW ENGINEER

Chandra is a California Licensed Civil Engineer with over 40 years of experience in structural engineering, which includes the design of structures for residential, commercial and industrial facilities. He has over 16 years of experience providing plan review, permit processing and field issue resolution for all types of buildings.



PROFESSIONAL HISTORY

Structural Plans Examiner / Plan Review Engineer | BPR Consulting Group | 2022 - Present

Chandra provides structural and non-structural plan review for residential, industrial and commercial projects including residential master plans, custom residential projects, commercial tenant improvement and remodel projects.

Plan Check Engineer | Consulting Firm | 2015 – 2022

Responsibilities included plan review for residential, industrial, commercial and miscellaneous structures for structural code compliance. Chandra worked with multiple city and county clients along with outside engineers, architects and Building Departments to coordinate and resolve plan review related issues, expedite permit processing and address field related challenges.

Plan Check Engineer | County of Riverside | 1999 – 2015

Responsibilities included plan review for residential, industrial, commercial and miscellaneous structures for both engineering and non-engineering items. Chandra worked with outside engineers, architects and other consultants to coordinate and resolve plan review related issues in order to expedite permit processing and field problem resolution. Chandra assisted Junior Engineers, Inspectors and front counter staff to resolve any code related issues.

Principal Engineer | Parsons Corp. | 1980-1983 / 1987-1999

Responsibilities included design of steel and concrete structures for Petro-Chemical Plants, Gas Plants and industrial facilities. Prepared and checked structural design calculations, cost estimates and construction drawings. Extensive use of in-house computer programs and other structural programs in preparing calculations and drawings. Chandra supervised 4-6 Junior Engineers and CAD Operators in producing construction documents. He prepared cost estimates and man-hour estimates for future and ongoing projects.

Senior Engineer | Sargent and Lundy | 1983 - 1987

Work included the design of steel and concrete structures for nuclear power plant buildings. Chandra prepared structural calculations for reinforced concrete and steel structures for reactor buildings and auxiliary buildings per NRC requirements. Chandra worked on the job site for two years to resolve construction problems and coordinate field activities.

EDUCATION

- MS, Civil / Structural Engineering, University of Illinois

PROFESSIONAL LICENSE & CERTIFICATIONS

- CA Civil Engineer CE-47213

International Code Council

- ICC Building Plans Examiner

PETER SIMONSEN, PE
PLAN REVIEW ENGINEER

Peter is a California Licensed Civil Engineer with relevant experience providing plan review services to California public agencies to ensure compliance with all relevant and applicable building codes, ordinances and requirements. Peter brings careful attention to detail and a clear focus on customer service. Peter focuses primarily on structural review as he works towards becoming a licensed structural engineer.

PROFESSIONAL HISTORY

Plan Review Engineer | BPR Consulting Group | 2023 – Present

Peter provides engineering plan review for residential and commercial projects including residential master plans, custom residential projects, commercial tenant improvement and remodel projects.

Plan Review Engineer | Consulting Firm | 2018 - 2022

Peter supported California public agency clients by performing Structural plan review for code compliance with the California Building Codes and city ordinances, for commercial and residential structures. Projects ranged from small non-habitable structures to intricate custom designed residences and multi-story apartment complexes. Additional responsibilities include assisting jurisdictions with plan review via in-house reviews and code interpretation as well as training new plan reviewers.



EDUCATION

- MS, San Jose State University, Civil Engineering with focus on Structural
- BS, Structural Engineering, University of California, San Diego

PROFESSIONAL LICENSE & CERTIFICATIONS

- CA Civil Engineer 92616

DENISE REESE, CBO, ICC LIFE SAFETY PLANS EXAMINER

Denise is an ICC Certified Chief Building Official and Life Safety Plans Examiner. She has nearly 10 years of experience performing life-safety, architectural, mechanical, plumbing, electrical, and minimal structural reviews in residential, multifamily and commercial projects, including OSHPD-3 licensed facilities. This valuable experience is also evident in that Denise specializes in working with applicants, designers and jurisdictions, and successfully serving multiple client jurisdictions.

Denise approaches plan review with her unique knowledge balancing the delivery of timely and accurate reviews while remaining responsive and approachable. Denise is extremely skilled in all disciplines required to successfully bring projects to approval.

PROFESSIONAL HISTORY

Life Safety Plans Examiner | BPR Consulting Group | 2022 - Present

Denise provides comprehensive plan review and inspection services for California client agencies. She performs detailed reviews of residential and non-residential plans for compliance with California Building, CalGreen, Plumbing, Mechanical, Electrical Codes, Energy Standards, state and local building codes, policies, amendments, and ordinances. Denise supervises life safety plans examiners and the permit intake team. She also provides training to new plans examiners.

Building Official & Supervising Life Safety Plans Examiner | Consulting Firm | 2014-2022

Denise performed comprehensive plan review and inspection services for client agencies. Reviewed residential and non-residential plans for compliance with California Building, CalGreen, Plumbing, Mechanical, Electrical Codes, Energy Standards, state and local building codes, policies, amendments, and ordinances. Supervised life safety plans examiners and permit intake team. Provided training to new plan reviewers.

Building Permit Technician II | City of Rancho Cordova | 2010 - 2014

Denise Interpreted and explained policies and regulations accurately and tactfully to the public assisting with the completion of building permit applications. She performed preliminary plan review for completeness and accuracy and to determine appropriate fees.

Customer Service Specialist | City of Rancho Cordova | 2007 - 2010

Denise provided customer and administrative support to the Building & Safety Division as well as other departments throughout City Hall.

Administrative Secretary | City of Rancho Cordova | 2006 - 2007

Provided administrative support to the City Manager's office, his Executive Assistant and the City Council.



EDUCATION

- Consumnes River College, Building Inspection Technology

PROFESSIONAL LICENSES & CERTIFICATIONS

International Code Council - 8096275

- ICC Certified Building Official
- ICC CA Building Plans Examiner
- ICC Certified CALGreen Inspector
- ICC Certified Permit Technician
- ICC Permit Specialist

DAVID CASTILLO, ME, FPE
MECHANICAL ENGINEER / FIRE PROTECTION ENGINEER

David brings more than 37 years of breadth, depth, and knowledge of mechanical engineering, design, and plan review to any project. A California licensed professional Mechanical Engineer and Fire Protection Engineer, his expertise encompasses HVAC, Plumbing, Medical Gases, and Fire Sprinklers. David's background includes mechanical engineering, design, and plan review on Central Treatment Centers, Substance Abuse Treatment Facilities, Inpatient Mental Health Clinics, and Inmate Housing Units for the Department of Corrections. He has engineered and designed Acute Care Hospitals, Skilled Nursing Facilities, Surgery Clinics, Psychiatric Hospitals, Pharmaceutical Plants, Industrial Plants, Educational Facilities, and Hi-Rise Commercial Buildings.

PROFESSIONAL HISTORY

**Senior Plan Review Engineer | BPR Consulting Group |
2021 - Present**

David performs mechanical engineering and fire protection engineering plan review services for BRP's California clients.

**Senior Plan Review Engineer | Consulting Firm |
2012 - 2021**

David performed mechanical engineering and fire protection engineering plan review services for California clients.

**Senior Mechanical Engineer | State of California, OSHPD Group |
2001 - 2012**

David performed plan checking of mechanical systems for hospitals, skilled nursing facilities, and surgery centers to ensure code compliance with the CBC, CMC, CPC and NFPA.

Vice President | Technical Engineering Group, Inc. | 2000 - 2001

David responsibilities included acquiring new clients, maintaining existing clients and preparing proposals. He performed heating and cooling load calculations, laid out mechanical designs for central plant systems, chilled water systems, heating hot water systems and variable air volume systems for hospitals, prisons, and educational facilities. David performed in-house plan check of all projects, and served as the Engineer of Record for all projects. He is knowledgeable of CMC, CPC, CBC, NFPA and OSHPD.

Project Manager / Lead Mechanical Engineer | Mazzetti & Associates | 1999 - 2000

David provided project management for all aspects of mechanical design on prisons, hospitals, pharmaceutical facilities, and office buildings. He was familiar with cGMP and all classes of clean rooms related to manufacturing facilities.



EDUCATION

- BSME, California Polytechnic State University, San Luis Obispo
- Credentialed Instructor, Los Rios Community College District
Campuses: Cosumnes River College, Folsom Lake College, & Sacramento City College

**PROFESSIONAL LICENSE
& CERTIFICATIONS**

- CA Registered Mechanical Engineer, 31455
- CA Registered Fire Protection Engineer, 2013
- Certificate Fire Protection Engineering | University of California Davis Extension
- Certificate in HVAC and Refrigeration | University of California Davis Extension

PROFESSIONAL AFFILIATIONS:

- American Society of Heating, Refrigerating & Air Conditioning Engineers
- American Society of Mechanical Engineers
- National Fire Protection Association
- American Society of Plumbing Engineers

Project Manager / Lead Mechanical Engineer | Interface Engineering, Inc. / 1997 - 1999

David was the lead engineer for the Mechanical Division of a Mechanical/Electrical engineering firm. He initiated and implemented the writing of a Project Management Procedures Manual for companywide use. David performed heating and cooling load calculations, layout of mechanical designs for central plant systems, chilled water systems, heating hot water systems, variable air volume systems, and write specifications.

Mechanical Designer | Edward Rios & Associates | 1994 - 1997

David was responsible for all aspects of HVAC, process piping and plumbing design and drafting for a mechanical engineering firm. He performed heating and cooling load calculations using Trane Trace analysis software.

Mechanical Designer | The Spink Corporation | 1991 - 1994

David was responsible for all plumbing and process piping design and drafting for the Mechanical Division of a 115-person multidisciplinary engineering firm. Drafting was done using AutoCAD Release 11. David's primary responsibilities included running HVAC loads using Trane "Load 600" analysis program, Title 24 compliance, and field work for remodel/rehabilitation projects.

Mechanical Designer / Estimator | Mark III Engineering Contractors | 1986 - 1991

David performed material takeoffs for plumbing and HVAC. He designed HVAC and plumbing for commercial projects. David priced out projects and submitted bids to general contractor. He also served as a project manager for field staff.

THOMAS TRIMBERGER, ME, CBO, ICC
MECHANICAL ENGINEER

Thomas has more than 30 years of experience working within building departments both successfully providing and supervising virtually all building department functions. Thomas is a CA Registered Mechanical Engineer, ICC Certified Building Official, Plans Examiner and Building Inspector. His extensive experience and knowledge enables him to provide excellent services to our clients. Thomas is skilled at developing relationships with developers, designers and the community to ensure plan reviews, inspections and development review functions are performed in an effective and efficient manner. He continuously assists clients by providing guidance and education on the construction and inspection process. Always helpful, personable, professional and successful in delivering a high level of customer service.

PROFESSIONAL HISTORY

Senior Mechanical Engineer/Building Official | BPR Consulting Group | 2023 - Present

Thomas provides plans examination and building official services to municipal clients throughout California.

Building Official/Mechanical Engineer/Plans Examiner | Consulting Firm | 2017 - 2023

Thomas has served as the Chief Building Official for the City of Modesto for and the City of Woodland. He is responsible for both Building Safety and Code Enforcement. Additionally, Thomas works for the City of Vallejo coordinating and performing plan review. Thomas also provides comprehensive building and safety services to a variety of clients throughout the Northern California region.

Chief Building Official/Senior Mechanical Engineer/Plans Examiner | Consulting Firm | 2016 - 2017

Thomas provided Fire and Life Safety, Accessibility, Mechanical, Plumbing, Energy, Green Building Code review standards for both Private and Public-sector clientele.

Mechanical Engineer | California Energy Commission | 2015-2016

Thomas worked in the Existing Buildings (AB758) Program. His responsibilities included, collaborations with local governments and real estate industry personnel regarding energy use in existing buildings.

Senior Mechanical Engineer | Consulting Firm | 2010 - 2015

Thomas provided plan review services for power plants plan. Plan reviews were completed per CA Code standards for mechanical, plumbing, energy, fire and life safety as well as applicable industry standards.



EDUCATION

- Bachelors of Science, Mechanical Engineering
- California State University, Sacramento
- Certificate in Total Quality Management
- Lost Rios Community College

PROFESSIONAL LICENSE & CERTIFICATIONS

- LEED Accredited Professional
- Build It Green Certified Green Building Professional
- Build It Green Greenpoint Rater
- CA Registered Mechanical Engineer | M026359 *Registered ME in 14 States
- CABEC Residential & Non-Residential Certified Energy Plans Examiner

International Code Council - 866408

- ICC Certified Building Official
- ICC Certified Mechanical Code Official
- ICC Certified Plumbing Code Official
- ICC Building Plans Examiner
- ICC Mechanical Plans Examiner
- ICC Plumbing Plans Examiner
- ICC Mechanical Inspector
- ICC Plumbing Inspector

PROFESSIONAL AFFILIATIONS

- Sacramento Valley Association of Building Officials (SVABO)
- California Building Standards Commission (CBSC)
- California Association of Building Officials (CALBO)

Reviews were also completed for both private and public buildings and properties. Additional projects included Commercial Property Assessments.

Special Project Manager | City of Rancho Cordova | 2001 - 2010

Thomas managed special projects for the City Manager and Public Works Director, including an Energy Efficiency and Conservations Block Grant, Cemetery expansion and Police Station remodel.

Chief Building Official | County of Sacramento/City of Rancho Cordova | 2003 - 2009

Thomas was responsible for the Building Department operational management and budget. He was responsible for the establishment of the new building and safety department, overseeing all aspects of Building and Safety plan review, permit issuance, field inspections, complaints and violations, business license inspections, staffing and budgeting.

Senior Mechanical Engineer | County of Sacramento | 1999 - 2005

Thomas duties included; managing 26 inspectors including all aspects of commercial inspections, managing all plan review activities including residential, commercial and all specialists, helped institute a new automated permit system for permit issuance and tracking as well as coordinated special issues for residential staff for energy compliance and alternate means and materials.

Associate Engineer | County of Sacramento | 1987 - 1999

Thomas was responsible for determining acceptability of proposed mechanical and plumbing systems; advising building owners and designers about the design and code compliance of public potable water, sewer, and gas systems, fire resistive building protection, ventilation, and commercial kitchen exhaust and makeup air systems. He supervised the mechanical plan review staff, writing technical correspondence and various other tasks.

HVAC Design Engineer | Airway Heating and Air | 1985 - 1987

Thomas was responsible for the design, estimation of HVAC systems, and technical assistance to jobsite superintendents, preparation of bids, bills of materials, major equipment purchased, issuing and managing subcontracts. Other duties included life-cycle-cost analysis, energy budget analysis, Title 24 Energy Certification and development program.

Design Engineer | Comeau Engineering | 1983 - 1985

Thomas worked in the design of industrial, commercial and residential HVAC, piping and plumbing systems. He performed site surveys concept development and design, drafting, and coordination with contractors and facility staff. Thomas also performed load calculations, residential and non-residential Title 24 energy compliance certifications.

JINGPEI ZHANG, EE ELECTRICAL ENGINEER

Jingpei is a licensed electrical engineer in California and has over 30 years of experience. He holds a master's degree in Electrical and Electronic Engineering. His extensive experience in designing a variety of facilities and systems lends to his ability to provide excellent plan review services. His experience includes the design of electrical distribution systems for healthcare centers, data centers, commercial and industrial building and educational facilities.

PROFESSIONAL HISTORY

Plans Examiner | BPR Consulting Group | 2023 – Present

Jingpei provided plan review services for BPR's California clients to included residential and commercial projects. Project types include residential master plans, custom residential projects, commercial tenant improvement and remodel projects.

Plans Examiner | Consulting Firm | 2011 – 2023

Jingpei provided plan review services for public agencies throughout California.

Plans Examiner | Consulting Firm | 2009 – 2017

Jingpei designed health care facilities, commercial and industry buildings, and schools. Representative Projects included:

- Farm Credit West (bank), Yuba City
- Almadon Ranch Commercial Office Building O6/P5
- El Dorado Surgery Center, Folsom Surgery Center
- Kaiser Folsom HVAC upgrade
- San Francisco Honda Service Center in Folsom and Bayshore
- University Village Shopping Center
- Folsom Broderick Restaurant
- Folsom Natural Result Surgery Center
- Sunnyvale Building T warm shell
- Twin River School District schools HVAC system Replacement

Senior Electrical Engineer/Project Integration Engineer | Worley Parsons | Folsom/Sacramento, CA | 2007 – 2009

In this position, Jingpei designed and reviewed plans for power plants, including the Ivanpah Solar thermal power plant in Mojave Desert, Ca.; the Geothermal power plant grid transmission upgrade and retrofit in Imperial County; and the PG&E Gas-fired power plant planning phase, Colusa, Ca.

Senior Electrical Engineer | Mazzetti & Associates Inc. | Sacramento, CA | 2000 – 2007

Jingpei designed health care facilities, commercial and industry buildings, including:

- St. Joseph Hospital main office building (MOB), Eureka, CA.
- North bay Medical Center:



EDUCATION

- MS, Electrical Engineering, California State University, Sacramento CA
- BS, Electrical Engineering, South China University of Technology, China

PROFESSIONAL LICENSE & CERTIFICATIONS

- CA Professional Engineer, E16243
- NCCER Plumbing Level IV Certification
- NCCER Plumbing Level IV Certification
- NCCER Building Maintenance Level III Certification
- NCCER Carpentry Level IV Certification
- NCCER Solar Photovoltaic Level I Certification
- NCCER Wind Power Level I Certification
- NCCER Green Technology Level I Certification
- NCCER Weatherization Technician Level I Certification

HONORS

- Professional Engineer Achievement Award; Carlson Corporation, July 2000
- Student of the Year Award; South China University of Technology, China, 1987

- Medical Center Emergency Department, Vacaville, CA.
- Cardio-vascular surgery center, Fairfield, CA.
- Lakeside Hospital, Tele-medical surgery suites, Lakeport, CA.
- UC Davis Briggs Hall Chemical Laboratory Building
- Franchise Tax Board Administration building, Rancho Cordova, CA.
- Kaiser Hospitals, San Francisco, Vacaville, Roseville, Elk Grove.
- Veteran's Hospital Radiology Department, Mather, CA.
- Woodland Memorial Hospital, mental health department renovation, Woodland, CA.
- Microsoft Data center, Redmond, Seattle, WA.
- Lockheed Martin Power distribution system upgrade, Santa Clara, CA.
- CDCR Prison Housing units, Delano; Salinas; Vacaville, CA.
- Elk Grove Middle school, Elk Grove, CA.
- Santa Clara Elementary School, Santa Clara, CA.
- San Jose Elementary School, San Jose, CA.

Assistant Electrical Engineer | Carlson Corporation | San Francisco, CA | 1997 – 2000

Jingpei designed and built data centers, including:

- AT&T Web hosting data center, Seattle, WA.
- Level 3 Data center, Portland, Or.
- Equinix data centers, New York, city, Chicago, IL.
- GTE call center, various sites.
- Safeco Call Center, Seattle, WA.
- Bank of America Branch offices, various sites.
- Wells Fargo Bank Branch offices, various sites.

Electrical Designer/Draftsman | Peters Engineering | Sacramento, CA | 1996 – 1997

Jingpei designed commercial/industry, residential and schools. AutoCAD drafting and design. Also, Jingpei designed power lighting fire alarm systems for various commercial, industrial, schools and office buildings.

JEROME SCHREIBER, EE

ELECTRICAL ENGINEER

Jerome has more than 45 years of electrical industry experience. He is a licensed electrical engineer in California and Hawaii, and is certified by the International Association of Electrical Inspectors as an Electrical Plans Examiner and Electrical inspector. Jerome's experience is wide and varied, having provided engineering services to the military, public utilities, private organizations and municipal agencies.

PROFESSIONAL HISTORY

Building Inspector | City of Glendale | 2013 -Present

Jerome has served as a Building Inspector for the City of Glendale since August 2013. His duties have included Building, Plumbing, Mechanical, & Electrical Inspections and Plans Examination.

Instructor | Long Beach City College | 2013 -Present

Since 2013, Jerome has served as an instructor in National Electrical Code for Industrial & Commercial Applications at Long Beach City College.

Senior Electrical Inspector | City of Vernon | 1987 -2013

Jerome was responsible for electrical plans examination and performing Building, Plumbing, Mechanical, & Electrical inspections and all electrical installation in the City and for the City municipal facilities.

Electrical Consultant | BSK Engineering | 1986 -1987

Jerome served as an Electrical Consultant for a private firm that provided design for factories, restaurants, computer rooms, car lots, and other such installations.

Distribution Engineer | Southern California Edison | 1983 -1986

Jerome provided service planning and customer coordination for this Southern California utility.

Interior Electrician | Air National Guard | 1978 -1980

Jerome provided electrician services for various installations as a member of the Air National Guard.

Automatic Flight Control Systems Specialist, Sergeant | US Air Force | 1973 -1977

As a Sergeant in the US Air Force, Jerome served as Shift Supervisor and was responsible for repair crew to facilitate maintenance on transient aircraft.



EDUCATION

- BS, Electrical Engineering, California Polytechnic University

PROFESSIONAL LICENSE & CERTIFICATIONS

- CA Electrical Engineer 12290
- HI Electrical Engineer 13259
- International Association of Electrical Inspectors – Electrical Plans Examiner and Electrical Inspector – 6027880

International Code Council (ICC)

- ICC CA Commercial Building Inspector
- ICC CA Commercial Mechanical Inspector
- ICC CA Commercial Plumbing Inspector
- ICC CA Residential Mechanical Inspector
- ICC CA Residential Plumbing Inspector
- ICC Commercial Building Inspector
- ICC Mechanical Inspector
- ICC Plumbing Inspector
- ICC Plumbing Inspector UPC

PROFESSIONAL AFFILIATIONS:

- International Association of Plumbing and Mechanical Officials
- International Association of Electrical Inspectors
- IEEE

RICHARD MADDOX, ICC **ELECTRICAL PLANS EXAMINER**

Richard brings over 28 years of experience in all aspects of plan review and building inspections. Richard provides accurate and complete electrical plan reviews of residential and commercial buildings. While working for Clark County, Richard represented his department for multiple years at all electrical industry events such as IAEI, IEEE, AGC, NEMA, ABC, SNHBA and IBEW. Richard maintains his electrical plan review and inspection skills by regularly participating in industry and code related training and attending electrical safety and electrical industry symposiums.

PROFESSIONAL HISTORY

Electrical Plan Review | BPR Consulting Group | 2021 – Present

Richard provides electrical plan reviews for residential and commercial projects for compliance with the California Electrical Code, California Energy Code requirements as well as local codes and ordinances.

Building Inspector and Plans Examiner | Consulting Firm | 2013-2021

Provided electrical plan review and inspections for residential and commercial buildings for compliance with California Electrical Code and Energy Code requirements, local codes, policies, amendments, and ordinances.

Supervising Building Inspector, Electrical Specialist | Clark County, Nevada | 2003-2012

Supervised a staff of 15 inspectors. Assisted customers in addressing problems and concerns with compliance issues on code-related matters. Assisted with plan checking for complex projects and conflict resolution. Participated in budget planning, budget review and long-range planning.

Building Inspection Specialist | Clark County, Nevada | 2000-2003

Developed an education program for inspectors. Researched, authored and maintained the department's electrical policies, procedures and inspection technical guidelines. Represented the department to the local utility on all electrical related issues. Represented the department at all electrical industry meetings such as IAEI, IEEE, AGC, NEMA, ABC, SNHBA and IBEW.

Senior Building Inspector | Clark County, Nevada | 1997-2000

Combination inspection of single family and commercial occupancies for code compliance. Maintained an inspection record in the field and office. Investigated complaints and issuance of enforcement actions. Assisted all customers in addressing problems and concerns on compliance issues on all code-related matters related to active permits.

Combination Inspector | Clark County, Nevada | 1995-1997

Combination inspection of single family and commercial occupancies for code compliance. Maintained an inspection record in the field and office. Investigated complaints and issuance of enforcement actions.



EDUCATION

- Victor Valley College Inspection Technology Certificate
- Pacesetter Schools Building Inspections Certificate
- Gordon Copper Vocational Technical School

PROFESSIONAL LICENSES AND CERTIFICATIONS

ICC NO. 848507:

- ICC Building Inspector
- ICC Combination Inspector
- ICC Combination Inspector - Legacy
- ICC Electrical Inspector
- ICC Mechanical Inspector
- ICC Mechanical Inspector UMC
- ICC Plumbing Inspector
- ICC Plumbing Inspector UPC
- ICC Master Electrician (NV) 000-001221
- OSHA 10 & 30 Training
- ATC 20 Post Disaster Training

KEVIN BRENTON, CBO, CASp, ICC
LIFE SAFETY PLANS EXAMINER

Kevin is a Certified Building Official, CASp professional, and commercial combination building inspector with over 24 years in the construction and inspection industry combined. He is an active Local Chapter member of the International Association of Plumbing and Mechanical Officials and active member in the local chapter of International Code Council. Kevin has a strong understanding and knowledge of the implementation of local, state and federal building codes.

PROFESSIONAL HISTORY

Senior Plans Examiner / Building Inspector | BPR Consulting Group | 2022 - Present

Kevin provides plan review and inspection services for residential and commercial projects including residential master plans, custom residential projects, commercial tenant improvement and remodel projects.

Senior Plans Examiner / Inspector | Stanford University | 2019 - 2022

Kevin provided combination field inspections of new and existing building construction including, large complex commercial Structural, Accessibility, Plumbing, Mechanical, Electrical and Fire installations. He performed plan review and specifications for completeness, accuracy and implementation. Kevin provided the campus with onsite CASp review and Inspection; served as the subject matter expert for building codes and accessibility; and provided a high level of customer service to all stakeholders though out the duration of projects.

Building Inspector | Lawrence Livermore National Laboratory | 2019 - 2019

Kevin provided combination field inspections of new and existing building construction including large complex commercial Structural, Accessibility, Plumbing, Mechanical, Electrical and Fire installations. Kevin utilized his understanding and implementation of local, state and federal building codes to perform plan review and specifications for completeness, accuracy and implementation. He possessed and practiced his experience with DOE procedures and provided expert code evaluations of onsite construction projects.

Structural Building Inspector | Santa Clara County Planning & Development | 2017 - 2018

Kevin provided combination field inspections of new and existing buildings for both commercial and residential projects. He served as the commercial combination building inspector for Stanford University, was the lead Inspector for Stanford University Escondido Village (1.5 million sqft. Pre-cast facility) and served as Building Inspector for Santa Clara County correctional facilities.

Senior Building Inspector | Consulting Firm | 2012 - 2021

Kevin provided combination field inspections of new and existing building construction including but not limited to large complex commercial Structural, Accessibility, Plumbing, Mechanical, Electrical and Fire installations. He



EDUCATION

- AS, Computer Science, Carrington College

CERTIFICATIONS

International Code Council - 8259529

- ICC Commercial Plumbing Inspector
- ICC Residential Plumbing Inspector
- ICC Commercial Building Inspector
- ICC Residential Building Inspector
- ICC Commercial Electrical Inspector
- ICC Residential Electrical Inspector
- ICC Commercial Mechanical Inspector
- ICC Building Inspector
- ICC Electrical Inspector
- ICC Plumbing Inspector
- ICC Commercial Combination Inspector
- ICC Building Plans Examiner
- ICC Legal Module
- ICC Building Codes and Standards Module
- ICC Management Module
- ICC Certified Building Official
- ICC Building Code Specialist

Certified Access Specialist - #964

Licensed General Contractor - B-88891

Journeyman Electrician, 2002

served as Senior Combination Inspector for the APPLE AC2 campus for the entire duration of project and was the Combination Building Inspector at Sandia National Laboratory. Kevin supervised up to six employees at the AC2 project for daily assignments.

Journeyman Electrician and Pipe Fitter | KRB Construction | 1999 - 2012

Kevin worked on electrical systems in an industrial and commercial environment. He Installed and modified old and new work including but not limited to lighting, outlets electrical fixtures, electrical equipment transformers, switch gear and distribution equipment. Kevin tested and maintained repairs of emergency systems, backup generators, switch gear, fans and motors. Project types included class 1 division 1 electrical systems, fire alarm systems, emergency power systems, solar arrays, and underground storage tank electrical.

SHARON VANDERPOOL, ICC LIFE SAFETY PLANS EXAMINER

Sharon is proficient building plans examiner with over 9 years of experience with residential construction projects and permitting. She is well-versed in the design and plan review process, municipal submittal requirements, and building permit procurement.

PROFESSIONAL HISTORY

Plans Examiner | BPR Consulting Group | 2022 - Present

Sharon provides plan review services for residential and commercial projects including residential master plans, custom residential projects, commercial tenant improvement and remodel projects.

Plans Examiner | Consulting Firm | 2017 - 2022

Sharon performed plan review of residential projects for numerous municipal building departments throughout California. She provided technical review of building plans and related documents for compliance with California Building Codes, client requirements and policies. Sharon performed plan reviews of new residential, master plans, remodel, and tenant improvements. Sharon assisted applicants and project designers by providing information and interpretations of building codes and recommended assembly details as required to obtain compliance with applicable codes. Sharon was responsible for preparing written correction letters and maintaining project records.

Administrative Specialist | El Dorado Hills Community Services District | 2014 - 2015

Sharon served as lead Code Compliance Officer by ensuring that all buildings and properties followed community CC&Rs. She handled various compliance issues from homeowners and committee members through meetings/site visits/phone/email communication with tact and consideration with the goal of resolution. Sharon facilitated monthly Citizen Advisory Committee meetings including the preparation of agendas and meeting minutes. She always maintained a high level of customer service in communicating with homeowners, HOAs, and county agencies.

Building Permit Technician | Consulting Firm | 2006 - 2009

Sharon was responsible for processing all plans and documents for permit issuance for the City of Elk Grove Building Department. She reviewed and processed permit applications and plans for compliance with applicable building codes; responded to inquiries from developers, architects, and property owners by providing pertinent permit procedures and policies at the public counter, email, over the phone; and Sharon served as permit coordinator for large projects requiring multiple permit approvals



EDUCATION

- BS, Business Administration, University of Phoenix
- Certificate / Construction Management Technology, Cosumnes River College

CERTIFICATIONS

International Code Council - 8789037

- ICC Certified Building Plans Examiner
- ICC Certified Residential Plans Examiner
- ICC Certified Residential Building Inspector
- ICC Certified Plumbing Plans Examiner

TAMMIE RIKARD, ICC PLANS EXAMINER

Tammie has 31 years of experience in municipal government, performing a wide range of functions in Community Development; Building and Planning Divisions. Her education, certifications and experience provide her with a well-rounded and broad-based capability to deliver excellent customer service in all capacities of permit center management, building code administration, plan review and field inspection within a development services department.

PROFESSIONAL HISTORY

Plans Examiner | BPR Consulting Group | 2022 - Present

Tammie provides plan review services for residential and commercial projects including residential master plans, custom residential projects, commercial tenant improvement and remodel projects.

Building Inspector III / Plan Review | City of Sacramento | 2016 - 2022

Tammie performed detailed, comprehensive technical reviews of building plans, specifications and calculations for accuracy, completeness and conformance with governing codes, state regulations and local ordinances in all aspects related to life safety, structural, accessibility, E/M/P, energy and green building standards. She prepared correction notices defining plan deficiencies. Tammie offered effective communication with architects, engineers, contractors, designers and homeowners regarding building codes and permits; responded to inquiries and performed special investigations of complex building and construction related issues in order to develop resolutions to problems. She provided customer service, assistance and information to members of the public pertaining to building codes and regulations/ assist in resolving problems regarding plan submissions and sufficiency; and conducted Teams and Zoom meeting discussions with project stakeholders as needed to collaborate on plan review items.

Development Services Technician II / Plan Check | City of Yuba City | 1992 - 2016

Tammie performed a wide range of technical functions within the Building, Planning and Code Enforcement Divisions. She reviewed residential and commercial building plans for conformance with applicable codes, regulations and local ordinances in all aspects of building life safety, structural, accessibility, plumbing, mechanical, electrical, green building and energy conservation as well as zoning and land use. Tammie prepared detailed correction notices advising applicants of plan deficiencies; coordinated plan review process, prepared plan check correspondence and incorporated aggregation of plan review comments from all review disciplines, maintained plan review records, monitored progress and established applicable fees. She provided plan review project management; coordinated and conducted design review, pre-construction, progress and pre-final meetings with development team, anticipated foreseeable development related issues in order to facilitate preemptive resolution. Tammie processed planning project and building permit applications and employed advancements in technology to streamline and improve processes. She produced statistical reports of development activity and advised and assisted contractors, owner/builders, architects and the general public concerning building and planning related issues.



EDUCATION

- Building Inspection Technology, Coursework
Utah Valley State College

PROFESSIONAL LICENSE & CERTIFICATIONS

- Certified Evaluator, Post-Disaster Safety Assessment Program
- InterNACHI Certified Professional Inspector

International Code Council - 5104615

- ICC Building Inspector

TECHNOLOGY

Accela, Citizen Serve, Adobe, Blue Beam, Microsoft Suite, Teams, Zoom

ANDREW BURKE, CASp, ICC
CERTIFIED ACCESS SPECIALIST | PLANS EXAMINER

Andrew is a Certified Access Specialist and ICC certified Plans Examiner with more than 18 years of industry experience in plan review, inspection, administration and estimating. Andrew has extensive plan check experience in multi-story mixed use projects and provides in-depth review of accessibility issues to ensure compliance with all California building codes. His CASp certification provides him the ability to ensure all aspects of accessibility have been achieved. His formal training in ICC codes, as well as on-the-job experience, helps him to provide thorough and accurate commercial and residential plan reviews and inspections. Andrew is an excellent asset to any building department both in the office and out in the field.

PROFESSIONAL HISTORY

Plans Examiner | Certified Access Specialist (CASp) | BPR Consulting Group | 2021 – Present

Provides life safety and accessibility plan review for residential and commercial projects including residential master plans, custom residential projects, commercial tenant improvement and remodel projects.

Plans Examiner | Certified Access Specialist (CASp) | Consulting Firm | 2013 – 2021

Provided life safety and accessibility plan reviews for residential and commercial projects including residential master plans, custom residential projects, commercial tenant improvement and remodel projects.

Building Department Intern | Town of Los Gatos | 2012

Andrew worked as an intern in various areas of a building department. Performed field inspections and worked behind the counter as a permit technician.

PROJECT EXPERIENCE

2020 Project Expansion | University of California, Merced | 2016 - 2021

Life Safety and Accessibility Plans Examiner | Andrew reviewed plans for the campus expansion for compliance California Building, Plumbing, Mechanical, Electrical Codes, Energy Standards, Fire Codes, Green Building Standards Code, and California Accessibility Standards; state and local building codes, policies, amendments, and ordinances.

Sac Republic Soccer Stadium | City of Sacramento | 2019

Accessibility Plans Examiner | Andrew provided plan review for this new 409,664 SF stadium to ensure compliance with applicable accessibility codes and standards.

North 40 | Town of Las Gatos | 2018 - 2019

Accessibility Plans Examiner | Andrew provided accessibility reviews for the new 211,773 SF mixed use building in the North 40 development consisting of residential, parking garage, community room and commercial.



EDUCATION

- Associates in Building Inspection Technology, Butte Community College
- Associates in Mathematics, Butte Community College

CERTIFICATIONS

- Certified Access Specialist – CASp-710

International Code Council, 8250398

- ICC Building Inspector
- ICC Building Plans Examiner
- ICC Permit Technician
- ICC Commercial Building Inspector
- ICC Residential Plans Examiner
- ICC Residential Combination Inspector

RICK D. MAULDIN, CASp, ICC
LIFE SAFEY PLANS EXAMINER

Mr. Rickey D. Mauldin is a skilled Plans Examiner and Inspector for major multi-discipline and multi-level building projects, known for providing inclusive plan examinations and support to fellow co-workers and various jurisdictional building staff. As a Building Official, Senior Plans Examiner and Senior Inspector, Rickey has 37 + years of management, inspection, contracting, building inspection, and building code compliance review experience, including experience with both a city agency and the private sector.

He has completed complex reviews of a variety of projects including fire stations, indoor and outdoor malls, multi-story parking structures, hotels and motels, various cellular towers, electrical distribution systems, photovoltaic systems, mechanical systems, plumbing systems, multi-level commercial establishments, various restaurants and fast food buildings, medical and dental offices, commercial swimming pools, mixed use occupancy buildings, multi-family buildings, single and multi-level single-family dwellings and site civil review for site accessibility access. Rickey is extremely organized and professional when managing several large projects and working with clients.

PROJECT EXPERIENCE

- Roseville Galleria Mall, \$240 million, 400,000-sq. ft. Expansion and Renovation (Electrical, Mechanical & Plumbing)
- 2-Story Parking Structure – Galleria Mall, Roseville, CA
- 5-Story Parking Structure (Electrical, Mechanical & Plumbing) – Galleria Mall, Roseville, CA
- Palladio Mall Buildings – Folsom, CA
- Palladio Mall 2-Story Parking Structure – Folsom, CA
- UC Davis X-Ray Room - Folsom, CA
- 4-Story Parking Structure/Mixed Use Building - Folsom, CA
- 4-Story (Type VA) Leisure Lane Multifamily Apartments – Sacramento, CA
- Broadway 39 (3-story, Type VA) Multifamily Apartments – Sacramento, CA
- Township 9 Garden Apts (3-story, Type VA) Multifamily Apts. – Sacramento, CA
- Dialysis Clinics - Folsom, Lincoln, Yuba City and Clearlake, CA
- Yuba City Fire Station #4 - Yuba City, CA
- Folsom Fire Station - Folsom, CA
- Rite-Aide Pharmacy - Clearlake, CA



EDUCATION

- AS, Building Inspection Technology, Butte College
- AA, Drafting Technology, Butte College

PROFESSIONAL LICENSES & CERTIFICATIONS

International Code Council - 1064528

- Commercial Mechanical Inspector
- Combination Inspector
- Residential Mechanical Inspector
- Commercial Electrical Inspector
- California Combination Inspector
- Commercial Plumbing Inspector
- Residential Electrical Inspector
- Building Plans Examiner
- CA Commercial Building Inspector
- Electrical Inspector
- Accessibility Inspector/Plans Examiner
- CA Commercial Plumbing Inspector
- CA Residential Electrical Inspector
- Commercial Building Inspector
- Mechanical Inspector
- CA Residential Building Inspector
- CA Residential Plumbing Inspector
- Plumbing Inspector
- CA Commercial Mechanical Inspector
- Residential Plumbing Inspector
- California Building Plans Examiner
- CA Residential Mechanical Inspector
- Building Inspector
- Residential Building Inspector
- CA Commercial Electrical Inspector
- CA Commercial Combination Inspector
- CA Residential Combination Inspector
- Residential Combination Inspector
- Commercial Combination Inspector
- CASp / #779

NATHAN SARACINO, ICC LIFE SAFETY PLANS EXAMINER

Nathan has over 19 years of experience in the construction / building industry with a strong proven knowledge of Federal, State, and local laws, codes and ordinances as they relate to building construction. He is fully versed in the accepted safety standards, testing procedures and methods of construction. He possesses the ability to read and interpret various codes and to apply good judgment in the enforcement of such. Nathan's hands on experience in the construction field coupled with his knowledge and experience in building inspection and plan review make him an asset to any project he is assigned. He possesses a strong work ethic, proactive problem-solving approach and is a valuable team player.

PROFESSIONAL HISTORY

Plan Examiner | BPR Consulting Group | 2022 - Present

Nathan provides plan review services for various California municipalities. He reviews residential and commercial projects including residential master plans, custom residential projects, commercial tenant improvement and remodel projects.

Building Inspector | Consulting Firm | 2021 - 2022

Nathan performed inspections of new buildings, additions, and alterations of existing buildings for compliance with the currently adopted California Building Code and related regulations. He articulated complex building issues to the public, contractors, designers, and owners, with an emphasis on building regulations pertaining to life/safety issues. Nathan identified and solved complex problems by conferring with and providing information to developers, engineers, architects, property owners, contractors, and others regarding code requirements and alternatives. Nathan fielded questions regarding building requirements; made independent analysis during the inspection process; and advised Planning, Engineering and/or Code Enforcement personnel regarding building-related issues. He provided clear and complete correction notices and inspection reports. Nathan analyzed, interpreted, and accurately reviewed building plans, specifications and building codes. He enforced codes with good judgment and impartiality; applied technical knowledge of building trades; and performed duties within OSHA standards.

Owner/Operator | Saracino Construction | 2006 - 2019

Nathan performed a full range of tasks and duties to include client meetings; estimating the cost of materials and labor for each project; measuring architectural plans and structural details, and performing customer requests. Nathan obtained necessary project permits, retained and managed Sub-Contractors as needed and operated dump trailer and specialty equipment for special jobs. He was responsible for saws, paint machines, nail guns, hand tools, vehicle maintenance and tool maintenance. He performed jobs in electrical, plumbing, framing, cabinetry, landscaping, dry wall, texture and painting. Held an A+ Rating with Yelp.com.

Framing Foreman/Superintendent | JTS Communities | 2004 - 2006

Under general supervision, Nathan assisted framing superintendent in day-to-day framing activities; helped establish daily priorities to ensure all buildings were framed to the plan, on budget, on schedule and delivered to the JTS Construction schedule. He was also responsible for ensuring buildings met quality assurance and framing inspections. Nathan was responsible for labor personnel, forklift operators, framers, all quality assurance, pre-sheer and pre-frame inspections, and all discrepancies on the job.



EDUCATION

- Southern Regional High School
Manahawkin, NJ

PROFESSIONAL LICENSE & CERTIFICATIONS

- CA General Contractor, Class B
B881390

International Code Council - 9518768

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

TIM SCOTT, CBO, ICC
LIFE SAFETY PLANS EXAMINER

For the past 40 years Tim as provided building safety services on behalf of Northern California communities. Tim served as the Deputy Building Official, Plans Examiner and Building Inspector for the City of Davis, City of Elk Grove and the County of Sacramento. His experience as a Deputy Building Official exposed him to the many facets of managing a Building Department and allowed him to develop the exceptional organizational and management skills necessary to provide superior services to the communities he serves. Tim's experience includes plan review and inspection for all types and sizes of projects including residential, multi-family, commercial, institutional, and industrial projects. He is familiar with multiple permit tracking software systems utilized by jurisdictions and has managed all facets of building department services. Tim currently utilizes his skills as a Building Official, Plans Examiner and Building Inspector to benefit Northern California communities.

PROFESSIONAL HISTORY

Building Official / Plans Examiner / Building Inspector | BPR Consulting Group | 2021 – Present

Tim provides Building Official, plan review and inspection services to Cities and Counties throughout Northern California. Tim's responsibilities also include meeting with clients to ensure that expectations are being met and maintaining client relationships.

Assistant Chief Building Official / Sr. Plans Examiner | City of Davis | 2008 – 2019

Tim's role included management of the City of Davis's Building Department, supervising inspection and plan review staff. Tim over-saw the plan review department to ensure that plan reviews were being completed in a timely and consistent manner. Tim also coordinated plan reviews performed by outside consultants and provided quality control of the consultant's reviews.

Assistant Building Official / Sr. Plans Examiner | Consultant | City of Elk Grove | 2003 – 2008

Tim worked in the City of Elk Grove on a contract basis. Tim's duties included assisting with management of the City's Building Department including management of the City's plan review department to ensure quality and consistency of the plan reviews. Tim began working in the City of Elk Grove early in the City's formation and was instrumental in establishing policies and procedures for the City's new Building Department.

Plans Examiner / Building Inspector | County of Sacramento | 2000 – 2003

Tim provided plan reviews and building inspection services for the County of Sacramento Building Department. Tim was responsible for a range of projects from small residential remodels to large complex commercial and industrial projects.



EDUCATION

- Consumnes River College – Building Inspection Technology
- Yuba College – Course work in Pesticide Applications

CERTIFICATIONS

International Code Council 5087217

- ICC Certified Building Official
- ICC Building Code Specialist B8
- ICC California Building Plans Examiner I6
- ICC California Residential Combination Inspector J5
- ICC California Residential Inspector J1
- ICC California Residential Electrical Inspector J2
- ICC California Residential Plumbing Inspector J3
- ICC California Residential Mechanical Inspector J4
- ICC California Commercial Building Inspector I1
- ICC California Commercial Plumbing Inspector I3
- ICC California Commercial Mechanical Inspector I4
- ICC Accessibility Inspector / Plans Examiner
- ICC Plumbing Inspector P5
- ICC Building Inspector B5
- ICC Building Inspector UBC
- ICC Mechanical Inspector M5
- ICC Mechanical Inspector UMC
- ICC Building Plans Examiner B3
- ICC Plumbing Inspector UPC

General Building Contractor | Self Employed | 1993 – 2000

As a self-employed general contractor Tim was responsible for coordination of all activities associated with a small business including client relations and managing all phases of construction for wood framed residential and commercial projects.

Carpenter / Foreman | Timberline Builders | 1983 - 1993

Tim began working for Timberline Builders as a carpenter and worked his way up to the position of foreman where he supervised a crew of carpenters. Tim was responsible for quality assurance as well as the productivity of the crew.

PROJECT EXPERIENCE

Supervising Plan Examiner / Assistant Building Official | City of Elk Grove | 2003 - 2008

As the Assistant Building Official and Supervising Plans Examiner Tim was instrumental in developing and implementing policies and procedures in the development of the City of Elk Grove's Building Department.

DON R. CTIBOR, PE
CIVIL ENGINEER

Don is a highly experienced Licensed California Professional Engineer with extensive project experience and management experience. Specific skills include budget strategy, preparation and oversight and implementation of best practices across multiple departments. Knowledgeable in enforcing compliance and minimum standards to safeguard life, limb, health property and public welfare. Don has successfully provided project management expertise for many California clients.

PROFESSIONAL HISTORY

Plan Review Engineer | BPR Consulting Group | 2022 - Present

Don is a licensed professional engineer and provides civil plan review for BPR Consulting Group. Don is well versed in all aspects of land development, civil infrastructure, and grading related to major building projects. Don utilizes his many years' experience to ensure the projects he reviews are well coordinated and clearly identify the information required for a successful project with a minimum of requests for additional information which can often result in project delays.

Professional Engineer | Consulting Firm | Fresno, CA | 2017 – 2022

Don provided project management services for the UC Merced 2020 Project. This was a \$1.3 Billion Campus Expansion Project.

Regional Project Engineer | Moore Twinning Associates, Inc. | 2015 – 2017

Don was the project manager for the Fresno Corporate Office and Monterey Office for Construction Inspection and Material Divisions. He managed 40+ construction material testing and special inspection projects concurrently including the Phase 1 of High-Speed Rail, group up Soledad Middle School, bridge projects, road projects, City water and sewer main/expansion projects. Responsibilities included preparing engineering estimates, expense budgets, proposals, contract development and contract management, report writing, correspondence, presentations to various clients both public and private sectors. Don provided oversight of Federal, State and Local Laws, Codes and Regulations regarding material testing, special inspections and building codes.

Project Manager & Executive Director | Chukchansi Indian Housing Authority, CA | 2012 – 2014

Don managed all phases of development for 88-unit, low-income development, 6-unit leg up development, master planning and site developments for numerous other projects. He established and maintained long-term working relationships with other Tribes nationally, local contractors, developers along with Federal and local governments. Additionally, Don oversaw design of all site development and housing related engineering projects for Tribe



EDUCATION

- BS, Civil Engineering, California State University, Fresno, 2003
- BA, Biological Science, California State University, Fresno, 1996
- AS, Chemistry, College of the Sequoias, Visalia, CA, 1991
- AA, Psychology, College of the Sequoias, Visalia, CA, 1991

PROFESSIONAL LICENSES & CERTIFICATIONS

- CA Licensed Professional Engineer – 76392
- Qualified Storm Water Pollution Prevention Plan Developer / Practitioner | 24244
- EPA RRP Certification (NAT-F115845 & R139176)
- General Engineering Contractor | 744754
- General Building Contractor | 744754
- APNGA Certified Radiation Safety Officer
- Troxler Certified Nuclear Gauge and Hazmat
- DSA Engineer of Record
- Pier / Pile Foundations Special Inspector – Kern County #KC00369-02
- Soils Special Inspector – Kern County #KC00369-01

throughout Madera, Fresno and Mariposa Counties, to ensure legal and regulatory compliance at all times with all operations.

Air Quality Engineer | San Joaquin Valley Air Pollution Control District, CA | 2009 – 2012

Don reviewed and evaluated permit applications, including calculating emission rates and permit fees, determining compliance or non-compliance with air quality regulations, determining and recommending best available control technology, defining permit conditions, and issuing authority to construct permits. He operated a variety of software and programs used to make engineering calculations, enter and retrieve data, and monitor and correct data entry; investigates and corrects errors in the designs.

Assistant Engineer | Madera County Engineer | 2007 – 2009

Don worked with building department reviewing various structural designs, construction, and inspection of grading, retaining walls, private roads, bridges, drainage, and water and sewer systems; work independently on assigned projects; FEMA prepare, check, review, and evaluate structural computations, prepare plans and specifications for County engineering projects; Reviewed elevation certificates and work closely with FEMA in all flood plain matters; attend and assist the Planning Commission, and other public meetings; act as liaison with other government agencies and the general public.

MARK MEYERS, CBO, ICC
LIFE SAFETY PLANS EXAMINER



For 32 years, Mark served as a Building Official, Deputy Building Official, Building Inspector, Plans Examiner and Permit Coordinator for the City and County of Madera and the City of Clovis. He has implemented permit tracking software for multiple jurisdictions, prepared operating budgets and managed all facets of building department activities. He recently served as an Inspection Manager, supervising inspection and clerical staff, for the UC Merced 2020 Project, helping to design and implement the inspection program to fit the University's evolving needs.

PROFESSIONAL HISTORY

Building Official | Project Manager | BPR Consulting Group | 2021 – Present

Mark provides Building Official services for several Cities and Counties throughout California. In addition, Mark provides supervision for inspection staff and clerical staff for the Cities and Counties where he works. Mark's responsibilities also include meetings with clients to ensure that expectations are being met and maintaining client relationships.

Inspection Manager | Consultant | 2016 – 2021

Mark supervised inspection staff and clerical staff for the UC Merced 2020 Project, working with client staff for the design and implementation of the inspection program to fit the changing needs of UC Merced.

Building Official | City of Clovis | 2008 – 2015

Mark supervised 9 staff and was responsible for all building inspections. His duties included supervision and training of office staff and implementing new training programs for building inspectors. Mark designed and implemented a new computerized permit tracking and issuance program for the Planning and Development Services Department. This system included complete integration with the City's well-developed GIS systems. All permit processing was done manually before new permit tracking system was implemented. The program interfaces with the Tax Collector and Assessor's Office. Mark formulated a million-dollar budget and presented it annually. He worked regularly with the Fire, Planning, and Engineering Departments.

Deputy Building Official | City of Clovis | 2006 – 2008

Mark supervised 14 staff responsible for building inspection processes and building permit fee revision. He trained office staff and implemented new training programs for building inspectors. Mark designed and implemented new computerized permit fees to better comply with state laws and to track time for each inspection type.

Permit Coordinator | County of Madera | 2000 – 2006

Mark was responsible for all building inspection processes and coordinating building permit issuance. He performed all the duties of a Building Official, and supervised and trained a staff of 20 employees, as well as implementing new training programs for building inspectors. Mark designed and implemented a new computerized permit tracking and issuance program for the Resource Management Agency. Mark coordinated and supervised the remodel of a 37,000 square foot retail building into an office complex for the Resource Management Agency and moved four

EDUCATION

- BS, Business and General Management, San Francisco State University
- AA, Business Administration, College of San Mateo
- Coursework, Electrical Engineering California Polytechnic State University, San Luis Obispo

CERTIFICATIONS

International Code Council 8005399

- ICC Certified Building Official
- ICC Building Code Specialist
- ICC Plumbing Inspector UPC
- ICC Building Inspector
- ICC Building Plans Examiner
- ICC Plumbing Inspector

departments into one building. Mark's duties allowed him to work regularly with the Environmental Health, Fire, Planning, Engineering and General Services, Public Works, Roads and Transportation Departments.

Building Inspector | Plans Examiner | Acting Chief Building Official | City of Madera | 1991 – 2000

As a building inspector, Mark inspected residential and commercial buildings, and was responsible for enforcing all building codes per State and local codes. As a plans examiner, Mark regularly worked with the planning department. He formulated the budget for the Building Department and regularly presented staff reports to the City Council. He also did preliminary work on designing a computerized tracking program for the issuance of permits for the Building Department. Mark was eventually designated Acting Chief Building Official.

PROJECT EXPERIENCE

2020 Project Expansion | University of California, Merced | 2016 - 2021

Inspection Manager | Mark supervised inspection staff and clerical staff for the UC Merced 2020 Project, working with client staff for the design and implementation of the inspection program to fit the changing needs of UC Merced.

Table Mountain Rancheria | Friant, CA | 2018 – 2021

Building Official | Mark served as the Building Official for the Table Mountain Casino and Hotel Expansion providing guidance to the Tribe for code alternatives and manages the inspection and plan review team for the project.

CANDIDO TAPIA, ICC BUILDING INSPECTOR

Candido has 11 years of experience working in the building industry with various specialties. He is an ICC residential and commercial certified building inspector and has a CalFire Fire Sprinkler Fitter certification. Candido is well versed in reviewing construction sites, plans, permits, and licenses and has a strong history of helping contractors and owners resolve problems with safe and compliant strategies.

PROFESSIONAL HISTORY

Building Inspector | BPR Consulting Group | 2023 - Present

Candido provides building inspection services for various Southern California municipalities. He provides inspections for code compliance and compliance with the approved construction documents for residential and commercial projects.

Building Inspector | City of Tulare, CA | Apr 2022 - Oct 2022

Candido completed daily inspections of new construction, refurbishment, and repair projects. He provided information about methods and materials to correct problems and bring construction in compliance with ordinances while keeping codes up-to-date on inspections.

Fire Sprinkler Inspector/Service Technician | On Guard Fire Protection | 2021 - 2022

Candido was responsible for finishing fire systems in preparation for city or county fire department inspections in compliance with NFPA codes. This included installing, servicing, testing, and repairing fire sprinkler systems. Candido also documented and reported defects of fire sprinkler systems noncompliant with NFPA codes. He attended to daily services or repairs called in by homeowners or general contractors and reviewed blueprints and project specifications to determine correct installation of fire sprinkler systems.

Field Supervisor | American Fire Protection | 2014 - 2020

Candido scheduled inspections with county or city inspectors on a daily or weekly basis. He attended onsite meetings to coordinate with superintendents and other trades, and responded in a timely fashion to emails and phone calls to address any issues, questions, or concerns that superintendents or property owners may have. Candido met project deadlines without sacrificing build quality or workplace safety. This included scheduling labor, ordering materials and coordinating with other contractors to complete projects. He read plans and blueprints, and communicated daily with vendors and staff to keep projects fully operational.



EDUCATION

- Antelope Valley Adult Education, Lancaster, CA

PROFESSIONAL LICENSE & CERTIFICATIONS

- CalFire Fire Sprinkler Fitter

International Code Council - 10072094

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

RICK WALTERS, CBO, CASp, LEED, ICC
BUILDING OFFICIAL | CERTIFIED ACCESS SPECIALIST | SENIOR INSPECTOR

Rick has over 34 years of experience in the construction industry with over 31 of those years in the Building Inspection industry. Rick has experience as a building official and inspector. He has provided senior inspector services in disaster zones for floods and wildfires which required communication with the National Guard, elected officials and law enforcement. Additionally, Rick is experienced in inspection management, council meetings, planning meetings, city and county design review meetings, field inspections, permit tracking and issuance, record keeping, construction techniques, and office procedures.

Rick has provided inspection services for over 25 different City, County, State and Military installations. He inspected services of a Wildfire Disaster Zone involving over 100 structures and provided Flood Zone inspections for over 1,100 homes. He provided Chief Building Official services to the Cities of Dixon, Calistoga, Yountville, St. Helena, Gridley, Auburn and Woodland.

PROFESSIONAL HISTORY

Chief Building Official / Certified Access Specialist / Senior Inspector | BPR Consulting Group | 2021 - Present

Rick provides Building Official, building inspection, plan review, CASp review and inspection services for several clients in Northern California.

Chief Building Official / Certified Access Specialist / Senior Inspector | Consulting Firm | 2014 - 2021

Performed Building Official, building inspection and plan review services for various Northern California municipalities, as well as providing CASp plan review and inspection services.

Inspection Services | Bureau Veritas | Beale Air Force Base, CA | 2012 - 2014

Rick provides full inspection services for military housing at Beale Air Force Base. Inspections of single-family homes and duplexes include foundation, framing, mechanical, plumbing, electrical, and final inspections. Daily and weekly reports are compiled listing any deficiencies or items needing repair/replacement.

Fill-In Building Inspection Services | Bureau Veritas, CA | 2011 - 2012

Rick has provided fill-in building inspection services during staff vacations, sick-time, and periods of high-workload for the Cities of West Sacramento and Napa. He has inspected residential and commercial structures for compliance with all applicable building codes and local ordinances.

Building Inspection Services Manager | City of Woodland, CA | 2008 - 2011

Rick oversaw the inspection program for the City of Woodland. He managed and directed the inspectors on staff as well as performed inspections for residential, commercial, and industrial facilities.



CERTIFICATIONS

- IAPMO Certified Plumbing Inspector, 030666
- IAPMO Certified Mechanical Inspector, 090146
- CA LEED Certified, LEED AP BD+C, 10436985
- Certified Access Specialist, CASp-439

International Code Council, 1061008

- ICC Building Code Official
- ICC CA Residential Building, Plumbing, Mechanical, Combination, Electrical Inspector
- ICC Certified Building Official
- ICC CA Commercial Building, Plumbing, Electrical, Combination, Mechanical Inspector
- ICC Building, Electrical, Combination, Mechanical, Plumbing Inspector
- ICC CA Combination Inspector
- ICC Mechanical UMC
- ICC Building Plans Examiner
- ICC Plumbing Inspector UPC
- ICC CA Building Plans Examiner
- ICC Combination Inspector – Legacy
- ICC Building Code Specialist
- ICC Commercial Combination Inspector

PROFESSIONAL AFFILIATIONS

- International Code Council, Committee Member and Teacher

ISIDORO ZAPIEN, ICC INSPECTOR

Isidoro is an Inspector with 26 years of experience in the construction industry. He has extensive experience and is currently certified in structural steel and welding, high strength bolting, spray applied fireproofing, structural masonry and reinforced concrete. Isidoro is also nuclear gauge certified with experience in soils and asphalt. He has performed various inspection services including quality assurance and quality control to ensure projects were built in accordance with approved plans, specifications and specified codes.

PROFESSIONAL HISTORY

Inspector | BPR Consulting Group | 2021 - Present

Isidoro provides building inspection services for various Northern California municipalities. He provides inspections for code compliance and compliance with the approved drawings for residential and commercial projects. Isidoro's areas of expertise include building inspections, code interpretations, construction concept/scope, client relationship management and project management.

Inspector | Consultant | 2017 - 2021

Isidoro provided building inspection services for various Northern California municipalities. He provided inspections for code compliance and compliance with the approved drawings for residential and commercial projects.

Senior Special Inspector | Pleasanton, CA | 2012 - 2017

Isidoro performed special inspections on a variety of commercial projects including and 2.8 million square foot Amazon fulfillment center, a seven story Kaiser Permanente Hospital and Medical Center, a 500,000-square foot tilt up and the Nasa Ames Research Center in Mountain View which consisted of 5-million-gallon water tanks and a super computer cooling tower. As the lead special inspector for these projects, Isidoro was responsible for coordinating with the project inspectors and project managers on daily inspections, performing field inspections which included welding, concrete, rebar and fireproofing, mapping all RFI changes on the approved drawings and submitting daily filed reports to the client.

Senior Special Inspector | Quality Control Manager | San Diego, CA | 2009 - 2012

Isidoro was the Senior Special Inspector and Quality Control Manager for a variety of naval air station projects including a Marine Reserve training center, group hanger #5, a child development center and the renovation of building 730 A. He was responsible for providing special inspections for concrete, structural steel and welding, structural masonry, reinforced concrete, material sampling, verification of material type, field density testing and monitoring quality of work. He also ensured his daily reports documented compliance to plan, the geotechnical report, job specifications and compliance to the code.

Senior Engineering Technician | Concord, CA | 2002 - 2009

As the Senior Engineering Technician, Isidoro was responsible for concrete and welding inspections in the field, NDT procedures during construction and performing construction inspections as required on multiple projects including the Livermore Civic Center Library and the West Sacramento Force Main Pipeline.



PROFESSIONAL LICENSES AND CERTIFICATIONS

- AWS Associate Certified Welding Inspector, 01110444
- ACI Concrete Field-Testing Technician Grade I, 030005
- Nuclear Density Testing Gauge, 12495

ICC NO. 5003730

- ICC Reinforced Concrete Special Inspector Associate
- ICC Spray Applied Fire Proofing Special Inspector
- ICC Structural Welding Special Inspector
- ICC Structural Masonry Special Inspector
- ICC Structural Steel and Bolting Special Inspector
- ICC Commercial Building Inspector

GABRIEL ARGUETA, CASp BUILDING INSPECTOR

Gabriel has 4 years of experience in the construction industry. He is an ICC certified inspector with experience providing building, mechanical, electrical and plumbing inspections on residential and commercial projects for Cities in the Los Angeles area. Gabriel is also a certified CASp expert and has provided CASp inspections as well as provided CASp design as a consultant. He provides Building Department inspection services to ensure projects were built in accordance with approved plans, specifications and specified codes. Gabriel brings considerable experience from working for several construction companies in the Los Angeles Region.



PROFESSIONAL LICENSES AND CERTIFICATIONS

- Certified Access Specialist, CASp-126
- Licensed Building Contractor No. 430345

PROFESSIONAL HISTORY

Building Inspector | BPR Consulting Group | 2021 - Present

Gabriel provides building inspection services for municipalities in the Los Angeles area. He provides inspections for CASp, Building Code compliance and compliance with the approved construction documents for residential and commercial projects.

Self Employed | Consultant | 2019 to 2021

Gabriel provided ADA consulting services to commercial property owners and business owners. In addition He provided inspection services for various Cities and provided construction consultation to property owners for residential construction projects.

Sr. Building Inspector | City of Hawthorn CA - Building Division | 2001 - 2019

Senior for residential and commercial projects. Provided general building inspection and public safety inspections. Inspected all aspects of the construction process including building, plumbing, mechanical and electrical phases of residential and commercial projects. Also provide CASp inspections and CASp plan reviews.

Project Manager | Pace Setter Company | 1999-2021

Responsible for managing and coordinating projects, and supervising construction crews for the installation of modular buildings and school bungalow classrooms.

Construction Sub-Contractor | William Scotsman Construction Trailers & Modular Buildings | 1995 - 1999

Provided services as a sub-consultant for various projects including numerous project for the Los Angeles School District.

Self Employed Building Contractor | 1982 - 1995

General contractor in the construction industry for commercial and residential projects.

Union Carpenter | 1980 - 1982

Worked as a carpenter on high rise buildings in the Los Angeles area.

Carpenter and Supervisor | ELCCO Builders | 1976 - 1980

Worked as a carpenter and supervisor for residential construction projects.

CHRISTIAN CIESLEWICZ, ICC BUILDING INSPECTOR

Christian has over 19 years of experience in the construction industry. He is an ICC Combination Building Inspector with experience providing building, mechanical, electrical and plumbing inspections for residential and commercial projects. He provides building inspection services to ensure projects are built in accordance with approved plans, specifications and specified codes. Christian also brings considerable experience gleaned from working as a Journeyman Electrician and Journeyman Carpenter.

PROFESSIONAL HISTORY

Building Inspector | BPR Consulting Group | 2022 - Present

Christian provides building inspection services for various California municipalities. He provides inspections for code compliance and compliance with the approved construction documents for residential and commercial projects.

Building Inspector | Consulting Firm | 2013 - 2022

Christian served Northern California clients as Contract Building Inspector. He performed inspections of residential, multi-tract new home subdivisions, light commercial, tenant improvements and code enforcement. Projects included one-to-two million square foot concrete tilt up buildings and multifamily apartment complexes.

Building Inspector | Frontline Home Inspections | 2012 - 2013

Christian owned and operated Frontline Home Inspections and provided high quality home and insurance inspections throughout the San Francisco Bay Area.

Supervisor | Home Depot | 2011 - 2012

Christian supervised the electrical and millwork departments. He performed customer service duties, supervised staff and ordered merchandise for the departments.

Building Inspector/Deputized Code Enforcement Officer/Field Supervisor | Consulting Firm | 2004 - 2010

Christian served as Contract Building Inspector for numerous California clients. He performed building safety inspections on residential and commercial projects, tenant improvements, un-permitted dwellings. Christian provided Code Enforcement services to include locate and issue Stop Work Notices on un-permitted construction projects. He assisted the Police Department with inspection of grow houses after searches were performed.



EDUCATION

- UBC Building Inspection Program
Aspire College, Sacramento, CA
- Administration of Justice
Ohlone College, Fremont, CA

PROFESSIONAL LICENSE & CERTIFICATIONS

- FEMA Certified Disaster Housing Inspector, Parr Inspections
- ASHI Certified Home Inspector
- PC 832 Certification POST Control

International Code Council - 5211393

- ICC/UBC Combination B5 Building Inspector
- ICC Plumbing Inspector
- ICC Mechanical Inspector

Submitted To City of MAYWOOD

4319 E. Slauson Avenue
Maywood, CA 90270
City Clerk's Office
Attn: Daisy Guerrero

Due Date: 7/25/23, 3 pm

Submittal Requirement: 3 bound, 1 unbound, 1 pdf



Proposal

BUILDING DEPARTMENT CONSULTING SERVICES



TRANSTECH

Est. 1989

www.transtech.org
855.595.2495 (toll-free)

Submitted By
TRANSTECH Engineers, Inc.

Contact Person for this Proposal:

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



1. Cover Letter

July 25, 2023

City of MAYWOOD
4319 E. Slauson Avenue
Maywood, CA 90270

City Clerk's Office
Attn: Daisy Guerrero



[About Transtech Video Highlight:](#)
[CLICK HERE](#)

Proposal, BUILDING DEPARTMENT CONSULTING SERVICES

Dear Ms. Guerrero:

Transtech is pleased to submit this Proposal for the subject services. This Cover Letter provides the information specified in City's RFP under this Section, as well as an executive summary of our proposal and qualifications.

Company Profile:

Established in 1989, Transtech (a California Corporation) is a **multi-disciplinary engineering consulting** firm. Transtech has been **in business for over 33 years** and provides **municipal services to approximately 75 public agencies**.

Our **multi-disciplinary** service capabilities include:

- Building & Safety Services, Building Official, Building Inspection, Plan Check, Building Code Enforcement
- Civil Engineering
- 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 Eng
- Water Resources Engineering
- Surveying, Mapping, ALTA, Right-of-way Eng
- Emergency, Support Services

One of the unique qualifications of Transtech is that we serve public agencies as municipal contract service providers. We serve as **Building Official, Building Plans Examiner, Building Inspector, Permit Technician, Building Code Enforcement**, City Engineer, City Traffic Engineer, Map/Plan Checker, Public Works/Permit Inspector, CIP Manager, Construction Manager, Construction Inspector, Designer, Federally Funded Project Manager and in other capacities for a number of public agencies.

Building and Safety Services:

- ✓ Transtech is currently **providing municipal services to over 75 public agencies**, including **Building and Safety Services to several agencies**.
- ✓ Transtech is also under multi-year contract with **the County of Los Angeles providing as-needed Building and Safety Plan Check Services to the County**.
- ✓ We also **interact and coordinate plan checks and work closely with County Fire Departments** in many cities.
- ✓ In addition to Building Plan Check, Transtech is **also providing Fire Plan Check Services to various**



agencies.

Transtech's Plan Check and Inspection Capacity in numbers:

- We maintain and manage **electronic plan submittal portals for over 25 cities.**
- In 2022, we **processed and reviewed approximately 13,000 projects with 96,000 documents and performed approximately 43,000 inspections.**

Transtech's unique "Customer Care" approach in delivering Building and Safety Services in an efficient, cost-effective, and timely manner:

- Transtech is well known in providing **Cost Effective Services on time** with a **customer friendly and responsive** approach. Our services are founded on the principles of **Total Quality Management for Total Customer Care.**
- **We start** by working with the applicant **early on and during plan review** to help them prepare a set of plans which have all of the required information clearly and logically presented.
- Additionally, we never hesitate to make suggestions which help eliminate complicated details, reduce **construction costs, and/or provide details which are easy to verify in the field.** Experience has taught us well that inspection time and applicant frustration can both be substantially reduced, while increasing overall compliance, by producing a better set of plans during the plan review process. And in the case of homeowners, **this policy often demonstrates early on that the City really is truly a partner in a process that can often be a source of stress and tension for many applicants, and we fully understand that.**
- This policy reduces the number of plan review rechecks required, **allows the applicant to obtain a permit much sooner,** and reduces the overall time our staff is required to spend on that particular plan.
- Our policy is to assist the architect, engineer, designer, applicant, etc. as much as possible, which helps **eliminate complicated details, reduce construction costs, and/or provide details which are easy to verify in the field.**
- All telephone calls or e-mails received are returned within the same working day, or the following day. We take pride in our **"Same Day Response"** motto.
- **Responsiveness is an integral part** of Transtech's "customer friendly" service approach.
- We will strive to **enhance the City's image by public trust** to be the most desirable community to live, invest and conduct business.

Quick Turn Around Time and Expedited Services / Expedited/Off-Business Hours/Weekend Services:

Transtech will provide plan checks on a quick turn-around schedule. Transtech also provides expedited service when requested. If the City receives a request from applicants for expedited plan check services, Transtech staff will provide additional resources to accommodate such a request. If the City requests inspection services, Transtech staff will provide additional resources to accommodate inspection requests during off business hours and weekends.

Our staff members are involved in many local and national International Code Council (ICC) and California Building Officials (CALBO) committees, and are involved in the development of local and national guidelines and codes for Building and Safety:

- | | |
|---|--|
| • Chair; ICC Sustainability Membership Council | • ICC Los Angeles Basin Chapter Board of Directors |
| • Chair; ICC LA Basin Chapter Inspection Committee | • ICC Building Officials Membership Governing Council |
| • Commissioner; ICC Codes & Standards Council | • ICC Code Development Committee Vice Chair |
| • Commissioner; CALBO Green Committee | • ICC Technology/Web Advisory Group |
| • Commissioner; ICC/CALBO CA Exam Committee | • IAS Accreditation Committee |
| • Commissioner; CALBO Outreach/Communications Committee | • ICC LA Chapter Accessibility Committee |
| | • Commissioner; CALBO State Licensing Boards Committee |

Innovative and Advanced Technology:

Transtech has integrated many technological assets into its services to provide the most efficient and cost-effective service possible. We provide fully automated electronic plan submittal, plan checking, and tracking. We provide this on our company portal, as well as offer same portal access to our client cities on



their web sites.

Electronic Plan Check:

Transtech provides all Electronic Plan Check. Please [click here](#) for a sample of our electronic plan check portal at one of our contract Cities. We offer electronic plan check submittal portal to our client cities at no additional cost.

Virtual Counter:

We offer virtual meetings with plan checkers. Please [click here](#) to explore the virtual plan check counter appointment calendar for one of the Cities,

Service Transition:

Transtech has facilitated several transitions for local agencies of their building and safety operations from other services providers. We do not see a need for an extensive overlapping work period with the current service provider. Our staff has done similar transitions before and can handle any open issues remaining from the current service provider. The "overlapping work period" would only increase the City's cost on staff time. Our expectation is to review the project files and address status of current/open plan checks, projects, and priority issues for transition.

Initial Service Analysis:

If selected by the City, within approximately 30 days of contract approval, Transtech will complete a thorough review of existing City policies, ordinances, and conditions pertaining to relevant services, and perform an operational, service and quality assessment, and efficiency review. Based on this review, we will provide recommendations for improvements in service quality, efficiency, and effectiveness. We will develop an implementation process and timetable and present a report to the City for review and consideration.

Performance Standards and Monitoring:

Transtech will also develop and provide to the City monitoring information that shows achievement of the performance standards, and that personnel are providing helpful and courteous service to customers. The monitoring may include, but is not limited to, customer feedback through written questionnaires, interviews, and observations at the building counter and during building permit inspections and statistical reports.

Readily Available Staff:

Transtech has a **large pool of well experienced staff and resources readily available** to provide requested services, and **respond to requests in a timely, efficient, and cost-effective manner**. Our staff and resources include **approximately 200**, including **building officials, plan checkers, inspectors, permit technicians**, engineers, project managers, designers, plan checkers, inspectors, construction managers, traffic and transportation analysts, technicians, support personnel.

Training Program:

We offer any City staff, who are involved in inspection, plan check and permit issuance, an option to participate in our training program for code updates and process, as well as ICC certification training.

Employment Opportunities for Local Residents:

If the City selects Transtech, we will seek applicants from local residents for employment possibilities at our firm and offer training for various administrative and technical support positions.

Community Involvement:

We are proud to support civic and community activities, which demonstrates our commitment to the progress, health, and well-being of the communities we serve. In services and partnership with our client cities, we have a proven record of active engagement in City and Community events, programs, causes, and initiatives. Our goal is not just to serve as an engineering consultant which is what we are best at, but activity



partnering with our clients, to further enhance the City's reputation as an ideal community to live, invest, work, and play in. The Transtech Team is very passionate about giving back, especially through youth empowerment and workshops to encourage middle school and high school students to pursue higher education and to get involved in STEM related fields, like engineering. Several of our team members have been involved in various organizations and spoke at countless events to encourage the youth and young women in particular to pursue Engineering in both their academic and career paths. We are proud to have founded an annual Transtech Engineers Scholarship Program awarded during the fall semester to Cal Poly Pomona students. The scholarship awards five students each based on their GPA and grade level. We partnered with Cal Poly Pomona to start this annual scholarship with the Civil Engineering Program at the university.

Experience in working in Communities with predominantly Spanish speaking residents:

Transtech provides services to various communities with Spanish speaking residents. We have several staff members who speak Spanish,

We believe our team is well qualified to perform the services requested:

We have extensive experience working with Public Agencies in similar assignments. We are accustomed to working with governmental agencies, and have a good understanding of public agency issues, procedures, and policies.

- ✓ Successfully providing **similar services to many agencies** for over 33 years.
- ✓ Proven track record in **on time** and **within budget** project delivery.
- ✓ **Multi-disciplinary** engineering consulting service capabilities to provide an array of municipal services.
- ✓ Ability to **work collaboratively** with agencies, project applicants, and other stake holders, and **communicate effectively** with diverse audiences and stakeholders at public forums.
- ✓ Committed to producing a **high-quality work product and deliver a high level of customer care.**
- ✓ Commitment of **principal level management** and involvement throughout the contract duration.
- ✓ Well experienced **in-house staff readily available** to commence with the services upon City's authorization.

Transtech shares the City's commitment and strive on delivering a top-quality customer experience to the communities we serve through innovation and responsiveness, with integrity, flexibility, and professionalism. We strive to push the envelope beyond bureaucracy who think outside the box and who provide excellent customer service.

Designated representative and responsible for the services listed in Scope of Services of the RFP is Dennis Tarango, Principal Building Official and the contract manager will be Ayla Jefferson, Principal Building Official.

Thank you for the opportunity to submit this proposal. Should you have any questions, or require additional information, please contact us.

Transtech Engineers, Inc.

Sincerely



Ayla Jefferson, CBO, CSP, Principal Building Official
E: ayla.jefferson@transtech.org
C: 909-851-5765, O: 909-595-8599, ext.160



Dennis Tarango, CBO, CSP, Principal Building Official
E: dennis.tarango@transtech.org
C: 909-821-7117, O: 909-595-8599, ext.158

2. Table of Contents

Our proposal is submitted in the format specified in "RFP Section IX. SUBMITTAL FORMAT":

- limited to 40 pages (all pages numbered); and includes the following sections and subsections as listed in the RFP:

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3. Experience and Qualifications

a. COMPANY PROFILE

Established in 1989, Established in 1989, Transtech Engineers, Inc. (a California Corporation) is a **multi-disciplinary municipal engineering consulting** firm.

Our staff and resources include **approximately 200 staff**, including **building official, plan checkers, inspectors, permit technicians**, engineers, project managers, designers, construction managers, traffic and transportation analysts, technicians, admin support personnel.

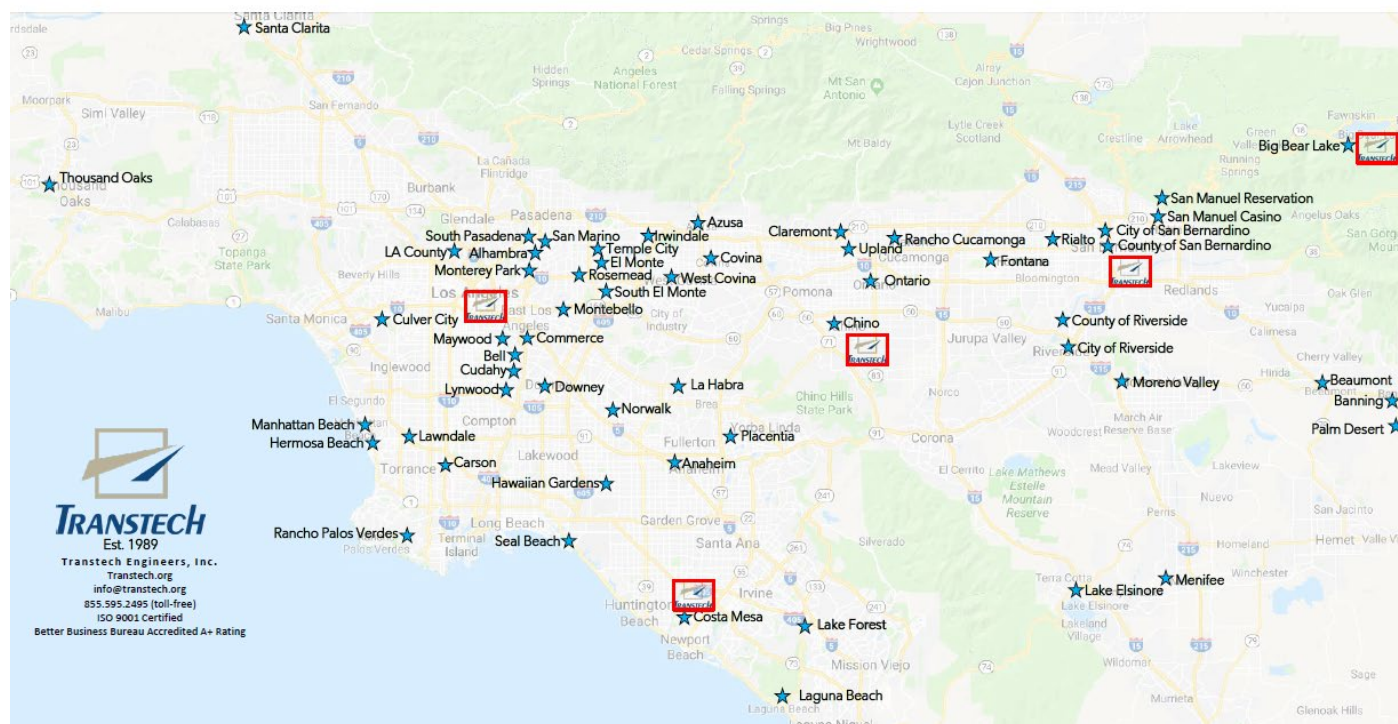
Our **multi-disciplinary service capabilities** include:

- **Building & Safety Services**, Building Inspection, Plan Check, Building Evaluations, City Building Official, Code Enforcement
- Civil Engineering,
- 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, Support Services

Currently, we are **providing municipal services to approximately 75 agencies, including Building and Safety Services** to several agencies:

Transtech Engineers, Inc. Proudly Services

✓ Municipal Engineering Public Works Consulting	✓ Civil Engineering Design	✓ Grant Writing Funds Management	✓ Surveying
✓ Building & Safety Plan Check & Inspection	✓ Engineering Plan Check Public Works Inspection	✓ Planning	✓ Land & Real Estate Development
✓ Construction Management Project & Program Management	✓ Traffic & Transportation Engineering	✓ Mapping & Right-of-Way Engineering	✓ Community Outreach Public Relations



City of Temple City

✓ City Engineering Services: City Eng, Traffic Eng,

City of Alhambra

✓ City Engineering Services: City Eng, Traffic Eng,



Development/Public Works Plan Check, Map and Plan Check, Permit Inspection, Design, CIP and Construction Management, PW Insp, Fed Proj Management

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

City of Commerce

- ✓ **City Engineering Services:** City Eng, Traffic Eng, Development/Public Works Plan Check, Map and Plan Check, Permit Inspection, Design, CIP and Construction Management, PW Insp, Fed Proj Management
- ✓ **Building & Safety Services:** Building Official, Plan Review, Inspection, Permit Tech

City of Maywood

- ✓ **City Engineering Services:** City Eng, Traffic Eng, Development/Public Works Plan Check, Map and Plan Check, Permit Inspection, Design, CIP and Construction Management, PW Insp, Fed Proj Management
- ✓ **Building & Safety Services:** Building Inspection, Permit Technician

City of Monterey Park

- ✓ **City Engineering Services:** City Eng, Traffic Eng, Development/Public Works Plan Check, Map and Plan Check, Permit Inspection, Design, CIP and Construction Management, PW Insp, Fed Proj Management
- ✓ **Building & Safety Services:** Building Official, plan check and as-needed inspection

City of South Pasadena

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

City of Seal Beach

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

City of Azusa

- ✓ **Building & Safety Services:** Building Official, Building Plan Review, As-needed Insp

City of Rancho Palos Verdes

- ✓ **CIP Project Management:** CIP/Fed Proj Management
- ✓ **Building & Safety Services:** Plan Review, Inspection.

San Manuel Indian Reservation

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

San Manuel Casino

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

City of Manhattan Beach

- ✓ **On-call Building & Safety Services:** Plan Review

City of Hermosa Beach

- ✓ **On-call Building & Safety Services:** Plan Review

City of Norwalk

- ✓ **On-call Building & Safety Services:** Plan Review

City of La Habra

- ✓ **On-call Building & Safety Services:** Plan Review

City of Ontario

- ✓ **CIP Management Services:** Transtech is City's Contract CIP Manager for major Public Works Projects

City of Chino

- ✓ **CIP Management Services:** Transtech is City's Contract CIP Manager for major Public Works Projects

City of Placentia

- ✓ **On-call PM/CM and Development/PW Plan Check:** On-call services

City of Rialto

- ✓ **On-call Services:** Traffic Engineering, PW Inspection and Permit Tech

Development/Public Works Plan Check, Map and Plan Check, Permit Inspection, Design, CIP and Construction Management, PW Insp, Fed Proj Management

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

City of South El Monte

- ✓ **City Engineering Services:** City Eng, Traffic Eng, Development/Public Works Plan Check, Map and Plan Check, Permit Inspection, Design, CIP and Construction Management, PW Insp, Fed Proj Management
- ✓ **Building & Safety Services:** Building Official, Plan Review, As-needed Inspection, As-Needed Permit Technician

City of West Covina

- ✓ **City Engineering Services:** City Eng, Traffic Eng, Development/Public Works Plan Check, Map and Plan Check, Permit Inspection, Design, CIP and Construction Management, PW Insp, Fed Proj Management
- ✓ **Building & Safety Services:** Building Official, Plan Review, Inspection, Permit Technician

City of Rosemead

- ✓ **City Engineering Services:** City Eng, Traffic Eng, Development/Public Works Plan Check, Map and Plan Check, Permit Inspection, Design, CIP and Construction Management, PW Insp, Fed Proj Management
- ✓ **Building & Safety Services:** Building Official, Plan Review, Inspection, Permit Tech

City of Bell

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

City of Carson

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

City of Cudahy

- ✓ **CIP Management and Engineering Services:** Traffic Eng, Design, CIP and Construction Management, PW Insp, Fed Proj Management

- ✓ **Building & Safety Services:** Plan Review.

City of Hawaiian Gardens

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

City of Downey

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

County of Los Angeles

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

County of Riverside

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

San Bernardino County Housing Authority

- ✓ **On-call Services:** As-Needed Support

City of San Bernardino

- ✓ **On-call Services:** CIP Program Management, Traffic Engineering, Constr. Management

City of El Monte

- ✓ **On-call Services:** Traffic Engineering, Construction Management, Development Plan Check

City of Banning

- ✓ **Public Works Plan Check:** PW Plan Check and Pw Inspection

Riverside County Economic Development Agency

- ✓ **On-call Services:** Eng, Building Evaluations, & Surveying

City of Lancaster

- ✓ **Traffic Engineering Services:** On-call City Traffic Engineering

City of Palm Desert

- ✓ **City Traffic Engineering Services:** City Traffic Engineering

City of Irwindale



City of Culver City

- ✓ **On-call Engineering Services:** Eng Services

City of Anaheim

- ✓ **On-call Engineering Services:** Engineering Services

City of San Marino

- ✓ **City Traffic Engineering Services:** City Traffic Engineering

- ✓ **On-call Services:** Construction Management and Inspection Services

City of Lynwood

- ✓ **On-call Services:** Engineering, CIP and Construction Management.

Transtech has been **in business for over 33 years** and is **in excellent financial condition**. There are **no conditions (e.g. bankruptcy, pending litigation, planned office closures, impending merger, etc.)** that may impede Transtech's ability to provide the requested services.

b. TECHNICAL AND PROFESSIONAL SKILLS

One of the unique qualifications of Transtech is that we serve public agencies as municipal contract service providers. We serve as **Building Official, Building Plans Examiner, Building Inspector, Permit Technician**, City Engineer, City Traffic Engineer, Map/Plan Checker, Public Works/Permit Inspector, CIP Manager, Construction Manager, Construction Inspector, Designer, Federally Funded Project Manager and in other capacities for a number of public agencies. Transtech staff members have extensive experience and in-depth knowledge of applicable codes and regulations.

Transtech staff members have extensive experience and in-depth knowledge of applicable codes and regulations. Our **staff members are certified by the International Code Council (ICC)**. We have staff who have reached the highest possible level of code administration with the **Master Code Professional designation certification from the ICC**. In addition, some of our staff members are certified as Fire Plan Checkers and Inspectors, as we provide these services to some agencies.

Our staff members are involved in many local and national International Code Council (ICC) and California Building Officials (CALBO) committees, and are involved in the development of local and national guidelines and codes for Building and Safety:

- 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
- 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
- ICC Technology/Web Advisory Group
- IAS Accreditation Committee
- ICC LA Chapter Accessibility Committee
- Commissioner; CALBO State Licensing Boards Committee

Our Staff is accustomed to working with Cities:

- Transtech is providing Building and Safety Services at various levels and staffing combinations to multiple agencies, including **full management of the Building Department**.
- We have **extensive experience working in Mixed Staff/Consultant Environment** at various levels.
- 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.

Transtech has **facilitated several transitions for local agencies of their building and safety operations from other services providers**.

c. QUALIFICATIONS AND EXPERIENCE

Transtech is currently **providing municipal services to over 75 public agencies**, Including **Building and Safety**



Services to several agencies, as well as to two neighboring Cities of the City of Maywood (Commerce and Bell).

Transtech's Plan Check and Inspection Capacity in numbers:

- We maintain and manage **electronic plan submittal portals for over 25 cities.**
- In 2022, we **processed and reviewed approximately 13,000 projects with 96,000 documents** and **performed approximately 43,000 inspections.**

Few Sample Projects Representative of Transtech's Experience in Requested Services



Agency: CITY OF BELL

Project: Residential Development, 6518 & 6522 Walker. (Valuation \$4 m). This development includes new 14 new two-story detached single-family dwellings.

Transtech provided following services:

Establishing conditions of approval and coordination with the Planning Staff for the entitlement of the project.

Building Plan Check/Inspection.

Transtech serves as the City's Contract Building Official, Plan Checker, Inspector.



Agency: CITY OF COMMERCE

Project: Warehouse with Office Space Development (Valuation \$20 m). This development includes one-story of warehouse with mezzanines for office use of 114,898 square feet of total floor area in a 5.65-acre lot.

Transtech provided following services:

Establishing conditions of approval and coordination with the Planning Staff for the entitlement of the project.

Building Plan Check and Inspection.

Engineering Plan Check and Inspection.

Transtech serves as the City's Contract Building Official, City Engineer, City Traffic Engineer.



Agency: CITY OF SOUTH EL MONTE

Project: Chico Residential Development (Valuation \$15 m). This development includes 13 buildings with 70 residential units.

Transtech provided following services:

Establishing conditions of approval and coordination with the Planning Staff for the entitlement of the project.

Building Plan Check and Inspection.

Engineering Plan Check and Inspection.

Transtech serves as the City's Contract Building Official, City Engineer, City Traffic Engineer.



Agency: CITY OF ALHAMBRA

Project: Main Street Collection (Valuation \$23 m). This development 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.

Transtech provided following services:

Establishing conditions of approval and coordination with the Planning Staff for the entitlement of the project.

Building Plan Check and Inspection.

Engineering Plan Check and Inspection.

Transtech serves as the City's Contract Building Official, City Engineer, City Traffic Engineer.



Agency: CITY OF WEST COVINA

Project: Asteria Residential Development (Valuation \$40 m). This development includes 158-unit residential homes.

Transtech provided following services:

Establishing conditions of approval and coordination with the Planning Staff for the entitlement of the project.

Building Plan Check and Inspection.

Engineering Plan Check and Inspection.

Transtech serves as the City's Contract Building Official, City Engineer, City Traffic Engineer.



Agency: SAN MANUEL BAND OF MISSION INDIANS TRIBE AND CASINO
Project: Casino Expansion/Development (Valuation \$700 m): This project involves Casino's expansion program, which includes casino renovation, new hotel, entertainment center, parking structure, pedestrian bridges, alignment of entry and exit roads, and various other improvements.
Transtech provided following services:
 Building Plan Check and Inspection.
 Fire Plan Check.
Transtech serves as the Tribe's and Casino's (they are 2 sperate entities) Contract Building Official, Plan Checker, Inspector and Fire Marshall.



Agency: CITY OF TEMPLE CITY
Project: Blossom Walk Residential Development (Valuation \$6 m). This development includes 24-unit condominiums and 4 single family homes.
Transtech provided following services:
 Establishing conditions of approval and coordination with the Planning Staff for the entitlement of the project.
 Building Plan Check and Inspection.
 Engineering Plan Check and Inspection.
Transtech serves as the City's Contract Building Official, City Engineer, City Traffic Engineer.



Agency: CITY OF WEST COVINA
Project: Medical Center Building (Valuation \$20 m). This project is a new Medical Office Building of approximately 55,000 sf that will operate 24/7 providing a radiation oncology department and infusion department.
Transtech provided following services:
 Establishing conditions of approval and coordination with the Planning Staff for the entitlement of the project.
 Building Plan Check and Inspection.
 Engineering Plan Check and Inspection.
Transtech serves as the City's Contract Building Official, City Engineer, City Traffic Engineer.



Agency: CITY OF SOUTH PASADENA
Project: 820 Mission Development LLC (Project Value: \$10M). This project is a 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.
Transtech provided following services:
 Establishing conditions of approval and coordination with the Planning Staff for the entitlement of the project.
 Building Plan Check and Inspection.
Transtech serves as the City's Contract Building Official.

d. LOCAL EXPERIENCE AND KNOWLEDGE OF CITY

We are very familiar with the City. Transtech is currently providing Building and Safety Staff Services to include Building Inspector and Permit Technician, Transtech is currently serving as City of Maywood's Contract City Engineer and Traffic Engineer, and also provides Capital Project management, Construction Management, Inspection, Plan Check and various other services. We work closely with City staff on many projects.



We also have **extensive experience and presence in the local area** and provide services to approximately 15 cities within 10 miles radius of the City, and always have **staff members available within close proximity**.

Transtech is also under multi-year contract with **the County of Los Angeles providing as-needed Building and Safety Plan Check Services to the County**.

e. REFERENCES

CITY OF COMMERCE (Year started and completed: 2015 – Ongoing Service)
 Contact: Vilko Domic, Assistant City Manager; T: 323-722-4805; E: vilkod@ci.commerce.ca.us
 Services Provided: **Building & Safety Services (Building Official, Plan Check, Inspection)**; City Engineering Services; Traffic Engineering; CIP Management; Federally Funded Project Management; Engineering Design; Public Works Permit Inspections; Map Check.

CITY OF BELL (Year started and completed: 2015 – Ongoing Service)
 Contact: Manuel Acosta, Community Development Director, T: (323) 588-6211, E: macosta@cityofbell.org
 Services Provided: **Building & Safety Services (Building Official, Plan Check, Inspection)**

CITY OF AZUSA (Year started and completed: 2019 – Ongoing Service)
 Contact: Sergio Gonzalez, City Manager; T: 626-812-5239; E: sergio.gonzalez@azusaca.gov
 Services Provided: **Building & Safety Services (Building Official, Plan Check, Permit Issuance and Inspection)**

CITY OF ALHAMBRA (Year started and completed: 1993 – Ongoing Service)
 Contact: Andrew Ho, Community Development Director; T: 626-570-5041; E: andrewho@cityofalhambra.org
 Services Provided: **Building & Safety Services (Building Official, Plan Check, Permit Issuance and Inspection)**; City Engineering Services; Traffic Engineering; CIP Management; Federally Funded Project Management; Engineering Design; Public Works Permit Inspections; Map Check.

CITY OF TEMPLE CITY (Year started and completed: 2013 – Ongoing Service)
 Contact: Bryan Cook, City Manager; T: 626-285-2171; E: bcook@templecity.us
 Services Provided: **Building & Safety Services (Building Official, Plan Check, Inspection)**; City Engineering Services; Traffic Engineering; CIP Management; Federally Funded Project Management; Engineering Design; Public Works Permit Inspections; Map Check.

CITY OF SOUTH PASADENA (Year started and completed: 1997 – Ongoing Service)
 Contact: Angelica Frausto-Lupo, Community Development Director; T: 626-403-7222; E: afraustolupo@southpasadenaca.gov
 Services Provided: **Building & Safety Services (Building Official, Plan Check, Permit Issuance and Inspection)**

CITY OF WEST COVINA (Year started and completed: 2019 – Ongoing Service)
 Contact: Paulina Morales, Acting City Manager; T: 626-939-8401; E: pmorales@westcovina.org
 Services Provided: **Building & Safety Services (Building Official, Plan Check, Permit Issuance and Inspection)**; City Engineering Services; Traffic Engineering; CIP Management; Federally Funded Project Management; Engineering Design; Public Works Permit Inspections; Map Check.

Please see reference letters on following pages from above references:





CITY OF COMMERCE

Jose D. Jimenez, Director of Economic
Development and Planning
**ECONOMIC DEVELOPMENT AND
PLANNING**

March 8, 2022

Subject: Transtech Engineers, Inc. Letter of Reference – City of Commerce

It is my pleasure to recommend and provide full support for Transtech Engineers, Inc. As Director in two different municipalities, I've had the distinct pleasure of utilizing Transtech for a variety of municipal services. Currently, we partner with Transtech Engineers, Inc. to provide Building and Safety Services, as well as City Engineering Services to the City of Commerce.

They serve in the capacity of Building Official, Permit Technician, Building Inspector, Building Plan Check/Review, City Engineer, City Traffic Engineer, Public Works Engineering, CIP Management, Construction Management, Grant Management, and as-needed Professional Services inclusive of planning, design, project management, construction management, and inspection.

Transtech has always provided the highest quality work. Their staff is professional and courteous; their work is efficient and cost effective; and they truly are a partner to the City of Commerce.

Within the two municipalities where I partnered with Transtech, their staff has always been professional and extremely responsive to the needs of the respective cities. They provide excellent customer service in all of the interactions with City Staff, the Departments, and the public.

Their leadership and continued service commitment to the City has been to the highest degree of service that one can expect.

If you have any further questions, please feel free to contact me at jjimenez@ci.commerce.ca.us, or via phone at (323) 722-4805 ext. 2389.

Sincerely,

Jose D. Jimenez
Director of Economic Development and Planning

2535 Commerce Way • Commerce, California 90040 • (323) 722-4805 • FAX (323) 888-6841





March 9, 2022

To whom it may concern,

Subject: Transtech Reference Letter

Transtech Engineers, Inc. currently provides Building and Safety Services in the capacity of Building Official, Building Inspector, and Building Plan Check/Review to the City of Bell.

I have personally had the pleasure to work with Transtech in three separate agencies over the last 12 years. Transtech staff has always been professional, responsive, and flexible in meeting all of my Department's and City's needs.

The firm has proven themselves to be a great asset to the City and a reliable partner in getting projects completed. The staff have provided excellent customer services and professional quality work to the City of Bell, with a high attention to detail. As Community Development Director, I work directly with their staff and the City is very satisfied with their services. I can confidently recommend them for their services. Transtech provides high-quality professional staff and work and are efficient and cost effective

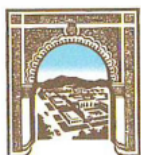
They pride themselves on customer service, their leadership and continued service commitment to the City is exemplary. I highly recommend their services.

If you have any questions, please contact me at (323) 588-6211 extension 2623 or email me at macosta@cityofbell.org.

Sincerely,

Manuel Acosta
Community Development Director

6330 Pine Avenue, Bell, California 90201 • Telephone: (323) 588-6211 • Fax: (323) 771-9473



Gateway
to the
San Gabriel Valley

111
South First Street
Alhambra
California
91801

City of Alhambra
Community Development Department

March 14, 2022

Subject: Transtech Engineers, Inc.
Letter of Recommendation

To Whom It May Concern:

Transtech has been providing full-service City Engineering and Building and Safety services to the City of Alhambra for nearly 30 years.

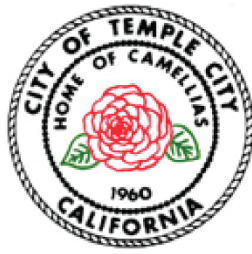
They provide excellent customer care and service not only internally to City staff but also to the public who frequently interacts with them through both their Engineering and Building and Safety Services. They continue to be an integral part of the city.

They have teams serving both our Public Works and Community Development Departments in the capacities of Building Official, Permit Technician, Building Inspector, and Building Plan Check/Review, City Engineer, City Traffic Engineer, Public Works Engineering, CIP Management, Construction Management, Grant Management, and as-needed Professional Services inclusive of planning, design, project management, construction management, and inspection.

The city has had nothing but positive experiences with their staff and we are extremely satisfied with their services over the many years. They continue to provide the highest quality work with professionalism and a high regard to customer service. Their commitment to quality and quick responsiveness sets them apart from others. I highly recommend them for their services.

Best Regards,

Andrew Ho
City of Alhambra
Director of Community Development
andrewho@cityofalhambra.org



9701 Las Tunas Drive • Temple City • California 91780 • 626-285-2171

March 14, 2022

Subject: Letter of Reference, Transtech Engineers, Inc. – Municipal Services

Transtech Engineers, Inc. has continuously served the City of Temple City since 2012, providing a full array of City Engineering, Building and Safety, and Construction Management services. Throughout their tenure in Temple City, where I have served as City Manager since 2014, they have cost-effectively provided high-quality services with highly qualified professionals and expertise which has been of excellent service to Temple City.

Transtech employees and management are responsive to any issues and requests and provide expert advice to complex and day-to-day municipal concerns. The Transtech team provides the City of Temple City with a broad array of municipal services, including serving as the City Engineer, City Building Official, CIP Project Construction Manager, and City Traffic Engineer. In addition, the firm provides the City with Building Plan Check Review and, as needed, Professional Services, including planning, public works project design and compliance services, building and public works inspection services, and construction management services.

Transtech serves as a vital and critical partner to the City of Temple City in delivering excellent service to the community. For example, during the pandemic, the City continued providing building and engineering services mainly due to the partnership with the City staff and Transtech management and employees in delivering virtual building and plan check reviews and permitting services. This partnership led to a seamless transition of services during the pandemic, allowing for uninterrupted service continuity.

Based on my experience working directly with Transtech's management and staff and the feedback we receive from the Community, City Staff, and other stakeholders, we have been very satisfied with the quality of work and services provided to the City. Based on my direct experience, I would highly recommend their services. If you have any questions, please call me directly at 626-285-2171, ext—4105, or e-mail at bcook@templecity.us.

Sincerely,

Bryan Cook
City Manager



CITY OF SOUTH PASADENA

COMMUNITY DEVELOPMENT DEPARTMENT

1414 MISSION STREET, SOUTH PASADENA, CA 91030

TEL. (626) 403-7220

March 11, 2022

Subject: Reference Letter for Transtech, Inc.

To whom it may concern:

I have the pleasure to work alongside the Transtech's Building and Safety team in my role as the Community Development Director with the City of South Pasadena. Transtech has been providing full Building and Safety Services, including Building Official, Permit Technician, Building Inspector, and Building Plan Check services to the City for over twenty years. They manage all aspects of the City's Building and Safety Division.

I can confidently say that I am extremely satisfied with Transtech's services. They provide the highest quality of services to the City and the applicants. Transtech has led the City in innovation and implementation of online and digital-based services, allowing the City to provide all building-related services electronically.

Transtech provides high quality services in an efficient and cost-effective manner. They are responsive, professional and timely on all of their assignments. The City frequently receives positive feedback from the community and applicants who interact with their staff, and the City staff continues to have a great working relationship with the team.

Their commitment to quality and quick responsiveness for any needs the City may have sets them apart from others. I highly recommend them for their services. Please do not hesitate to call (626-403-7222) or email (afraustolupo@southpasadenaca.gov) should you have any questions.

Best Regards,

Angelica Frausto-Lupo
Community Development Director



March 7, 2022

Subject: Letter of reference: Transtech Engineers, Inc.

Transtech has been providing services to the City of West Covina since 2019. Transtech provides a full suite of City Engineering and Building & Safety services. The firm currently serves in the capacity of City Engineer, City Traffic Engineer, Public Works Engineering, Public Works Permitting and Inspection, Capital Improvement Program Management, Project and Construction Management, Design, Grant Writing & Management, providing as-needed Professional Services, Building Official, Plans Examiner, Building Inspector, and Permit Technician.

Transtech exemplifies public service. The firm has proven to be quite responsive to community needs and is a vital City partner. Since they came aboard, West Covina residents and applicants have consistently complimented us on their work on our behalf. In their roles they frequently interact with the public, residents, businesses, and community members and have always provided the highest level of customer service and project delivery.

Transtech has helped West Covina define bold new horizons of community service. During the pandemic the Transtech team continued to provide exceptional service to the City, introducing an electronic plan check portal and streamlining Building and Safety operations for more efficiency. Their leadership and continued service commitment to the City has been exceptional. Additionally, the firm has been working quite closely with my office as West Covina seeks to garner State approval and establish a municipal Health Department.

Transtech principals are directly involved. The Transtech Team provides high quality work and have principal level involvement which ensures the success of their services. The firm is cost effective in their approach and have proven themselves to be an extremely valuable asset to the City.

I am pleased to write this letter of recommendation for Transtech. I recommend the firm without reservation. If I can provide any additional information, please let me know.

Sincerely,

A handwritten signature in blue ink, appearing to read "David Carmany".

David Carmany
City Manager
T: (626) 939-8400
E: dcarmany@westcovina.org

1444 West Garvey Avenue • West Covina • CA 91790 • Phone (626) 939-8401 • Fax (626) 939-8406

f. STAFF QUALIFICATIONS

Transtech staff members have extensive experience and in-depth knowledge of applicable codes and regulations. Our **staff members are certified by the International Code Council (ICC)**. We have staff who have reached the highest possible level of code administration with the **Master Code Professional designation certification from the ICC**. In addition, some of our staff members are certified as Fire Plan Checkers and Inspectors, as we provide these services to some agencies.

Our staff members are involved in many local and national International Code Council (ICC) and California Building Officials (CALBO) committees and are involved in the development of local and national guidelines and codes for Building and Safety.

(Note: For resumes, please see Proposal Section **6. Staffing Resources (Firm Staffing and Key Personnel)**, Sub-section **c. TEAM ORGANIZATION AND RESUMES**.)

g. ORGANIZATION CHART



h. LICENSES

Our staff members are certified by the International Code Council (ICC). We have staff who have reached the highest possible level of code administration with the **Master Code Professional designation certification from the ICC**. In addition, some of our staff members are certified as Fire Plan Checkers and Inspectors, as we provide these services to some agencies.

Following are various ICC certifications held by various staff members:

Building Official Certifications:

- ✓ Certified Master Code Professional
- ✓ Building Code Official
- ✓ Building Official

Plan Check Certifications:

- ✓ Residential Building Plans Examiner
- ✓ Commercial Building Plans Examiner
- ✓ California Building Plans Examiner
- ✓ Certified Sustainability Professional
- ✓ CalGreen Plans Examiner
- ✓ Accessibility Plans Examiner
- ✓ Commercial Energy Conservation Plans Examiner
- ✓ Residential Plans Examiner
- ✓ Mechanical Plans Examiner
- ✓ Plumbing Plans Examiner
- ✓ Electrical Plans Examiner

State of California Safety Assessment Program:

- ✓ CalOES SAP Evaluator

- ✓ In addition, some of our staff members are certified as **Fire Plan Checkers and Inspectors**, as we provide these services to some agencies.

Inspection Certifications:

- ✓ Combination Inspector
- ✓ Commercial Building Inspector
- ✓ Residential Building Inspector
- ✓ Accessibility Inspector
- ✓ Commercial Energy Conservation Inspector
- ✓ Electrical Inspector
- ✓ Commercial Electrical Inspector
- ✓ Residential Electrical Inspector
- ✓ Residential Energy Conservation Inspector
- ✓ Residential Building Inspector
- ✓ Residential Mechanical Inspector
- ✓ Mechanical Inspector
- ✓ Commercial Mechanical Inspector
- ✓ Plumbing Inspector
- ✓ CalGreen Inspector
- ✓ Building Inspector CBC
- ✓ Building Inspector UBC
- ✓ Plumbing Inspector UPC
- ✓ California Building Inspector
- ✓ California Commercial Plumbing Inspector
- ✓ California Residential Mechanical Inspector
- ✓ California Residential Mechanical Inspector

Additional Inspection Certifications:

- ✓ IAPMO Plumbing, Mechanical Inspector
- ✓ Fire Code Inspector
- ✓ Fire Inspector II
- ✓ California UST Inspector

Permit Technician Certification:

- ✓ Permit Technician

CACEO Certified Code Enforcement Officer

California State Fire Marshall

Certifications: Certified EMT1 (AED Certification), Driver Operator 1A, Driver Operator 1B, Driver Operator, Command 1A, 1B, 2A, Firefighter 1, 2, Hazardous Materials First Responder, Instructor 1A, 1B, Investigation, 1A, Management, 1, Prevention, 1A, 1B, 1C, 1D, 2A, 3A, 3B, ICS 100, 200, S-290, S-130, S-190, PC832 with Firearms. Fire control 3, S-230 S-231 S-215, Fire Safety Officer

FEMA: IS 100, 200, 241, 242, 275, 700, 288, 800, 08-A, 1900

Several of our engineers are licensed as professional engineers in various engineering disciplines by the State of California BPELSG (Board for Professional Engineers, Land Surveyors, and Geologists).

4. Project Specific Experience

a. 3 MOST RELEVANT SERVICE CONTRACTS

CITY OF COMMERCE (Year started and completed: 2015 – Ongoing Service)

Contact: Vilko Domic, Assistant City Manager; T: 323-722-4805; E: vilkod@ci.commerce.ca.us
 Services Provided: **Building & Safety Services (Building Official, Plan Check, Inspection)**; City Engineering Services; Traffic Engineering; CIP Management; Federally Funded Project Management; Engineering Design; Public Works Permit Inspections; Map Check.
 Annual Fee: Approx. \$1,000,000
 Staffing: Building Official; Building Inspector; and Plan Review Services

CITY OF ALHAMBRA (Year started and completed: 1993 – Ongoing Service)

Contact: Andrew Ho, Community Development Director; T: 626-570-5041; E: andrewho@cityofalhabra.org
 Services Provided: **Building & Safety Services (Building Official, Plan Check, Inspection)**; City Engineering Services; Traffic Engineering; CIP Management; Federally Funded Project Management; Engineering Design; Public Works Permit Inspections; Map Check.
 Annual Fee: Approx. \$1,250,000
 Staffing: Building Official; Building Inspector; Permit Technician and Plan Review Services

CITY OF WEST COVINA (Year started and completed: 2019 – Ongoing Service)

Contact: Paulina Morales, Acting City Manager; T: 626-939-8401; E: pmorales@westcovina.org
 Services Provided: **Building & Safety Services (Building Official, Plan Check, Inspection)**; City Engineering Services; Traffic Engineering; CIP Management; Federally Funded Project Management; Engineering Design; Public Works Permit Inspections; Map Check.
 Annual Fee: Approx. \$2,000,000
 Staffing: Building Official; Building Inspector; Permit Technician and Plan Review Services

b. TECHNICAL COMPETENCE

i. In-house Resources

Transtech has a **large pool of well experienced staff and resources readily available (approximately 200)** to provide requested services, and **respond to requests in a timely, efficient, and cost-effective manner.**

ii. Ability to Draw Upon Multi-Disciplinary Staff

Our staff and resources include **approximately 200**, including **building officials, plan checkers, inspectors, permit technicians, civil engineers, traffic engineers, transportation planners, project managers, construction managers, technicians, and support personnel.**

Our **multi-disciplinary** service capabilities include:

- Building & Safety Services, Building Official, Building Inspection, Plan Check, Building Code Enforcement
- Civil Engineering
- 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 Eng
- Water Resources Engineering
- Surveying, Mapping, ALTA, Right-of-way Eng
- Emergency, Support Services



5. Approach to Scope of Services

a. APPROACH

Transtech's unique "Customer Care" approach in delivering Building and Safety Services in an efficient, cost-effective, and timely manner:

- ✓ Transtech is well known in providing **Cost Effective Services** on time with a **customer friendly and responsive** approach.
- ✓ Our services are founded on the principles of **Total Quality Management** for **Total Customer Care**.
- ✓ 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.
- ✓ We start by **working with the applicant early on** and during plan review to help them prepare a set of plans which have all of the required information clearly and logically presented.
- ✓ Additionally, we never hesitate to make suggestions which help eliminate complicated details, **reduce construction costs, and/or provide details which are easy to verify in the field**. Experience has taught us well that inspection time and applicant frustration can both be substantially reduced, while increasing overall compliance, by producing a better set of plans during the plan review process. And in the case of homeowners, **this policy often demonstrates early on that the City really is truly a partner in a process that can often be a source of stress and tension for many applicants, and we fully understand that**.
- ✓ This policy reduces the number of plan review rechecks required, **allows the applicant to obtain a permit much sooner**, and reduces the overall time our staff is required to spend on that particular plan.
- ✓ Transtech provides all plan check **comments on electronic files**. All plan check comments are provided on pdf format electronically, **as well as hard copies**. Plan review corrections are written clearly and are **fully detailed to explain the Code deficiency**.
- ✓ To help the applicant better understand the problem, Transtech provides as much information during plan review as possible. We believe that if the applicant has a **clear understanding of the problem**, he or she can take the necessary steps to correct the condition. This policy reduces the number of plan review rechecks required, allows the applicant to **obtain a permit much sooner**, and reduces the overall time our staff is required to spend on that particular plan. Unclear and/or cryptic corrections are never written, and all correction lists, except those written over the counter, are typed and printed on a laser printer.
- ✓ Our plan checkers **confer early on and respond to questions** from the architect, engineer, designer, applicant, etc. When requested, our plan checkers also meet with the architect, engineer, designer, applicant, etc. at our offices to answer questions or for rechecks where the plan corrections.
- ✓ Our policy is to assist the architect, engineer, designer, applicant, etc. as much as possible, which helps **eliminate complicated details, reduce construction costs, and/or provide details which are easy to verify in the field**.
- ✓ All telephone calls or e-mails received are returned within the same working day, or the following day. We take pride in our **"Same Day Response"** motto.
- ✓ **Responsiveness is an integral part** of Transtech's "customer friendly" service approach.
- ✓ We will strive to **enhance the City's image by public trust** to be the most desirable community to live, invest and conduct business.
- ✓ 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.



b. WORK PLAN

Transtech has completed several similar service transitions:

- ✓ Transtech is currently providing Building Inspector and Building Permit Technician services.
- ✓ Transtech will assume immediately the plan review services. Transtech has transitioned plan review services from multiple constants and from Los Angeles County.
- ✓ Transtech will review the city webpage, handouts and update all appropriate materials.
- ✓ Code adoption that appears have not been completed since 2013 per the City municipal code posted online will be completed.

Coordination:

One of the unique qualifications of Transtech is that we serve public agencies as municipal contract service providers, including Contract City Engineer, City Traffic Engineer, Building Official, CIP Manager, Planner and in other capacities. Several of our Sr. Staff members have previously worked for Public Agencies in various capacities, such as Public Works Directors, City Engineers, City Traffic Engineers, Project Managers, Inspectors, Building Officials, Planners, and various other capacities. We are very familiar with public agency procedures, working and coordinating with various departments, preparing and presenting staff reports at City Council Meetings, Community/Public Relations, Inter-agency Coordination. We have extensive experience working with Public Agencies in similar assignments. We are accustomed to working with governmental agencies, and have a good understanding of public agency issues, procedures, and policies.

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.

Electronic Plan Check and Virtual Meeting Calendar set-up:

Transtech has integrated many technological assets into its services to provide most efficient and cost-effective service. We provide fully automated electronic plan submittal, checking and tracking. We provide this on our company portal, as well as offer same portal to our client cities on their web sites.

Below is a mock sample of how Electronic Plan Check and Virtual Counter Portals may look like:

City of MAYWOOD
Building & Safety Department
Appointments

Plan Checker (In-Person Appointment)

Permit Technician (Virtual Appointment) 30 minutes

Plan Checker (In-Person Appointment) 30 minutes

Permit Technician (In-Person Appointment) 30 minutes

Building Inspector (In-Person Appointment) 30 minutes

July 03, 9:00 am

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

All times are in (UTC-08:00) Pacific Time (US & Canada)

Add your details

Welcome to the City of MAYWOOD

BUILDING DIVISION
ONE STOP BUILDING PERMIT CENTER

Plans Accepted for Review:

- Building
- Mechanical
- Electrical
- Plumbing
- Grading
- Solar

NOTE: Your project must be approved and cleared by the Building Division Permit Counter to be submitted via this portal.

To Begin Using Online Plan Submittal Portal:

Prior to following the below steps, please download the [QUICK START GUIDE](#).

- Create a user account, link is available at the right-hand side of this page.
- Sign into the portal.
- Select "Projects" on the left side of the screen, then click to (+) sign at the bottom right side of the page to add your project.
- Fill out the New Project Information and Contacts.
- Upload your plans and required supporting documents in PDF format. Please push to the attachments side the supporting documents by using the arrows next to the document.
- Once you have the plan set on the plans section (left side of the page) and the supporting documents on the attachment section (right side of the page) you may click on "process" and then click on "submit".

Projects not successfully been submitted; the status will remain as "CREATED".

Email *

Password *

Login

[Forgot Your Password?](#)
[Create an Account](#)


Support Center



Service Methodology:

Plan Check Processing:

When a plan check order is received, it is logged and reviewed by Building Staff and then assigned to applicable plan checkers. The plan check duration is monitored thru the plan check log data base, which generates messages at identified intervals to inform plan checker and supervising Sr. Staff so that they are aware of how the progress and status continuously. If any potential delay is monitored, necessary steps are taken, such as meeting with plan checker to review the schedule, workload, performance, and identify actions, including assigning additional staff, if necessary, to ensure timely completion of assignment.

Plan Check Coordination:

- Our plan checkers respond to questions from the architect, engineer, designer, applicant, etc. When requested, our plan checkers also meet with the architect, engineer, designer, applicant, etc. at our offices to answer questions or for rechecks.
- Our policy is to assist the architect, engineer, designer, applicant, etc. as much as possible, which helps eliminate complicated details, reduce construction costs, and/or provide details which are easy to verify in the field. This pro-active approach reduces inspection time and questions, and applicant frustration, while increasing overall compliance, by producing a better set of plans during plan review process. Especially, when the applicant is a homeowner trying to improve his/her property, this policy often demonstrates early on that the City really is here to help.

Approach to Meeting with Applicants:

Our staff is available to applicants by phone and through email or through virtual meeting for questions or available to meet for rechecks if necessary. Our policy is to meet with applicants virtually via TEAMS or ZOOM but we also have an available facility at our office meetings with applicants.

Expedited/Off-Business Hours/Weekend Services:

If the City receives a request from applicants for expedited plan check services, Transtech staff is able to provide additional resources to accommodate such a request. If the City requests inspection services, Transtech staff will provide additional resources to accommodate inspection requests during off business hours and weekends.

Quick Turn Around and Expedited Service:

Transtech will provide plan checks on a **quick turn-around schedule**. Transtech also provides expedited service when requested. **Applicant will be able to see online on real time the progress of plan check submittals.**

Training and Mentoring Program:

Service –Plan Check	Timeframe for Delivery
Residential additions, minor plan checks, Tenant Improvements	3 to 10 business days
Subsequent & resubmitted plan checks; new single-family house; and, simple tenant improvements for non-residential buildings	3 to 10 business days
Major plan checks such as multi-family residential, commercial and other non-residential projects	10 to 15 business days
Special Projects such as mixed uses and complex projects typically with valuation over \$3,000,000	15 business days to 25 business days depending on size and complexity of the project

We offer any City staff, who are involved in permit issuance, an option to participate in our training program for code updates and process, as well as ICC certification training.

Emergency Response:

In the event of a local or regional emergency or disaster, our staff will be accessible to the extent feasible based on the conditions and circumstances. All of our building officials and inspectors have gone through extensive training to be **SAP Evaluator and registered with the State of California Safety Assessment Program.**

Employment Opportunities for Local Residents:

If the City selects Transtech, we will seek applicants from local residents for employment possibilities at our firm and offer training for various administrative and technical support positions.

Readily Available Staff:

Transtech has a large pool of well experienced in-house staff readily available to provide requested services, and respond to requests in a timely, efficient, and cost-effective manner.

Virtual Counter:

We offer virtual meetings with plan checkers. Please [click here](#) to explore the virtual plan check counter appointment calendar for one of the Cities,

Electronic Plan Check:

Transtech provides Electronic Plan Check. Please [click here](#) for a sample of our electronic plan check portal at one of our contract Cities. We offer electronic plan check submittal portal to our client cities at no additional cost.

c. OTHER INFORMATION

While we have provided all information we believe necessary to complete the Scope of Services. We would like to re-emphasize that Transtech shares the City's commitment, and strive on delivering a top-quality customer experience to the communities we serve through innovation and responsiveness, with integrity, flexibility, and professionalism. **We strive to push the envelope beyond bureaucracy who think outside the box and who provide excellent customer service.**



6. Staffing Resources (Firm Staffing and Key Personnel)

a. NUMBER STAFF TO BE ASSIGNED AND ADDITIONAL STAFF CAPABILITIES

The RFP states the following service/staffing requirements:

- The Building Department desires to engage the services of a professional firm to provide these services **on an as-needed basis**.
 - The areas of responsibility shall include, but are not limited to, the following:
 - **Building Official Services**
 - **Building Plan Check Services**
 - **Building Inspection Services**
 - **Building Permit Technician Services**
 - **This request is not for any specific project and the services will be required on an as-needed basis for the term of the contract.**
 - This current work need has **a permit technician and building inspector for a minimum of 8 hours a week on Tuesday and Thursday.**
 - **Plan check services are ongoing.**
- ✓ Transtech will provide the services and number of staffing as indicated above.
- ✓ Transtech will provide and maintain adequate personnel, based on the level of development activity within any given time, to ensure Building and Safety Services is delivered in an efficient, cost-effective, and timely manner.
- ✓ Our staff and resources include **approximately 200**, including **building officials, plan checkers, inspectors, permit technicians, civil engineers, traffic engineers, transportation planners, project managers, construction managers, technicians, and support personnel.**

b. PRINCIPAL RESPONSIBLE PERSONS

Contract Principals

AYLA JEFFERSON, CBO, CSP, Principal Building & Safety Official, ICC Certified Building Official, Plans Examiner and Inspector



Education

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

Registrations/Certifications

- ICC Certifications: Building Code Official, Certified Building Official, Certified Sustainability Professional, Accessibility Inspector, Accessibility Plans Examiner, Building Plans Examiner, California Building Plans Examiner, CalGreen Plans Examiner and Inspector, Building Inspector CBC, Building Inspector UBC, Plumbing Inspector UPC, California Commercial Plumbing Inspector, Residential Mechanical Inspector, California Residential Mechanical Inspector, Permit Technician
- IAPMO Plumbing, Mechanical Inspector

Highlights

Ms. Jefferson has over 25 years of experience in private and governmental sector. She has extensive experience in managing building and safety departments of different municipalities under Transtech contracts. She has served as Building Official, Deputy Building Official, Plan Checker, Code Enforcement Official, Community Improvement Coordinator, Planning Technician, and Inspector for various municipalities.

DENNIS TARANGO, CBO, CSP, Principal Building & Safety Official, ICC Certified Building Official, Plans Examiner and Inspector



Education

- Cal Poly, Engineering
- Fresno State BA
- Rio Hondo College

Registrations/Certifications

- ICC Certified Building Official, Plans Examiner, Commercial Building Inspector, Building Inspector UBC, Fire

Plans Examiner

Highlights

- ICC Sustainability Membership Council Governing Committee

Mr. Tarango has over 20 years of experience in the building and safety. 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.

As needed Building Official

BILL DORMAN, CBO, CSP, ICC Certified Building Official, Plans Examiner, Inspector



Education

- AS, Architecture - East Los Angeles College; BA, University of La Verne

Registrations/Certifications

- ICC Certified Building Official, Plans Examiner, Building Inspector

Highlights

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 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.

Building inspector and Permit Technician, currently serving the City of Maywood

JEREMY REED, ICC Certified Building Inspector, Permit Technician



Education

- Citrus College

Registrations/Certifications

- ICC Certified Building Inspector, Permit Technician

Highlights

Mr. Reed has over 9 years of experience working in governmental environments. He is assigned to various Transtech Contract Cities. Mr. Reed has served as a Permit Technician and a Building Inspector under contract cities such as City of South Pasadena, Alhambra, Hawaiian Gardens, West Covina and Maywood. Some of Mr. Reeds roles as a building inspector include 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. Mr. Reed is the currently serving City of Maywood Building and Safety Division, he provides permit issuance and inspection services.

As needed Deputy Building Officials/Supervisors

JASON ROBBINS, CBO, CSP, ICC Certified Building Official, Plans Examiner, Inspector Education



- A.A. and A.S. Degrees; Cal State LA, Computer Science (In Progress)

Registrations/Certifications

- ICC Certified Building Inspector, Commercial Building Inspector, Res. Combo, Building, Electrical, Mechanical, Plumbing Inspector, Permit Technician

Highlights

Mr. Robbins has over 8 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.

JONATHAN TARANGO, ICC Certified Building Inspector, CALGreen Inspector/Plans Examiner, Permit Technician



Education

- Construction Management, Fullerton College; General Education, Mount San Antonio College

Registrations/Certifications

- ICC Residential Building Inspector, Residential Plumbing Inspector, & Residential Electrical Inspector

Highlights

Mr. Tarango has over 6 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.

c. TEAM ORGANIZATION AND RESUMES**Following is Key Personnel Team Organization and Task Allocation Matrix:**

Key Staff Title	Task Allocation
AYLA JEFFERSON, CBO, CSP Principal Building Official Contract Management	• Serve as the Contract Management for the City. • Oversee the Building and Safety Operation, Staff Assignments. • Provide and present status updates to Department Director, City Management and City Council as directed by the city. • Represent the City as City's Building Official at professional organizations and meetings. • Provide QC/QA. • Update and adopt Building Code per State and County Updates as necessary (generally every 3 years).
DENNIS TARANGO, CBO, CSP Principal Building Official Contract Management	• Serve as the Project Manager for the City. • Oversee the Building and Safety Operation, Staff Assignments. • Provide and present status updates to Department Director, City Management and City Council as directed by the city. • Represent the City as City's Building Official at professional organizations and meetings. • Provide QC/QA. • Update and adopt Building Code per State and County Updates as necessary (generally every 3 years).
BILL DORMAN, CBO, CSP Building Official ICC Certified Building Official, Plans Examiner, and Inspector	• Serve as the primary on as needed Building Official • Provide and present status updates to Department Director, City Management and City Council as directed by the city. • Represent the City as City's Building Official at professional organizations and meetings.
JEREMY REED, ICC Certified Building Inspector and Permit Technician	• Serve as the Building Inspector and Permit Technician
MELISSA DEMIRCI, RSP Contract Principal Municipal Services Contract Manager	• Serve as the Contract Principal. • Coordinate any contractual and maintain governmental relations with City as necessary.
CEM AYAN, PE Deputy Building Official Professional Engineer, ICC Plans Examiner, and Inspector	• Provide Sr. Level Plan Check and Inspection support to plan checkers and inspectors on complex projects, provide clarifications to resolve code related questions. • Provide QC/QA.
JEFFREY KAO, PE, CBO, CASp ICC Certified Building Official, Plans Examiner, and Inspector	• Sr. Plans Examiner and ADA Compliance Specialist. • Provide QC/QA.
JASON ROBINS, CBO, CSP Deputy Building Official ICC Certified Building Official, Plans Examiner and Inspector	• Provide Building Official Support. • Provide Sr. Level Plan Check and Inspection support to plan checkers and inspectors on complex projects, provide clarifications to resolve code related questions. • Provide QC/QA.
JONATHAN TARANGO Building Division Supervisor ICC Certified Inspector and CalGreen Inspector/Plans Examiner	• Provide Sr. Level Plan Check and Inspection support to plan checkers and inspectors on complex projects, provide clarifications to resolve code related questions. • Provide Sr. Level permit counter support to Permit Technician Staff. • Provide QC/QA.
JOHN TUFAN Building Division Supervisor ICC Permit Technician, CalGreen Inspector/Plans Examiner	• Provide Sr. Level permit counter support to Permit Technician Staff. • Manage on-line Plan Submittal Portal • Provide QC/QA.

JULIE ROBBINS Building Division Supervisor ICC Permit Technician, CACEO Certified Code Enforcement Officer	• Provide Sr. Level permit counter support to Permit Technician Staff. • Manage on-line Plan Submittal Portal • Provide QC/QA.
• Transtech has a large pool of well experienced staff and resources readily available to provide requested services, and respond to requests in a timely, efficient, and cost-effective manner. • Our staff and resources include approximately 200, including building officials, plan checkers, inspectors, permit technicians, engineers, project managers, designers, plan checkers, inspectors, construction managers, traffic and transportation analysts, technicians, support personnel. • Transtech will provide and maintain adequate personnel, based on the level of development activity within any given time, to ensure Building and Safety Services is delivered in an efficient, cost-effective, and timely manner.	

Other Supporting Staff Resumes:

CEM AYAN, PE, ICC Certified Plans Examiner and Inspector



Education

- M.S., B.S. in Civil Engineering

Registrations/Certifications

- Registered Civil Engineer
- ICC Certified Plans Examiner, Inspector

Highlights

- Experience includes working as Structural Design Engineer.

Mr. Ayan has approximately 20 years of experience in engineering and construction. He works at various Transtech Contract Cities as Plan Checker and Deputy Building Official. His experience also includes both working for a construction company as construction engineer and for consulting firms design firms as design/field construction engineer. His field construction experience includes site start-up, site grading/paving/concrete work, excavation, backfill, vertical survey, storm & wastewater collection, shallow/deep foundation, structural work, M&E, brick work, gable/hip/flat roof, interior/exterior architectural finish, and CM/PM activities.

JEFFREY KAO, PE, CBO, CASp, ICC Certified Building Official, Plans Examiner and Inspector



Education

- MS, BS Civil Engineering, Cal Poly

Registrations/Certifications

- Registered Civil Engineer; CASp
- ICC Certified Building Official, California Building Plans Examiner, CalGreen Inspector, CalGreen Plans Examiner, Mechanical Plans Examiner, Plumbing Plans Examiner, Building Inspector

Highlights

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. His past experience includes working as a structural engineer for 4 years at a structural design firm.

CALVIN CHANG, PE, ICC Certified Plans Examiner



Education

- MS, BS Civil Engineering

Registrations/Certifications

- Registered Civil Engineer
- ICC Certified Plans Examiner

Highlights

- Chinese Cantonese and Mandarin Speaker
- Extensive experience in Structural Plan Check

Mr. Chang has 30 years of experience and has been working at Transtech as Deputy Building Official, Senior Plans Examiner, On-Site Over the Counter Plans Examiner. He has performed plan checks for a variety of residential and commercial projects in Cities of Alhambra, Temple City, Huntington Park, San Manuel Indian Reservation and San Bernardino. Prior to joining Transtech, he was a Sr. Plans Examiner at the City of Burbank. Mr. Chang has extensive experience in Building Codes, code interpretations and resolving code related construction and plan check problems on a broad range of residential and commercial projects.

ROBERT HERNANDEZ, ICC Certified Plans Examiner and Inspector**Education**

- Coastline College, Electrical and mech code classes; Fullerton College, Building construction cod.

Registrations/Certifications

- ICC Certified Plans Examiner, Inspector-Res Building, Commercial, Res Plumbing, Commercial Plumbing

Highlights

Mr. Hernandez has over 30 years of experience and has served as Inspector and Plan Checker. His prior experience includes working for various cities as inspector and plan checker.

MICHAEL ROBERTS, CBO, MCP, ICC Certified Building Official, Plans Examiner and Inspector**Education**

- Associate of Applied Science, Building Inspection Technology – Chemeketa Community College, Salem Oregon
- Fire Code Administration, National Fire Academy – Emmitsburg, Maryland

Registrations/Certifications

- ICC Certified Master Code Professional, Building Code Official, Building Official, Plumbing Inspector, Combination Inspector, Commercial Building Inspector, Accessibility Plans Examiner / Inspector, Commercial Energy Conservation Plans Examiner, Commercial Energy Conservation Inspector, Electrical Inspector, Commercial Electrical Inspector, Residential Electrical Inspector, Residential Energy Conservation Inspector, Residential Building Inspector, Residential Mechanical Inspector, Residential Plans Examiner, Mechanical Inspector, Commercial Mechanical Inspector, Fire Code Inspector, Fire Inspector II
- ICBO Certified Structural Inspector, Plumbing Inspector, Mechanical Inspector, Building Plans Examiner, Fire Code Official

Highlights

Mr. Roberts has over 30 years of experience in municipalities, including governmental development administration. He has reached the highest possible level of code administration with the Master Code Professional designation certification from the International Code Council and has proven superior leadership abilities. He has served as Building Official, Community Development Director, Senior Plans Examiner, Plans/Residential Examiner, and Inspector for various municipalities and served as Principal Consultant. Serving as a Building Official for many years, Mr. Roberts provided the necessary code interpretations, and coordinated with agency staff and departments, and applicants on building and safety related issues. He has vast 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.

GREGORY AHERN, ICC Certified Inspector, ICC Certified Fire Inspector**Education**

- Associates of Science Degree – Public Works Construction - Citrus Community College
- FT 101: Fire Protection Organization, FT 102: Fire Prevention Technology, FT 103: Fire Protection Equipment System, FT104: Building Construction/Fire Protection, FT 105: Fire Behavior & Combustion – Hancock Community College

Registrations/Certifications

- ICC Certified Residential Building Inspector, ICC Certified Residential Mechanical Inspector, ICC Certified Residential Plumbing Inspector. ICC Fire Inspector I, ICC California UST Inspector Certification
- Hazardous Waste Operator and Emergency Operations Certification (HAZWOPER)
- Aboveground Petroleum Storage Tank Inspector Certification EPA (APSA)

Highlights

Mr. Ahern has over twenty years' experience inspecting commercial development in the City of Glendale. He has in depth experience inspecting high rise mixed use development projects, as well as industrial projects.

FRANKIE LOPEZ, ICC Certified Building Inspector**Education**

- Los Angeles Trade Technical College L.A. Ca ; A/S Degree in Inspection Technology, and A/A Degree in Offset Printing

Registrations/Certifications

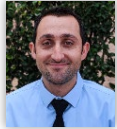
- ICC Building Inspector, ICC Residential Building Inspector, I.C.B.O. Certified-1985-16108, CalOES SAP Evaluator

Highlights

Mr. Lopez has over 28 years of experience as a Building Inspector for the City of Los Angeles. His experience includes inspecting one- and two-family dwellings and inspecting foundations, electrical, heating, plumbing, framing (structural and non-structural), insulation, application of stucco, installation of roofing, and final

completions on structures regarding residential homes. Mr. Lopez has completed several roofing, rain gutter installations, water sprinklers, heating/air conditioning and ductwork repair and installation projects. Prior to joining Transtech Engineers, Mr. Lopez worked as a Part Time Building Inspector for the Cities of Diamond Bar, San Dimas, San Gabriel, San Marino, Walnut and La Verne.

CAN GOZUBUYUK, ICC Certified Inspector



Education

- MBA, Southern States University (SSU); BS, Engineering,

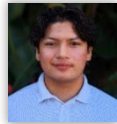
Registrations/Certifications

- ICC Certified Residential Building Inspector, Residential Mechanical Inspector, Residential Plumbing Inspector,

Highlights

Mr. Gozubuyuk has been working in Transtech's Building and Safety Department as a Building Inspector for various contract Cities. Mr. Gozubuyuk quickly gained his ICC Residential, Plumbing, and Mechanical Certifications and continuously serves as a Building Inspector for the City of South Pasadena, Seal Beach, Alhambra, Temple City, Huntington Park and many more. Some of his roles as a building inspector include 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.

STEVE RIVAS, ICC Certified Building Inspector, Permit Technician



Education

- Engineering and Construction Technology, Mount San Antonio College (In progress)

Registrations/Certifications

- ICC Certified Residential Building Inspector and Permit Technician

Highlights

Mr. Rivas' is working as a Permit Technician at the City of West Covina. Some of his major responsibilities include processing permit applications electronically and answering any questions applicants might have regarding the permit process. Mr. Rivas has a passion for knowledge. Since joining the Transtech Team, he has received his Permit Technician Certification and Residential Building Inspector Certification through ICC. He is currently training to conduct Field Inspections.

JOHN TUFAN, ICC Permit Technician, CalGreen Inspector/Plans Examiner



Education

- BA Public Administration
- University of Redlands MA in Management

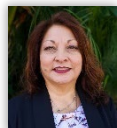
Registrations/Certifications

- ICC Permit Technician

Highlights

Mr. Tufan has been working in Transtech's Building and Safety Department and performing various clerical and technical duties in support of Building Inspection, Plan Checkers and Building Officials. Mr. Tufan acquired his ICC Permit Technician Certification and has worked in various contract cities including City of Alhambra, South Pasadena, Placentia, Commerce, Bell and many more. In addition to this, Mr. Tufan supports Transtech's Engineering Department in various contract cities such as West Covina, South El Monte, Banning and Rosemead.

JULIE ROBBINS, ICC Certified Permit Technician



Education

- B.A., Political Science, University of La Verne
- Associates in Business Administration; Paralegal Education; Political Science; General Education; SCACEO Code Enforcement Courses, Rio Hondo Community College

Registrations/Certifications

- ICC Certified Permit Technician
- CACEO Certified Code Enforcement Officer

Highlights

- Spanish Speaker

Mrs. Robbins has approximately 34 years of City Government and Building and Safety experience. Mrs. Robbins has been working in Transtech's Building and Safety department in various contract cities performing various clerical and technical duties in support of Building Inspections, Plan Checkers, and the Building Official.

AMY CHAN, ICC Certified Permit Technician**Education**

- B.A., Cal State, Long Beach

Registrations/Certifications

- Permit Tech, CalGreen Plans Examiner, and Inspector

Highlights

- Chinese Cantonese Speaker

Ms. Chan has approximately 5 years of City Government and Building and Safety experience. Ms. Chan has been working in Transtech's Building and Safety department in various contract cities performing various clerical and technical duties in support of Building Inspections, Plan Checkers, and the Building Official. Prior to working for Transtech Engineers Ms. Chan worked for the City of Arcadia as a Planning Intern. Some of her responsibilities included providing technical support to planning staff by conducting research, answering questions, and providing information to the public, preparing agendas and reports for review boards and meetings. During her time there, Ms. Chan examined various types of applications received from the city (i.e. rebuilding, modifications, etc.), wrote up conditional use, approval, and staff report letters, and working on updates regarding the general plan, zoning, and municipal codes.

NICHOLAS TARANGO, ICC Certified Building Inspector, Permit Technician**Education**

- Fullerton College

Registrations/Certifications

- ICC Permit Technician, Residential Building Inspector

Highlights

Mr. Tarango's experience includes working as a Permit Technician at local public agencies including City of South Pasadena and City of Alhambra. As a permit technician he performs preliminary review of permit applications and plan submittals for completeness and accuracy and determines appropriate fees. In addition, he also routes plans, issues permits, and manages logs and records, and provides information to the public relating to the status of projects and permits.

NATHAN ESTABROOK, ICC Certified Permit Technician**Education**

- B.S., Cal State, Fullerton

Registrations/Certifications

- ICC Certified Permit Technician, First Aid CPR and BLS Certified

Highlights

Mr. Estabrook is working as a Permit Technician at the City of West Covina. Some of his responsibilities include processing permit applications and performing technical work for permit applications. He performs clerical work that supports the operations involved with the issuance and coordination of the building inspection and permit process. He also ensures that all necessary approvals are obtained.

DAVID RAGLAND, PE, PLS, QSD, QSP, Sr. Engineer, Map and Engineering Plan Check**Education**

- Humboldt State University, CA, Bachelor of Science

Registrations/Certifications

- Registered Civil Engineer
- Licensed Land Surveyor

Highlights

Mr. Ragland is a civil engineer and land surveyor has over 30 years of diverse experience in a wide variety of projects in civil engineering. He has managed numerous multi-disciplinary teams dealing with the planning, engineering, entitlement, environmental permitting, development and construction of urban and rural development, and public works projects. His experience also includes special emphasis on complex grading and hillside developments (has worked on the civil engineering and development of more than 40,000 acres of hillside properties), preparation of due diligence and project feasibility analysis, through conceptual planning and design to entitlement and construction.

MICHAEL ACKERMAN, PE, QSD, QSP, QISP, Sr. Engineer, Map and Engineering Plan Check**Education**

- BS in Engineering

Registrations/Certifications

- RE Academy, Caltrans
- Water Pollution Control Compliance on Construction Sites for RE, Caltrans

- Construction Program Management Workshop, FHWA
- Field Office Procedures Course, Caltrans
- California Work Zone Inspection – High Speed, Caltrans
- Asphalt Concrete Inspection and Rehabilitation Strategies, Caltrans

Highlights

Mr. Ackerman has over 20 years of experience. At Transtech, he has been working as a Sr. Engineer at various Transtech City Engineering Contracts. He has served at various Cities under Transtech's City Engineering Contracts, including Temple City, Huntington Park, and Alhambra. 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.

Mr. Ackerman's experience also includes working at Caltrans and other agencies:

- Caltrans District 8: Mr. Ackerman was a civil transportation engineer for Caltrans District 8 where he was involved in the design and construction of various projects.
- City of San Bernardino: Mr. Ackerman was involved in various projects, including Development Review and Plan Check, Design and Project Management.
- City of Huntington Park: Mr. Ackerman worked as contract City Engineer under Transtech's municipal services contract and later as City Engineer and Interim Director of Public Works under the City.

MELISSA DEMIRCI, RSP, Principal, Municipal Services Contract Manager



Education

- BS Civil Engineering, Cal Poly Pomona

Registrations/Certifications

- Licensed Roadway Safety Professional

Highlights

Ms. Demirci has over 12 years of experience in Contract and Project Management. She oversees our municipal contracts and will service as the Contract Principal for this contract. She has her BS Degree in Civil Engineering from Cal Poly Pomona. She coordinates and interfaces with Transtech's Building and Safety Division to develop special projects to ensure a successful applicant experience during the plan review, permit issuance and inspection process. Her prior experience includes working at the City of Los Angeles, Mayor's Office Energy and Environment Team.

Melissa leads Transtech's Community Benefit Enhancement (BCE) Program, which provides volunteer and financial support for civic and community activities in client cities. This program 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. This includes 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 a consultant (which is what we are best at) but to also be an active partner with our clients and further enhance the City's reputation as an ideal community to live, invest, work, and play. 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.

Melissa also serves as a Planning Commissioner on the Planning Commissioner of the County of San Bernardino.

d. BRIEF BIOGRAPHIES OF INDIVIDUALS THAT WILL BE WORKING WITH THE CITY

While several staff persons will be involved in providing various services and support as necessary, following are primary staff persons who will be working and interacting with the City on daily basis:

BUILDING OFFICIAL: BILL DORMAN AND JASON ROBBINS

BUILDING INSPECTOR and PERMIT TECHNICIAN: JEREMY REED

(For resumes of the above persons please see Proposal Section 6. Staffing Resources (Firm Staffing and Key Personnel), Sub-section. **C. PRINCIPAL RESPONSIBLE PERSONS**)

7. Proposed Method to Accomplish the Work

a. TECHNICAL AND MANAGEMENT APPROACH

Technical Approach:

Electronic Plan Check: Transtech provides all Electronic Plan Check. Please [click here](#) for a sample of our electronic plan check portal at one of our contract Cities. We offer electronic plan check submittal portal to our client cities at no additional cost.

Virtual Counter: We offer virtual meetings with plan checkers. Please [click here](#) to explore the virtual plan check counter appointment calendar for one of the Cities,

Plan Check Processing:

When a plan check order is received, it is logged and reviewed by Building Staff and then assigned to applicable plan checkers. The plan check duration is monitored thru the plan check log data base, which generates messages at identified intervals to inform plan checker and supervising Sr. Staff so that they are aware of how the progress and status continuously. If any potential delay is monitored, necessary steps are taken, such as meeting with plan checker to review the schedule, workload, performance, and identify actions, including assigning additional staff, if necessary, to ensure timely completion of assignment.

Plan Check Coordination:

- Our plan checkers respond to questions from the architect, engineer, designer, applicant, etc. When requested, our plan checkers also meet with the architect, engineer, designer, applicant, etc. at our offices to answer questions or for rechecks.
- Our policy is to assist the architect, engineer, designer, applicant, etc. as much as possible, which helps eliminate complicated details, reduce construction costs, and/or provide details which are easy to verify in the field. This pro-active approach reduces inspection time and questions, and applicant frustration, while increasing overall compliance, by producing a better set of plans during plan review process. Especially, when the applicant is a homeowner trying to improve his/her property, this policy often demonstrates early on that the City really is here to help.

Approach to Meeting with Applicants: Our staff is available to applicants by phone and through email or through virtual meeting for questions or available to meet for rechecks if necessary. Our policy is to meet with applicants virtually via TEAMS or ZOOM or when necessary, at City Hall, but we also have an available facility at our office meetings with applicants.

Management Approach:

Our plan check and Inspection is managed thru a centralized system. When a plan check order is received, it is logged and reviewed by Building Staff and then assigned to applicable plan checkers. The plan check duration is monitored thru the plan check log data base, which generates messages at identified intervals to inform plan checker and supervising Sr. Staff so that they are aware of how the progress and status continuously. If any potential delay is monitored, necessary steps are taken, such as meeting with plan checker to review the schedule, workload, performance, and identify actions, including assigning additional staff, if necessary, to ensure timely completion of assignment.

Inspectors receive their next day inspection routes/stops by 4 pm previous work day. Inspection routes/stops assigned/scheduled to maximize the number of inspections that can be performed effectively. If an inspector calls in sick, a replacement inspector is assigned immediately from our inspection staff pool to perform the scheduled inspections.

Transtech will provide and maintain adequate personnel, based on the level of development activity within any given time, to ensure plan checks are delivered in a timely manner.

(Note: For additional details, please see Proposal Section **5. Approach to Scope of Services**, Sub-sections **a. APPROACH** and **b. WORK PLAN.**)



8. Insurance

a. AGREEMENT

Transtech is currently under contract with the City for Building and Safety Services. We assume the contract language for this project will be similar to existing contract. If selected by the City for this project, we will appreciate the opportunity of having our Attorney discuss the final contract language to ensure our insurance is in compliance with current laws and regulations and meets the City's requirements with the City's Attorney.

Following items may be discussed:

- For insurability purposes, any duty to defend which is not expressly deleted or defined as a reimbursement to the extent of the adjudicated negligence will present insurability issues.
- Insurance may not cover payment for any of the City's defense related cost prior to a final determination of liability or to pay any amount that exceeds Contractor's finally determined percentage of liability based upon the comparative fault of Contractor. Consultant should reimburse all reasonable attorneys' fees as part of City's total damages tied directly to Consultant's determined percentage of fault.
- For insurability purposes, one of the most important contract terms is to ensure the word "negligent" is evident in the indemnity clause. Absent a negligence trigger for claims, a client or owner could present claims with no allegations of negligence, and the professional liability may have coverage implications. Inserting "negligent" acts, errors, or omissions can help make the entire indemnity subject to an appropriate standard of care.
- Many contracts use phrases such as: "arising out of or in connection with". This can allow the certificate holder to assert claims that vaguely involve our scope of services. By replacing such phrases with "but only to the extent actually caused by", the claimant must establish that the negligence was the proximate cause of the damage, otherwise known as direct causation, would be insurable.
- For insurability purposes, we suggest limiting the obligation to only those parties with whom we have the contract, or who are in direct contractual privity to the project owner.

ACORD CERTIFICATE OF LIABILITY INSURANCE										DATE (MM/DD/YYYY) 12/27/2022															
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.																									
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).																									
PRODUCER AssuredPartners Design Professionals Insurance Services, LLC 3697 Mt. Diablo Blvd Suite 230 Lafayette CA 94549 INSURED Transtech Engineers, Inc. 909-595-8599 13367 Benson Ave Chino CA 91710-3009						CONTACT NAME: Marie Swaney PHONE (A/C No. Ext.): 626-696-1890 FAX (A/C No.): E-MAIL ADDRESS: CertsDesignPro@AssuredPartners.com INSURER(S) AFFORDING COVERAGE <table border="1"> <thead> <tr> <th>INSURER</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Travelers Casualty and Surety Co of America</td> <td>31194</td> </tr> <tr> <td>INSURER B: Travelers Property Casualty Company of America</td> <td>25674</td> </tr> <tr> <td>INSURER C: The Travelers Indemnity Company of Connecticut</td> <td>25682</td> </tr> <tr> <td>INSURER D: Sentinel Insurance Company</td> <td>11000</td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>						INSURER	NAIC #	INSURER A: Travelers Casualty and Surety Co of America	31194	INSURER B: Travelers Property Casualty Company of America	25674	INSURER C: The Travelers Indemnity Company of Connecticut	25682	INSURER D: Sentinel Insurance Company	11000	INSURER E:		INSURER F:	
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INSURER F:																									
COVERAGES CERTIFICATE NUMBER: 60570467 REVISION NUMBER:																									
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.																									
INSUR LTR	TYPE OF INSURANCE	ADDL SUBR	INSO	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS																	
B	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Contractual Liab ☒ XCU Included GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PROJ ☐ LOC OTHER:	Y	Y		6805H737478	12/31/2022	12/31/2023	EACH OCCURRENCE	\$ 1,000,000																
								DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000																
								MED EXP (Any one person)	\$ 10,000																
								PERSONAL & ADV INJURY	\$ 1,000,000																
								GENERAL AGGREGATE	\$ 2,000,000																
								PRODUCTS - COMPROP AGG	\$ 2,000,000																
									\$																
C	☒ AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☒ NO OWNED AUTOS ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY	Y	Y		BA3R067451	12/31/2022	12/31/2023	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000																
								BODILY INJURY (Per person)	\$																
								BODILY INJURY (Per accident)	\$																
								PROPERTY DAMAGE (Per accident)	\$																
									\$																
B	☒ UMBRELLA LIAB ☐ EXCESS LIAB DED ☒ RETENTION \$ ()	Y	Y		CUP4F17434A	12/31/2022	12/31/2023	EACH OCCURRENCE	\$ 5,000,000																
								AGGREGATE	\$ 5,000,000																
									\$																
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER/EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y	N/A		57WEGAA508A	9/1/2022	9/1/2023	☒ PER STATUTE ☐ OTHER																	
								E.L. EACH ACCIDENT	\$ 1,000,000																
								E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000																
								E.L. DISEASE - POLICY LIMIT	\$ 1,000,000																
A	Professional Liability				107328311	12/31/2022	12/31/2023	Per Claim Aggregate Limit	\$ 2,000,000 \$ 4,000,000																
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Insured owns no company vehicles; therefore, hired/non-owned auto is the maximum coverage that applies. Umbrella Liability policy is follow-form to its underlying Policies: General Liability/Auto Liability/Employers Liability. Professional Liability is E&O Liability. Reference Number - IS00000139 City of Manhattan Beach and its elected and appointed officials, officers, employees, agents and volunteers are named as an additional insured as respects general liability and auto liability as required per written contract or agreement. General Liability is Primary/Non-Contributory per policy form wording. Insurance coverage includes waiver of subrogation per the attached endorsement(s).																									
CERTIFICATE HOLDER						CANCELLATION 30 Day Notice will be sent to holder																			
PROVIDED FOR INFORMATION PURPOSES						SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.																			
						AUTHORIZED REPRESENTATIVE 																			

ACORD 25 (2016/03)

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9. Other Information

a. OTHER PERTINENT INFORMATION

i. *Demonstration of Record of Efficient, Cost Effective and On-Time Services*

Building and Safety Services:

- ✓ Transtech is currently **providing municipal services to over 75 public agencies**, including **Building and Safety Services to several agencies**.
- ✓ We also **interact and coordinate plan checks and work closely with County Fire Departments** in many cities.
- ✓ In addition to Building Plan Check, Transtech is **also providing Fire Plan Check Services to various agencies**.

Transtech's Plan Check and Inspection Capacity in numbers:

- We maintain and manage **electronic plan submittal portals for over 25 cities**.
- In 2022, we **processed and reviewed approximately 13,000 projects with 96,000 documents** and **performed approximately 43,000 inspections**.

(For further details, please see Proposal Section **5. Approach to Scope of Services**, Sub-sections **a. APPROACH** and **b. WORK PLAN**.)

ii. *Community Involvement*

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. This includes 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 a consultant (which is what we are best at) but to also be an active partner with our clients and further enhance the City's reputation as an ideal community to live, invest, work, and play. 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.

Following are some of the CBE programs we have are proud to be part of:

- ✓ **Embracing Latina Leadership Alliances (ELLAS)**
- ✓ **STEM Workshop At The Annual Geranium Festival & Artwork**
- ✓ **Cal Poly Pomona's Transtech Engineers Scholarship Program**
- ✓ **High School Enlistee Recognition Ceremony Through "Our Community Salutes"**
- ✓ **Girls Leadership & Mentoring (GLAM) Workshop At Magnolia Science Academy**
- ✓ **STEM Workshop At The Annual Geranium Festival & Artwork**

New Community Outreach Project:

- The Transtech Team is very passionate about giving back, especially through youth empowerment and workshops to encourage middle school and high school students to pursue higher education and to get involved in STEM related fields, like engineering.
- Several of our team members have been involved in various organizations and spoke at countless events to encourage the youth and young women in particular to pursue Engineering in both their academic and career paths.



- We are proud to have founded an annual Transtech Engineers Scholarship Program awarded during the fall semester to Cal Poly Pomona students. The scholarship awards five students \$3,000 each based on their GPA and grade level. We partnered with Cal Poly Pomona to start this annual scholarship with the Civil Engineering Program at the university.
- We wanted to further our reach and mission and have begun to develop a special community project interfacing with local schools to implement a yearlong STEM extracurricular program. We have worked on developing a program where every year we will focus on one middle school or high school in the cities we serve to offer this elective to the students.

iii. Previous Involvement with the City

We are **very familiar with the City**. Transtech is **currently providing Building and Safety Services to include Building Inspector and Permit Technician**, Transtech is **currently serving as City of Maywood's Contract City Engineer and Traffic Engineer**, and also provides **Capital Project management, Construction Management, Inspection, Plan Check and various other services**. We work closely with City staff on many projects.

iv. No Conflict of Interest Statement

Transtech has no conflicts of interest in connection with providing the Services.



10. Certification of Proposal

The undersigned hereby submits its proposal and, by doing so, agrees to furnish services to the City in accordance with the Request for Proposal (RFP), and to be bound by the terms and conditions of the RFP.



Melissa Demirci, RSP

Principal, Municipal Services Contract Manager

E: melissa.demirci@transtech.org

C: 714-598-8896



Ayla Jefferson, CBO, CSP

Principal Building Official

E: ayla.jefferson@transtech.org

C: 909-851-5765



B. COST PROPOSAL

RFP STATES THE FOLLOWING:

1. Detailed Cost Proposal
 - a. Respondent shall submit a detailed cost proposal that shall include all tasks required to perform the Scope of Services. The cost proposal shall indicate how the City will be charged for services (i.e. unit, hourly or flat rate basis as appropriate) for the term of the contract, including any extensions. Costs should include all services and materials if any, needed to perform the Scope of Services.
 - b. As it relates to the services under this RFP, if Respondent is proposing to provide the services on an hourly basis, the cost proposal shall identify the hourly rate for the personnel needed to complete the Scope of Services.
 - c. Please provide a lump-sum, not-to-exceed fee proposal for the scope of Services. The fee proposal shall include hourly rates for all personnel. As a reminder this a three (3) year agreement with two (2) possible extensions.
 - d. In addition, Respondent shall also submit the rates/compensation for any "additional services" that Respondent can provide.

TRANSTECH RESPONSE:

Transtech will provide Building and Safety Services

- Staff services to include inspection, permit issuance, and as need Building Official per the below schedule or hourly rates.
- Plan review services at a % of the plan review revenues per the City's fee schedule.
- Any additional services shall be provided per the Schedule of Hourly Rates

TRANSTECH ENGINEERS, INC	
Schedule Of Hourly Rates (Effective through June 30, 2024)	
BUILDING & SAFETY	
Description	\$/HR.
Permit Technician	\$79
Plan Check Technician	\$90
Building Inspector	\$107
Senior Inspector/Supervisor	\$130
Plans Examiner	\$141
Plan Check Engineer	\$164
Deputy Building Official	\$164
Building Official	\$181
Additional Services Categories based on the task and qualifications	\$60-\$181
ADMINISTRATIVE STAFF	
Administrative/Clerical	\$79
Project Accountant	\$96
Office Help	\$63
PLAN REVIEW SERVICES	
Building Plan Reviews	82% of building plan check fees per City Fee Schedule
Building plan reviews will be performed based on percentage to include the review of 1st and 2nd submittal, beyond the 2nd submittal, reviews will be per the schedule of hourly rates, but no reviews will be less than \$282.	
Where no fees collected or reduced fees collected for plan check, entitlement reviews, and other additional services requested shall be per the schedule of hourly rates.	
All fees are increased each year July 1st automatically by the percentage change Los Angeles-Long Beach-Anaheim California Consumer Price Index-All Urban Consumers ("CPI-U") for the preceding twelve-month period as calculated for February by the U.S. Department of Labor Bureau of Labor Statistics and published by the United States Bureau of Labor Statistic.	



The budget for the 3-year contract can be estimated as the following:

Total estimated budget for the above scope of services with the estimated level of services for the 3-year contract is estimated to be \$558,000*.

***Assumptions used while calculated a 3-year contract budget**

- ✓ There will be no change of service levels.
- ✓ CPI-U of 8% to update the hourly service fees.
- ✓ City plan review revenue is \$50,000 for the first year and fees/revenues will increase per CPI-U but the workload remain the same.

This 3-year contract budget estimation will fluctuate in case the City plan revenues and level of service desired /needed to perform adequate building and safety service levels due to changing workload fluctuates.

FY 2023-2024			
Staff Services Description	Rate/hr.	Hrs.	Yearly Cost
Building Inspector/Permit Technician/ per week	\$107.00	16	\$89,024.00
Supervisor / per month	\$130.00	8	\$12,480.00
Building Official/ per month	\$181.00	8	\$17,376.00
Subtotal of staff services			\$118,880.00
10% contingency			\$11,888.00
Total Estimated Budget for Staff Services			\$130,768.00
Rounded up Estimated Budget for Staff Services			\$131,000.00
Estimated Budget for Plan Review Services	82% of building plan check fees collected per City Fee Schedule		
Estimated City Building Plan Revenues			\$50,000.00
Estimated Budget for Plan Review Services			\$41,000.00
Total Estimated Budget for 1st year of contract			\$172,000.00
Assumed CPI-U 8%			
Assumed no change on workload and no change on service levels			
Estimated 2nd year budget			\$185,760.00
Estimated 3rd year budget			\$200,620.80
Estimated 3-year contract budget			\$558,380.80



A SAFEbuilt® COMPANY



CITY OF MAYWOOD



Proposal – Building Department Consulting Services

July 25, 2023

MAIN PROPOSAL CONTACT:
Elizabeth Alsky
Account Manager
949.731.4000
ealsky@interwestgrp.com

www.interwestgrp.com

Cover Letter

1



1 | Cover Letter

July 25, 2023

Daisy Guerrero
City of Maywood
City Clerk's Office
4319 Slauson Avenue
Maywood, CA 90270



A SAFEbuilt COMPANY

1500 S. Haven Ave, Suite 220
Ontario, CA 91761
P (909) 295-3142

Re: Request for Proposal - Building Department Consulting Services

Interwest Consulting Group (Interwest) understands that the City of Maywood is seeking Plan Check services on an as-needed basis. For this effort, we are proposing a highly qualified and appropriately licensed staff of International Code Council (ICC) Certified inspectors, plan reviewers and other relevant ICC certified staff to deliver building plan check services.

Interwest maintains the largest staff of building safety professionals in California. With a deep bench of more than 400 professionals dedicated to providing building safety services to our clients, our team of well-qualified staff is available to assist the City as needed to meet workload demands. Our team brings the following advantages to the City:

PROPOSAL POINT OF CONTACT:

ELIZABETH ALSKY
Account Manager
949.731.4000
ealsky@interwestgrp.com

- **Past Performance with the City:** Our past performance with the City of Maywood demonstrates our successful project delivery and exceptional customer service. Our working relationship with the City first began in 2015 with Building and Safety, and our team is ready to provide these exceptional services to the City, its staff, and its community. We are very familiar with your codes, ordinances and expectations for successful project completion from start to finish.
- **Team Capacity and Capabilities:** Interwest maintains the largest staff of building safety and inspection professionals in California. Few, if any, of our competitors can match our depth of qualified, available staff. Our Ontario and Irvine office will successfully serve the City throughout the duration of this contract and provide a longstanding team of experts that have successfully delivered inspection and plan review services on a wide range of projects in and all around the City of Maywood.
- **On Schedule and On Budget:** Our staff provide complete and comprehensive building services including on-site and virtual inspections, paper and electronic plan review and other building safety services as-needed, on time and on budget. We hope the qualifications demonstrated in this package will encourage the City to continue to work with Interwest's exceptionally talented and experienced consultant staff. Our references will testify that Interwest will provide high quality services, on time and on budget.

We appreciate the opportunity to present our qualifications to the City and look forward to continuing to serve your community.

As President of Interwest Consulting Group, I am authorized to sign any agreements that may result from this proposal and will provide contract support to the proposed Interwest team. Should any questions arise, I can be contacted at 619.372.9962 or via email at pmeschino@interwestgrp.com.

Sincerely,

Paul Meschino
President of Interwest



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Experience and Qualifications

3





3 | Experience and Qualifications

Firm Overview

The seamless integration of municipal service professionals in support of public agencies has been our purpose since Interwest Consulting Group (Interwest) formed in 2002, 21 years ago. Interwest was founded by individuals with a passion for serving municipalities. We currently employ over 400 employees spanning a multitude of disciplines within public works and building and safety departments throughout California. We currently serve over 330 cities, counties, and state agencies across California.

Our staff has held senior and executive management positions within numerous California cities and public agencies, including the titles of Building Official, City Engineer, Public Works Director, Construction Manager, City Planner, and other management personnel. This depth of experience brings a high level of knowledge and sensitivity towards community and special interest group issues. We value the importance of a focus that represents the interests of our public agency clients and reflects positively on the citizens they serve.

Providing building department services is at the core of our business. We have highly qualified staff and extensive resources throughout the state. Interwest is comprised of licensed Civil and Structural Engineers, Electrical Engineers, Fire Protection Engineers, and Mechanical Engineers registered in the State of California, ICC Certified and highly qualified Plans Examiners and Inspectors, Certified Access Specialists (CASp), licensed Architects, and other professionals specializing in providing complete building safety services to local government agencies.

We furnish both technical excellence and a thorough understanding of the regulatory process to assist our clients through the sometimes-daunting complexities associated with the delivery of projects, implementation of important public programs, and adoption of significant public policy. In April of 2018, Interwest acquired Tri Lake Consultants, a municipal engineering firm, and in May of 2019 acquired CPSI Real Estate Services. In January of 2020 Interwest was acquired by SAFEbuilt LLC and in that transaction became the Managing Partner for EsGil, Kutzmann and Associates and BroadSpec, all of which are providers of Building Department Services.

INTERWEST PROFILE

YEAR FOUNDED:

2002

FIRM CAPACITY

More than 400

CA Employees

(and 700+ Plan Reviews
completed weekly)

OFFICE LOCATIONS:

CA Offices:

Perris | **Ontario** | Irvine |
San Diego | Fresno | Fremont
| Roseville | Elk Grove

Other Offices:

Las Vegas, NV | Boulder, CO

PROJECT OFFICE:

Interwest Irvine Office
1 Jenner Suite 160
Irvine, CA 92618

FULL SERVICE OFFERING:

Planning & Urban Design
Building Safety
Capital Projects
City Engineering
Construction Management
Development Services
Land Development Design
Right of Way & Real Estate
Traffic Engineering
Transportation Planning
Transportation Programming

With a staff of more than
200 professionals in our
Building and Safety Division,
**Interwest maintains the
largest building and safety
services staff in California.**

Current and Previous Municipal Clients

Interwest currently provides Building Safety and Plan Check Services to more than 200 California clients. Below, we list a sampling of California clients for whom we currently provide, or have recently provided services.

CLIENT	SERVICES PROVIDED
Judicial Counsel of California	Plan Review, Building Inspection
California Construction Authority	Plan Review, Building Inspection
City of Anaheim	Plan Review, Building Inspection, Permit Technician
City of Capitola	Plan Review
City of Chico Hills	Building & Accessibility Plan Review, Inspection
City of Corona	Building & Fire Plan Check, Inspection
City of Costa Mesa	Plan Review, Building Inspection
City of El Monte	Plan Review, Building Inspection, Permit Technician
City of Fairfield	Plan Review, Planning Entitlement Review
City of Garden Grove	Plan Review, Building Inspection
City of Irvine	Plan Review, Building Inspection, Permit Technician
City of Lake Elsinore	Building Official, Plan Review, Inspection, Permit Technician
City of Lake Forest	Building Official, Plan Review, Inspection, Permit Technician
City of Lodi	Building Inspection, Full Planning Services
City of Manteca	Building Inspection, Plan Review
City of Napa	Plan Review, Building Inspection, Permit Technician
City of Newport Beach	Plan Review, Building Inspection, Permit Technician
City of Palmdale	Plan Review, Building Inspection
City of Pomona	Building Official, Building and Grading Plan Review, Inspection, Permit Technician
City of Rancho Cordova	Plan Review, Building Inspection, Planning, Zoning Code Update
City of Rancho Cucamonga	Plan Review, Building Inspection
City of Rancho Palos Verdes	Plan Review, Inspection, Building Code Enforcement, Permit Technician
City of Rio Vista	Planning, Building Plan Review, Building Inspection
City of Rocklin	Plan Review, Building Inspection
City of Rosemead	Building Official, Plan Review, Inspection, Permit Technician, Front Counter Support
City of Roseville	Plan Review
City of Santa Clara	Building and Fire Plan Review and Field Inspection
City of Sonoma	Building Official, Plan Review, Inspection
City of St. Helena	Building Official, Building & Fire Plan Review, Inspection, Planning
City of Tracy	Plan Review, Building Inspection, Fire Inspection
City of Turlock	Plan Review
City of Upland	Building & Fire Plan Review, Inspection, Permit Technician
City of Woodland	Plan Review, Building Inspection
County of Fresno	Plan Review, Inspection
County of Napa	Plan Review
County of Yuba	Plan Review, Fire Plan Review

Local Experience and Knowledge of City

Since 2016, we have represented the City as City Engineer and provided key services to the Department of Building and Planning and the Department of Public Works. We have learned about your internal processes, forged relationships with City staff, local agencies, and stakeholders, and have interacted with, served, and gotten to know and appreciate your community. During our tenure with the City, we have provided a range of building and safety services to support the City of Maywood's Department of Building and Planning, Building Division, including building plan check, building inspection and counter technician services.

References



City of Bellflower | Building and Safety Services

2019 - Present

Jeffrey Stewart City Manager

562.804.1424 | jsteward@bellflower.org

16660 Civic Center Drive, Bellflower, CA 90706



City of El Monte | Building and Safety Oversight and Inspection Services

2018 - Ongoing

Alma Martinez, City Manager

amartinez@elmonteca.gov | 626.580.2001

11333 Valley Blvd.

El Monte, CA 91731



City of Anaheim | Building and Safety Services

2017 - Present

Alberto Pavia, Plan Review Manager

714.765.4311 | apaiva@anaheim.net

200 S Anaheim Blvd.

Anaheim, CA 92805

OFFICE LOCATIONS

SOUTHERN CALIFORNIA

1 Jenner, Suite 160
Irvine, CA 92618
949.299.5300 Phone

1500 S. Haven Ave., Suite 220
Ontario, CA 91761
909.295.3142 Phone

24 South D Street, Suite 100
Perris, CA 92570
951.943.6504 Phone

9320 Chesapeake Drive, Suite 208
San Diego, CA 92123
858.560.1468 Phone

CENTRAL CALIFORNIA

1171 West Shaw Ave., Suite 102
Fresno, CA 93711
559.448.9839 Phone

NORTHERN CALIFORNIA

9300 W. Stockton Blvd., Suite 105
Elk Grove, CA 95758
916.683.3340 Phone

39355 California Street, Suite 200
Fremont, CA 94538
510.796.3003 Phone

1613 Santa Clara Drive, Suite 100
Roseville, CA 95661
916.781.6600 Phone

NEVADA

4815 W. Russell Road, Suite 11K
Las Vegas, NV 89118
702.476.2200 Phone

COLORADO

444 N. Cleveland Avenue
Loveland, CO 80537
866.977.4111 Phone
Mailing: PO Box 18330, Boulder, CO 80308

ORGANIZATIONAL STRUCTURE



Project Specific Experience

4



BUILDING SAFETY OVERSIGHT AND INSPECTION SERVICES // CITY OF EL MONTE, CA**CLIENT REFERENCE CONTACT**

ALMA MARTINEZ
CITY MANAGER
626.580.2001

AMARTINEZ@ELMONTECA.GOV

2018 - ONGOING

Interwest has assisted the City of Costa Mesa since 2007. Our staff provides thorough and timely plan review and building inspection services.

South Coast Plaza Shopping Mall Our team continues to perform a variety of inspections on the City's expansive South Coast Plaza Shopping Mall. The majority of these projects have been single-story tenant improvements (TI) for individual stores at a time. We have successfully performed these concurrent tasks/projects by applying our Plan, Execute, Control, Optimize (PECO) philosophy, working quickly and thoroughly so as to minimize inconvenience to both business-owners and the public.

One of our most recent tenant improvement projects was performed for the mall's Chanel boutique.

Orange County Museum of Modern Arts This project is a 2-story mixed-use museum that totals 52,000 square feet with 25,000 square feet dedicated to exhibitions. There is 10,000 square feet of multipurpose, education and performance space and 10,000 square feet of additional space for exhibitions in a possible expansion and the rooftop terrace can accommodate up to 1,000 people.

Interwest is providing complete plan review services for this project on behalf of the City of Costa Mesa. The staff of Interwest Consulting Group has successfully completed the review of the 50% construction documents.

BUILDING PLAN CHECK SERVICES // CITY OF BELLFLOWER, CA



Interwest provides full building department services since 2020.

We currently provide the following services:

- Building and Safety Inspections
- Building Official
- Building Plan Review
- Permit Technician
- Housing Abatement Enforcement
- Front Counter Support
- Administrative Services

CLIENT REFERENCE CONTACT

STEVE FOWLER
DIRECTOR OF BUILDING AND PLANNING
323.562.5721
STEVE.FOWLER@CITYOFMAYWOOD.ORG

BUILDING SAFETY AND INSPECTION SERVICES // CITY OF LAGUNA WOODS, CA



CLIENT REFERENCE CONTACT

CHRIS MACON
CITY MANAGER
949.639.0500

CMACON@CITYOFLAGUNAWOODS.ORG

2022 - ONGOING

Interwest began serving the City of Laguna Woods in 2022.

We currently provide the following services:

- Building and Safety Inspections
- Building Official
- Permit Technician

ON-CALL BUILDING PLAN CHECK SERVICES // CITY OF ANAHEIM CA



CLIENT REFERENCE CONTACT

RICHARD SUPAN,
BUILDING PLAN CHECK MANAGER
714.765.5153 EXT. 5720
RSUPAN@ANAHEIM.NET

Interwest has provided on-call building plan check services to the City of Anaheim since 2017.

We provide engineering plan check services for private development processing. Projects have included: a car wash facility, multiple family residential developments, and retail/commercial development.

Plan check services provided include: traffic review, stormwater management, map checking, grading, and preparation of conditions of approval.

Each of these projects have met budget and schedule goals.

Approach to Scope of Services

5





5 / Approach to Scope of Services

Ability to Perform Scope of Services

Interwest has extensive experience and a proven track record of seamlessly integrating building plan review, building inspection, building official services, and community development technician services as-needed, in a cost-effective manner. Our services consist of providing a single staff member or a complete team. We tailor our staff to fit your specific needs. We have previously provided building plan checkers, building inspectors, building official, and community development technician services to the City and have performed numerous plan reviews for a variety of project types.

WHAT THE CITY CAN EXPECT FROM THEIR INTERWEST TEAM

We are very familiar with the City's processes, local concerns, expected turnaround times, and the level of service required to continue providing outstanding support to the Building Safety Department. This in-depth understanding and insight into the City's preferences makes us uniquely qualified to continue providing these services without a "getting to know you" phase that can sometimes lead to service interruptions. Our staff's quality and training, combined with our proven business practices and a core commitment to customer satisfaction, ensure each client receives the highest levels of contract performance, professionalism, and responsiveness in the industry.

All Interwest Team Members will:

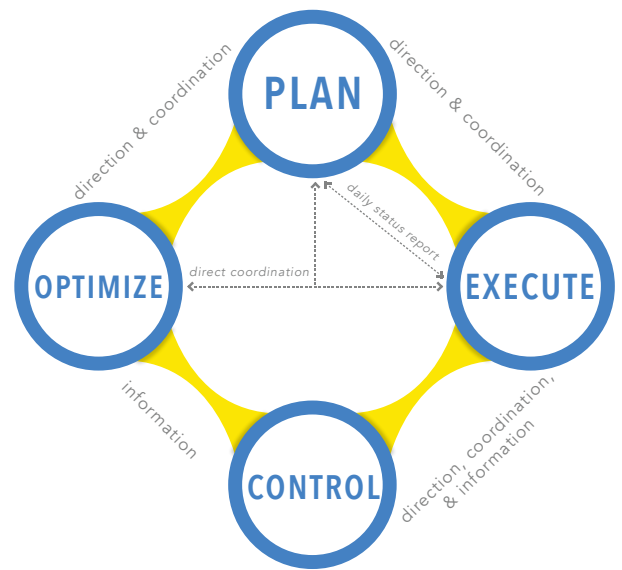
- ✓ Wear/display proper identification.
- ✓ Possess/maintain the licenses/certifications required to perform compliant plan reviews, building inspection and permitting services.
- ✓ Be knowledgeable of design principles, local zoning, and topographical site plans.
- ✓ Remain proficient and knowledgeable of federal, state, and local laws, rules, regulations, directives, codes, and ordinances applicable to their work.
- ✓ Offer exemplary customer service while performing their duties and interacting with City staff, elected and appointed officials, construction firms, and the public.
- ✓ Attend meetings as required by the City.
- ✓ Always exhibit professional and courteous conduct and an appropriate appearance during interactions.
- ✓ Meet all job safety requirements and OSHA safety standards.

PROJECT MANAGEMENT APPROACH

Our project management approach begins with applying our Plan, Execute, Control, Optimize (PECO) philosophy. The PECO framework, illustrated to the right, is based on our team's experience and industry best practices endorsed by the Project Management Institute. We identify, prioritize, allocate, manage, and control the work requirements through this singular, integrated method.

Using the PECO framework illustrated to the right, the Interwest team delivers a project management approach that combines the right people, processes, and tools to perform the Scope of Services requirements. Our support for the City requires a methodology to operate and maintain all areas of service efficiently. The Interwest team's process is structured to streamline our resources and provide responsive services. Successful execution of building support services starts with a responsive team structure that can anticipate and address resource needs.

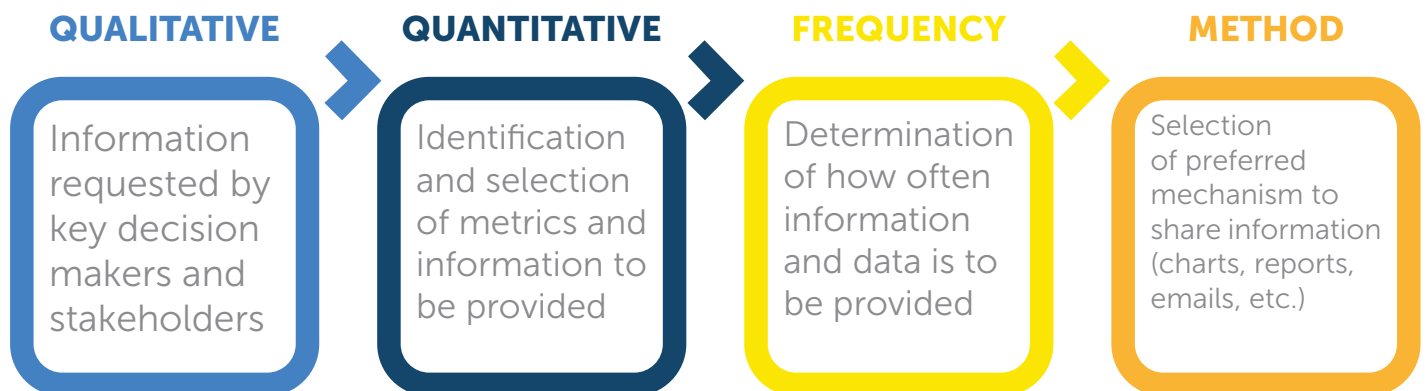
Our team works on multiple tasks simultaneously, and our organizational structure supports the staff in overseeing this process effectively. Our Project Manager, William "Bill" Hayes, CBO, ICC, will ensure overall project performance and completion.



The PECO framework delivers a contract management approach that combines the right people, processes, and tools to perform contract work.

APPROACH TO COMMUNICATION & COORDINATION

One of the keys to the efficient and successful flow of information is clear, effective communication. Everyone involved with a contract of this size and scope must be aware of changes, progress, and challenges. We commit to working with you to determine the best ways to communicate the right information to the right people at the right time. Our priority is to ensure the best possible experience working with our team—with minimum impact on the City and its citizens. Meetings are an integral part of the plan, especially at contract start-up, and involve all applicable staff from the City and Interwest. Everyone involved must be aware of progress and changes they can expect going forward. We will prepare communications that can be shared with all City staff, detailing what to expect during contract transition and moving forward. We work with you to develop a schedule and format to meet your needs for aggregate reporting. Report formats may include monthly, quarterly, and annual reports summarizing activity levels, adherence to performance metrics, and other items of special interest to the City. We ensure our work effort is clearly communicated to the City throughout the contract's life, adjusting as necessary. The following is a summary of our communication plan:



Plan Review Services

All plans examination services will be performed by a licensed Civil or Structural Engineer and/or an ICC Certified or otherwise qualified Plans Examiner. For more complex projects and when needed to meet peak workload demands, additional support will be provided from our other regional offices. Our plans examiners understand and are intimately familiar with applicable building codes and plan review procedures and policies and will readily assist with solutions to complicated plan review issues.

Our staff will work with project applicants in a collaborative and professional manner to quickly identify and resolve violations of codes, standards, or local ordinances. They will provide thorough plan reviews in an effort to ensure complete and accurate construction documents to minimize questions and problems during the construction phase of projects.

TECHNICAL CAPABILITIES IN PLAN CHECK AREAS

Interwest staff possesses significant technical capabilities in all areas of plans examination competence. Plans examiners are licensed engineers and/or ICC Certified or otherwise qualified Plans Examiners with extensive experience providing plan review services. Plans examination activities will be performed under the direction of a California licensed professional engineer and/or licensed architect. Our staff will conduct an accelerated plan review on an as-needed basis as requested by the Building Official.

Non-Structural Life Safety

Interwest's non-structural plans examiners furnish plan review services for a vast array of projects including large residential, commercial, institutional, industrial, retail, and OSHPD 3 medical office buildings. Many of our plans examiners are CASp certified. Completed plan review projects range from single-story residential projects to complex high-rise buildings and numerous building additions and remodels. We are experienced and familiar with the use and application of the most current editions of the following codes:



- California Building Standards Code
- Americans with Disabilities Act Standards for Accessible Design
- ANSI Standards
- NFPA Codes & Standards
- CA Code of Regulations (CCR) Titles 19 and 25
- Jurisdiction-adopted amendments or ordinances

Structural

Our California-licensed Structural Engineers have experience designing and reviewing projects utilizing virtually all building materials:

- Wood
- Masonry
- Heavy Timber / Timber Frame
- Concrete
- Structural Steel
- Cold-Formed Steel Framing
- Straw Bale
- Rammed Earth
- Aluminum

Our engineers have designed or reviewed a wide array of lateral force resisting systems including:

- Steel Moment Frames
- Buckling Restrained Braced Frames
- Eccentric Braced Frames
- Concentric Braced Frames
- Concrete Moment Frames
- Wood Shearwall Systems
- Masonry Shearwall Systems
- Concrete Shearwall Systems
- Cantilevered Column Systems
- Various Proprietary Lateral Force Resisting Systems

Our structural engineers are experienced with the provisions of most model codes including, but not limited to, current versions of:

- CCR Title 24, Part 2, Volume 2
- AISC 341, 358 and 360
- ASCE 7
- ASCE 41
- AISI Standards for Cold Formed Steel
- ANSI / AF&PA NDS for wood framing
- ACI 318
- ACI 530 / TMS 402/602
- CA Historic Building Codes
- CA Existing Building Codes
- NEHRP Requirements for Existing Building

Mechanical, Plumbing & Electrical

Interwest's California-licensed Mechanical and Electrical Engineers are well-versed in the application of California Mechanical, Plumbing, Electrical, Energy, and Green Building Standards Codes:

- California Building Code
- California Residential Code
- California Plumbing Code
- California Mechanical Code
- California Electrical Code
- Jurisdiction-adopted ordinance

Energy Compliance

Our engineers and plan reviewers are up-to-date on all California Energy requirements as they relate to both new and remodel construction on large residential and commercial projects. The Energy Efficiency Standards for Residential and Nonresidential Buildings were established in 1978 in response to a legislative mandate to reduce California's energy consumption. These standards are updated periodically to allow consideration and possible incorporation of new energy efficiency technologies and methods.

Green Building Standards

Our staff is familiar with the incorporation of CALGreen building criteria into project designs and the resulting potential impact as related to the building codes. In addition, staff members have participated in the development of various "green" standards for super adobe, rammed earth, and straw bale construction, to name a few.

LEED

Developed by the US Green Building Council (USGBC), LEED provides building owners and operators a framework for identifying and implementing measurable green building design, construction, operations, and maintenance solutions. LEED certification consists of a number of different rating systems that apply to many building types—commercial as well as residential and measures how well a building performs across many sustainability metrics, including: energy savings, water efficiency, CO2 emissions reduction, improved indoor environmental quality, and stewardship of resources and sensitivity to their impacts.

Access Compliance – CASp Review

All of Interwest's CASp-Certified professionals are knowledgeable of state and federal accessibility laws and regulations and possess the expertise necessary to promote access to facilities for persons with disabilities. Our goal is to provide experts in the industry who can perform services for building departments by customizing our services to correspond with our client's expectations and needs. We work collaboratively with our clients to resolve plan review and inspection-related issues as efficiently as possible, ultimately resulting in an expedited process and successful project.

Our architects and plans examiners are fully trained and familiar with CA Building Code Accessibility requirements and ADA compliance regulations and are available for plan review and/or evaluations and consultation. We offer support to municipalities for compliance enforcement and/or developing a transition plan towards compliance, and successfully partner with the disabled community to address the needs and requirements of both entities. We can assist our clients in interpreting various issues relating to access compliance, such as access compliance obligations, transition planning, construction costs, construction phasing, code 'interpretation,' hardship, and code changes.

Flood Zones

Interwest's staff of engineers and plans examiners have experience in providing plan reviews for projects located in flood zones, as several of our clients have developments that occur in areas prone to flooding. Interwest's staff has provided numerous plan reviews for projects located in flood zones using FEMA's Technical Bulletins as well as the local jurisdiction's ordinances. In addition, members of Interwest's staff have participated in state-sponsored committees to establish guideline and regulations for construction in areas designated as flood zones.

OSHPD 3

Our staff of plans examiners has extensive experience in providing plan reviews for OSHPD 3 projects. Our staff is well versed with the OSHPD 3 requirements contained in the California Building Code. We also have OSHPD-certified inspectors available on an as-needed basis.

Fire Code Plan Review

We have a complete staff of experienced and licensed professional fire protection plans examiners and inspectors for your fire life safety needs. Our staff can check plans for compliance with all applicable fire code and standard requirements, including but not limited to the following: ICC Fire Code, Uniform Fire Code, California Fire Code, Life Safety Code, NFPA standards, and your local/regional amendments.

Our Fire Plans Examiners and Inspectors are well versed in the use and application of the following model codes, standards, and regulations:

- California Fire Code (CFC)
- California Building Code (CBC)
- Local amendments and policies related to the CFC and CBC
- Adopted National Fire Protection Standards
- California Health and Safety Code
- Appropriate listings (CSFM, U.L., etc.) for common systems and materials
- Fire Department Standards
- National Fire Protection Referenced Standards pursuant to the above Codes
- Municipal, State or Federal regulations enforced by Fire Departments and Fire Districts



CODE INTERPRETATIONS

Code interpretations are subject to final review and approval by the Chief Building Official or City designated staff. Interwest's engineers and plans examiners will provide unbiased recommendations and background information to help the Building Official or Fire Marshal make an informed decision. All plan review comments are subject to review and approval by the City Building Department.

TRANSPORTING PLANS

Interwest Consulting Group will arrange for all pick-up and delivery of plan review documents from the City at no cost. Interwest uses varied methods of pick-up and delivery with the goal of providing same-day service.

SPECIAL PROJECTS AND ACCELERATED SERVICES

Interwest is able to accommodate special project plan review needs such as fast-track, multi-phased, or accelerated plan reviews. We establish project-specific turnaround goals and procedures with City staff for these types of projects based on the complexity of the projects as well as the construction schedule. Our staff of engineers and plans examiners will work with the City to resolve all plan review issues. Our staff will deal directly with applicants and their designers during the plan review process to resolve all issues in a collaborative manner to resolve plan review issues as quickly as possible.

COMMUNICATING PLAN REVIEW RESULTS

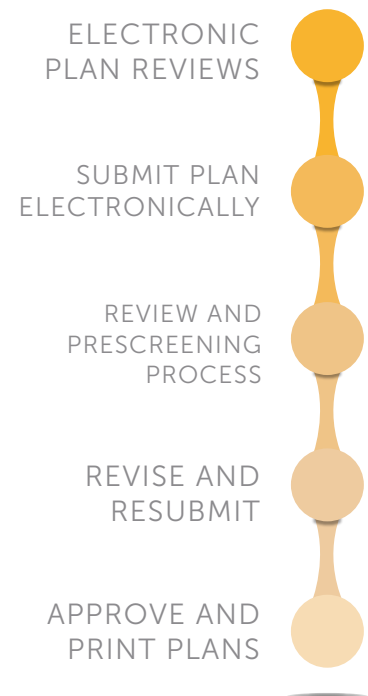
Plan reviews, when not immediately approved, will result in lists of comments referring to specific details and drawings and referencing applicable code sections. Interwest will provide the City with a clear, concise, and thorough document from which clients, designers, contractors, and owners can work. At the completion of each plan review cycle, Interwest will return an electronic and hard copy of the plan review comment list to the designated applicant and City representative. Upon completion of the plan review, after all plan review issues have been resolved, Interwest will provide two complete sets of all final documents annotated as "reviewed" to the City for final approval.

ON-SITE CONSULTANT SERVICES & MEETING ATTENDANCE

Our staff is available for pre-construction or pre-design meetings, field visits, contacts with the design team, and support for field inspection personnel as needed. With some reasonable limitations, pre-construction and pre-design meetings associated with projects that we plan review are considered part of the plan review service. Interwest's engineers and plans examiners will be available to meet with City staff, the design team, applicants, and/or contractors, at the City's request, to discuss and resolve plan review and code-related issues. We will be available within one (1) business day to respond to questions from the City that may be generated during field inspections for each authorized plan check that is subsequently issued a permit for construction. Voicemails, e-mails, and faxes will be responded to as quickly as possible, always within 24 hours.

ELECTRONIC PLAN CHECK SERVICES

Interwest currently provides electronic plan review services for multiple jurisdictions throughout California, and we are prepared to provide electronic plan checks for the City. We are familiar with many electronic plan review platforms. More and more jurisdictions are seeing the benefits of electronic permit and plan check, especially for large, complex projects. Electronic plan check services deliver many benefits to municipalities, including substantially improved turnaround times; instantaneous comments to the developer, applicant, or architect; secured accessibility to documents; and reduced paper storage. Our staff is experienced in providing electronic plan reviews and can work closely with the City on any electronic plan check software program that is utilized. Our goal is always to collaborate with and support the building department by providing thorough, accurate, and timely plan reviews.



PLAN REVIEW TRACKING METHOD & BILLING PROCESS

Our staff has experience working with most project tracking databases utilized by building departments. Our staff will update electronic records and make project-related database entries as directed by the City. We will create and maintain a Jurisdiction File containing our research on any unique amendments or specifications required by your jurisdiction, billing arrangements, contact information, and any special requests you would like us to keep in mind.

Interwest Consulting Group uses a custom-designed database to maintain and track all plans throughout the review process from the moment you request a pick-up and/or shipment to delivery of the final, approved documents. Information such as project name, City's project number, assigned plan reviewer(s), date documents were received, plan review cycle and completion date for current review can be provided. In addition to standard phone communication, custom reports can be emailed.

In addition, we can provide online tracking for the City with a custom-designed web template geared to provide any reporting and information needs required. Our staff is available during standard business hours to answer questions via phone or email regarding the actual plan review in progress. We maintain active email accounts and our staff will be responsive to any City or applicant needs. If we cannot speak directly to a caller, we will return calls no later than 24 hours.

Building Inspection Services

Building inspectors qualified to perform residential and commercial inspections can be made available as-needed during normal business hours (40 hours/week). Inspectors can also be flexible to assist during special off-hours by request with advance notice.

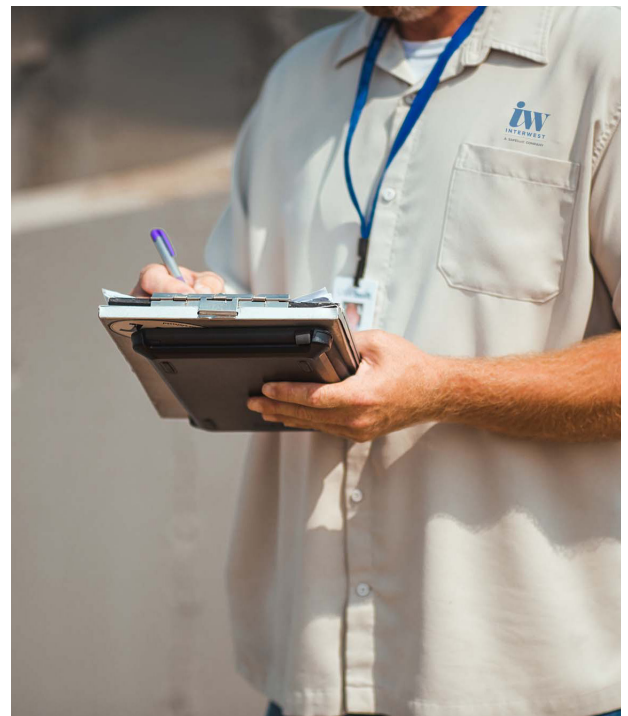
Assigned staff will perform inspection services, as needed, to verify that the work of construction is in conformance with the approved project plans as well as identifying issues of non-compliance with applicable building and fire codes. Our field inspection services will include site inspections and writing legible and understandable correction and violation notices and field reports. In addition, we will be available to answer in-person or telephone inquiries.

We understand that municipal codes are frequently updated, so we will ensure that the projects we are inspecting are compliant with current code requirements. More specifically, we will ensure compliance with Title 24 California Building Codes, parts 1, 2, 2.5, 3, 4, 5, 6, 8, 9, 10, 11, and 12, covering structural, fire prevention, life safety, disabled access, energy conservation, green building, plumbing, mechanical and electrical installations in residential, commercial, industrial, existing and historic buildings.

Interwest's ICC / CASp certified inspectors have performed both building and fire inspection services on a wide variety of construction projects including new residential developments, large custom homes, and commercial, institutional, assembly, essential service buildings, and industrial projects. When necessary for large or fast-track projects, multiple inspectors are available.

Interwest's inspectors will provide field inspections including site inspections of projects to verify 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.

We understand that personality and customer service are crucial to on-the-job success; therefore, we have selected 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.



INSPECTOR QUALIFICATIONS & CERTIFICATIONS

Interwest retains inspectors who are motivated to achieve the highest level of experience and certification. We work hard to match your jurisdiction's level of safety and code compliance. All Interwest inspectors are ICC-certified. Inspection personnel assigned will be able to read, understand and interpret construction plans, truss drawings and calculations, prepare and maintain accurate records and reports, communicate effectively orally and in writing and to work effectively with contractors, the public and general staff. Inspectors will possess knowledge of approved and modern methods, materials, tools, and safety used in building inspection and the most current building standards.

VIRTUAL INSPECTIONS

Our staff has begun providing Remote Video Inspections (RVI), which allows for the inspection of a building or building systems using already available video technology. RVI is intended to be a complete and thorough inspection that meets the minimum requirements of the California Codes and local ordinances.

Permit Processing and Permit Technician Services

Permit technician services are crucial to the success of the entire building safety process as they are the first impression the public gets of your building department. Contact with the public at this initial point sets the tone for any additional interaction throughout the life of a project, whether engaging the homeowner, architect, developer or contractor or other community member. Delivery of excellent customer service, maintaining a smooth flow of documents and plans throughout departments, and tracking and reporting, are all key elements to furnishing first-rate, efficient, and a memorable experience to your clients.

At the request of the City, we will provide one or more Building Permit Technicians to the City. Our Building Permit Technicians will welcome and work closely with customers at the public counter answering all questions. They will provide information about permit applications, plan review, and inspection requirements, and will be excellent at organizing and maintaining the filing systems necessary for tracking in-progress applications, permits issued, plan check-in progress, approved plans, and any other information required by the City.



Resumes for proposed Building Permit Technicians will be presented to the Chief Building Official for approval and acceptance prior to providing services. Services provided by the Building Permit Technician may include:

- Provide customer support and assistance at the permit center counter and over the phone.
- Assist the public in completing permit applications and other necessary forms.
- Determine permit, plan, and process requirements for permit applicants and notifying the applicant when construction documents or permits are ready for pick up or issuance.
- Answer questions quickly and correctly directly from the public, from phone calls and emails.
- Receive, process and issue building permits and coordinate the plan review and inspection process, including tracking, routing and storage of plans.
- Review permits application and other pertinent information to verify accuracy and completeness of information.
- Maintain a variety of public records and filing systems necessary for tracking in-progress applications, permits issued, plan checks in progress, approved plans, and other counter-related items.
- Verify projects have obtained all necessary approvals before issuing permits and that the following have been filed with the City: valid contractor's license, workers' compensation, and valid business license information.
- Review and approve less complicated non-structural plan checks over the counter.
- Create public informational documents and handouts explaining technical issues or requirements for permit issuance, if needed.
- Welcome and receive customers at the public services counter in a professional and courteous manner.

As-Needed Building Official Services

Assigned Our certified Building Officials are intimately familiar with the procedures and processes that need to be maintained to ensure a building department runs smoothly. They effectively work with all staff and departments. Interwest can provide Building Official Services on a part-time or full-time basis. Building Official areas of responsibility may include:

- Building Department Administration
- Quality control review of plan checks and inspections
- Building Code updates for Municipal Code adoption
- Resident inquiries and complaints
- Configuration, implementation, and on-going support of an automated permitting system
- Review discretionary applications for preliminary compliance with construction codes
- Coordination of a proactive abatement program
- Building & Safety Procedures Manual
- Monthly/Annual Reporting of Building Safety Activities
- Attend Commission and City Council meetings (as needed)



Schedule

We consistently complete plan reviews within the timeframes (or faster!) for the City of Pomona. We work hard to accommodate any turn-around schedule desired by a jurisdiction. Multi-disciplinary reviews are typically performed in our offices but we are available for onsite work when required and whenever possible. We understand both the City and the project applicant are looking for quality reviews within a defined time frame. Our staff will meet or exceed the city's turnaround time outlined in the RFP. Name, Project Manager, will be responsible for managing the time schedule and assuring schedule compliance. Joe will also be in charge of resource allocation of our key personnel committed to the City of Pomona. We can quickly fine-tune staff or staffing levels to match changes in activity to ensure a high level of customer service is maintained. We have picked staff uniquely qualified and experienced to deliver the exact services requested. In addition, we are skilled at assessing time commitments, developing an accurate work plan and applying dedicated, professional personnel.

MAXIMUM DELIVERY TIMES FOR BUILDING PLAN REVIEW (COMMERCIAL & RESIDENTIAL)

TYPE OF JOB	TURNAROUND TIME FIRST CHECK	TURNAROUND TIME RECHECK
New Construction	10 Working Days	5 Working Days
Addition	5 Working Days	5 Working Days
Remodel	3 Working Days	5 Working Days

Quality Control/ Quality Assurance

Interwest prides itself in meeting clients' needs while maintaining a high level of quality control. Our approach is proactive—we prevent quality issues to the greatest extent possible and prepare for other situations in advance by mitigating risk. To ensure quality, Interwest has implemented a Quality Assurance/Quality Control (QA/QC) program where our Project Manager performs random quality evaluations of our staff throughout the year. Interwest's QA/QC activities include:

- Standardized processes for intake, completion of returned work, email correspondence, review comment letters, and other items to ensure consistency and client satisfaction (e.g., logging review data into each municipality's system).
- Our Project Manager conducts periodic reviews to ensure completeness, accuracy, and consistency of work performed.
- Periodic peer review of others' plan reviews.
- Staff feedback as necessary for any discrepancies or improvements needed.
- Staff is paid to attend both internal and external training to grow professionally and improve skill sets.
- Account Manager conducts periodic check-ins with clients for feedback on satisfaction with work performed and services provided.
- Sending periodic customer satisfaction surveys for feedback on work performed and services provided.
- Interwest uses both check-ins and surveys to find possible opportunities to improve client satisfaction, work performed, and services provided, as necessary.
- Given Interwest's comprehensive approach to management and plan review, the probability of risk is low. As part of our QA/QC process, we ensure that Interwest standards are met. We involve the City in the entire process to maintain transparency.



Staffing Resources

6



6 / Staffing Resources

Project Team Leadership

Interwest believes that maintaining frequent and consistent check-ins between the account management and operations teams and our clients is key to the early identification of performance risks and contributes to contract success. Your account management team will reach out to the City to discuss the best method and frequency for these check-in meetings. These meetings will provide both parties the opportunity to manage the resources tactfully and develop the best Contractor-Client relationship. Further, we can also estimate and evaluate possible outcomes during this process and make the necessary changes.

Interwest offers an exceptional team ready to help the City with your Building & Safety Division services. Within the following pages, we introduce the personnel specifically selected to work with the City. Building Plan Check and Inspection services will be performed from the **Primary Office Location - Interwest Irvine Office, 1 Jenner, Suite 160, Irvine CA, 92618.**



William "Bill" Hayes, Project Manager / Certified Building Official, ICC

William is an experienced Building Official, Project Manager, and Public Works Director performing operations oversight and collaborating with the City Managers and the City Commissioners in strategic planning for City budgets. He has performed intergovernmental relations collaborating with agencies such as DOT, Water and Sewer, State representatives, FEMA and others. He has experience in Labor Relations, and has been responsible for contract negotiations, grievance resolution and contract implementation.



Elizabeth Alsky, Proposal Main Contact, Account Manager

Elizabeth is the Proposal Main Contact and Account Manager for the City of Maywood, she is fully authorized to negotiate on behalf of Interwest. Elizabeth has served municipalities for more than 5 years and has learned what it takes to provide an in-tune and in-touch approach with clients. She will be responsible for ensuring increasing levels of client satisfaction throughout the life of the contract by performing periodic Client Health Checks, a service uniquely provided by Interwest.



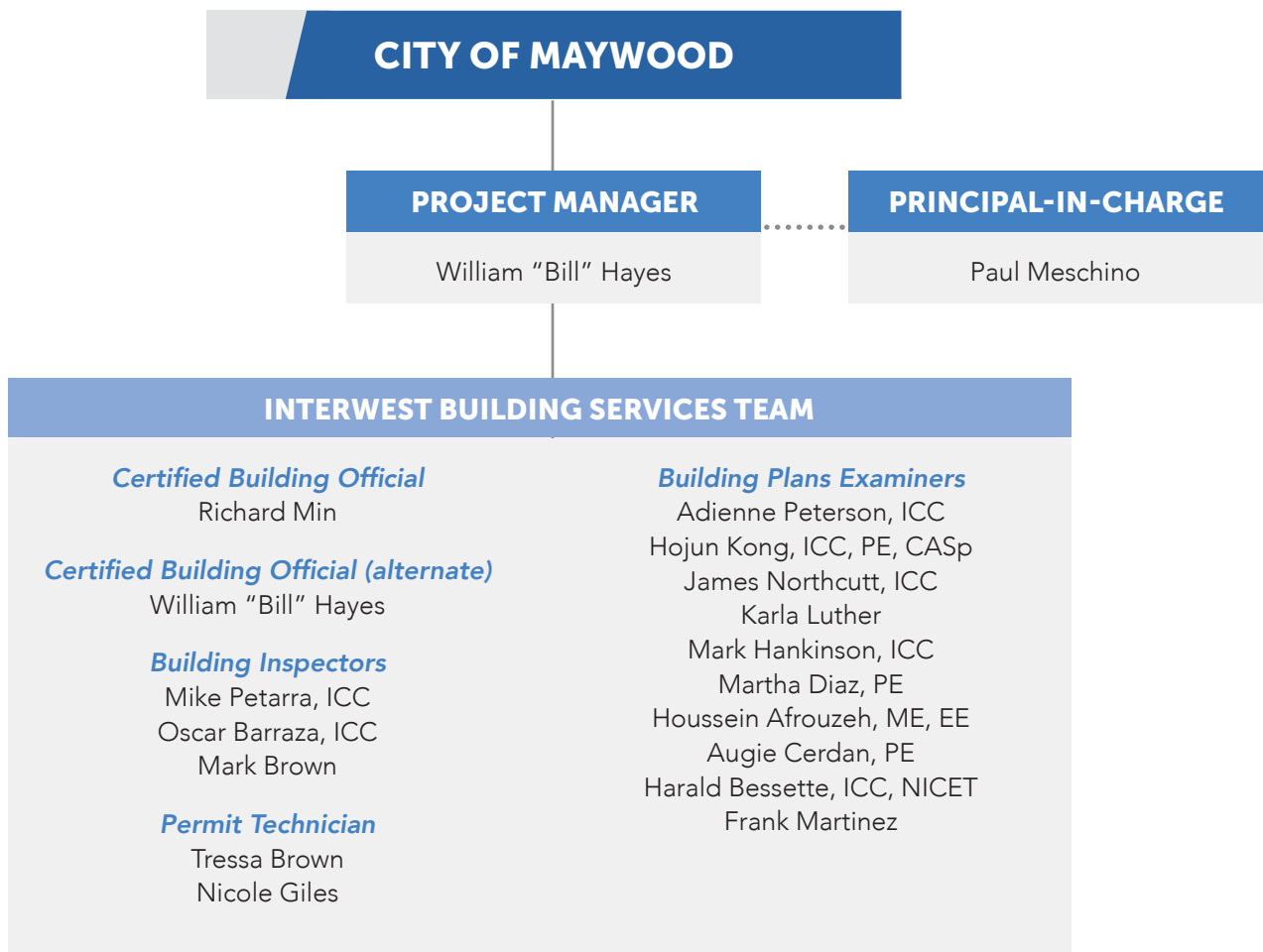
Richard Min, Certified Building Official

Richard is an Interwest Building Official and Senior Plans Examiner with seven years of experience in the Building and Safety Industry. He is an ICC Certified Building Official and a Master Code Professional. Richard currently holds 31 certificates from International Code Council (ICC). He has a full understanding of Building Department services since he has held positions as Permit Technician, Building Inspector, Building Plans Examiner, and Building Official.



Organizational Chart

Our proposed team members have significant direct experience working as municipal employees and as contract staff members in jurisdictions throughout California. Individually, the professionals selected to serve the City excel in each of their backgrounds. As a team, they possess the professional capability to innovatively create and implement effective solutions to serve the interests of your community. The organizational chart provided below highlights our project team, company roles, areas of expertise, and the organization of our project team. We can quickly fine-tune staff or staffing levels to match changes in activity to ensure a high level of client service is maintained. Résumés of our project staff are included in Appendix A.



Proposed Method to Accomplish the Work

7



6 / Staffing Resources

Project Approach

We understand the City's is committed and need for selecting an excellent team that will produce a high-quality work product and deliver a high level of customer service. Interwest is the team you are seeking to address the City's needs for on-call building permit plan check and building permit inspection services.

Interwest is fully qualified to provide the requested staffing and building services to the City's Building & Safety Division. Having performed similar services to nearby communities and other municipalities across the California, we are familiar with the City's processes, local concerns, expected turnaround times, and the level of service required to provide outstanding support to the Building & Safety Division. This in depth understanding and insight makes us uniquely qualified to provide the various staffing and building services. Our staff's quality and training, combined with our proven business practices and a core commitment to customer satisfaction, ensure each client receives the highest levels of contract performance, professionalism, and responsiveness in the industry. The following pages provide more details to how we will perform the various individual or concurrent requested services .

OVERALL PROJECT MANAGEMENT

Our project management approach begins with applying our Plan, Execute, Control, Optimize (PECO) philosophy. The PECO framework, Figure at right, is based on our team's experience and industry best practices endorsed by the Project Management Institute. We identify, prioritize, allocate, manage, and control the work requirements through this singular, integrated method.

Using the PECO framework, at right, the Interwest team delivers a project management approach that combines the right people, processes, and tools to perform the Scope of Services requirements. Our support for the City requires a methodology to operate and maintain all areas of service efficiently. The Interwest team's process is structured to streamline our resources and provide responsive services. Successful execution of building support services starts with



The PECO framework delivers a contract management approach that combines the right people, processes, and tools to perform contract work.

WHAT THE CITY CAN EXPECT WHEN WORKING WITH INTERWEST'S TEAM

On-site services staff would require a basic workspace to conduct their work, e.g., desks, chairs, access to City computers, and basic office supplies. Interwest field staff will come fully equipped with all necessary hand tools, mobile phones, and vehicles.

Since the beginning of the pandemic, our staff has been working in a remote environment that allows for more flexibility along with more widespread service locations.

All Interwest Team Members will:

- Wear/display proper identification.
- Possess/maintain the licenses/certifications required to perform compliant plan reviews, building inspection and permitting services.
- Be knowledgeable of design principles, local zoning, and topographical site plans.
- Remain proficient and knowledgeable of federal, state, and local laws, rules, regulations, directives, codes, and ordinances applicable to their work.
- Offer exemplary customer service performing their tasks and interacting with City staff, elected, appointed officials, construction firms, and public.
- Attend meetings as required by the City.
- Always exhibit professional and courteous conduct and an appropriate appearance during interactions.
- Meet all job safety requirements and OSHA safety standards.

STAFFING CAPABILITY AND WORKLOAD, AND RECORD OF PERFORMANCE

Interwest has extensive experience providing plan review, building inspections, building official, and community development technician services in the local Orange County area. Interwest successfully provides these services to the City of Maywood's Building and Safety Division and are prepared to provide these services for the City. We are always striving to provide the best possible customer experience and if selected, will continue to be proactive and responsive to the City's needs. Interwest does not intend to utilize the services of subcontractors in the performance of work under this contract. We pride our success on effective communication.

We will propose options, seek direction, and implement solutions in close coordination with the City. By design, our staff is comprised of professionals with extensive experience working directly for public agencies. Our staff will ensure conformance with Federal, State, and City statutes, regulations, ordinances, guidelines, applicable standards, specifications, plans, laws, and accepted standard construction practices.

We are committed to a "no surprises" approach built upon presenting ideas, asking questions, and identifying and addressing issues early in the process.

PROJECT SCHEDULE

We consistently complete our customers' building plan review times on schedule statewide for both commercial and residential projects as our standard business practice. We will work hard to accommodate any turnaround schedule desired by the City. Multi-disciplinary reviews are typically performed in our offices, but we are available for on-site work when required, upon the City's request. Project Manager Bill Hayes, CBO, ICC, will be responsible for managing the time schedule and assuring schedule compliance. **Bill and Building Official Richard Min, CBO**, will also be in charge of resource allocation of our key personnel committed to the City.

INTERWEST ADVANTAGE



Client Service One of the keys to municipal success is providing your customers with excellent service. We are committed to providing you and your constituents a level of service that will meet or exceed your expectations.



Budget-Conscious Approach & Implementation Our services are provided in a cost-effective manner and will be adjusted to remain within City budget constraints.



Tailored, City-Specific Services We are responsive to the dynamics of changing programs and policies and will deliver skilled and thorough review to comply with all Federal, State, City, and other adopted codes and ordinances Irvine may comply by.



Timely Turnaround Service We work with you to develop an effective and responsive schedule to meet the time constraints of project delivery.



Effective Coordination with other City Departments Our staff are an extension of many City Departments and promote collaboration and cooperation with other departments and agencies. We will establish multiple communication solutions available which will be flexible to the unique needs of the City.

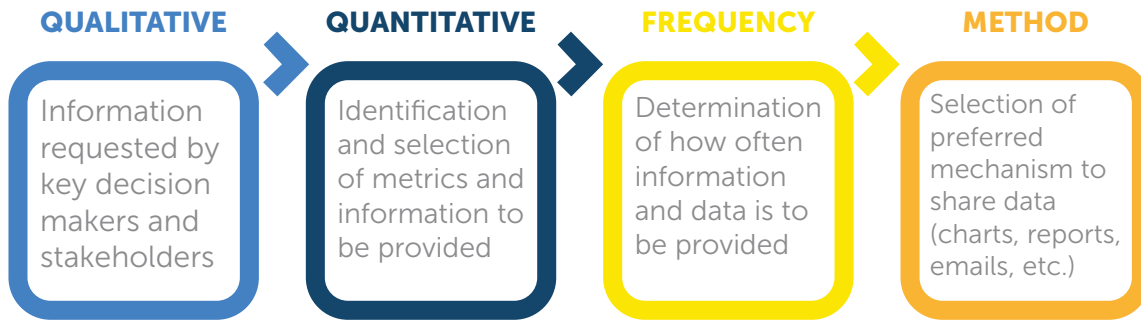


Ability to Adjust Service Levels to Meet Your Needs Our staff are an extension of many City Departments and promote collaboration and cooperation with other departments and agencies. We will establish multiple communication solutions available which will be flexible to the unique needs of the City. We can quickly fine-tune staff or staffing levels to match changes in activity to ensure a high level of client service is maintained.

OVERALL APPROACH TO COMMUNICATION & COORDINATION

One of the keys to the efficient and successful flow of information is clear, effective communication. Everyone involved with a contract of this size and scope must be aware of changes, progress, and challenges. We commit to working with you to determine the best ways to communicate the right information to the right people at the right time. Our priority is to ensure the best possible experience working with our team—with minimum impact on the City and its citizens.

Meetings are an integral part of the plan, especially at contract start-up, and involve all applicable staff from the City and Interwest. Everyone involved must be aware of progress and changes they can expect going forward. We will prepare communications that can be shared with all City staff, detailing what to expect during contract transition and moving forward. We work with you to develop a schedule and format to meet your needs for aggregate reporting.



ON-SITE CONSULTANT SERVICES & MEETING ATTENDANCE

Our staff is available for pre-construction or pre-design meetings, field visits, contacts with the design team, and support for field inspection personnel as needed. With some reasonable limitations, pre-construction and pre-design meetings associated with projects that we plan review are considered part of the plan review service. Interwest's engineers and plans examiners will be available to meet with City staff, the design team, applicants, and/or contractors, at the City's request, to discuss and resolve plan review and code-related issues. We will be available within one (1) business day to respond to questions from the City that may be generated during field inspections for each authorized plan check that is subsequently issued a permit for construction. Voicemails, e-mails and faxes will be responded to as quickly as possible within 24 hours.

COMMUNICATING PLAN REVIEW RESULTS

Plan reviews, when not immediately approved, will result in lists of comments referring to specific details and drawings, and referencing applicable code sections. Interwest will provide the City a clear, concise and thorough document from which clients, designers, contractors and owners can work. At the completion of each plan review cycle, Interwest will return an electronic and hard copy of the plan review comment list to the designated applicant and City representative. Upon completion of the plan review, after all plan review issues have been resolved, Interwest will provide two complete sets of all final documents annotated as "reviewed" to the City for final approval.

PUBLIC OUTREACH

Identification of the correct and appropriate audiences for the engagement process is critically important during the planning and design stages of different improvement projects. The projects have many audiences to consider in the community outreach and engagement process: those who will live, work, and play near the identified project sites, as well as potential new stakeholders moving in, or from surrounding areas. Interwest's team has identified the following critical public engagement and outreach tools to inform and gather information that may, or may not be necessary depending on the scope of work:

- Print resources (brochures, door hangers, etc.)
- Preparation of E-newsletters and E-mails
- Multi-media website
- Stakeholder group meeting/workshops
- Formal briefings to elected bodies
- Social media write-ups and updates
- Media releases





QUALITY CONTROL / QUALITY ASSURANCE

Interwest prides itself in meeting clients' needs while maintaining a high level of quality control. Our approach is proactive—we prevent quality issues to the greatest extent possible and prepare for other situations in advance by mitigating risk. To ensure quality, Interwest has implemented a Quality Assurance/Quality Control (QA/QC) program where our Project Manager performs random quality evaluations of our staff throughout the year. Interwest's QA/QC activities include:

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- Sending periodic customer satisfaction surveys for feedback on work performed and services provided.
- Interwest uses both check-ins and surveys to find possible opportunities to improve client satisfaction, work performed, and services provided, as necessary.
- Given Interwest's comprehensive approach to management and plan review, the probability of risk is low. As part of our QA/QC process, we ensure that Interwest standards are met. We involve the City in the entire process to maintain transparency.

We acknowledge that the City anticipates the need for multiple plan checks of significant size to be active at the same time. Interwest staff will use the PECO framework and the above-referenced QA/QC approach to assist and guide each project schedule, while also proceeding in accordance with the City's particular project task requests.





8 / Insurance

Interwest is able to meet all the requirements for insurance required by the City of Maywood. A copy of our insurance certificate is provided below.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/4/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER RBN Insurance Services 303 E Wacker Dr Ste 650 Chicago IL 60601		CONTACT NAME: Symone White PHONE (A/C, No, Ext): 312-856-9400 FAX (A/C, No): 312-856-9425 E-MAIL ADDRESS: swwhite@rbninsurance.com	
INSURED Interwest Consulting Group P.O. Box 18330 Boulder CO 80308		INSURER(S) AFFORDING COVERAGE NAIC #	
SAFELLC-01		INSURER A : Hartford Fire Insurance Co.	19682
		INSURER B : Hartford Casualty Insurance Co	29424
		INSURER C : Great American E&S Ins. Co.	37532
		INSURER D : Bridgeway Insurance Company	12489
		INSURER E : TWIN CITY FIRE INS CO CO	29459
		INSURER F : Lexington Insurance Company	19437

COVERAGES

CERTIFICATE NUMBER: 1496659452

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PROJECT ☐ LOC OTHER:			83UENZV3951	10/3/2022	10/3/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY			83UENPY9100	10/3/2022	10/3/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Excess Auto Liab.* \$ 1,000,000
D	☒ UMBRELLA LIAB ☒ OCCUR ☒ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☒ RETENTION \$ 0			8E-A7-XL-0002079-01	10/3/2022	10/3/2023	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
E	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	83WECE0623	5/12/2022	5/12/2023	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C F	Professional Liability Excess Liab (2nd) Layer			TER 2861558 011170891	10/3/2022 10/3/2022	10/3/2023 10/3/2023	Each Claim/Aggregate 10,000,000 Each Occ/Aggregate 5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

*Excess Auto Liability Buffer Policy:
 Endurance American Specialty
 EXT30025875000
 10/3/2022-2023

CERTIFICATE HOLDER

CANCELLATION

For Proposal Purposes Only

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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ACORD 25 (2016/03)

The ACORD name and logo are registered marks of ACORD

Other Information

9



9 / Other Information

Project Schedule

We consistently complete our customers' building plan review times on schedule statewide for both commercial and residential projects as our standard business practice. We will work hard to accommodate any turnaround schedule desired by the City. Multi-disciplinary reviews are typically performed in our offices, but we are available for on-site work when required, upon the City's request. Project Manager Bill Hayes, CBO, ICC, will be responsible for managing the time schedule and assuring schedule compliance. Bill will also be in charge of resource allocation of our key personnel committed to the City. Our building permit plan check / plan review and building permit inspection services turnaround times are provided in the table on p. 25.

Community Involvement

Since its founding, Interwest has been committed to helping our client agencies achieve their visions and improve their communities. We enjoy sharing our time, talents, and resources with organizations and programs that help make a difference locally. For two decades, the Interwest team, as a company and as individuals, has been supporting communities through programs that include scholarship funds, giving back to local non-profits, and volunteerism. Interwest's longevity and strength in business lies in not only our employees and in the quality of services that Interwest provides, but also in our knowledge of and involvement in the community. As a local firm, our employees live in many of the neighborhoods we serve, and as a result, Interwest has a direct understanding of how giving back to the community will affect the quality of life for many residents.

Involvement with the City of Maywood

Since 2016, we have represented the City as City Engineer and provided key services to the Department of Building and Planning and the Department of Public Works. We have learned about your internal processes, forged relationships with City staff, local agencies, and stakeholders, and have interacted with, served, and gotten to know and appreciate your community. During our tenure with the City, we have provided a range of building and safety services to support the City of Maywood's Department of Building and Planning, Building Division, including building plan check, building inspection and counter technician services.

Conflict of Interest

All SAFEbuilt companies (including Interwest) and covered individuals are required to refrain from providing services to other persons, firms, or entities that would create a conflict of interest for any of the SAFEbuilt family of companies with regard to providing services to municipal clients. We address "Conflict of Interest" in our established "SAFEbuilt Anti-Corruption Policy" in order to maintain a high code of conduct in all of our operations. Our employees receive annual training and are always expected to commit themselves to ethical and professional conduct.

This policy includes the following provisions:

- Interwest does not offer or provide anything of benefit to any public official or employee that would place the official or employee in a position of violating the public trust.
- Interwest does not work as a consultant, contractor, or sub-contractor on any project within the scope of a contract with a public agency or municipality.
- Interwest corporate officials and employees do not have a direct or indirect interest in service contracts, own stock, or induce action to promote any contract for personal benefit.
- Interwest employees are not legislators or State officers or their beneficiaries or trustees.
- Interwest employees must report any current or potential conflicts of interest to their supervisor.
- Interwest complies with all public disclosure requirements.

Interwest does not provide design services for private projects, which would be subject to review and permitting processes of building departments in Southern California. As such, this eliminates the possibility of our staff being able to review or inspect their own work. Additionally, as a municipal consulting firm, we carefully review potential conflict of interest situations with both new hires and existing employees in an effort to eliminate both actual and perceived conflicts. Finally, Interwest Consulting Group has no potentially conflicting financial, business, or relationship interests that would be adverse to the City of Maywood.

Certification of Proposal

10



10 / Certification of Proposal

The Intwest Contract and Legal team have carefully reviewed the Statement of Qualifications and would like to note our interest in contract negotiations and that final acceptance of the terms and conditions of the contract are subject to contract review by our legal team.

Cost Proposal

B



B / Cost Proposal

Billing Rates (Effective July 17, 2023)

Beginning on the 1st anniversary of the Effective Date of the Agreement and annually thereafter, the hourly rates listed below shall be automatically increased based upon the annual increase in the Department of Labor, Bureau of Labor Statistics or successor thereof, Consumer Price Index (United States City Average, All Items (CPI-U), Not Seasonally adjusted, All Urban Consumers, referred to herein as the "CPI"). Such increase shall not exceed 4% per annum. The increase will become effective upon publication of the applicable CPI data. If the index decreases, the rates listed shall remain unchanged.

CLASSIFICATION

HOURLY BILLING RATE

Building Safety Services

Certified Building Official.....	\$160
Licensed Plan Review Engineer (structural, civil, electrical, mechanical) / Architect	\$155
Supervising Structural Engineer	\$185
Senior Structural Engineer.....	\$175
Senior Plans Examiner.....	\$140
CASp.....	\$125
Inspector III.....	\$110
Inspector II.....	\$100
Inspector I.....	\$90
Permit Technician.....	\$80
Fire Protection Engineer	\$155
Senior Fire Plans Examiner	\$130
Fire Plans Examiner / Fire Inspector.....	\$120
ICC Building Plans Examiner	\$120
Senior Code Enforcement Officer.....	\$135
Code Enforcement Officer.....	\$125
Trainee	\$75

Engineering

Principal in Charge	\$245
Principal Engineer.....	\$220
Project Manager	\$200
Traffic Engineer	\$195
Transportation Engineer	\$200
Supervising Engineer	\$195
Senior Engineer	\$190

Licensed Land Surveyor	\$185
Engineering Associate III	\$155
Engineering Associate II	\$145
Engineering Associate I	\$135
Senior Engineering Technician	\$125
Engineering Technician III	\$125
Engineering Technician II	\$110
Engineering Technician	\$100
Student Trainee	\$50
Grading Plans Examiner	\$160

Construction Management

Construction Manager	\$175
Assistant Construction Manager	\$155
Supervising Public Works Observer	\$170
Senior Public Works Observer	\$165
Public Works Observer III	\$155
Public Works Observer II	\$140
Public Works Observer I	\$125

Landscape Design Review Services

Project Manager	\$175
Senior Landscape Design Reviewer	\$160
Landscape Design Reviewer	\$145
Landscape Maintenance Inspector	\$125
Landscape Field Supervisor	\$125

Planning Services

Community Development Director	\$215
Planning Manager	\$190
Principal Planner	\$175
Senior Planner	\$160
Associate Planner	\$130
Assistant Planner	\$105
Planning Technician	\$85

Real Estate

Supervising Corporate Broker	\$250
Senior Project Manager	\$195
Project Manager	\$175
Senior Acquisition / Relocation Agent	\$135
Acquisition / Relocation Agent	\$120
ROW Technician.....	\$110
Row Coordinator.....	\$95
Administrative Support	\$80

Administrative

Grant Manager.....	\$160
Grant Writer	\$150
Management Analyst II	\$120
Management Analyst I	\$110
Senior Administrative	\$100
Administrative III	\$95
Administrative II	\$90
Administrative I	\$75

WILLIAM 'BILL' HAYES, CBO, ICC

STATE OPERATIONS MANAGER, BUILDING DEPARTMENT SERVICES

Bill brings 20+ years of building official, plan review and building inspection experience along with 17 years of municipal experience. His progressive and extensive knowledge of the building industry and municipal organization translates to efficient and effective services for our clients. Bill works with clients, Building Officials and Community Development Directors to assure client needs are met and all services provided on behalf of Interwest are delivered professionally, timely and in a customer service manner. Bill also meets with architects, engineers, designers, and homeowners as necessary to coordinate the successful delivery of plan review and inspection services.

PROFESSIONAL HISTORY

State Operations Manager, Building Department Services / Interwest Consulting Group / 2021 - Present

Bill serves clients in the capacity of State Operations Manager and Building Official, coordinating plan review, inspection and department oversight for multiple jurisdictions throughout Southern California.

West Coast Building and Code Group Leader / HR Green / 2019-2021

Coordinated project scheduling, tasks, and budgets to ensure completion within the appropriate time frame. Prepared the scope of services, detailed project, and contracts. Worked with leaders to determine the composition of the project team and assign any duties, schedules, and budget to members. Assisted and delivered proposals to client and managed contracts to determine if amendments are needed, communicated changes to clients and coordinated timely invoices and fees. Identified project opportunities and make decisions under the Practice Leader supervision. Attended leadership meetings, reported on group performance, strategic planning, and marketing efforts. Provided input into the creation of marketing plans and maintained regular and accurate record of marketing activities with clients. Assisted Human Resources with onboarding new employees, coordinate with IT to ensure office space and equipment are set up properly. Engaged in development-focused discussions with staff to assist in identifying and pursuing activities/projects that aligns with their development objectives.

Building and Operations Manager / City of Industry / 2016-2018

Supervised the daily operations of the Building & Development Services Departments by overseeing the daily operations of the counter customer service, issuing permits, performing plan checks, performing field inspections, gathering data, and executing proposal reports and city projects for the City Manager and City Council. Created training materials and implemented updated procedures for building inspection and counter staff. Evaluated staff responsibilities and productivity to ensure that departments are performing efficiently.

Maintained 24-hours of communications with Los Angeles County Public Works relating to installations and maintenance of sewer laterals, sidewalks, driveway approaches, and public right-of-way. Assigned and monitored work for contractors and consultants, ensuring that the services provided are within the parameters of the City Council's approved contract. Reviewed all engineer specifications to ensure that they are appropriate for all formal bids under \$10,000 and writing specifications and obtaining informal bids for all work under \$10,000. Match bids to consultant invoices to ensure that amounts are correct for the work performed.



YEARS OF EXPERIENCE: 20+

REGISTRATIONS/ CERTIFICATIONS

International Code Council,
8230972

- Certified Building Official
- ICC Residential Plumbing Inspector
- ICC Residential Mechanical Inspector
- ICC Residential Building Inspector
- ICC Commercial Building Inspector
- ICC/AACE Property Maintenance and Housing Inspector
- ICC Building Inspector

Oversaw an operational budget of over \$50 million, the ADA improvements to public owned properties, and the maintenance of over \$2 million worth of city vehicles and equipment, as well as city properties by repairing and improving 31 homes and 244 parcels; making sure that they comply with local, state, and federal laws, while maintaining 8,000 acres outside the city limits.

Maintained 24-hours of communications with Los Angeles County Public Works relating to installations and maintenance of sewer laterals, sidewalks, driveway approaches, and public right-of-way. Assigned and monitored work for contractors and consultants, ensuring that the services provided are within the parameters of the City Council's approved contract. Reviewed all engineer specifications to ensure that they are appropriate for all formal bids under \$10,000 and writing specifications and obtaining informal bids for all work under \$10,000. Match bids to consultant invoices to ensure that amounts are correct for the work performed.

Oversaw an operational budget of over \$50 million, the ADA improvements to public owned properties, and the maintenance of over \$2 million worth of city vehicles and equipment, as well as city properties by repairing and improving 31 homes and 244 parcels; making sure that they comply with local, state, and federal laws, while maintaining 8,000 acres outside the city limits.

JAS Pacific / Contract Building Official-City of Pico Rivera / 2015-2016 & 2018-2019

Supervised the daily operations of the building, code enforcement, and housing departments for the City of Pico Rivera. Tracked customer service, issued permits, performed plan checks and field inspections, gathered data, and fully executed required reports. Created training materials, and trained code enforcement, building inspectors, and counter staffs on updated procedures for building inspections and policies.

Building Official/Acting Public Works Manager / 2013-2015

Established an innovated Rental Housing Program by using a state-of-the-art GIS based inspection technology to efficiently inspect and publicly record blighted and deteriorated properties and was awarded the Helen Putnum Award for Excellence in the Internal Administration category. Created and implemented an Electronic Document Management System (EDMS) internal plan check process of 97% for efficient productivity of staffs and businesses, allowing the city to retain over \$600,000 of funds in a 2-year period. Organized and managed the Industrial Waste program and successfully raised the compliance from 80% to nearly 100% from businesses within the city. Established a strong relationship with all departments in the city, therefore becoming a resource and asset to all.

Building Commissioner / City of Palos Heights, Illinois / 2008-2013

Responsible for the City of Palos Heights building departments overall operation and its annual budget of \$750,000, as well as coordinated all approved outside vendors and services, and streamlined general office management duties to ensure efficiency of the department's day-to-day operation. Provided oversight for all disciplines of residential and commercial plan reviews, zoning, enforcement, property maintenance enforcement, and all construction inspections from footing to certificate of occupancy. Inspected various construction projects, ranging from single family homes, commercial buildings, Public Works projects, and new constructions/remodeling for a private college, as well as an eight story, 500,000 plus square feet hospital surgical wing.

Senior/Lead Building Inspector / City of Countryside, Illinois / 2007-2008 End Year

Supervised all sign and property maintenance inspections, enforcement programs, as well as inspections for buildings, electrical, and mechanical on residential and commercial projects, as well as zoning plan reviews and enforcement. Coordinated as the department liaison for the local adjunction court by advising the Building Commissioner regarding building codes and city ordinance updates to stay in compliance with all Federal, State, and local laws. Lead the project in developing an electronic plan review/permit submittal program and an extensive electronic filing system for all permit and property files.

Richard Min, MCP, CBO

BUILDING OFFICIAL / SENIOR PLANS EXAMINER

Richard is an Interwest Building Official and Senior Plans Examiner with seven years of experience in the Building and Safety Industry. He is an ICC Certified Building Official and a Master Code Professional. Richard currently holds 31 certificates from International Code Council (ICC). He has a full understanding of Building Department services since he has held positions as Permit Technician, Building Inspector, Building Plans Examiner, and Building Official.

PROFESSIONAL EXPERIENCE

Building Official / Senior Plans Examiner / Interwest Consulting Group / Feb 2023 – Present

Richard performs Building Official/Plan Review for various jurisdictions in California.

Building Official / City of Desert Hot Springs / 2022 – Present

- Accept management responsibility for activities, operations, and all services related to the Building and Safety Division.
- Direct, coordinate, review, and participate in the work of professional, technical, and contract personnel to ensure that all codes are properly enforced with uniformity, equity, and safety.
- Provide interpretation and decisions on applicable codes, rules, regulations, and technical problems of enforcement.
- Manage the development, implementation, and maintenance of departmental goals, objectives, policies, and procedures for each assigned role.
- Conduct field inspections including Certificate of Occupancy issuance, new construction, remodel, fire rehab, etc. to ensure compliance with State and local Municipal Codes.
- Conduct plan review for various projects including residential, commercial, and industrial uses.

Building Official / Plans Examiner / City of Desert Hot Springs / 2018 – 2022

- Conducted fire and code enforcement inspections to ensure compliance with State and local Municipal Codes.
- Conducted plan review on all industrial, commercial, and residential structures and buildings to ensure plans and applications were complete and conformed to State and local Municipal Codes.
- Provided technical support to the public at counter, in the field, and virtually as an information source on local and state codes and ordinances relating to the building permit and inspections processes.
- Interpreted code requirements for builders, sub-contractors, designers, owners, and the public by reviewing submitted construction documents.
- Conducted field inspections including Certificate of Occupancy issuance, new construction, remodel, fire rehab, etc. to ensure compliance with State and local Municipal Codes.
- Worked alongside the Code Compliance division to investigate reported violations of related codes and ordinances to ensure public safety.

Permit Technician / City of Desert Hot Springs / 2017 – 2018

- Provided information regarding development, permit requirements, housing, code enforcement, building inspection, and related processes at the counter or virtually.
- Performed technical review of various building and other related permit



YEARS OF EXPERIENCE: 7

EDUCATION:

- Bachelor of Science in Business Administration - Computer Science, Thomas Edison State University

LICENSES / CERTIFICATIONS:

- Master Code Professional
- Certified Building Official
- Fire Code Specialist
- Fire Plans Examiner
- Fire Inspector II
- Fire Inspector I
- Accessibility Inspector
- Housing and Zoning Specialist
- Housing and Property Maintenance Inspector
- Building Code Specialist
- Building Plans Examiner
- Residential Combination Inspector
- Commercial Combination Inspector

- applications and materials, ensuring all contractors possess appropriate licenses, insurance, and other documentation.
- Reviewed and prepared various plan checks over the counter; verified the accuracy and completeness of information in accordance with the Community Development Department's guidelines; assisted applicants in completing the permit application process.
 - Functioned as liaison and single point of contact for developers with the City building services and design review staff; coordinated action and workflow within the Planning and Building Departments.

Mike Petarra, ICC

FIRE INSPECTOR

Mike has 17 years as an ICC certified building and fire inspector who is management-oriented and experienced in construction, healthcare, and inspection.

PROFESSIONAL EXPERIENCE

Senior Building and Fire Inspector / Interwest Consulting Group / 2022 - Present

- Inspects fire sprinkler installation and inspections, special event permit inspections, plan review, and conduct annually required state-mandated inspections on educational facilities, healthcare facilities, hospitals, and apartment complexes.
- Provides building inspection on new residential construction, as well as local miscellaneous building inspections throughout the community, including but not limited to patio cover construction, solar inspections, swimming pool construction, block wall construction, and business T.I.'s and build-outs.

Fire Inspector / Fire Plans Examiner / Building Inspector / 4leaf Inc. / 2019 - 2022

- Conduct "certificate of occupancy" inspections, business annual operational fire inspections, verifying compliance with applicable fire codes and standards, and inspecting underground fire line installations.
- Also inspect fire sprinkler installation and inspections, special event permit inspections, plan review, and conduct annually required state-mandated inspections on educational facilities, healthcare facilities, hospitals, and apartment complexes.
- Responsible for building inspection on new residential construction, as well as local miscellaneous building inspections throughout the community, including but not limited to patio cover construction, solar inspections, swimming pool construction, block wall construction and business T.I.'s and build-outs.

Building Maintenance Specialist / Methodist Hospital of Southern California / 2008 - 2019

- Supervised, maintained, inspected and tested Fire Life Safety systems including but not limited to; inspection and repair of fire rated partitions and fire smoke rated barriers and compartments, fire smoke doors, fire sprinkler system and fire alarm system.
- Was responsible for the compliance of The Joint Commission and CMS Fire / Life safety requirements for hospital accreditation status.
- Was responsible for the direct supervision of third-party contractors working on fire protection systems.

Superintendent / South Fork Enterprises / 2006 - 2008

- Coordinated and managed all construction site activities, specializing in hospital construction.
- Managed all sub-contractors regarding contract obligations.
- Supervised personnel while maintaining applicable OSHA standards for all trades.



YEARS OF EXPERIENCE: 17

EDUCATION:

- High school Diploma, Damien High School

LICENSES / CERTIFICATIONS:

- NFPA Certified Life Safety Specialist – Health Care Facility Manager
- Master Certificate – Business Management
- ICC Fire Inspector I & II
- ICC Fire Plans Examiner
- ICC Commercial Building Inspector

Oscar Barraza, ICC

ICC BUILDING INSPECTOR

Oscar brings over 20 years of construction industry experience with more than 17 years as a Building Inspector and Code Enforcement Officer. He is highly knowledgeable of Housing and Zoning Ordinances and has worked in both the public and private sectors. Oscar understands the significance of project schedules which has served as an important asset in ensuring the timely delivery of all projects.

PROFESSIONAL HISTORY

Building Inspector / Interwest Consulting Group / 2012 - Present

Oscar performs inspections of commercial and residential construction including building, plumbing, electrical and mechanical.

Building Inspector | Code Enforcement Officer / JAS Pacific / 2010 - 2012

Oscar conducts residential and commercial inspections in Electrical, Plumbing, Mechanical, and Building fields. He investigates building standards and land usage to ensure that municipal and county laws for such works are followed.

Building Inspector | Code Enforcement Manager / City of Palmdale, CA / 2003 - 2009

Oscar conducts residential and commercial inspections in Electrical, Plumbing, Mechanical, and Building fields. He is responsible for scheduling and monitoring inspections for single and multi-family residences through the Residential Rental Unit program.

Construction Supervisor / California Restoration Construction / 2002 - 2003

Oscar is responsible for supervision of restoration projects throughout the Los Angeles area. He contracts and supervises all types of trades at the job site.

Construction Supervisor/ Financial Interior Design / 1998 - 2002

Oscar coordinates and scheduled subcontractors and diagnoses problems of any type or trade. He coordinates services of Deputy Inspectors..



Years of Experience: 24

Years w/ Interwest: 10

Education

- Architecture | Drafting, Los Angeles Pierce College
- PC 832 (Arrest) Modules, Modules 1 & 3 (Code Enforcement), Rio Hondo College

Registrations/Certifications

- NPDES Certified Stormwater Inspector
- Disaster Safety Assessment CA, NO. SAPC51147
- Emergency Management System Institute (FEMA), Incident Command System, Incident Management System
- International Code Council, 5173156
- ICC Building Inspector
- ICC CA Residential Plumbing Inspector
- ICC Residential Plumbing Inspector
- ICC Residential Electrical Inspector
- ICC CA Residential Building Inspector
- ICC CA Residential Electrical Inspector
- ICC CA Commercial Building Inspector
- ICC Management Module

Mark Brown, ICC

INSPECTOR

Mark is an inspector with many certifications and a strong work ethic.

PROFESSIONAL EXPERIENCE

Inspector / Interwest Consulting Group / 2023 – Present

- Inspect buildings and ensure compliance with building plans.
- Conduct inspections for compliance with codes and regulations governing building construction, alteration and repair, electrical, plumbing, and mechanical installations, and environmental protection.
- Review code standards and departmental regulations recommending changes when needed.



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YEARS WITH INTERWEST: 1

LICENSES / CERTIFICATIONS:

- Residential Building Inspector
- Commercial Building Inspector
- Residential Mechanical Inspector
- Residential Plumbing Inspector
- Residential Electric Inspector
- Building Inspector

Tressa Brown

SUPERVISOR CONSTRUCTION PERMIT TECHNICIAN

Tressa is a Supervisor Construction Permit Technician who relates to all levels of management, staff, and customers. She cultivates positive rapport and evaluates situations to identify problems and solutions. Tressa has been recognized for her outstanding work ethic, integrity, and thoroughness.

PROFESSIONAL EXPERIENCE

Supervisor Construction Permit Technician / Interwest Consulting Group / 2018 – Present

Tressa interacts and works closely with the City Clerk's office, Planning department, and the Public Works department daily. She processes all record requests and green sheet reports for the City Clerk's office. Tressa processes monthly reports and quarterly reports which include SMIP and Green Fees, and all yearly reports for the city. She supervises and performs extensive training of all new Permit Technicians for public contact at the front counter, training on the HDL system, and all aspects of the building department.

Supervisor Construction Permit Technician / Willdan Engineering / 2012 – 2018

Tressa attends City Council meetings, Chamber of Commerce functions, and other related Council events. She plans review monitoring to ensure turnaround times and standards are being met.

Senior Construction Permit Technician / 2004 – 2012

Tressa is a Senior Permit Technician for the following cities: Bradbury, Rolling Hills Estates, Rolling Hills, Lake Forest, and La Puente. She processes all plan check and permit applications, calculates fees, and answer phones. Tressa interacts with clients, the planning/code enforcement/public works/city clerk departments.



YEARS OF EXPERIENCE: 18

YEARS WITH INTERWEST: 4

EDUCATION:

- Mount San Antonio College
Walnut, California
- California Polytech University,
Extended Education

LICENSES / CERTIFICATIONS:

- CALBO – Building Department–
Plans Review 2018

Adrienne Peterson, ICC

ICC CERTIFIED BUILDING PLANS EXAMINER

Adrienne is an ICC certified California Building Plans Examiner and Permit Technician with more than 20 years of direct municipal Building Safety Department experience. For much of her career, Adrienne worked as a permit technician, serving cities and the general public at the counter. This experience has given her insight into the importance of exemplary customer service and strict adherence to turnaround deadlines. With years of experience reviewing plans for compliance at the counter, Adrienne went on to become a certified plans examiner reviewing residential and commercial plans for the City of Yorba Linda, and now for our various clients throughout Southern California.

PROFESSIONAL HISTORY

Building Plans Examiner / Interwest Consulting Group / 2018 - Present

Adrienne performs comprehensive plan review services for residential and non-residential plans for compliance with California Building, Plumbing, Mechanical, Electrical Codes, state and local building codes, policies, amendments, and ordinances.

Permit Technician / City of Yorba Linda / 2011 - 2018

Adrienne provided lead and direct supervision to front counter Permit Technicians. She worked directly on the implementation and maintenance of the City's Accela Automation 8.0 permit software and customized policies and procedures for plans submittals and permit issuance accordingly. Adrienne reviewed residential and commercial plans for submittal and plan check accuracy. She also issued all construction permits for commercial and residential projects and provided ADHOC reporting for outside agencies and internal requests.

Building Permit Technician / Consultant / 2009 - 2011

With a third-party consultant, Adrienne provided contract Building Permit Technician services to the City of Yorba Linda and the City of Upland.

Senior Permit Technician / City of Ontario / 2005 - 2009

In this position, Adrienne provided lead and direct supervision to the City's front counter Permit Technicians. She reported all construction activity to outside state and county agencies and issued all construction permits for commercial and residential projects. Adrienne also reviewed residential construction plans for code compliance and permit issuance and provided technology support for the City's Acella Permit Plus permit software.

Building Permit Technician / City of Claremont / 1998 - 2005

Adrienne provided building counter customer service and support. She reviewed all construction documentation for submittal and issued all construction permits for the City. Adrienne reported all construction activities to outside agencies and provided lead direction for the implementation of computerized permit software (HdL).

INTERWEST
A SAFEbuilt COMPANY

YEARS OF EXPERIENCE: 20

YEARS W/ INTERWEST: 2

EDUCATION

- Received Diploma in Computerized Accounting, M.T.I. College, 1995

REGISTRATIONS/ CERTIFICATIONS:

- International Code Council, 5053110
- ICC Permit Technician
- ICC CA Building Plans Examiner

Ho Jun Kong, ICC, P.E., CASp

STRUCTURAL ENGINEERING ASSOCIATE

Ho Jun is a structural engineering associate who is knowledgeable in architectural, fire / life / safety, accessibility, structural analysis and design codes. He is ICC certified, well-educated, and experienced in many projects pertaining to his career field.

PROFESSIONAL EXPERIENCE

Structural Engineering Associate / Structural Engineering Assistant / City of San Diego / 2013 - Present

- Review building plans for compliance with building code regulations, ordinances and the Municipal Code for compliance with architectural, fire / life / safety, accessibility, and for structural design provisions.
- Review the building plans of buildings and structures (e.g., apartment buildings, commercial buildings, single-family dwellings, duplexes, interior modifications of buildings, and minor structures) with basic to moderate degree of complexities.
- Provide technical information on the application of regulations to professional architects, engineers, contractors and to other non-professional applicants.

Senior Plans Examiner (Part Time) / Bureau Veritas / 2021 - 2022

- Review plans and specifications for commercial, industrial, and residential projects to ensure compliance with city, state, and federal laws and regulations.

Structural Project Engineer / Lee & Lee Structural Engineering Inc. / 2007 - 2013

- Attained proficiency of structural analysis and design by participating in over 70 design projects of various types of structures.

PROJECTS

Commercial and Schools

- 1099 Grand Office in LA- Developed structural modeling and performed seismic analysis and design using ETABS & SAFE, ASCE/SEI 7-05, LABC 2011 & ACI 318-05 (20-story building, total floor area: 175,000 sq.ft.).
- Emhurst Hotel in LA- Developed structural modeling for Preliminary seismic analysis and foundation design using ETABS & SAFE, ASCE/SEI 7-05, LABC 2008 & ACI 318-05 (20-story building with six story parking lot, total floor area: 158,000 sq.ft.).
- La Crescenta Plaza in La Crescenta- Performed lateral analysis and design, Shoring Design, ASCE/SEI 7-05, CBC 2010 & ACI 318-05 (two story commercial with two story subterranean garage, total floor area: 22,800 sq.ft.).
- Avalon Charter School in LA- Performed Seismic analysis, design and retrofit for 3 story floor remodeling, ASCE/SEI 7-05, CBC 2010 & ACI 318-05 (three story school, total floor area: 20,000 sq.ft.).
- Western Plaza in Los Angeles- Performed lateral analysis and design, ASCE/SEI 7-05, CBC 2007 & ACI 318-05 (two story commercial with one story subterranean garage, total floor area: 13,900 sq.ft.).
- Ocean Breeze Plaza in Huntington Beach- Performed lateral analysis and design, ASCE/SEI 7-05, CBC 2007 & ACI 318-05 (two story commercial, total floor area: 13,900 sq.ft.).

Apartments and Condos

- Brynhurst Apt. in LA- Performed lateral analysis and design using RISA, ASCE/SEI 7-05 & LABC 2011 (three story apt. with one story parking lot, total floor area: 23,500 sq.ft.).



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YEARS OF EXPERIENCE: 16

EDUCATION:

- Master's Degree in Civil and Environmental Engineering (Structural Engineering), University of Illinois at Urbana-Champaign
- Bachelor's Degree in Architectural Engineering, Sungkyunkwan University

LICENSES / CERTIFICATIONS:

- Certified Access Specialist (CASp-863)
- Building Plans Examiner Certificate by International Code Council (#8255163)
- Registered Civil Professional Engineering License (P.E.) by California State (C79527)
- Registered Fundamentals of Engineering License (E.I.T.) by California State (EIT130553)

- Sunset Condo in LA- Developed modeling to Dynamic analysis and seismic design using ETABS, ASCE/SEI 7-05 & LABC 2011 (seven story condo with two story subterranean garages, total floor area: 56,680 sq.ft.).
- Havard Senior Apt. in LA- Performed lateral analysis and design, ASCE/SEI 7-05 & LABC 2011 (four story apt. with two story subterranean garage, total floor area: 60,000 sq.ft.). • Montana 6unit Apt. in Santa Monica- Performed lateral analysis and design, Shoring design, ASCE/SEI 7-05, CBC 2010 & ACI 318-05 (two story apt. with one story subterranean garage, total floor area: 11,500 sq.ft.)
- Garvey Villas in LA- Performed Lateral analysis and design, ASCE/SEI 7-05 & LABC 2011 (four story villas with two story parking lot, total floor area: 51,600 sq.ft.).
- 19th Street Apt. in Santa Monica- Performed Lateral analysis and design, ASCE/SEI 7-05, CBC 2007 & ACI 318-05 (two story condo with one story subterranean garage, total area: 14,100 sq.ft.).

Residential

- Arman Residence in Bel Air- Performed Lateral analysis and design, ASCE/SEI 7-05 & CBC 2010 (two story house with one story subterranean garage, total floor area: 14,200 sq.ft.).
- Sunset Hillside Residence in Beverly Hills- Performed Lateral analysis and design, ASCE/SEI 7-05 & CBC 2010 (three story hillside house, total floor area: 12,100 sq.ft.).
- Khorram Residence in Santa Monica- Performed Lateral analysis and design, ASCE/SEI 7-05 & CBC 2010 (two story house, total floor area: 9,500 sq.ft.).

Infrastructure Project

- Pedestrian Bridges Design at Lakewood Golf Club- Bridge design to replace existing rusty bridge to new bridge, developed structural modeling and performed seismic analysis and design using RISA 3D & 2D, ASCE/SEI 7-05 & CBC 2010.
- Concrete Retaining Wall and Pile Design for Somera Hillside Residence- Seismic analysis and design using RISA, LABC by Hillside design provision.
- Shoring Design for two story subterranean garages using RISA.

James Northcutt, ICC

ICC BUILDING PLANS EXAMINER // ICC BUILDING INSPECTOR

With 40 years of experience, James has an extensive record of successfully reviewing all phases of highly-complex construction projects. James has served various positions with the City of Irvine throughout his career. Accomplished in all duties, including plan review and approval, regulatory compliance, code interpretation, code enforcement, and project acceptance.

PROFESSIONAL HISTORY

Plans Examiner / Interwest Consulting Group / 2015 - Present

James provides plans examination reviews for various Central Valley and Southern California jurisdictions.

Plans Examiner / City of Irvine, CA / 1994 - 2014

James provided information to architects, engineers, contractors, homeowners and developers regarding Building Codes, Local Codes and State Codes including Title 24 handicap and energy requirements. He plan checked and approved room additions, patio covers, solar installations, spa installations, and all tenant improvements plans including high rises in compliance with City building codes and standard plans, State Codes and California Building Codes.

Street Lighting Specialist / City of Irvine, CA / 1988 - 1994

James supervised and maintained the City's street lighting and landscape maintenance districts; develop and administer the districts budgets; Updates annual assessment land use codes and parcel information; prepare and present engineer's reports and related staff reports to City Council and Finance Commission.

Plan Check Technician / City of Irvine, CA / 1986 - 1988

James provided plan check and approval statuses to room additions, spa installations, and patio covers in compliance with City Building Codes, State Codes and Uniform Building Codes.

Engineering Technician / City of Irvine, CA / 1985 - 1986

James performed routine review of tract maps, parcel maps, grading plans, landscape plans; check improvements plans for general conformance with City Standards. Assisted in development and review of design policies and standards.

Engineering Aide III / County of Orange, CA / 1981 – 1985

James was a draft man for grading, bike trails, street improvement plans, storm drains, and other County projects using Intergraph CAD system; design, draft and write construction specifications for minor County funded projects.

INTERWEST
A SAFEbuilt COMPANY

YEARS OF EXPERIENCE: 40

YEARS W/ INTERWEST: 6

EDUCATION

- AA, Civil Engineering, Saddleback Community College, 1981

REGISTRATIONS/ CERTIFICATIONS:

- International Code Council, 879908
- ICC Building Plans Examiner
- ICC Building Inspector

AREAS OF EXPERTISE:

- Plans Examination
- Code Interpretation
- Construction | Scope
- Project Management
- Code Enforcement

Karla Luther

SENIOR PLAN CHECKER

Karla is a senior plan checker who is customer service oriented, knowledgeable of multiple Building Code disciplines, has great attention-to-detail, as well as the ability to minimize construction complications.

PROFESSIONAL EXPERIENCE

Senior Plan Checker / City of Victorville / 2006 - 2021

Plans Examiner / City of San Bernardino / 2001 - 2006



YEARS OF EXPERIENCE: 22

EDUCATION:

- Doctor of Theology, PCIE
- Associates of Applied Science, West Virginia State College

Mark Hankinson, ICC

PLANS EXAMINER

Mark spent 15 years as a Senior Plans Examiner for Pima County, reviewing commercial and residential plans, ensuring building plan review work is in compliance with State and local building regulations. Mark worked with building inspectors to resolve field related code issues, provided customer support for zoning and building questions, and performed structural calculations for beam loads on residential projects and review of structural calculations submitted.

Mark also had 19 years of experience as an Architect, working on many building types: hospitals, warehouses, banks, tenant improvements, hotels, churches and residential. He is an effective team member and leader, supervising office staff or supervising individual teams, and has the proven ability to communicate effectively with all other internal and external disciplines.

PROFESSIONAL HISTORY

Plans Examiner / Interwest Consulting Group / 2017 – Present

Mark provides building plan review services to the cities of El Monte, Rosemead and Maywood for residential and commercial projects to ensure compliance with all applicable building codes.

Senior Plans Examiner / Pima County, AZ / 2001 – 2017

Mark reviewed plans primarily for zoning and building, plumbing, electrical and mechanical requirements on a five-day review schedule. He also reviewed and issued permits for assisted living homes and group homes, Wastewater Sewer Connections permits, and Building and Zoning permits, in addition to reviewing solar permits. He is familiar with online submittals using Project Docs and the County's Adobe system to review all permit submittals that have plans.

Architect / Various / 1982 – 2001

Mark worked at various sized architectural firms with up to 200 employees. He learned a great deal of knowledge about architectural plans and the process for reviewing plans. Mark ensured plans were complete and complied with building codes and requirements of various states and jurisdictions.



A SAFEbuilt COMPANY

Years of Experience: 37
Years w/ Interwest: 3

Education

- Southwest Leadership Program in Management and Organizations, Eller College of Management, University of Arizona
- BS in Architecture, University of Minnesota
- BS of Environmental Design, University of Minnesota

Registrations/Certifications

- International Code Council | 5111273
- ICC Accessibility Inspector/Plans Examiner
 - ICC/AACE Property Maintenance & Housing Inspector
 - ICC Residential Building Inspector
 - ICC Commercial Building Inspector
 - ICC Building Plans Examiner
 - ICC Building Inspector
 - ICC Residential Mechanical Inspector
 - ICC Residential Plumbing Inspector
 - ICC Commercial Plumbing Inspector
 - ICC Plumbing Inspector

Martha Diaz, PE

Plans Examiner

Martha Diaz is a bilingual plans examiner who also has extensive engineering experience. She is fluent in MS Word, Excel, PowerPoint, and BlueBeam Revu.

PROFESSIONAL HISTORY

Plans Examiner / Interwest Consulting Group / 2022- Present

Martha performs a full range of residential and commercial (IRC and IBC governed) Plan Reviews. She identifies and addresses areas of plan non-compliance and suggests/recommends procedures and processes to improve operations. Martha is available, responsive, knowledgeable, and cordial to customer and client requests for information and answers code related questions from builders and the general public.

Engineer | City Of Santa Clarita, Building & Safety Division | 2017-2021

Martha reviews structural and architectural plans, calculations, and soils reports for building code compliance for projects ranging from single-family dwellings to commercial tenant improvements. She assists home-owners, contractors, architects, designers, and engineers in completing their construction projects and provides code updates for local building amendments. Martha collaborates with the planning division and helps develop plan review comments for accessory dwelling units.

Forensic Engineer I | Donan Engineering, Inc. | 2015-2016

Martha performs forensic investigations on buildings and structures to determine cause of failure and/or damage. She interviews home-owners as part of the investigation process and discusses projects and reports with clients, engineers, and home-owners. She uses the scientific method and serves as the engineer of record on reports submitted to clients.

Structural Engineering Associate II – Green Building Division | City of Los Angeles, Department of Building & Safety | 2011-2015

Martha reviews architectural plans, commissioning documents, landscape plans and calculations, and testing data for Los Angeles Green Building Code compliance. She also assists in creating documents required for plan review to meet state requirements.

Structural Engineering Associate II – Structural Plan Check Division | City of Los Angeles, Department of Building & Safety | 2007-2011

Martha reviews structural and architectural plans, calculations, and soil reports for building and zoning code compliance for jobs ranging from single-family dwellings to commercial tenant improvements. She refers customers to different agencies to obtain applicable sign-offs, and she issues building permits upon code compliance.



A SAFEbuilt[®] COMPANY

Years of Experience: 15
Years w/ Interwest: 1

Education

- BS, Civil Engineering, CSU-Long Beach, California

Registrations/Certifications

- Registered Civil Engineer, CA # 081154
- International Code Council 8723293
- ICC Certified Residential Plans Examiner

Hossein Afrouzeh, ME, EE

PLAN REVIEW ENGINEER

Hossein is a licensed electrical and mechanical engineer with a rich background in the industry, including over 10 years of construction experience and over 40 years of design, construction management support experience, and plan review engineering. He is a well-rounded project leader with strong interpersonal and communication skills with ability to lead a design team of Electrical, Mechanical, and Plumbing engineers to adhere to the client and code requirements. He is familiar with the preparation of contract documents for mid-rise multi-residential, commercial, industrial, and educational buildings, and he has been responsible for the electrical system design for many projects from inception to completion including construction administration and commissioning of medium voltage power distribution systems, substations, lighting and power, fire alarm, and security systems.

Hossein is organized and proactive, ensuring that projects are always moving forward. He is able to multitask and manage several projects at varying levels of development, and has the intuitive problem solving skills to identify project issues and bring them to resolution quickly and effectively. Hossein has the interpersonal and communication skills to keep the client and design community apprised of a project's status, and he is able to work in a complex technical environment, understanding and interpreting the impact of changes. His wealth of experience and breadth of expertise make him a true asset to any City.

PROFESSIONAL EXPERIENCE

Senior Mechanical, Electrical and Plumbing Plan Review Engineer / Interwest Consulting Group / 2015 - Present

Plan reviewing for Mechanical, Electrical, Plumbing, and Energy Engineering for some of the state of California cities such as Long Beach, Pomona, Tustin, Corona, Rossville, Lake Forest, Monterey Park, Irvine, Fresno, county of Napa, and city of Sanger. Projects include midrise Residential and Hotels with subterranean parking garages, manufacturing facilities, wineries, industrial facilities including hazardous areas, shopping centers, private medical facilities, private schools, Port of Long Beach Pier and Terminal facilities including medium voltage distribution system, pump station projects and administration buildings, midrise office buildings, oil and gas facilities, regular shell and TI for various facilities, restaurant and fast food entities, retails and grocery stores.

Lead Senior Electrical Peer Review Engineer / FTRNV. International | SBG Jeddah / 2013 - 2015

In this position, Hossein was in charge of reviewing and commenting on documents and specifications prepared by design consultants, as well as final construction documents and shop drawings prepared by contractors. He provided technical comments for implementation within the package before submitting them for construction. He was additionally responsible for the review and verification of electrical loads of manufacturer material submittals for HVAC and plumbing systems; review of medium and low voltage distribution systems single line diagrams for normal and emergency networks; review and verification of medium voltage switching stations, substations, and transformer rooms for physical layout and code compliance; review of project cable tray systems for low and medium voltage distributions; review of overall lighting and power distribution systems; prepared technical report for project surge protection device and lighting requirements to implement; prepared method statement for construction procedures and sequence of events for medium voltage switchgears and transformers for site construction crew to follow; preparation of systems voltage drop, short circuit and coordination system with Schneider Eco dial and ETAP software; review of overall system for constructability and provided with required refinements; periodic construction site visits for general QA/QC and coordination.



YEARS OF EXPERIENCE: 40+

YEARS WITH INTERWEST: 8

EDUCATION:

- MS, Engineering Science and Management, California Polytechnic State University Pomona, 1981
- BS, Electrical Engineering, Tehran Poly Technique/ Amir Kabir University, 1971

REGISTRATIONS / CERTIFICATIONS:

- CA Registered Mechanical Engineer | 27117
- CA Registered Electrical Engineer | 11588

Principal and Director of Operations / Procedure Engineers, Inc. / 1987 - 2013

He was responsible for the preparation of proposals for MEP engineering fee per architectural design development package and required scope of work; preparation of contract and negotiation with client; attending kick-off meeting with client and project team to refine scope of work and overall project time line; review required electrical system design and set up procedure and general guide line for assigned engineer to follow; review and plan check of prepared electrical drawings for code compliance, project requirements and specification; quality control and quality assurance of all MEP drawings or general conformity and coordination with all disciplines; attending progress meetings with client and other project team for coordination and scheduling; supervising of preparation of final project construction documents and bid package and helping client during bid; periodic site meeting for conformity of construction with contract documents; preparation of in-house procedure and guide lines for QC and QA; general over view of company personnel requirements including hiring and lay-offs; projects cost control and monitoring based on man-hour used on a bi-weekly basis; project scheduling, project management and day-to-day operation of team of engineers and designers; preparation computer software for basic electrical calculations.

Electrical Department Manager / Malcom Lewis Associates / 1984 - 1987

In this position, he was responsible for providing man-hour estimates for electrical system design for all potential projects; attending project start-up meeting; preparation of design guide and general design development sketches for electrical designer to proceed with design; day to day supervising of electrical design team and coordinating design progress with other disciplines; attending client progress meeting and coordination with other design team; plan check electrical design package for code conformity and against other disciplines drawings for electrical requirements; prepare and update department design guide lines and procedures; review design drawings and construction documents for construction codes compliance and governmental regulations; project scheduling and project management.

Electrical Engineer and Department Deputy / Elliot Group / 1981 - 1987

For this architectural and engineering company, Hossein was in charge of the preparation of preliminary, conceptual, design development and working drawings for mostly commercial and industrial buildings. He also reviewed and commented on electrical designer's drawings for code conformity and scope of work. He was the electrical project manager for governmental projects and performed site investigation for existing electrical system for new renovations. He met with clients to discuss project progress in different design stages for their review comments and preparation of required answers. He also assisted the Department Manager with day to day issues and providing with required solutions, and trained electrical designers with new code requirements and electrical calculations.

Technical Director and Construction Site Liaison / Modern Osloob / 1973 – 1979

While he was with this construction company, he was responsible for the review of MEP construction documents for major equipment for project construction cost estimates; the preparation of bid submittal for presenting to board of directors for approval and submit to government agencies; attending Bid opening meetings and processes; attending to contract award ceremony for getting to know all construction team players and client representative; the preparation of equipment and material submittals and submit to consultant for approval; ordering approved equipment with opening letter of credit with manufacturers which were mostly Europe and USA; the approval of requested purchase order from construction site per drawings and spec and material tracking; attending weekly construction progress meeting with all team players and client; construction site visit and verification of work in progress per design drawings and spec; preparation of monthly pay request per work done and review with client representative for approval; the preparation of required RFI's and process through proper channels and follow up for final direction; the preparation of punch list for closing of the project and check for required corrections; finalizing of the project and hand over to user groups of client.

Augie Cerdan, PE

FIRE PROTECTION ENGINEER

Augie brings over 28 years of experience in construction and fire plan review and inspection, with a proven performance in analysis and regulatory compliance as a Fire Protection Engineer. Augie's extensive experiences as a Fire Protection Engineer has provided him a skill set to examine and correct construction documents, establish and maintain effective working relationships, determine adherence to code requirements, and provide rapid, uniform and accurate customer service.

PROFESSIONAL HISTORY

Fire Protection Engineer | Fire Plans Examiner | Fire Inspector / Interwest Consulting Group / 2018 - Present

Augie reviews residential and non-residential plans for compliance with California Building, Plumbing, Mechanical, Energy Standards, Fire Codes and California Green Building Standards; state and local building codes, policies, amendments, and ordinances.

Fire Protection Engineer / City of Folsom / 1999 - 2017

Augie has serviced the City of Folsom for the past 18 years as their Fire Protection Engineer his role included; examining and noting deficiencies of plans, calculations, and specifications associated with the review of site and building plans, fire suppression and alarm systems, tentative parcel maps, industrial processes, hazardous materials, and specifications for new buildings and building modifications to ensure compliance with Federal, State and local fire and life safety ordinances, laws and codes. Additional duties included; conducting functional tests and field inspections of construction sites; suppression, detection and alarm systems; means of egress; fire barriers and smoke management systems.

Augie also interpreted, analyzed and made recommendations and provided technical advice to staff, developers, architects, contractors and the public related to codes, ordinances and standards. He played a key role in providing construction permitting services as the Fire Department's representative for Community Development that resulted in a one-stop permit counter at City Hall. Additionally, he spearheaded the over-the-counter plan checking and permitting services for building permit and fire protection system applications at the public counter of the Community Development Department.

Fire Protection Engineer / City of Sunnyvale / 1990 - 1999

Augie serviced the City of Sunnyvale for 9 years as their Fire Protection Engineer his role included; examining and noting deficiencies of plans, calculations, and specifications associated with the review of site and building plans, fire suppression and alarm systems, tentative parcel maps, industrial processes, hazardous materials, and specifications for new buildings and building modifications to ensure compliance with Federal, State and local fire and life safety ordinances, laws and codes. Additional duties included; conducting functional tests and field inspections of construction sites; suppression, detection and alarm systems; means of egress; fire barriers and smoke management systems.



YEARS OF EXPERIENCE: 28

YEARS W/ INTERWEST: 4

EDUCATION:

- BS, Mechanical Engineering, University of California, Davis

REGISTRATIONS/ CERTIFICATIONS:

- CA Registered Professional Fire Protection Engineer | FP1579

Harold Bessette, NICET, ICC

FIRE PROTECTION PLANS EXAMINER

Harold brings over 24 years of fire protection service experience having worked as a designer for fire sprinkler systems. Harold has an extensive record of successfully reviewing all phases of highly-complex projects. Accomplished in all duties including plan review and approval, project management, scheduling, field supervision, regulatory compliance, code interpretation, and project acceptance.

PROFESSIONAL EXPERIENCE

Fire Protection Plans Examiner / Interwest Consulting Group / 2016 - Present

Harold performs fire plan review services for various jurisdictional clients in Southern California. He reviews both commercial and residential plans and specifications for building construction projects to ensure compliance with applicable codes and ordinances as well as hydraulic calculations for fire sprinkler systems.

Engineering Manager / XL Fire Protection, Inc. / 2014 - 2016

Harold managed and oversaw all Designers, Engineers, and projects from design concept and coordination through final construction. He interpreted and implemented all current construction codes for proper design (2013 CBC W/LA City/County Amendments, 2013 NFPA 13, 14, 20 and 22, City of Los Angeles Plumbing Code – Division 20 and LA County Regulation #7). Harold assessed and confirmed secondary water supply requirements for pump-fed High Rise projects based on Occupancy and required water supply durations. Responsibilities included, scheduling and tracking of submittals through entire permit and approval process.

Fire Sprinkler Designer / XL Fire Protection, Inc. / 2013 - 2014

Harold designed and coordinated large scale residential and commercial projects including high-rise and advanced fire pump design. He completed stock listing utilizing HydraCad/AutoCAD, 3D Coordination with NavisWorks.

Fire Sprinkler Designer | Fire Protection Consultant / SPRINKS, Inc. / 2006 - 2013

Harold designed detailed Fire Sprinkler Systems for Permit and Installation using AutoCAD/HydraCad. He identified the most efficient and acceptable resolutions to complex engineering problems for specified hazards and occupancies. His responsibilities included consulting on numerous projects for High-Piled Storage and Flammable Liquids Applications and Storage, Plan Check for residential properties, and he planned, scheduled and coordinated detailed phases of large-scale projects.

Fire Sprinkler Designer | Project Manager / Cosco Fire Protection, Inc. / 1998 - 2006

Harold designed and worked as a project manager for multiple large-scale residential and commercial projects. His responsibilities included monitoring and processing RFI's, RFP's, Field coordination and scheduling.



YEARS OF EXPERIENCE: 24

YEARS WITH INTERWEST: 6

EDUCATION:

- Certificate in AutoSprink, Las Vegas, NV, 2009
- Fire Protection Engineering, University of California, Davis, 1996

LICENSES / CERTIFICATIONS:

- International Code Council, 8562735
- ICC Commercial Fire Sprinkler Plans Examiner
- NICET, 145939
- NICET Level I Fire Protection Engineering Technology Water-Based Systems Layout
- NICET Level II Fire Protection Engineering Technology Water-Based Systems Layout

PROFESSIONAL AFFILIATIONS:

- National Fire Protection Association (NFPA)
- Office of the State Fire Marshal (Licensed 2012)

AREAS OF EXPERTISE:

- Fire Plan Review
- Fire Sprinkler Systems
- Code Interpretation
- Project Management

Frank Martinez

FIRE SAFETY SPECIALIST

Frank is a fire safety specialist who is fluent in English and Spanish. He has a host of licenses and certificates and experience in his career field.

PROFESSIONAL EXPERIENCE

Fire Safety Specialist / Riverside, CA / 2015 – Present

- Perform advanced-level plan reviews as it relates to fire life safety in new building construction, such as building code review, private fire service mains, fire sprinkler, fire alarm, automatic fire suppression systems, and high pile storage commodity classification reports.
- Conduct Planning Case reviews for proposed projects.
- Provide guidance and training to multiple fire systems inspectors in both new construction inspections and annual inspections.

Fire Systems Inspector / Riverside County Fire Department / 2015

- Conducted general new construction inspections including fire alarm, fire sprinkler, private fire service mains, and other suppression systems.
- Conducted Title 19 regulated inspections.
- Provided inspection support to other inspectors conducting Hazard Mitigation (weed abatement), apartment inspections and new business inspections and general annual inspections.

Fire Inspector II / City of Moreno Valley / 2006 - 2015

- Under the direction of the fire marshal, developed the department's R2 annual inspection program of which Frank served as the lead and field training officer to four fire technicians.
- Conducted annual inspections to all commercial businesses of all occupancy types including A, E, and I occupancies and issued pertinent 105 permits.
- Conducted general new construction inspections including fire alarm, fire sprinkler, private fire service mains, and other suppression systems.

Fire Permit Technician / City of Moreno Valley / 2004 - 2006

- Provided the customers a point of contact for the Fire Prevention Bureau.
- Responsible for the submittal and return of plans from and to customers.
- Maintained an accurate log of any incoming / outgoing plans for multiple projects.

Emergency Medical Technician / American Medical Response / 2002 - 2004

- Responded to and supported the Fire Department with medical emergencies.
- Communicated effectively with agencies / personnel during high stress situations.
- Rendered basic life support and transported the sick and injured to various region hospital emergency rooms.



A SAFEbuilt[®] COMPANY

YEARS OF EXPERIENCE: 21

EDUCATION:

- Bachelors of Science in Management, University of Redlands

LICENSES / CERTIFICATIONS:

- California State Fire Marshal
- Fire Prevention Officer
- Fire Protection Specialist
- Plans Examiner 3A and 3B
- Fire Investigation 1A & 1B
- EMT
- PC 832

PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement ("Agreement") is dated September 1, 2023 ("Effective Date") and is between the City of Maywood, a California municipal corporation ("City") and BPR Consulting Group ("Consultant"). City and Consultant are sometimes referred to herein as the "Parties", and individually as a "Party".

RECITALS

A. City desires to utilize the services of Consultant as an independent Consultant to perform building department consulting services.

B. 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.

C. City desires to retain Consultant and Consultant desires to serve City to perform these services in accordance with the terms and conditions of this Agreement.

The Parties therefore agree as follows:

1. Consultant's Services.

A. Scope of Services. Consultant shall perform the services described in the Scope of Services (the "Services"), attached as **Exhibit A**. City may request, in writing, changes in the Scope of Services to be performed. Any changes mutually agreed upon by the Parties, and any increase or decrease in compensation, shall be incorporated by written amendments to this Agreement.

B. Party Representatives. For the purposes of this Agreement, the City Representative shall be the City Manager, or such other person designated in writing by the City Manager (the "City Representative"). For the purposes of this Agreement, the Consultant Representative shall be Ron Beehler (the "Consultant Representative"). The Consultant Representative shall directly manage Consultant's Services under this Agreement. Consultant shall not change the Consultant Representative without City's prior written consent.

C. Time for Performance. Consultant shall commence the Services on the Effective Date or the date agreed upon by the City Manager and shall perform all Services by the deadline established by the City Representative or, if no deadline is established, with reasonable diligence.

D. Standard of Performance. Consultant shall perform all Services under this Agreement in accordance with the standard of care generally exercised by like professionals under similar circumstances and in a manner reasonably satisfactory to City.

E. Personnel. Consultant has, or will secure at its own expense, all personnel required to perform the Services required under this Agreement. All of the Services required under this Agreement shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such Services.

F. Compliance with Laws. Consultant shall comply with all applicable federal, state and local laws, ordinances, codes, regulations and requirements.

G. Permits and Licenses. Consultant shall obtain and maintain during the Agreement term all necessary licenses, permits and certificates required by law for the provision of Services under this Agreement, including a business license.

2. Term of Agreement. The term of this Agreement shall be from the Effective Date (September 1, 2023) through August 31, 2026 for a three-year initial term, unless sooner terminated as provided in Section 12 of this Agreement or extended ("Initial Term"). Services shall begin on September 1, 2023 or such other date as agreed upon by the Consultant and City Manager. The City at its sole option may elect to extend the Initial Term of this Agreement upon the same terms and conditions including the compensation, for up to two (2) additional terms of one year each ("extension"), by providing written notice to the Contractor at least one month prior to the expiration of an existing term. Any extension shall be effective upon Contractor's receipt of written notice of the extension from the City Manager.

3. Compensation.

A. Compensation. As full compensation for Scope of Services satisfactorily rendered, City agrees to compensate Consultant, and Consultant agrees to accept in full satisfaction for the services required by this Agreement, \$164,095.00 for each year of the Initial Term and for each yearly extension, as more particularly described in **Exhibit B** ("Compensation"). Said Compensation shall constitute reimbursement of Consultant's fee for the services as well as the actual cost of any staff time, other direct or indirect costs or fees, including the work of employees, consultants and subcontractors, equipment, materials, and supplies necessary to provide the service (including all labor, materials, delivery, tax, assembly, and installation, as applicable). In no event shall the Consultant be paid more than \$492,285.00, which includes expenses and additional services (if any) during the Initial Term of this Agreement ("Maximum Compensation"). For each extension term, the yearly compensation shall not exceed \$164,095.00. The hourly rates set forth in Exhibit B shall not be increased during the Initial Term or extend term.

B. Expenses. The City will not reimburse Consultant for any expenses, unless expenses are agreed upon in advance in writing by both parties and/or set forth in **Exhibit B**.

C. Unauthorized Services and Expenses. City will not pay for any services not specified in the Scope of Services, unless the City Council or the City Representative, if applicable, and the Consultant Representative authorize such services in writing prior to Consultant's performance of those services or incurrence of additional expenses. Any additional services or expenses authorized by the City Council or the City Representative shall be compensated at the rates set forth in **Exhibit B**, or, if not specified, at a rate mutually agreed to by the Parties. City shall make payment for additional services and expenses in accordance with Section 4 of this Agreement.

4. Method of Payment.

A. Invoices. Consultant shall submit to City an invoice, on a monthly basis, for the Services performed pursuant to this Agreement. Each invoice shall itemize the Services rendered during the billing period, hourly rates charged, if applicable, and the amount due. City shall review each invoice and notify Consultant in writing within ten Business days of receipt of any disputed invoice amounts.

B. Payment. City shall pay all undisputed invoice amounts within 30 calendar days after receipt up to the Maximum Compensation set forth in Section 3 of this Agreement or within such other reasonable time dependent on the City's warrant run procedures. City does not pay interest on past due amounts. City shall not withhold federal payroll, state payroll or other taxes, or other similar deductions, from payments made to Consultant. Notwithstanding the preceding sentence, if Consultant is a nonresident of California, City will withhold the amount required by the Franchise Tax Board pursuant to Revenue and Taxation Code Section 18662 and applicable regulations.

C. Audit of Records. Consultant shall make all records, invoices, time cards, cost control sheets and other records maintained by Consultant in connection with this Agreement available during Consultant's regular working hours to City for review and audit by City.

5. Independent Consultant. Consultant is, and shall at all times remain as to City, a wholly independent Consultant. Consultant shall have no power to incur any debt, obligation, or liability on behalf of City. 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 officers, agents or employees are in any manner employees of City.

6. Information and Documents.

A. Consultant covenants that all data, reports, documents, discussion, or other information (collectively "Data") developed or received by Consultant or provided for performance of this Agreement are deemed confidential and shall not be disclosed

or released by Consultant without prior written authorization by City. City shall grant such authorization if applicable law requires disclosure. Consultant, its officers, employees, agents, or subconsultants shall not without written authorization from the City Manager or unless requested in writing by the City Attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement or relating to any project or property located within the City. Response to a subpoena or court order shall not be considered "voluntary," provided Consultant gives City notice of such court order or subpoena.

B. Consultant shall promptly notify City should Consultant, its officers, employees, agents or subconsultants be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the work performed thereunder or with respect to any project or property located within the City. City may, but has no obligation to, represent Consultant or be present at any deposition, hearing or similar proceeding. Consultant agrees to cooperate fully with City and to provide City with the opportunity to review any response to discovery requests provided by Consultant. However, City's right to review any such response does not imply or mean the right by City to control, direct or rewrite the response.

C. All Data required to be furnished to City in connection with this Agreement shall become City's property, and City may use all or any portion of the Data submitted by Consultant as City deems appropriate. Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, designs, drawings, maps, models, computer files containing data generated for the Services, surveys, notes, and other documents prepared in the course of providing the Services shall become City's sole property and may be used, reused or otherwise disposed of by City without Consultant's permission. Consultant may take and retain copies of the written products as desired, but the written products shall not be the subject of a copyright application by Consultant.

D. Consultant's covenants under this Section shall survive the expiration or termination of this Agreement.

7. Conflicts of Interest. Consultant and its officers, employees, associates and subconsultants, if any, shall comply with all conflict of interest statutes of the State of California applicable to Consultant's Services under this Agreement, including the Political Reform Act (Gov. Code § 81000, *et seq.*) and Government Code Section 1090. During the term of this Agreement, Consultant may perform similar Services for other clients, but Consultant and its officers, employees, associates and subconsultants shall not, without the City Representative's prior written approval, perform work for another person or entity for whom Consultant is not currently performing work that would require Consultant or one of its officers, employees, associates or subconsultants to abstain

from a decision under this Agreement pursuant to a conflict of interest statute. Consultant shall incorporate a clause substantially similar to this Section into any subcontract that Consultant executes in connection with the performance of this Agreement.

8. Indemnification, Hold Harmless, and Duty to Defend.

A. Indemnities.

1) To the fullest extent permitted by law, Consultant shall, at its sole cost and expense, defend, hold harmless and indemnify City and its elected officials, officers, attorneys, agents, employees, designated volunteers, successors, assigns and those City agents serving as independent Consultants in the role of City officials (collectively "Indemnitees"), from and against any and all damages, costs, expenses, liabilities, claims, demands, causes of action, proceedings, expenses, judgments, penalties, liens, and losses of any nature whatsoever, including fees of accountants, attorneys, or other professionals and all costs associated therewith and the payment of all consequential damages (collectively "Liabilities"), in law or equity, whether actual, alleged or threatened, which arise out of, are claimed to arise out of, pertain to, or relate to the acts or omissions of Consultant, its officers, agents, servants, employees, subconsultants, materialmen, consultants or their officers, agents, servants or employees (or any entity or individual that Consultant shall bear the legal liability thereof) in the performance of this Agreement, including the Indemnitees' active or passive negligence, except for Liabilities arising from the sole negligence or willful misconduct of the Indemnitees as determined by court decision or by the agreement of the Parties. Consultant shall defend the Indemnitees in any action or actions filed in connection with any Liabilities with counsel of the Indemnitees' choice, and shall pay all costs and expenses, including all attorneys' fees and experts' costs actually incurred in connection with such defense. Consultant shall reimburse the Indemnitees for any and all legal expenses and costs incurred by Indemnitees in connection therewith.

2) Consultant shall pay all required taxes on amounts paid to Consultant under this Agreement, and indemnify and hold City harmless from any and all taxes, assessments, penalties, and interest asserted against City by reason of the independent Consultant relationship created by this Agreement. Consultant shall fully comply with the workers' compensation law regarding Consultant and Consultant's employees. Consultant shall indemnify and hold City harmless from any failure of Consultant to comply with applicable workers' compensation laws. City may offset against the amount of any fees due to Consultant under this Agreement any amount due to City from Consultant as a result of Consultant's failure to promptly pay to City any reimbursement or indemnification arising under this subparagraph A.2).

3) Consultant shall obtain executed indemnity agreements with provisions identical to those in this Section from each and every subconsultant or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. If Consultant fails to obtain such indemnity obligations, Consultant shall be fully responsible and indemnify, hold harmless and defend the Indemnitees from and against any and all Liabilities at law or in equity, whether actual, alleged or threatened, which arise out of, are claimed to arise out of, pertain to, or relate to the acts or omissions of Consultant's subconsultant, its officers, agents, servants, employees, subconsultants, materialmen, consultants or their officers, agents, servants or employees (or any entity or individual that Consultant's subconsultant shall bear the legal liability thereof) in the performance of this Agreement, including the Indemnitees' active or passive negligence, except for Liabilities arising from the sole negligence or willful misconduct of the Indemnitees as determined by court decision or by the agreement of the Parties.

B. Workers' Compensation Acts not Limiting. Consultant's indemnifications and obligations under this Section, or any other provision of this Agreement, shall not be limited by the provisions of any workers' compensation act or similar act. Consultant expressly waives its statutory immunity under such statutes or laws as to City, its officers, agents, employees and volunteers.

C. Insurance Requirements not Limiting. City does not, and shall not, waive any rights that it may possess against Consultant because of the acceptance by City, or the deposit with City, of any insurance policy or certificate required pursuant to this Agreement. The indemnities in this Section shall apply regardless of whether or not any insurance policies are determined to be applicable to the Liabilities, tax, assessment, penalty or interest asserted against City.

D. Survival of Terms. Consultant's indemnifications and obligations under this Section shall survive the expiration or termination of this Agreement.

9. Insurance.

A. Minimum Scope and Limits of Insurance. Consultant shall procure and at all times during the term of this Agreement carry, maintain, and keep in full force and effect, insurance as follows:

1) Commercial General Liability Insurance with a minimum limit of \$1,000,000.00 per occurrence for bodily injury, personal injury and property damage and a general aggregate limit of \$1,000,000.00 per project or location. If Consultant is a limited liability company, the commercial general liability coverage shall be amended so that Consultant and its managers, affiliates, employees, agents and other persons necessary or incidental to its operation are insureds.

2) Automobile Liability Insurance for any owned, non-owned or hired vehicle used in connection with the performance of this Agreement with a combined

single limit of \$1,000,000.00 per accident for bodily injury and property damage. If Consultant does not use any owned, non-owned or hired vehicles in the performance of Services under this Agreement, Consultant shall provide insurance in the amount required by California law.

3) Workers' Compensation Insurance as required by the State of California and Employer's Liability Insurance with a minimum limit of \$1,000,000.00 per accident for bodily injury or disease. If Consultant has no employees while performing Services under this Agreement, workers' compensation policy is not required, but Consultant shall execute a declaration that it has no employees.

B. Acceptability of Insurers. The insurance policies required under this Section shall be issued by an insurer admitted to write insurance in the State of California with a rating of A:VII or better in the latest edition of the A.M. Best Insurance Rating Guide or such other rating as approved by the City Manager. Self insurance shall not be considered to comply with the insurance requirements under this Section.

C. Additional Insured. The general liability policy shall contain an endorsement naming City and its elected and appointed officials, officers, employees, agents and volunteers as additional insureds. This provision shall also apply to any excess/umbrella liability policies.

D. Primary and Non-Contributing. The insurance policies required under this Section shall apply on a primary non-contributing basis in relation to any other insurance or self-insurance available to City. Any insurance or self-insurance maintained by City, its elected and appointed officials, officers, employees, agents or volunteers, shall be in excess of Consultant's insurance and shall not contribute with it.

E. Consultant's Waiver of Subrogation. The insurance policies required under this Section 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 City.

F. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by City. At City's option, 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.

G. Cancellations or Modifications to Coverage. Consultant shall not cancel, reduce or otherwise modify the insurance policies required by this Section during the term of this Agreement. The commercial general and automobile liability policies required under this Agreement shall be endorsed to state that should the issuing insurer cancel the policy before the expiration date, the issuing insurer will endeavor to mail 30 days' prior written notice to City. If any insurance policy required under this Section is canceled or reduced in coverage or limits, Consultant shall, within two Business Days of

notice from the insurer, phone, fax or notify City via certified mail, return receipt requested, of the cancellation of or changes to the policy.

H. City Remedy for Noncompliance. If Consultant does not maintain the policies of insurance required under this Section in full force and effect during the term of this Agreement, or in the event any of Consultant's policies do not comply with the requirements under this Section, City may either immediately terminate this Agreement or, if insurance is available at a reasonable cost, City may, but has no duty to, take out the necessary insurance and pay, at Consultant's expense, the premium thereon. Consultant shall promptly reimburse City for any premium paid by City or City may withhold amounts sufficient to pay the premiums from payments due to Consultant.

I. Evidence of Insurance. Prior to the performance of Services under this Agreement, Consultant shall furnish City's Risk Manager or such other official designed by the City Manager with a certificate or certificates of insurance and all original endorsements evidencing and effecting the coverages required under this Section. The endorsements are subject to City's approval. Consultant may provide complete, certified copies of all required insurance policies to City. Consultant shall maintain current endorsements on file with City's Risk Manager. Consultant shall provide proof to City's Risk Manager that insurance policies expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Consultant shall furnish such proof at least two weeks prior to the expiration of the coverages.

J. Indemnity Requirements not Limiting. Procurement of insurance by Consultant shall not be construed as a limitation of Consultant's liability or as full performance of Consultant's duty to indemnify City under Section 8 of this Agreement.

K. SubConsultant Insurance Requirements. Consultant shall require each of its subconsultants that perform Services under this Agreement to maintain insurance coverage that meets all of the requirements of this Section.

10. Mutual Cooperation.

A. City's Cooperation. City shall provide Consultant with all pertinent Data, documents and other requested information as is reasonably available for Consultant's proper performance of the Services required under this Agreement.

B. Consultant's Cooperation. In the event any claim or action is brought against City relating to Consultant's performance of Services rendered under this Agreement, Consultant shall render any reasonable assistance that City requires.

11. Records and Inspections. Consultant shall maintain complete and accurate records with respect to time, costs, expenses, receipts, correspondence, and other such information required by City that relate to the performance of the Services. All such records shall be maintained in accordance with generally accepted accounting

principles and shall be clearly identified and readily accessible. Consultant shall provide free access to City, its designees and representatives at reasonable times, and shall allow City to examine and audit the books and records, to make transcripts therefrom as necessary, and to inspect all work, data, documents, proceedings and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three years after receipt of final payment.

12. Termination of Agreement.

A. Right to Terminate. City may terminate this Agreement at any time, at will, for any reason or no reason, after giving written notice to Consultant at least ten calendar days before the termination is to be effective. Consultant may terminate this Agreement at any time, at will, for any reason or no reason, after giving written notice to City at least 60 calendar days before the termination is to be effective.

B. Obligations upon Termination. Consultant shall cease all work under this Agreement on or before the effective date of termination specified in the notice of termination. In the event of City's termination of this Agreement due to no fault or failure of performance by Consultant, City shall pay Consultant based on the percentage of work satisfactorily performed up to the effective date of termination. In no event shall Consultant be entitled to receive more than the amount that would be paid to Consultant for the full performance of the Services required by this Agreement. Consultant shall have no other claim against City by reason of such termination, including any claim for compensation.

13. Force Majeure. Consultant shall not be liable for any failure to perform its obligations under this Agreement if Consultant presents acceptable evidence, in City's sole judgment, that such failure was due to acts of God, embargoes, inability to obtain labor or materials or reasonable substitutes for labor or materials, governmental restrictions, governmental regulations, governmental controls, judicial orders, enemy or hostile governmental action, civil commotion, fire or other casualty, or other causes beyond Consultant's reasonable control and not due to any act by Consultant.

14. Default.

A. Consultant's failure to comply with the provisions of this Agreement shall constitute a default. In the event that Consultant is in default for cause under the terms of this Agreement, City shall have no obligation or duty to continue compensating Consultant for any work performed after the date of default.

B. In addition to the right to terminate pursuant to Section 12, if the City Manager determines that Consultant is in default in the performance of any of the terms or conditions of this Agreement, City shall serve Consultant with written notice of the default. Consultant shall have ten calendar days after service upon it of the notice in

which to cure the default by rendering a satisfactory performance. In the event that Consultant fails to cure its default within such period of time, City may, notwithstanding any other provision of this Agreement, terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement.

15. Notices. Any notice, consent, request, demand, bill, invoice, report or other communication required or permitted under this Agreement shall be in writing and conclusively deemed effective: (a) on personal delivery, (b) on confirmed delivery by courier service during Consultant's and City's regular business hours, or (c) three Business Days after deposit in the United States mail, by first class mail, postage prepaid, and addressed to the Party to be notified as set forth below:

If to City:
Attn: City Manager
City of Maywood
4319 East Slauson Avenue
Maywood, California 90270

If to Consultant:
Ron Beehler
BPR Consulting Group
316 Tejon Place
Palos Verdes Estate, CA, 90274

16. Non-Discrimination and Equal Employment Opportunity. In the performance of this Agreement, Consultant shall not discriminate against any employee, subConsultant or applicant for employment because of race, color, religious creed, sex, gender, gender identity, gender expression, marital status, national origin, ancestry, age, physical disability, mental disability, medical condition, genetic information, sexual orientation or other basis prohibited by law. Consultant will take affirmative action to ensure that subconsultants and applicants are employed, and that employees are treated during employment, without regard to their race, color, religious creed, sex, gender, gender identity, gender expression, marital status, national origin, ancestry, age, physical disability, mental disability, medical condition, genetic information or sexual orientation.

17. Prohibition of Assignment and Delegation. Consultant shall not assign any of its rights or delegate any of its duties under this Agreement, either in whole or in part, without City's prior written consent. City's consent to an assignment of rights under this Agreement shall not release Consultant from any of its obligations or alter any of its primary obligations to be performed under this Agreement. Any attempted assignment or delegation in violation of this Section shall be void and of no effect and shall entitle City to terminate this Agreement. As used in this Section, "assignment" and "delegation" means any sale, gift, pledge, hypothecation, encumbrance or other transfer of all or any portion of the rights, obligations, or liabilities in or arising from this Agreement to any person or entity, whether by operation of law or otherwise, and regardless of the legal form of the transaction in which the attempted transfer occurs.

18. No Third Party Beneficiaries Intended. This Agreement is made solely for the benefit of the Parties to this Agreement and their respective successors and assigns, and no other person or entity may have or acquire a right by virtue of this Agreement.

19. Waiver. No delay or omission to exercise any right, power or remedy accruing to City under this Agreement shall impair any right, power or remedy of City, nor shall it be construed as a waiver of, or consent to, any breach or default. No waiver of any breach, any failure of a condition, or any right or remedy under this Agreement shall be (1) effective unless it is in writing and signed by the Party making the waiver, (2) deemed to be a waiver of, or consent to, any other breach, failure of a condition, or right or remedy, or (3) deemed to constitute a continuing waiver unless the writing expressly so states.

20. Final Payment Acceptance Constitutes Release. The acceptance by Consultant of the final payment made under this Agreement shall operate as and be a release of City from all claims and liabilities for compensation to Consultant for anything done, furnished or relating to Consultant's work or services. Acceptance of payment shall be any negotiation of City's check or the failure to make a written extra compensation claim within ten calendar days of the receipt of that check. However, approval or payment by City shall not constitute, nor be deemed, a release of the responsibility and liability of Consultant, its employees, subconsultants and agents for the accuracy and competency of the information provided and/or work performed; nor shall such approval or payment be deemed to be an assumption of such responsibility or liability by City for any defect or error in the work prepared by Consultant, its employees, subconsultants and agents.

21. Corrections. In addition to the above indemnification obligations, Consultant shall correct, at its expense, all errors in the work which may be disclosed during City's review of Consultant's report or plans. Should Consultant fail to make such correction in a reasonably timely manner, such correction may be made by City, and the cost thereof shall be charged to Consultant. In addition to all other available remedies, City may deduct the cost of such correction from any retention amount held by City or may withhold payment otherwise owed Consultant under this Agreement up to the amount of the cost of correction.

22. Non-Appropriation of Funds. Payments to be made to Consultant by City for services performed within the current fiscal year are within the current fiscal budget and within an available, unexhausted fund. In the event that City does not appropriate sufficient funds for payment of Consultant's services beyond the current fiscal year, this Agreement shall cover payment for Consultant's services only to the conclusion of the last fiscal year in which City appropriates sufficient funds and shall automatically terminate at the conclusion of such fiscal year.

23. Exhibits. Exhibits A and B constitute a part of this Agreement and are incorporated into this Agreement by this reference. If any inconsistency exists or arises

between a provision of this Agreement and a provision of any exhibit, or between a provision of this Agreement and a provision of Consultant's proposal, the provisions of this Agreement shall control.

24. Entire Agreement and Modification of Agreement. This Agreement and all exhibits referred to in this Agreement constitute the final, complete and exclusive statement of the terms of the agreement between the Parties pertaining to the subject matter of this Agreement and supersede all other prior or contemporaneous oral or written understandings and agreements of the Parties. No Party has been induced to enter into this Agreement by, nor is any Party relying on, any representation or warranty except those expressly set forth in this Agreement. This Agreement may not be amended, nor any provision or breach hereof waived, except in a writing signed by both Parties.

25. Headings. The headings in this Agreement are included solely for convenience of reference and shall not affect the interpretation of any provision of this Agreement or any of the rights or obligations of the Parties to this Agreement.

26. Word Usage. Unless the context clearly requires otherwise, (a) the words "shall," "will" and "agrees" are mandatory and "may" is permissive; (b) "or" is not exclusive; and (c) "includes" or "including" are not limiting.

27. Time of the Essence. Time is of the essence in respect to all provisions of this Agreement that specify a time for performance; provided, however, that the foregoing shall not be construed to limit or deprive a Party of the benefits of any grace or use period allowed in this Agreement.

28. Business Days. "Business days" means days Maywood City Hall is open for business.

29. Governing Law and Choice of Forum. This Agreement, and any dispute arising from the relationship between the Parties to this Agreement, shall be governed by and construed in accordance with the laws of the State of California, except that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not be applied in interpreting this Agreement. Any dispute that arises under or relates to this Agreement (whether contract, tort or both) shall be resolved in a superior court with geographic jurisdiction over the City of Maywood.

30. Attorneys' Fees. In any litigation or other proceeding by which a Party seeks to enforce its rights under this Agreement (whether in contract, tort or both) or seeks a declaration of any rights or obligations under this Agreement, the prevailing Party shall be entitled to recover all attorneys' fees, experts' fees, and other costs actually incurred in connection with such litigation or other proceeding, in addition to all other relief to which that Party may be entitled.

31. Severability. If a court of competent jurisdiction holds any provision of this Agreement to be illegal, invalid or unenforceable for any reason, the validity of and enforceability of the remaining provisions of this Agreement shall not be affected and continue in full force and effect.

32. Counterparts. This Agreement may be executed in multiple counterparts, all of which shall be deemed an original, and all of which will constitute one and the same instrument.

33. Corporate Authority. Each person executing this Agreement on behalf of his or her Party warrants that he or she is duly authorized to execute this Agreement on behalf of that Party and that by such execution, that Party is formally bound to the provisions of this Agreement.

[SIGNATURE PAGE FOLLOWS]

The Parties, through their duly authorized representatives are signing this Agreement on the date stated in the introductory clause.

City:

City of Maywood,
a California municipal corporation

Consultant:

BPR Consulting Group

By: _____
Frank Garcia,
Mayor of the City of Maywood

By: _____
Name: Ron Beehler
Title: CBO

ATTEST:

By: _____
Daisy Guerrero, Deputy City Clerk

APPROVED AS TO FORM:

By: _____
Roxanne Diaz, City Attorney

EXHIBIT A

SCOPE OF SERVICES

The Consultant shall provide building department consulting services as set forth in the proposal submitted to the City and attached herein as part of this Exhibit A. In addition to those services, if requested by the City's Director of Building and Planning, the Consultant shall provide additional building inspection and permit services related to the City's housing programs. The scope of those services shall be provided to the Consultant in writing and agreed upon by the Consultant. These additional services shall be subject to the rates and terms of this Agreement.

In addition, the Consultant shall assist in working with the City's IT consultant to create and implement and subsequently utilize as part of Consultant's services, an electronic appointment scheduling system and electronic plan submittal with plan repository at no additional cost to the City.

July 25, 2023

Proposal to Provide Building Department Consulting Services

Prepared for:
City of Maywood
4319 E. Slauson Avenue
Maywood, CA 90270



Prepared by:
BPR Consulting Group
316 Tejon Place
Palos Verdes Estates, CA 90274

Section A

1. COVER LETTER

July 25, 2023

City of Maywood
Steve Fowler
Director of Building and Planning
4319 Slauson Avenue
Maywood, CA 90270



RE: Proposal | Building Department Consulting Services

Thank you for the opportunity to present this proposal in response to the City of Maywood's RFP for Building Department Consulting Services. We understand that the City of Maywood is seeking to contract with a single firm to provide Building Department services such as building department plan review, building inspection, permit technician and administrative services on a part-time as-needed basis. Our proposal provides a detailed description of the services and capabilities of BPR Consulting Group (BPR), whose principals have worked together providing the requested services for over 18 consecutive years. We believe BPR has the skilled staff and experience required to provide the City with the desired services in a competent, professional, and customer-focused manner.

NAME & ADDRESS OF FIRM:

BPR Consulting Group
316 Tejon Place
Palos Verdes Estates, CA 90247

PRINCIPAL CONTACT PERSON:

Ron Beehler, SE, CBO
916.204.3178

rbeehler@bpr-grp.com

As our proposal will demonstrate, our talented staff of Plans Examiners, Building Inspectors, Permit Technicians, Building Officials, Licensed Engineers, and CASp experts have extensive experience providing building division services similar to those requested by the City of Maywood. BPR's staff members have previous experience providing these services for numerous public agencies throughout the State of California including the Cities of Gardena, Ontario, Eastvale, Corona, Garden Grove, Inglewood, Monterey Park, Wildomar, Anaheim, Costa Mesa, Arroyo Grande, Lemoore, Richmond, Sacramento, San Ramon, Milpitas, Vallejo, Davis, Woodland, Elk Grove, Calistoga, Napa, Manteca, and Turlock, to name a few.

BPR's staff of experienced building safety personnel provide high quality, thorough plan review, inspection and permit technician services for our clients and their permit applicants. Our qualified professionals and expertise allow us to assist you and your department to maintain service levels during periods of increased workload and staffing fluctuations. **Unlike the large national firms, BPR's services are focused on supporting California communities in the delivery of high-quality building department services, tailored to your community's specific needs, with the goal of exceeding expectations by:**

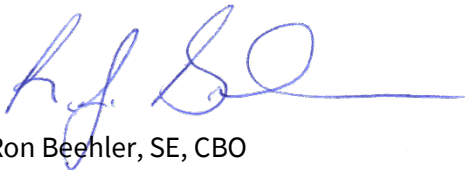
- Providing all services in a **cost-effective** manner.

- Providing **qualified and experienced personnel** who have the ability to effectively communicate and explain relevant code requirements to designers, contractors, and owner builders.
- Providing a **high level of customer service** for internal and external customers.
- Balancing the need to ensure conformance to standards and regulations with the need for **predictability, uniformity, and efficiency**.
- Providing services in a **timely** manner.

The team proposed to serve the City of Maywood are all appropriately licensed in the State of California or ICC Certified and are experienced and well-versed in providing the requested services in support of California Building Departments. **Ron Beehler, SE, CBO**, will be BPR's designated representative and, as a principal of BPR Consulting Group, is authorized to bind the firm to all commitments made in our proposal which shall be considered a firm offer for 90 days from the date of submission. No formal addendum to the RFP was issued. However, we submitted questions to clarify our understanding of the fee structure desired by the City and are in receipt of the responses to those questions. **Mark Berg, CBO, MCP** will serve as Project Manager and coordinate and direct all services provided to the City in a professional, timely, and customer focused manner. We have reviewed and understand all elements of the RFP and the services being requested. Please feel free to contact me if you have any questions concerning our qualifications or the services we provide. I can be reached at rbeehler@bpr-grp.com or 916.204.3178. Thank you for taking the time to review our qualifications. We look forward to the opportunity to work with the City of Maywood.

Sincerely,

BPR CONSULTING GROUP

A handwritten signature in blue ink, appearing to read 'R. Beehler', with a long horizontal flourish extending to the right.

Ron Beehler, SE, CBO
Director of Client Services

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APPENDIX Team Resumes

3.EXPERIENCE & QUALIFICATIONS

FIRM DESCRIPTION



BPR Consulting Group was founded by a group of experienced veterans of the building safety industry with the sole focus of providing thorough and efficient plan review, inspection, permit technician, and other building department services on behalf of California communities. Our leadership team *has worked together for nearly 20 years consecutively supporting building departments throughout California*, and collectively possesses *more than 100 years of experience* providing building safety services to cities, counties, state agencies and other municipal agencies throughout California and the western United

States. Our focus is to support California building departments in a professional manner by providing efficient, timely and professional building safety services for the communities we serve. We have extensive experience providing all aspects of building safety services and presently provide on-site building department permit technician, building inspection, building official, and plan check services similar to those being requested to multiple Southern California Building Departments. We are also experienced in providing plan review and inspection services for high profile and unique projects. We have worked with numerous public agencies throughout California to provide these same services in a professional, timely, and customer focused manner.

Our Building Safety team of approximately 70 professionals consists of the following: California licensed structural, civil, mechanical, electrical and fire protection engineers; Certified Access Specialist (CASP) professionals; ICC-certified building officials, plans examiners, inspectors, permit technicians, and highly experienced administrative personnel.

Building department services we provide to municipalities and agencies include:

- Building safety plan review services
- Building inspection services
- CASp plan review and inspection services
- Building Department management services
- Permit Technician and support services
- Building Official services
- Fire prevention plan review and inspection services
- Civil plan review and inspection services

BPR Consulting Group maintains offices in several locations throughout the state of California. Our office in Palos Verdes Estates, highlighted below, will serve the City of Maywood.

BPR OFFICE LOCATIONS:

316 Tejon Place
Palos Verdes Estates, CA 9274

6856 Sundance Trail
Riverside, CA 92506

1027 Central Place
Madera, CA 93637

2130 Professional Drive, #150
Roseville, CA 95661

2201 Francisco Drive, #140-658
El Dorado Hills, CA 95762

Our team has a proven track record of providing efficient and predictable building department services in support of California communities. Our key objectives in providing these services in support of the City of Maywood are as follows:

- **To share our wealth of building Department experience.** Our staff have been intimately involved in the management of multiple California Building Departments and we will use this experience to the benefit of the City of Maywood's Building Department.
- **To provide timely and responsive plan review services.** Our well qualified and professionally licensed team of plans examiners will provide you with efficient and timely building department plan review services including clear communication of plan review results. We will work with you to tailor our services to align with your unique and specific community needs.
- **To provide customer focused permit technician services.** Our well qualified, bilingual, and ICC Certified permit technicians will work with department customers and City staff to provide efficient building department services.
- **To be responsive to your specific staffing needs.** As construction and development activity fluctuates within your community, we will adjust our service levels to maintain seamless service to your customers.
- **To provide staff who have the appropriate experience, certifications, and knowledge.** We will utilize appropriately experienced and qualified staff to perform all identified services.

LOCAL EXPERIENCE AND KNOWLEDGE OF MAYWOOD

BPR understands that Maywood is a vibrant, compact, gateway city located in Los Angeles County. BPR's staff members have multiple years of experience providing services to many nearby communities similar to those being requested by the City of Maywood. Our proposed Project Manager, **Mark Berg, CBO, MCP**, has spent most of his 30 plus year career working within nearby Southern California building departments. We presently provide comprehensive building department services including permit technician, building inspection, building official, and plan review services to the City of Gardena. All of our proposed plan review



staff have worked with multiple local Southern California building departments. We believe this local experience has allowed our staff to grasp and thoroughly understand many of the unique requirements and standards enforced by building departments in the local area. Additionally, this local experience has allowed our staff to develop professional networks within local building departments that may be utilized as resources in the event of challenging or unique project conditions and state mandated requirements. We believe this local presence, experience, and knowledge provides a benefit to our clients by allowing our staff to provide services for the City of Maywood in a manner consistent with those of surrounding communities often supporting and providing services to the same developers and builders.

PROJECT UNDERSTANDING

We understand the City of Maywood is requesting the services of an experienced and qualified Permit Technician to work within City offices two half-days each week and the services of an experienced and appropriately qualified Building Inspector to work in the City two half-days per week. Additionally, the City may need the services of a certified Building Official on an as-needed basis.

We further understand that the requested services include all plan checking services for submitted project documents to verify substantial compliance with the currently adopted California Building Codes, City of Maywood Amendments to the California Building Codes, the California Green Building Standards Code, the California Energy Code and all relevant State and Federal Laws. BPR will provide CASp certified staff as needed and as required.

REFERENCES

Over the past 18 years, BPR's Principals have worked diligently to develop a reputation within California for providing top quality, timely, and efficient building safety services in a professional, courteous manner, always working in our clients' best interests by honoring our commitment to provide timely, superior services. We believe our best advertisements are references from current and previous clients and we encourage you to contact our client references. As requested in the RFP, below are client references from California agencies where we have provided similar services to those requested by the City of Maywood:

City of Ontario

James Caro, Building Official

303 E. B Street, Ontario, CA 91764

Ph: 909.395.2172

Email: JCaro@ontarioca.gov

Services Provided:

- BPR Consulting Group provides building department services for the City of Ontario under contract including plan review, building inspection and permit technician services. Types of projects reviewed and inspected include residential, commercial and retail projects.



City of Gardena

Greg Tsujiuchi, Community Development Director

1700 West 162nd Street, Gardena, CA 90247

Ph: 310.217.9526

Email: GTsujiuchi@cityofgardena.org

Services Provided:

- BPR presently provides most of the city's building department services under contract. All new buildings and major tenant improvements and remodel projects are reviewed in our offices in electronic format utilizing Bluebeam. The majority of the daily requested building inspections are performed by BPR's inspection staff. Our permit technicians accurately track all permit applications, calculate permit fees and issue building permits.

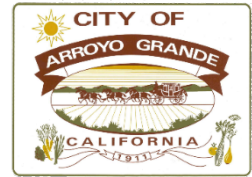


City of Arroyo Grande**Bill Robeson, Assistant City Manager/Public Works Director**

1375 Ash Street, Arroyo Grande, CA, 93420

Ph: 805.473.5466

Email: brobeson@arroyogrande.org

**Services Provided:**

- BPR Consulting Group provides all building department services for the City under contract including building official, out-sourced plan review, building inspection and permit technician services. Types of projects reviewed and inspected include residential, commercial and retail projects.

City of Rancho Cordova**Jeremiah Zillig, Senior Building Plans Examiner**

2729 Prospect Park Drive

Rancho Cordova, CA 95670

Ph: 916.851.8898 | Email: jzillig@cityofranhocordova.org

**Services Provided:**

- Services included comprehensive building department services for the City of Rancho Cordova including in-house plan review, out-sourced plan review, inspection, and permit technician services.

County of Madera**Matthew Treber, Chief of Development Services**

200 W. 4th Street, Suite 3100, Madera, CA 93637

Ph: 559.675.7821 | Email: matthew.treber@maderacounty.com

**Services Provided:**

- BPR Consulting group presently provides building official, out-sourced plan review, building inspection and permit technician services on behalf of the County's building department. The types of projects plan reviewed and inspected include residential, commercial, industrial, agricultural, and retail projects.

QUALIFICATIONS OF PERSONNEL

The founders of BPR share the values of providing quality services and a very high level of customer service to our clients. Our focus is to support California building departments in a professional manner allowing our clients to provide efficient, timely and professional building safety services for the communities they serve. We have extensive experience in all aspects of building safety, including the plan check, inspection, and permit technician services that the City is requesting.

KEY PERSONNEL

Ron Beehler, SE, CBO

PRINCIPAL-IN-CHARGE



Ron is 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. He utilizes experience gained through more than 35 years of hands-on experience performing life safety, accessibility and structural plan reviews to successfully manage building department plan review services, including building department plan review services for high-profile 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. 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 has served as Chief Building Official for multiple California public agencies including interim assignments. **Years of Experience: 35**

Mark Berg, CBO, MCP, ICC

PROJECT MANAGER



Mark is an ICC Certified Building Official, Fire Code Official, Plans Examiner, Building Inspector, and Master Code Professional with experience performing life-safety, architectural, mechanical, plumbing, electrical, and fire reviews in residential, multi-family and commercial projects. Mark has successfully guided department staff with inspection and plan review of all phases of complex construction projects. He is experienced utilizing building department permit tracking software and managing and performing all common building department responsibilities, including plan review, multi-discipline inspections, plan review and inspection scheduling, field supervision, regulatory compliance, code interpretation, and project acceptance. Mark also possesses exceptional skills in complaint resolution, problem solving, damage assessment and team building. **Years of Experience: 31**

Roger Peterson, SE

PLAN REVIEW MANAGER | STRUCTURAL PLAN REVIEW



Roger is a California licensed civil and Structural Engineer, and an experienced building safety professional with 35 years of experience in structural design and building plan review. Roger has provided plan review services for single and multi-story steel, and concrete-framed buildings, as well as structures utilizing timber, and masonry framing systems. Roger's experience includes plan review of numerous high-profile and fast paced multi-story building projects for multiple public agency clients including management of inspection programs for these same types of projects. Roger utilizes his detailed code knowledge, extensive design experience and on-site construction project experience to ensure accurate, thorough, and timely plan review and inspection

services on behalf of municipal client agencies. Roger will serve as Plan Review Manager and the back-up contact for the City. **Years of Experience:** 35

BRIEF BIOGRAPHIES (STAFF)

All of our staff maintain appropriate certifications or professional licenses for the services they provide. We encourage our staff to continually obtain additional certifications and support ongoing training and education for our staff. Our focus is to maintain the highest and best qualified building department staff in the industry. BPR's staff has a proven track record of providing high quality and timely services on behalf of the public agencies we serve. BPR has the necessary resources available to provide all the proposed services to the City of Maywood. **Complete resumes** have been provided in the **Appendix** of this proposal.

Bill Rodgers, SE

STRUCTURAL PLAN REVIEW

Bill is a California licensed civil and structural engineer with over 30 years of experience in the field of structural engineering, including over 20 years of experience as a plan review engineer. Bill has worked closely with Building Departments across the State of California, including many years serving Southern California communities, and has assisted government agencies with numerous projects of varying size and type. His wealth of experience includes managing plan review services for all building types throughout California and Nevada on behalf of public agency clients and performing structural plan review for commercial, industrial, and residential projects. **Years of Experience:** 30

Elena Hartsough, SE

STRUCTURAL PLAN REVIEW

Elena is a dedicated structural engineer with over 18 years of experience designing structures, from small home renovations to large warehouse spaces and custom homes. Elena's strengths include experience with multiple building materials including wood, light-gage, masonry, steel and concrete; knowledge of the California Building Code and proficiency in relevant software programs including Enercalc, SAP2000, L-Pile and AutoCAD. **Years of Experience:** 18

Joseph Leonard, SE

STRUCTURAL PLAN REVIEW

Joseph is an accomplished engineering plans examiner and has 20 years of experience as a consulting structural engineer for light framed construction, including single family dwellings, commercial buildings, and public schools,

throughout California. He also has 10 years of working as a consulting structural engineer on heavy, low to mid-rise building structures, for public and military use. Clients included NAVFAC, NASA, the Navy, and the Army Corp of Engineers, and various public-school districts in California. Joseph's experience includes examination of construction documents for compliance with the California Building Code and other adopted codes for California Building Departments. **Years of Experience:** 30

Charles Nganga, SE

STRUCTURAL ENGINEER

Charles is a California Licensed Structural engineer with a Master of Science degree in Civil Engineering from California Polytechnic State University in San Luis Obispo. He is also a certified ICC plans examiner with nearly 10 years of experience. His work experience, excellent education and solid commitment to the industry has enabled Charles to develop a solid track record of consistently providing clients with exceptional service. Charles shares his skill and knowledge with other building safety professionals by developing and teaching building code related classes. **Years of Experience:** 10

Kyle Hansen, PE

STRUCTURAL PLAN REVIEW

Kyle is a California Licensed Civil Engineer with relevant experience providing plan review services to California public agencies to ensure compliance with all relevant and applicable building codes, ordinances and requirements. Kyle offers incredible attention to detail and an admirable focus on customer service. **Years of Experience:** 10

Peter Simonsen, PE

CIVIL ENGINEER

Peter is a California Licensed Civil Engineer with relevant experience providing plan review services to California public agencies to ensure compliance with all relevant and applicable building codes, ordinances and requirements. Peter brings careful attention to detail and a clear focus on customer service. Peter focuses primarily on structural review as he works towards becoming a licensed structural engineer. **Years of Experience:** 5

Chandra Desai, PE

STRUCTURAL PLAN REVIEW

Chandra is a California Licensed Civil Engineer with over 35 years of experience in structural engineering, which includes the design of structures for residential, commercial and industrial facilities. He has over 16 years of experience providing plan review, permit processing and field issue resolution for all types of buildings. **Years of Experience:** 35

Denise Reese, CBO, ICC

PLAN REVIEW

Denise is an ICC Certified Chief Building Official and Life Safety Plans Examiner. She has experience performing life-safety, architectural, mechanical, plumbing, electrical, and minimal structural reviews in residential, multifamily and commercial projects, including OSHPD-3 licensed facilities. This valuable experience is also evident in that Denise specializes in working with applicants, designers and jurisdictions, having successfully served multiple California communities. **Years of Experience:** 15

David Castillo, ME, FPE

PLAN REVIEW

David brings more than 35 years of breadth, depth, and knowledge of mechanical engineering, design, and plan review to any project. A California licensed professional Mechanical Engineer and Fire Protection Engineer, his expertise encompasses HVAC, Plumbing, Medical Gases, and Fire Sprinklers. David's background includes

mechanical engineering, design, and plan review on Central Treatment Centers, Substance Abuse Treatment Facilities, Inpatient Mental Health Clinics, and Inmate Housing Units for the Department of Corrections. He has engineered and designed Acute Care Hospitals, Skilled Nursing Facilities, Surgery Clinics, Psychiatric Hospitals, Pharmaceutical Plants, Industrial Plants, Educational Facilities, and Hi-Rise Commercial Buildings. **Years of Experience:** 36

Thomas Trimberger, ME, CBO, ICC

PLAN REVIEW

Thomas has more than 30 years of experience working within building departments both successfully providing and supervising virtually all building department functions. Thomas is a CA Registered Mechanical Engineer, ICC Certified Building Official, Plans Examiner and Building Inspector. His extensive experience and knowledge enable him to provide excellent services to our clients. Thomas is skilled at developing relationships with developers, designers and the community to ensure plan reviews, inspections and development review functions are performed in an effective and efficient manner. He continuously assists clients by providing guidance and education on the construction and inspection process. Always helpful, personable, professional and successful in delivering a high level of customer service. **Years of Experience:** 30

Jingpei Zhang, EE, ICC

PLAN REVIEW

Jingpei is a licensed electrical engineer in California and has over 30 years of experience. He holds a master's degree of Electrical and Electronic Engineering. His extensive experience in designing a variety of facilities and systems enables him to provide excellent plan review services. His experience includes the design of electrical distribution systems for healthcare centers, data centers, commercial and industrial buildings, and educational facilities. **Years of Experience:** 30

Jerry Schreiber, EE, ICC

PLAN REVIEW

Jerry has more than 40 years of electrical industry experience. He is a licensed electrical engineer in California and Hawaii and is certified by the International Association of Electrical Inspectors as an Electrical Plans Examiner and Electrical Inspector. Jerry's experience is wide and varied, having provided engineering services to the military, public utilities, private organizations and municipal agencies.

Years of Experience: 40

Rick Maddox, ICC

PLAN REVIEW

Richard brings over 25 years of experience in all aspects of plan review and building inspections. Richard provides accurate and complete electrical plan reviews of residential and commercial buildings. While working for Clark County Building Department, Richard represented his department for multiple years at all electrical industry events such as IAEI, IEEE, AGC, NEMA, ABC, SNHBA and IBEW. Richard maintains his electrical plan review and inspection skills by regularly participating in industry and code related training and attending electrical safety and electrical industry symposiums. **Years of Experience:** 27

Kevin Brenton, CBO, CASp, ICC

PLAN REVIEW

Kevin is a California Certified Building Official, a CASp professional and Commercial Combination Building Inspector with over 24 years in the construction and inspection industry combined. He is an active local chapter

member of the International Association of Plumbing and Mechanical Officials and an active member in the local chapter of the International Code Council. **Years of Experience:** 24

Sharon Vanderpool, ICC

PLAN REVIEW

Sharon is a proficient building plans examiner with over seven years of experience with residential construction projects and permitting. She is well-versed in the design and plan review process, municipal submittal requirements, and building permit procurement. **Years of Experience:** 7

Tammie Rikard, ICC

PLAN REVIEW

Tammie has 30 years of experience in municipal government performing a wide range of functions in Community Development, Building, and Planning Divisions. Her education, certifications and experience provide her with a well-rounded and broad-based capability to deliver excellent customer service in all capacities of permit center management, building code administration, plan review and field inspection within a development services department. **Years of Experience:** 30

Andrew Burke, CASp, ICC

PLAN REVIEW

Andrew is a Certified Access Specialist and ICC certified Plans Examiner with more than 17 years of industry experience in plan review, inspection, administration and estimating. Andrew has extensive plan check experience in multi-story mixed use projects and provides in-depth review of accessibility issues to ensure compliance with all California Building Codes. His CASp certification provides him with the ability to ensure all aspects of accessibility have been achieved. His formal training in ICC codes, as well as on-the-job experience, helps him to provide thorough and accurate commercial and residential plan reviews and inspections. Andrew is an excellent asset to any building department both in the office and out in the field. **Years of Experience:** 10

Rick Mauldin, CASp, ICC

PLAN REVIEW

Rick is a skilled Plans Examiner and Inspector for major multi-discipline and multi-level building projects, known for providing inclusive plan examinations and support to fellow co-workers and various jurisdictional building staff. As a Building Official, Senior Plans Examiner and Senior Inspector, Rick has 37 + years of management, inspection, contracting, building inspection, and building code compliance review experience, including experience with both a city agency and the private sector. **Years of Experience:** 37

Nathan Saracino, ICC

PLAN REVIEW

Nathan has over 15 years of experience in the construction / building industry with a strong proven knowledge of Federal, State, and local laws, codes and ordinances as they relate to building construction. He is fully versed in the accepted safety standards, testing procedures and methods of construction. He possesses the ability to read and interpret various codes and to apply good judgment in the enforcement of such. Nathan's hands on experience in the construction field coupled with his knowledge and experience in building inspection and plan review make him an asset to any project he is assigned. He possesses a strong work ethic, proactive problem-solving approach and is a valuable team player. **Years of Experience:** 15

Tim Scott, CBO, ICC

PLAN REVIEW

For the past 20 years Tim has provided building safety services on behalf of California communities. Tim has served in the capacity of Deputy Building Official, Plans Examiner and Building Inspector on behalf of multiple California communities. His experience as a Deputy Building Official exposed him to the many facets of managing a Building Department and allowed him to develop the exceptional organizational and management skills necessary to provide superior services to the communities he serves. Tim's experience includes plan review and inspection for all types and sizes of projects including residential, multi-family, commercial, institutional, and industrial projects. He is familiar with multiple permit tracking software systems utilized by jurisdictions and has managed all facets of building department services. Tim currently utilizes his skills as a Building Official, Plans Examiner and Building Inspector to benefit California communities. **Years of Experience: 22**

Don Ctibor, PE, QSD

CIVIL PLAN REVIEW

Don is a highly experienced Licensed California Professional Engineer with extensive project experience and management experience. Specific skills include budget strategy, preparation and oversight and implementation of best practices across multiple departments. Knowledgeable in enforcing compliance and minimum standards to safeguard life, limb, health property and public welfare. Don has successfully provided project management expertise for many California clients. **Years of Experience: 16**

Mark Meyers, CBO, ICC

PLAN REVIEW / INSPECTION

For over 30 years, Mark served as a Building Official, Deputy Building Official, Building Inspector, Plans Examiner and Permit Coordinator serving multiple California communities. He has implemented permit tracking software for multiple jurisdictions, prepared operating budgets and managed all facets of building department activities. He currently serves as an Inspection Manager and Building Official, supervising plan review, inspection and clerical staff ensuring a high level of customer services and technical excellence for assigned California based clients and projects. **Years of Experience: 31**

Candido Tapia, ICC

INSPECTION

Candido has 11 years of experience working in the building industry with various specialties. He is an ICC commercial certified building inspector, a residential combination inspector, and has a CalFire Fire Sprinkler Fitter certification. Candido is well versed in reviewing construction sites, plans, permits, and licenses and has a strong history of helping contractors and owners resolve problems with safe and compliant strategies.

Rick Walters, CASp, LEED, CBO, ICC

PLAN REVIEW / INSPECTION

Rick has over numerous years of experience in the construction industry with over 30 of those years in the building inspection industry. Rick has experience as a building official and inspector. He has provided senior inspector services in disaster zones for floods and wildfires which required communication with the National Guard, elected officials and law enforcement. Additionally, Rick is experienced in inspection management, council meetings, planning meetings, city and county design review meetings, field inspections, permit tracking and issuance, record keeping, construction techniques, and office procedures. **Years of Experience: 33**

Michael Koch, CBO, ICC

INSPECTION

Mike has over 30 years of experience within the building safety industry. Throughout his career Mike has provided all building department services. Mike is an experienced Building Official, an accomplished Plans Examiner and has provided building inspection services for many years serving multiple California communities. Mike approaches every inspection assignment with a positive, 'how can I approve this project' mindset making him a valuable resource to the communities he serves. **Years of Experience: 30**

Isidoro Zapien, ICC

INSPECTION

Isidoro is an Inspector with 25 years of experience in the construction industry. He has extensive experience and is currently certified in structural steel and welding, high strength bolting, spray applied fireproofing, structural masonry and reinforced concrete. Isidoro is also nuclear gauge certified with experience in soils and asphalt. He has performed various inspection services including quality assurance and quality control to ensure projects were built in accordance with approved plans, specifications and specified codes. **Years of Experience: 25**

Gabriel Argueta, CASp, ICC

INSPECTION

Gabriel has 45 years of experience in the construction industry. He is an ICC certified inspector with experience providing building, mechanical, electrical and plumbing inspections on residential and commercial projects. Gabriel is also a certified CASp expert and has provided CASp inspections as well as provided CASp design as a consultant. He provides Building Department inspection services to ensure projects are built in accordance with approved plans, specifications and specified codes. Gabriel brings considerable experience from working for several California based construction companies. **Years of Experience: 45**

Christian Cieslewicz, ICC

INSPECTION

Christian has over 17 years of experience in the construction industry. He is an ICC Combination Building Inspector with experience providing building, mechanical, electrical and plumbing inspections for residential and commercial projects. He provides building inspection services to ensure projects are built in accordance with approved plans, specifications and specified codes. Christian also brings considerable experience gleaned from working as a Journeyman Electrician and Journeyman Carpenter. **Years of Experience: 17**

LICENSES & CERTIFICATIONS

Below you will find the extensive licenses and certifications that our proposed staff hold.

Name / Role	Current Licenses and Certifications	License/Cert. Number(s)	Expiration Date
Ron Beehler, SE, CBO, ICC Principal-in-Charge Sr. Structural Engineer	CA Registered Professional Civil Engineer	C39404	12/31/2023
	CA Registered Professional Structural Engineer	S3632	12/31/2023
	NV Registered Professional Civil Engineer	CE019992	12/31/2024
	NV Registered Professional Structural Engineer	SE019992	12/31/2024
	CABO Certified Building Official	1492	---
	ICC Certified Building Official	801789	05/11/2024
	ICC Building Code Specialist	801789	05/11/2024
	ICC Building Plans Examiner	801789	05/11/2024
	ICC Building Inspector	801789	05/11/2024
Mark Berg, ICC ICC Master Code Professional Project Manager	ICC Accessibility Inspector/Plans Examiner	859362	12/11/2025
	ICC Building Code Official	859362	07/14/2024
	ICC Building Code Specialist	859362	07/14/2024
	ICC Building Inspector	859362	07/14/2024
	ICC Building Plans Examiner	859362	07/14/2024
	ICC Certified Building Official	859362	07/14/2024
	ICC Certified Fire Code Official	859362	07/14/2024
	ICC Certified Fire Marshal	859362	10/28/2024
	ICC Combination Dwelling Inspector - Uniform Codes	859362	07/14/2024
	ICC Combination Inspector - Legacy	859362	07/14/2024
	ICC Electrical Inspector	859362	07/14/2024
	ICC Fire Code Specialist	859362	04/27/2023
	ICC Fire Codes and Standards	859362	07/14/2024
	ICC Fire Inspector I	859362	07/14/2024
	ICC Fire Inspector II	859362	07/14/2024
	ICC Fire Plans Examiner	859362	10/05/2024
	ICC Master Code Professional	859362	07/14/2024
	ICC Mechanical Inspector UMC	859362	10/03/2024
	ICC Permit Specialist	859362	10/02/2024
	ICC Permit Technician	859362	07/14/2024
	ICC Plumbing Inspector UPC	859362	07/14/2024
	ICC Residential Combination Inspector	859362	12/11/2025
	ICC Residential Energy Inspector/Plans Examiner	859362	04/08/2024
	ICC Residential Plans Examiner		
Bill Rodgers, SE Sr. Structural Engineer Structural Plan Review Plan Review Manager	CA Registered Professional Structural Engineer	S4198	09/30/2025
	CA Registered Professional Civil Engineer	C50673	09/30/2025
	NV Registered Professional Civil Engineer	CE18427	12/31/2025
	NV Registered Professional Structural Engineer	SE18427	12/31/2025
Roger Peterson, SE Sr. Structural Engineer Structural Plan Review	CA Registered Professional Civil Engineer	C46096	12/31/2024
	CA Registered Professional Structural Engineer	S3846	12/31/2024
	ID Registered Professional Civil Engineer	C8225	06/30/2024
	ID Registered Professional Structural Engineer	S8225	06/30/2024

PROPOSAL TO PROVIDE BUILDING DEPARTMENT CONSULTING SERVICES

Elena Hartsough, SE Structural Engineer Structural Plan Review	CA Registered Professional Civil Engineer CA Registered Professional Structural Engineer	C67675 S5538	6/30/2025
Joseph Leonard, PE, SE, PRE	CA Registered Structural Engineer CA Registered Civil Engineer	SE-5880 CE-73026	12/31/2024 12/31/2024
Charles Nganga, SE <i>Structural Engineer</i>	CA Registered Professional Civil Engineer CA Registered Structural Engineer ICC Residential Plans Examiner	C85710 S6913 8325618	09/30/2024 09/30/2024 01/07/2025
Kyle Hansen, PE <i>Civil Engineer</i>	CA Registered Professional Civil Engineer	CE91071	03/31/2024
Chandra Desai, PE Civil Engineer Structural Plan Review	CA Registered Professional Civil Engineer	C47213	12/31/2023
Peter Simonsen, PE <i>Civil Engineer</i>	CA Registered Professional Civil Engineer	92616	09/30/2025
Denise Reese, CBO, ICC Non-Structural Plan Review	ICC CALGreen Inspector ICC California Building Plans Examiner ICC Permit Technician ICC Certified Building Official ICC Permit Specialist	8096275 8096275 8096275 8096275 8096275	04/23/2025 04/23/2025 04/23/2025 04/23/2025 04/23/2025
David Castillo, ME/FPE Mechanical, Plumbing and Fire Plan Review	CA Registered Professional Mechanical Engineer CA Registered Fire Protection Engineer	M31455 FP2013	12/31/2024 03/31/2026
Tom Trimberger, ME, ICC Mechanical, Plumbing and Electrical Plan Review	CA Registered Professional Mechanical Engineer ICC Mechanical Inspector UMC ICC Building Plans Examiner ICC Plumbing Plans Examiner ICC Plumbing Inspector UPC ICC Mechanical Plans Examiner ICC Plumbing Inspector ICC Mechanical Inspector ICC Mechanical Code Official ICC Certified Building Official ICC Plumbing Code Official ICC Plumbing Code Specialist ICC Mechanical Code Specialist	26359 866408 866408 866408 866408 866408 866408 866408 866408 866408 866408 866408 866408	06/30/2025 05/16/2025 05/16/2025 05/16/2025 05/16/2025 05/16/2025 05/16/2025 05/16/2025 05/16/2025 12/20/2025 05/16/2025 05/16/2025 05/16/2025
Jingpei Zhang, EE Electrical Engineer Electrical Plan Review	CA Registered Professional Electrical Engineer NCCER HVAC Level IV Certification NCCER Plumbing Level IV Certification NCCER Building Maintenance Level III Certification NCCER Carpentry Level IV Certification NCCER Solar Photovoltaic Level I Certification NCCER Wind Power Level I Certification NCCER Green Technology Level I Certification	EE16243	12/31/2024

PROPOSAL TO PROVIDE BUILDING DEPARTMENT CONSULTING SERVICES

	NCCER Weatherization Technician Level I Certification		
Jerry Schreiber, EE Electrical Engineer Electrical Plan Review	CA Registered Professional Electrical Engineer	EE12290	09/30/2024
	HI Registered Professional Electrical Engineer	EE13259	n/a
	ICC CA Commercial Building Inspector	879275	07/27/2024
	ICC CA Commercial Mechanical Inspector	879275	07/27/2024
	ICC CA Commercial Plumbing Inspector	879275	07/27/2024
	ICC CA Residential Mechanical Inspector	879275	07/27/2024
	ICC CA Residential Plumbing Inspector	879275	07/27/2024
	ICC Commercial Building Inspector	879275	07/27/2024
	ICC Mechanical Inspector	879275	07/27/2024
	ICC Plumbing Inspector	879275	07/27/2024
	ICC Plumbing Inspector UPC	879275	07/27/2024
Rick Maddox, ICC Electrical Plan Review	ICC Building Inspector	848507	12/31/2024
	ICC Combination Inspector	848507	12/31/2024
	ICC Combination Inspector – Legacy	848507	12/31/2024
	ICC Electrical Inspector	848507	12/31/2024
	ICC Mechanical Inspector	848507	12/31/2024
	ICC Mechanical Inspector UMC	848507	12/31/2024
	ICC Plumbing Inspector	848507	12/31/2024
	ICC Plumbing Inspector UPC	848507	12/31/2024
	ICC Master Electrician (NV)	000-001221	---
Kevin Brenton, ICC Non-Structural Plan Review	ATC 20 Post Disaster Training		
	ICC Commercial Plumbing Inspector	8259529	12/23/2024
	ICC Residential Plumbing Inspector	8259529	12/23/2024
	ICC Commercial Building Inspector	8259529	12/23/2024
	ICC Residential Building Inspector	8259529	12/23/2024
	ICC Commercial Electrical Inspector	8259529	12/23/2024
	ICC Residential Electrical Inspector	8259529	12/23/2024
	ICC Commercial Mechanical Inspector	8259529	12/23/2024
	ICC Building Inspector	8259529	12/23/2024
	ICC Electrical Inspector	8259529	12/23/2024
	ICC Plumbing Inspector	8259529	12/23/2024
	ICC Commercial Combination Inspector	8259529	12/23/2024
	ICC Building Plans Examiner	8259529	12/23/2024
	ICC Management Module	8259529	10/10/2023
	ICC Certified Building Official	8259529	04/11/2025
	ICC Building Code Specialist	8259529	04/11/2025
	Certified Access Specialist (CASp)	CASp-964	08/04/2024
	Licensed General Contractor	B-88891	
	Journeyman Electrician, 2002		
Sharon Vanderpool, ICC Fire & Life Safety Plan Review	ICC Building Plans Examiner	8789037	07/03/2025
	ICC Residential Plans Examiner	8789037	07/03/2025
	ICC Residential Building Inspector	8789037	07/03/2025
	ICC Plumbing Plans Examiner	8789037	07/03/2025
Tammie Rikard, ICC Fire & Life Safety Plan Review	ICC Building Inspector	5104615	10/26/2024

PROPOSAL TO PROVIDE BUILDING DEPARTMENT CONSULTING SERVICES

Andrew Burke, CASp, ICC Certified Access Specialist Fire & Life Safety Plan Review	Certified Access Specialist	CASp-710	08/12/2025
	ICC Building Plans Examiner	8250398	01/07/2025
	ICC Residential Plans Examiner	8250398	01/07/2025
	ICC Commercial Building Inspector	8250398	01/07/2025
	ICC Residential Combination Inspector	8250398	01/07/2025
	ICC Permit Technician	8250398	01/07/2025
Rick Mauldin, CASp, ICC Certified Access Specialist Non-Structural Plan Review	Commercial Mechanical Inspector	1064528	07/14/2024
	Combination Inspector	1064528	07/14/2024
	Residential Mechanical Inspector	1064528	07/14/2024
	Commercial Electrical Inspector	1064528	07/14/2024
	California Combination Inspector	1064528	07/14/2024
	Commercial Plumbing Inspector	1064528	07/14/2024
	Residential Electrical Inspector	1064528	07/14/2024
	Building Plans Examiner	1064528	07/14/2024
	California Commercial Building Inspector	1064528	07/14/2024
	Electrical Inspector	1064528	07/14/2024
	Accessibility Inspector/Plans Examiner	1064528	07/14/2024
	California Commercial Plumbing Inspector	1064528	07/14/2024
	California Residential Electrical Inspector	1064528	07/14/2024
	Commercial Building Inspector	1064528	07/14/2024
	Mechanical Inspector	1064528	07/14/2024
	California Residential Building Inspector	1064528	07/14/2024
	California Residential Plumbing Inspector	1064528	07/14/2024
	Plumbing Inspector	1064528	07/14/2024
	California Commercial Mechanical Inspector	1064528	07/14/2024
	Residential Plumbing Inspector	1064528	07/14/2024
	California Building Plans Examiner	1064528	07/14/2024
	California Residential Mechanical Inspector	1064528	07/14/2024
	Building Inspector	1064528	07/14/2024
	Residential Building Inspector	1064528	07/14/2024
	California Commercial Electrical Inspector	1064528	07/14/2024
	California Commercial Combination Inspector	1064528	07/14/2024
	California Residential Combination Inspector	1064528	07/14/2024
	Residential Combination Inspector	1064528	07/14/2024
	Commercial Combination Inspector	1064528	07/14/2024
Nathan Saracino, ICC Non-Structural Plan Review	ICC Residential Plans Examiner	9518768	10/26/2026
	ICC Residential Building Inspector	9518768	03/26/2026
	ICC Residential Mechanical Inspector	9518768	08/18/2026
	ICC Residential Plumbing Inspector	9518768	10/15/2026
	ICC Residential Electrical Inspector	9518768	12/02/2024
	ICC Residential Combination Inspector	9518768	12/03/2024
	CA General Contractor, Class B	B881390	
Tim Scott, CBO, ICC Non-Structural Plan Review	ICC Certified Building Official	5087217	07/13/2024
	ICC Building Code Specialist B8	5087217	07/13/2024
	ICC California Building Plans Examiner I6	5087217	07/13/2024
	ICC California Residential Combination Inspector J5	5087217	07/13/2024
	ICC California Residential Inspector J1	5087217	07/13/2024
	ICC California Residential Electrical Inspector J2	5087217	07/13/2024
	ICC California Residential Plumbing Inspector J3	5087217	07/13/2024

PROPOSAL TO PROVIDE BUILDING DEPARTMENT CONSULTING SERVICES

	ICC California Residential Mechanical Inspector J4	5087217	07/13/2024
	ICC California Commercial Building Inspector I1	5087217	07/13/2024
	ICC California Commercial Plumbing Inspector I3	5087217	07/13/2024
	ICC California Commercial Mechanical Inspector I4	5087217	07/13/2024
	ICC Accessibility Inspector / Plans Examiner	5087217	07/13/2024
	ICC Plumbing Inspector P5	5087217	07/13/2024
	ICC Building Inspector B5	5087217	07/13/2024
	ICC Building Inspector UBC	5087217	07/13/2024
	ICC Mechanical Inspector M5	5087217	07/13/2024
	ICC Mechanical Inspector UMC	5087217	07/13/2024
	ICC Building Plans Examiner B3	5087217	07/13/2024
	ICC Plumbing Inspector UPC	5087217	07/13/2024
Don Ctibor, PE, QSD Civil Plan Review	CA Registered Professional Engineer	76392	12/31/2024
	CA Qualified SWPPP Developer (QSD)	24244	
	ERA RRP Certification (NAT-F115845 & R139176)		
	General Engineering Contractor	744754	
	General Building Contractor	744754	
Mark Meyers, CBO, ICC Project Manager Building Official Inspection	ICC Certified Building Official	8005399	04/21/2024
	ICC Building Code Specialist	8005399	04/21/2024
	ICC Plumbing Code UPC	8005399	04/21/2024
	ICC Building Inspection	8005399	04/21/2024
	ICC Plumbing Inspection	8005399	04/21/2024
	ICC Plans Examiner	8005399	04/21/2024
Candido Tapia, ICC	Commercial Building Inspector	10072094	12/07/2024
	Residential Building Inspector	10072094	03/05/2025
	Building Inspector	10072094	03/05/2025
	Residential Electrical Inspector	10072094	01/16/2026
	Residential Mechanical Inspector	10072094	05/10/2026
	Residential Plans Examiner	10072094	06/23/2026
	Residential Plumbing Inspector	10072094	07/20/2026
	Residential Combination Inspector	10072094	07/01/2026
Rick Walters, CASp, LEED, CBO, ICC Certified Access Specialist Inspection	Certified Access Specialist	CASp-439	08/02/2024
	ICC Certified Building Official	1061008	01/29/2026
	ICC Building Code Official	1061008	01/29/2026
	ICC Building Code Specialist	1061008	01/29/2026
	ICC Combination Inspector	1061008	01/29/2026
	ICC CA Residential Plumbing Inspector	1061008	01/29/2026
	ICC CA Commercial Building Inspector	1061008	01/29/2026
	ICC Mechanical Inspector	1061008	01/29/2026
	ICC CA Residential Mechanical Inspector	1061008	01/29/2026
	ICC CA Combination Inspector	1061008	01/29/2026
	ICC CA Residential Electrical Inspector	1061008	01/29/2026
	ICC Mechanical Inspector UMC	1061008	01/29/2026
	ICC CA Commercial Plumbing Inspector	1061008	01/29/2026
	ICC Building Plans Examiner	1061008	01/29/2026
	ICC Electrical Inspector	1061008	01/29/2026
	ICC Plumbing Inspector UPC	1061008	01/29/2026
	ICC CA Building Plans Examiner	1061008	01/29/2026

PROPOSAL TO PROVIDE BUILDING DEPARTMENT CONSULTING SERVICES

	ICC Combination Inspector – Legacy	1061008	01/29/2026
	ICC Plumbing Inspector	1061008	01/29/2026
	ICC CA Commercial Electrical Inspector	1061008	01/29/2026
	ICC CA Commercial Mechanical Inspector	1061008	01/29/2026
	ICC CA Residential Building Inspector	1061008	01/29/2026
	ICC Building Inspector	1061008	01/29/2026
	ICC CA Commercial Combination Inspector	1061008	01/29/2026
	ICC CA Residential Combination Inspector	1061008	01/29/2026
	ICC Commercial Combination Inspector	1061008	01/29/2026
	CA LEED Certified LEED AP BD+C	10436985	---
	IAPMO Certified Plumbing Inspector	030666	---
	IAPMO Certified Mechanical Inspector	090146	---
Isidoro Zapien, ICC Inspection	ICC Commercial Building Inspector	5003730	09/27/2024
	ICC Reinforced Concrete Special Inspection	5003730	09/01/2023
	ICC Spray Applied Fire Proofing Special Inspector	5003730	09/01/2023
	ICC Structural Welding Special Inspector	5003730	09/01/2023
	ICC Structural Masonry Special Inspector	5003730	09/01/2023
	ICC Structural Steel & Bolting Special Inspector	5003730	09/01/2023
	AWS Associate Certified Welding Inspector	01110444	---
	ACI Concrete Field-Testing Technician Grade I	030005	---
	Nuclear Density Testing Gauge Certified	12495	---
Gabriel Argueta, ICC, CASp Inspections	ICC Commercial Building Inspector	5039994	05/22/2025
	ICC Plumbing Inspector	5039994	05/22/2025
	Certified Access Specialist	CASp-126	
	Licensed Building Contractor	430345	
Christian Cieslewicz, ICC Inspections	ICC Building Inspector	5211393	07/30/2025
	ICC Plumbing Inspector	5211393	07/30/2025
	ICC Mechanical Inspector	5211393	07/30/2025
	FEMA Certified Disaster Housing Inspector/Parr Inspections		
	ASHI Certified Home Inspector		
	PC 832 Certification POST Control		

ORGANIZATION CHART

The Organization Chart below provides an overview of the staff available to serve the City of Maywood. If a change in staffing is needed, BPR will submit resumes and obtain approval from the City prior to utilizing any new staff.



4. PROJECT SPECIFIC EXPERIENCE

RELEVANT EXPERIENCE

Seamlessly integrating municipal service professionals in support of public agencies is BPR Consulting Group's sole purpose and the basis on which we were founded. BPR's staff have extensive experience providing the same services as being requested by the City of Maywood to communities of comparable size throughout California. Our focus is to support California building departments in a professional manner, allowing our clients the ability to provide efficient, timely and professional building safety services for their communities. We have extensive experience providing all aspects of building safety services in support of building departments, including plan check, building inspection and permit technician services. We have worked with public agencies throughout California to provide these same services.

CITY OF ONTARIO

Role of Firm:

Contract Building Department Services

Dollar Value of Services:

Varies monthly based on building department activity.

Dollar Value of Fee:

Varies by project and service provided.

Description of Services:

BPR Consulting group presently provides **Building Plan Review**, **Building Inspection** and **Permit Technician** services on behalf of the City's building department.

Staffing:

BPR Consulting Group provides all necessary staff to perform all building department services including a designated Building Official, multiple plans examiners, multiple Building Inspectors, and multiple Permit Technicians as needed to maintain established service levels for the department.

Duration of Providing Services:

BPR has provided building department services to the City of Ontario for two years.

Relationship to Client:

Consultant for Building Department Services

Contact:

James Caro, Building Official

303 E. B Street, Ontario, CA 91764

Ph: 909.395.2172

Email: JCaro@ontarioca.gov



CITY OF GARDENA

Role of Firm:

Contract Building Department Services

Dollar Value of Services:

BPR Consulting Group provides complete building department services to the City of Gardena under contract. There is no set fee amount in our agreement with the City for our services as the volume of plan review and inspection services fluctuates monthly.



Dollar Value of Fee:

Varies Monthly

Description of Services:

Building Official, Plan Review, Building Inspection and **Permit Technician** services. BPR presently provides most of the city's building department services under contract. All new buildings and major tenant improvements and remodel projects are reviewed in our offices in electronic format utilizing Bluebeam. The majority of the daily requested building inspections are performed by BPR's inspection staff. Our Permit Technicians accurately track all permit applications, calculate permit fees and issue building permits.

Staffing:

BPR Consulting Group provides all necessary staff to perform all building department services including a designated Building Official, multiple plans examiners, multiple Building Inspectors, and Permit Technicians as needed to maintain established service levels for the department.

Duration of Providing Services:

2021 - Present

Relationship to Client:

Consultant for Building Department Services

Contact:

Greg Tsujiuchi, Community Development Director

1700 West 162nd Street, Gardena, CA 90247

Ph: 310.217.9526

Email: GTsujiuchi@cityofgardena.org

CITY OF ARROYO GRANDE

Role of Firm:

Contract Building Department Services

Dollar Value of Services:

BPR Consulting Group provides complete building department services to the City of Arroyo Grande under contract. There is no set fee amount in our agreement with the City for our services as the volume of plan review and inspection services fluctuates monthly.

Dollar Value of Fee:

Varies Monthly

Description of Services:

BPR Consulting Group provides all building department services for the City under contract including **Building Official, Plan Review, Building Inspection** and **Permit Technician** services.

Staffing:

BPR Consulting Group provides all necessary staff to perform all building department services including a designated Building Official, multiple plans examiners, multiple Building Inspectors, and Permit Technicians as needed to maintain established service levels for the department.

Duration of Providing Services:

Our team has provided services to the City of Arroyo Grande for the past 3 years.

Relationship to Client:

Consultant for Building Department Services

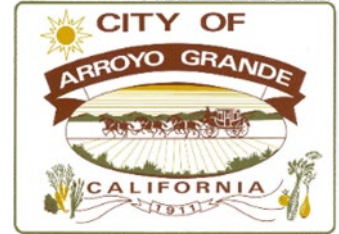
Contact:

Bill Robeson, Assistant City Manager/Public Works Director

1375 Ash Street, Arroyo Grande, CA, 93420

Ph: 805.473.5466

Email: brobeson@arroyogrande.org



TECHNICAL COMPETENCE

Electronic Plan Review Services

BPR Consulting Group maintains an efficient cloud-based electronic document submittal system for receiving and sending large electronic document files. Our electronic document portal utilizes a **SharePoint** system to allow permit applicants and client staff the ability to upload construction documents for our plan review services. BPR Consulting Group has provided electronic plan review services, serving building departments and other public agencies with efficient electronic plan review services. We are prepared to provide electronic plan check services for your community utilizing our **Bluebeam** electronic plan review system, or any electronic plan review system presently used by your department.

We have had the opportunity to work with many different electronic plan review systems and our preferred system is **Bluebeam**, an industry-leading software used by many jurisdictions, design teams and contractors to review and annotate construction documents. We have worked with multiple clients to purchase and deploy **Bluebeam** software, develop jurisdiction-specific stamps, develop tools to increase efficiencies for electronic plan reviews, and participate and provide ongoing training on the use of the software.

BPR maintains an electronic library of technical resource documents which include numerous technical standards and technical guidelines published by organizations such as AISI, AISC, ASCE, ACI, ASME, ASTM, AWC, CalDag, FEMA, SEAOC and SSMA to name a few, as well as the California Title 24 Building Standards Codes. All of our plan review and inspection staff are issued laptop computers and have access to our technical library via the cloud-based One-Drive which we work from. In addition, all plan review staff are supplied with hard copies of the current editions of the California Building Standards Codes and other codes and reference material required to provide plan reviews. Our engineering staff maintain a working knowledge and utilize ETABS, Ram Steel, RISA, Enercalc, and other common structural software used for building design. Our nonstructural plans examiners are experienced and utilize various energy compliance software as needed to verify accuracy and compliance of submitted energy compliance documentation.

Ability to draw upon multi-disciplinary staff

As a full-service building department consulting company, BPR Consulting Group maintains full-time staff with the experience, aptitude and qualifications to perform all aspects of the building department services the City is requesting. Our significant depth of staff resources allows BPR the ability to address our clients' needs quickly and seamlessly providing one or multiple professionals as needed to meet the staffing requirements. At BPR, our primary focus is to provide high quality building services in support of public agency building departments. Our plan review staff work in a collaborative manner to share information and experience to provide thorough and consistent plan reviews. We understand our role in the development process and take our work and commitment to our clients seriously.

5. APPROACH TO SCOPE OF SERVICES

BPR understands the City of Maywood is located in the southern portion of Los Angeles County, generally surrounded by the cities of Bell, Vernon, and Commerce. We further understand that the City seeks to secure the services of a qualified firm to provide building department services including **Building Official, Permit Technician, Building Department Plan Check** and **Administrative Services** to serve and promote the welfare of the citizens of Maywood.



General Approach

In addition to performing all building department plan review services, we understand the City of Maywood is requesting the services of an experienced and qualified Permit Technician to work within City offices two half-days each week and the services of an experienced and appropriately qualified Building Inspector to work in the City two half-days per week. Additionally, the City may need the services of a certified Building Official on an as-needed basis.

All plan checking and inspection services will be completed to ensure compliance with the currently adopted California Building Codes, City of Maywood Amendments to the California Building Codes, the California Green Building Standards Code, the California Energy Code and all relevant State and Federal Laws. BPR will provide CASp certified staff as needed and as required.

BPR will provide staff that are appropriately licensed, certified and trained to perform their respective duties. Should additional training be required, BPR will provide the necessary resources and support. Our proposed Project Manager will provide the necessary supervision and support to all staff proposed to serve the City. Additionally, the proposed staff will possess all necessary tools, materials, supplies and equipment to perform their tasks.

BPR maintains a staff of over seventy professionals with the experience, aptitude and qualifications to perform all aspects of the building department services the City is requesting. Our significant depth of staff resources allows BPR the ability to address your needs quickly and seamlessly providing one or multiple building safety professionals to meet all staffing needs. BPR is prepared to adjust staffing levels as necessary to support fluctuations in workload. BPR has a team of experienced and appropriately licensed professionals available to support the City in these endeavors and provide the requested **Building Department Consulting Services**.

BPR's proposed staff is experienced in providing the requested services to multiple public agencies and is prepared and qualified to serve the City of Maywood.

BUILDING OFFICIAL SERVICES

BPR proposed Building Official, Mark Berg, MCP, has extensive experience implementing and maintaining the procedures and processes critical to ensuring a Building Department runs smoothly. Mark has worked with numerous public agencies throughout California and possesses the skills required to work effectively with all parties involved.

Our proposed Building Official is an ICC Certified Building Official and ICC Certified Master Code Professional with years of experience directing and managing the full spectrum of building department services. Mark has held a variety of building division positions including working as a Building Official, Inspector, Plans Examiner, and supervisor of building department services, knows the importance of transparent communication with the City, staff, and other departments and is comfortable representing the Building Division at City Council meetings. We are confident that our proposed Building Official's nearly 30 years of relevant experience will translate into efficient, technically sound, and customer-focused leadership for the City of Maywood.

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

- Attend City Council and/or Commission meetings on an as needed basis
- Building Department administration as needed
- Oversee plan review services to ensure assignments are completed within specified timeframes
- Oversee all plan review/plan check to ensure compliance with all applicable Federal, State, and local codes and ordinances
- Oversight of all inspection activities
- Quality control review of plan checks and inspections
- Building Code updates for Municipal Code adoption
- Respond to resident inquiries and complaints
- Provide on-going support of the City's automated permitting system, if applicable
- Review discretionary applications for preliminary compliance with construction codes
- Create and/or update the City's internal Building and Safety Procedures Manual
- Monthly/Annual Reporting of Building Safety Activities

BUILDING PLAN CHECK SERVICES

BPR's staff possesses significant technical capabilities in all areas of plans examination competency gained from years of experience providing these same services. All plans examiners are California Licensed Engineers or ICC Certified Plans Examiners with multiple years of experience providing plan review services. Our staff will conduct accelerated or project-specific phased plan reviews on an as-needed basis as requested by clients.

Plans examiners will provide comprehensive plan review services to the city and review submitted project documents for compliance with all applicable Federal, State and local codes and ordinances. Disciplines will include, and are not limited to, Building, Plumbing, Electrical, Mechanical, Green Building, Energy Conservation, Geotechnical and Structural.

Our plans examiners have a thorough understanding of code requirements, are able to read, understand and interpret construction documents, energy calculations, geotechnical reports, structural calculations, electrical load calculations, commissioning reports, and other associated design documents. Our plans examination staff have the ability to prepare well-written plan review letters, communicate effectively orally and in writing and work effectively with jurisdiction staff, project design teams, contractors and permit applicants. Our plans examiners possess knowledge of the most current state adopted building standards.

Plans Examiners Services:

- BPR Plans Examiners will be available to perform preliminary plan check consultations in person, virtually, or via email.
- Plans examinations services will include the review of State regulated occupancies, such as private schools and clinics, to determine compliance with City and State codes and regulations including locally adopted building ordinances and amendments of the City of Maywood Municipal Code; California Building Code; California Residential Code; California Plumbing Code; California Mechanical Code; California Electrical Code; California Fire Code; California Energy Code; California Green Building Standards Code; California Disabled Access Regulations (in conjunction with Federal ADA regulations); and California Title 25 for mobile home related facilities.
- BPR staff will provide the applicant's representative and the City, a plan review letter which will be in the form of a typed list of items needing clarification or change to achieve compliance with all applicable codes. Each plan review comment will include a reference to the specific code section.
- BPR staff will communicate as necessary with the applicant's designee, either by telephone, email, virtual platforms or in person as necessary to achieve successful resolution of all plan review comments and conformance to applicable regulations.
- BPR Plans Examiners will perform the necessary reviews of revisions to plans that have previously been approved for permit issuance or perform plan check of changes to plans prior to such approval.
- BPR staff will be available to attend meetings related to proposed building projects at the request of the Building Official/Fire Marshal at locations other than BPR offices.
- BPR staff will provide the City with monthly plan check status reports for all projects assigned to BPR.
- BPR is experienced and familiar with providing electronic plan check services and will utilize our electronic plan check and project tracking system to facilitate plan review and plan tracking.
- BPR Plans Examiners will meet or exceed the City's turnaround schedule of 10 business days for initial plan checks and 5 business days for resubmittals.

Architectural

BPR's non-structural plans examiners have provided plan review services for a vast array of projects including large residential, commercial, institutional, industrial, retail, and OSHPD 2, 3 and 5 medical office buildings. Many of our plans examiners are CASp certified. Completed plan review projects range from single-story residential projects to complex high-rise commercial buildings and numerous building additions and remodels. We are experienced and familiar with the use and application of the most current editions of the following model codes:

- | | |
|---|---|
| ▪ California Building Standards Code (Title 24) Parts 1 through 6 and 9 | ▪ NFPA Codes & Standards |
| ▪ International Building Code (IBC) | ▪ CA Code of Regulations (CCR) Titles 19 and 25 |
| ▪ Americans with Disabilities Act Standards for Accessible Design | ▪ Jurisdiction-Adopted Amendments or Ordinances |
| ▪ ANSI Standards | ▪ CA Existing Building Code |
| | ▪ CA Historical Building Code |

Structural

Our structural engineers have experience designing and reviewing building projects subjected to the significant seismic loads necessitated by the geographic location of the City of Maywood. Our structural engineers have reviewed all types of projects including residential, multi-family, commercial, and multi-story projects including mid-rise and high-rise projects, institutional projects, industrial projects, retail buildings, schools, medical office buildings and court facilities.

Our structural engineers have experience designing and reviewing projects constructed with all building materials including the following:

- Wood
- Reinforced Masonry
- Heavy Timber / Timber Frame / CLT
- Reinforced and Prestressed Concrete
- Stressed Skin Panels
- Structural Steel
- Light Gauge Steel Framing
- Straw Bale
- Rammed Earth
- Insulated Concrete Forms, (ICF)

Our engineers have designed or reviewed a wide array of structural lateral force resisting systems including:

- Structural steel moment frames
- Buckling-restrained braced frames
- Eccentric braced frames
- Concentric braced frames
- Concrete moment frames
- Wood shear wall systems
- Masonry shear wall systems
- Concrete shear wall systems
- Cantilevered column systems
- Pre-stressed and post-Tensioned Concrete
- Various proprietary lateral force resisting systems

Our structural engineers and inspectors are experienced with the provisions of most model codes including current versions of:

- CCR Title 24, Part 2, Volumes 2 & 2.5
- International Building Code (IBC)
- AISC 341, 358 and 360
- ASCE 7
- ASCE 41
- AISI Standards for Cold Formed Steel
- ANSI / AF&PA NDS for wood framing
- ACI 318
- ACI 530 / TMS 402/602
- CA Historic Building Codes
- CA Existing Building Codes
- NEHRP

Mechanical, Plumbing & Electrical

BPR's Mechanical and Electrical Engineers are well versed in the California Mechanical, Plumbing and Electrical codes. We will review submitted design documents to ensure compliance to the current edition of the following codes:

- California Building Code
- California Residential Code
- California Plumbing Code
- California Mechanical Code
- California Electrical Code
- Jurisdiction-adopted amendments

Specialty plan review services may be provided utilizing the most current editions of national standards including the following:

- International Building Code
- International Residential Code
- International Mechanical Code
- International Plumbing Code
- NFPA Standards 13 (automatic fire sprinkler systems)
- NFPA Standards 20 (fire pumps)
- NFPA Standards 72 (fire alarms)
- NFPA Standards 99 (medical gases)
- NFPA 101 Life Safety Code
- NEHRP Requirements for Existing Building

Energy Compliance

Our engineers and plans examiners are up to date on all California Energy Code requirements as they relate to both new and remodel construction for all project types. Our staff have experience verifying CA Energy Code requirements for projects located within all climate zones. The Energy Efficiency Standards for Residential and Non-Residential Buildings were established in 1978 in response to a legislative mandate to reduce California's energy consumption. These standards have been updated since that time to address a multitude of building components, systems and equipment with the goal of having new and updated buildings be more energy efficient, comfortable for building occupants, and less reliant of fossil fuels.



Green Building Standards

BPR's staff has a working knowledge of the proper incorporation of CALGreen building criteria into project designs and the resulting potential impact of these standards related to building code compliance and the environment. Our plans examiners will review project documents to verify compliance with adopted Green Building Code Standards as required by state law and local amendments and ordinances.

LEED

Developed by the US Green Building Council (USGBC), LEED provides building owners and operators a framework for identifying and implementing measurable green building design methodologies, construction, operations, and building maintenance. LEED certification consists of a variety of rating systems applicable to multiple building types including commercial as well as residential. Ratings reflect a measure of how well a building performs across many sustainability metrics including: energy savings, water efficiency, CO2 emissions reduction, indoor environmental quality, energy usage and the projects impact on the local environment.

Access Compliance & CASp Review

All BPR CASp-certified professionals are knowledgeable of state and federal accessibility laws and regulations and possess the expertise necessary to promote access to facilities for persons with disabilities. Our staff are experts in the industry, maintaining appropriate certifications demonstrating their expertise, and are experienced providing services for building departments in a seamless manner balanced and in coordination

with our client's expectations and needs. We work collaboratively with our clients to address accessibility plan review and inspection related issues as efficiently as possible.

Our plans examiners are fully trained and familiar with CA Building Code Accessibility requirements and ADA compliance requirements and are available for plan review and/or inspection services. We offer support to municipalities for compliance enforcement and/or developing transition plans. We can assist our clients in researching and providing interpretations of various specific issues related to access compliance including access compliance obligation, transition plan development, construction costs and phasing, and regulation interpretations.

Flood Zones

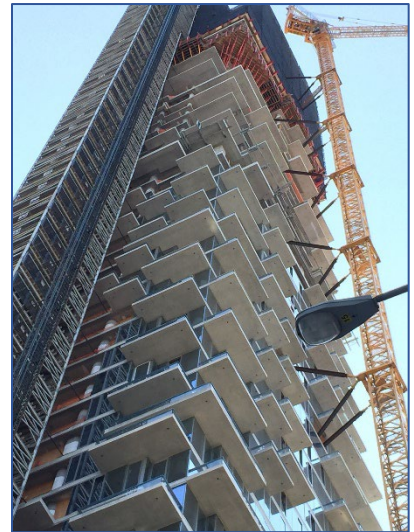
BPR's staff of engineers and plans examiners have experience in providing plan reviews for projects located in FEMA designated flood zones and areas prone to flooding. BPR Consulting Group's staff has provided numerous plan reviews for projects located in flood zones using FEMA's Technical Bulletins as well as locally adopted ordinances. Additionally, members of our team have participated in state-sponsored committees to establish guideline and building code requirements for projects planned in areas designated as flood zones.

OSHPD 2, 3 & 5

BPR Consulting Group's staff of plans examiners and building inspectors have extensive experience providing plan review and inspection services for OSHPD 2, 3 and 5 projects. Our staff is well versed with the OSHPD 2, 3 and 5 requirements included in the California Building Code. Our inspection staff has recent experience providing inspection services for hemodialysis, outpatient surgery, hyperbolic chamber, medical clinics and acute psychiatric facilities.

On-Site Consultant Services & Meeting Attendance

Our plan review staff is available for pre-construction or pre-design meetings, field visits, contacts with the design team, and support for field inspection personnel as needed. We understand, fully grasp, and utilize the efficiency afforded by the many electronic meeting platforms that have become available in recent years. We find electronic meeting platforms such as Microsoft Teams, Zoom, and others allow for efficient and constructive communication between parties located throughout the United States and are an efficient tool for resolution of challenging issues both during plan review and field inspections. Our staff is available to meet with the City, project applicants and their design teams either in person or via electronic platform to resolve plan review issues efficiently and collaboratively.



Customer Service | Responsiveness

BPR's staff is always available and willing to discuss plan review issues for projects that we have reviewed with Building Division staff, applicants, designers and contractors via in-person or electronic meetings, telephone, or e-mail as required to resolve plan review related issues. We maintain Microsoft Teams, Zoom and GoToMeeting accounts to foster efficient communication with project proponents regardless of their physical location. Voice mails and e-mails will be responded to the same day they are received, if possible, always within 24 hours.

BPR's staff when not available immediately, will respond within one business day to questions from the Building Official or inspection staff which may be generated during field inspections of projects which were reviewed by BPR staff.

Electronic Document Review



BPR's staff are thoroughly experienced providing electronic plan review and will perform electronic plan reviews as requested by the City using a format that is acceptable to the City. BPR will comply with the City's established policies and procedures for electronic plan reviews. BPR maintains an efficient cloud-based, electronic-document, submittal system for receiving and sending large electronic document files. Our electronic document portal utilizes a **ShareFile** system

to allow permit applicants and client staff the ability to upload construction documents for our plan review services. We are also able to use **Dropbox** to share and collaborate with the City.

BPR has provided electronic plan review services, serving building departments and other public agencies with efficient electronic plan review services. We are prepared to provide electronic plan check services for your community utilizing our **Bluebeam** electronic plan review system, or any electronic plan review system presently used by your department. We have had the opportunity to work with many different electronic plan review systems and Bluebeam is our preferred system. Its industry-leading software is used by many jurisdictions, design teams and contractors to review and annotate construction documents. We have worked with multiple clients to purchase and deploy Bluebeam software, develop jurisdiction-specific stamps, develop tools to increase efficiencies for electronic plan reviews, and participate and provide ongoing training on the use of the software.

Transporting Plans

For paper submittal documents, we will arrange for all pick-up and delivery of the plan review documents from your office at no additional cost. We utilize specific methods for project document pick-up and delivery with the goal of providing same-day service.

Communicating Plan Review Results

Plan review comments, when necessary, will be type written and refer to specific details, drawing or supporting document, and reference applicable code sections. BPR will provide a clear, concise, and thorough plan review letter itemized by specific discipline such as life safety, accessibility, structural, plumbing, mechanical, etc., that

can be utilized by clients, designers, contractors, and owners to understand the noted deficiencies and make necessary corrections to the project documents. At the completion of each plan review cycle, BPR Consulting Group will return a copy of the plan review comment list to the designated applicant and project representative. If requested, we will coordinate plan review re-checks directly with the designated project applicant. Upon completion of the plan review process, we will return completed plan review documents, in either hard copy or electronic format as needed, bearing BPR's plan review stamps and ready for final approval and permit issuance by the jurisdiction.

Standard Plan Review Completion Timeframes

We complete all **plan reviews** within the timeframes shown below for both commercial and residential projects as our standard business practice. We will accommodate any turnaround schedule agreed to with our clients. We can provide expedited plan review services when requested.

Project Type	Maximum Turn Around Time (Business Days)	
	Initial Submittal	Backcheck Reviews
Residential (Single Family)		
New Construction	10	5
Addition	10	5
Remodel	10	5
Non-Residential		
New Construction	10	5
Addition	10	5
Remodel, Tenant Improvement	10	5



BUILDING INSPECTION SERVICES

BPR maintains the staffing and ability to provide experienced and qualified building inspectors who are appropriately ICC-certified to provide the requested inspection services to serve the City.

We understand the City desires experienced and Certified Building Inspector(s) to perform all building Division Inspections. BPR's staff is available to provide occasional weekend, holiday and after-work hour inspections as requested.

Our inspection staff will perform inspection services to verify that the work of construction is in conformance with the approved project construction documents as well as identifying issues of non-compliance with applicable building codes. Our field inspection services will include inspection of all portions of projects including project sites as applicable. Our building inspectors will write



legible and understandable correction notices and field reports, and will be available to answer in-person, emailed, or telephone inquiries. All inspection personnel assigned will be ICC and/or CASp certified as required.

We understand that many municipalities have amended code sections, policies and ordinances that impact the work that is inspected and shown on approved project plans. Our inspection staff will familiarize themselves with local requirements to ensure that the projects we are inspecting are compliant with local and current code requirements. Specifically, our inspectors will ensure compliance with the applicable provisions of the Title 24 California Building Standards Code, Parts 1 through 12, covering structural, fire prevention, life safety, disabled access, energy conservation, green building, plumbing, mechanical and electrical installations in residential, commercial, industrial, existing and historical buildings.

BPR's ICC/CASp certified inspectors have performed building inspection services on a wide variety of construction projects including master planned developments, single-family production, custom homes, commercial, manufacturing, institutional, assembly, essential service, industrial projects and historically designated buildings. When necessary for large or fast-paced projects, multiple inspectors can be made available. BPR's inspectors will inspect projects to verify conformance with approved project drawings and specifications which will include review of the permit documents to verify that onsite conditions are consistent with the approved documents for size, setbacks, heights and other applicable requirements. At the completion of inspections, BPR's inspectors will update database information and complete necessary forms and documents as required to provide seamless service.

Inspector Qualifications & Certifications: BPR will work with the City of Maywood to select an appropriately qualified inspector with applicable experience and specific code knowledge based on the types of projects assigned for inspection. All BPR inspectors are ICC-certified, with many maintaining CASp certification. In addition, BPR employs OSHPD certified inspectors available for inspection of OSHPD designated facilities. Qualified inspectors having experience with inspection of new, existing and historical buildings/sites, building code enforcement, will be assigned as appropriate.

Inspection personnel will have the ability to read, understand and interpret construction plans, truss drawings and calculations, prepare and maintain accurate records and reports, communicate effectively orally and in writing and to work effectively with contractors, permit applicants, homeowners and agency staff. Inspectors will possess knowledge of approved and modern methods, materials, tools and safety used in building inspection and the most current building and fire standards. Our inspectors are familiar with most of the common scheduling and tracking systems utilized by building departments and can quickly adapt to your systems and requirements.

Building Inspector Services

BPR's Building Inspector will perform onsite building inspection services including structural, plumbing, mechanical, and electrical inspections related to the construction or alteration of residential and commercial structures.

- BPR's Inspector will approve acceptable work or indicate in writing any corrections necessary in order to comply with applicable codes and ordinances.
- BPR's Inspector will always provide exceptional customer service and assist builders, architects, contractors and the public in achieving compliance in a customer focused manner.

- BPR will only provide inspectors that possess the necessary and City required ICC certifications to perform on-site inspection services.
- Inspectors will inspect structures to ensure compliance with provisions of the approved plans, Building Code, and City Municipal Code.

PERMIT TECHNICIAN SERVICES

Knowledgeable and personable permit technicians are the first impression the public gets of your building department, and they play a critical role as to how your department's services are perceived. Permit technician services are crucial to the success of the entire building safety workflow within building departments. The ability to convey proper information to permit applicants, properly calculate permit fees, properly route plans to various departments for review, tracking approvals, database management and permit issuance are all critical functions. We understand that the ability to deliver excellent customer service, maintaining a smooth flow of permit documents throughout departments, and maintaining accurate and up-to-date records, are all key elements to furnishing first-rate, efficient success of your building department. BPR permit technicians are skilled at and experienced in working both remotely and on-site to deliver quality permitting services.

Our Permit Technicians will greet and work closely with the customers at the public counter or via telephone, answering questions and providing accurate information. Our Permit Technicians will provide information about permit applications, plan review and inspection requirements, will be organized and have the ability to maintain filing systems necessary for tracking permit applications, permits issued, plan checks in progress, approved project documents and any other records or information important to the efficient operation of your department.

Our Project Manager will communicate with our assigned permit technician and the City's counter supervisor or other designated staff on a regular basis to ensure all services being provided are meeting the needs and expectations of the City. If concerns are expressed related to our permit technician's performance, our project manager will immediately engage with our assigned permit technician to correct any identified performance related issues.

6. STAFFING RESOURCES

BPR will provide all staff necessary to meet the needs of the City on an as-needed basis. We have bilingual staff available immediately to meet the City's need for a Permit Technician and Building Inspector, as well as plans examiners upon request. The number of staff assigned at any given time will vary, but always be sufficient to fulfill our obligation to the City. We currently anticipate assigning one (1) Permit Technician and (1) Building Inspector to the City of Maywood, as well as Plans Examiners as necessary to meet demand and turn-around times.

Ron Beehler, SE, CBO, Director of Client Services, will serve as Principal-in-Charge. Ron will serve as your primary contact throughout the RFP process, will manage all contract and billing issues and will be the individual authorized to negotiate and execute the Consultant Services Agreement with the City. **Mark Berg, CBO, Master Code Professional**, will serve as **Project Manager** and will be your primary representative throughout the term of the contract and will manage the successful delivery of services. Roger Peterson, SE,

will serve as Plan Review Services Manager. Bios for Ron, Mark and Roger can all be found in the previous section, Qualifications of Personnel.

7. METHOD TO ACCOMPLISH THE WORK

PLAN REVIEW APPROACH

All of BPR Consulting Group's plan review services are closely managed from the moment a project is assigned to completion of our services. Once a project is assigned it is entered into our custom designed plan review database. The project documents are then triaged for completeness and to identify if any documents necessary for plan review have not been provided. Upon completion of the triage process, plans examiners are assigned as warranted by the scope of the proposed work associated with the specific project. All projects are closely monitored to ensure assigned staff have the time necessary in their schedules to comprehensively review assigned projects to maintain completion schedules.



We will assign a dedicated team of plans examiners to serve specific clients so your BPR plan review team will remain consistent throughout the term of the agreement. We believe assigning a dedicated team of plans examiners best serves the needs of our clients; with our firm you will not have randomly assigned plans examiners assigned to each project. All plan review services are closely monitored by our plan review supervisors and managers for consistency, thoroughness, and quality. We utilize a discipline approach to our plan review services, assigning a life safety reviewer, structural reviewer, electrical reviewer, mechanical/plumbing reviewer, grading/utility reviewer and fire reviewer as appropriate to each assigned project based on the proposed scope of work. We believe utilizing a discipline approach provides a more comprehensive plan review as each reviewer is a specialist in their discipline. Each plans examiner includes their email address and desk phone number with their plan review comments to facilitate direct and efficient communication between project designers and our professional plans examination staff. Our Plan Review Manager reviews each project for thoroughness and accuracy prior to plan review comments being issued or prior to recommendation of approval for permit purposes.

Upon award of a contract, our proposed Project Manager will schedule a meeting with the City's representative to familiarize the team with the City's plan review process, methods and style. BPR's staff of engineers and plans examiners are experienced in working with multiple jurisdictions and adjusting so that they become an extension of your staff. We utilize a comprehensive "New Client Checklist" that documents specific requirements of each community we serve. Upon selection and before commencement of services, we schedule a meeting with our new clients to review specific plan review requirements and systems used by our clients so our services can be integrated in a seamless manner.

Should issues arise with the plan review services we have provided, our Plan Review Manager will contact City staff to make sure we fully understand the specific issue, review the plan review comment or other items in question, review the concern with our staff member, contact the project applicant if necessary to address the specific issue, reissue the plan review comment letter if needed, discuss the specific issue with our assigned team

of Plans Examiners to make sure the error in question is not repeated on future projects, and follow up with City staff to explain how the issue in question was resolved. Our Plan Review Manager will take any additional steps necessary to ensure that we continue to provide services that meet or exceed your expectations.

BUILDING INSPECTION APPROACH

BPR understands the importance of providing timely, dependable, professional building code compliance inspections with a focus on exemplary customer service to Maywood residents, applicants and contractors. BPR will assign an inspector to serve the City who is appropriately qualified, experienced and has the personality and attitude necessary to promote a positive inspection experience for permit applicants. Our goal will always be to assign an inspector who is bilingual to better serve the diverse needs of the community. BPR's Inspector will always provide exceptional customer service and assist builders, architects, contractors and the public in achieving compliance in a customer focused manner. When corrections are necessary our field inspector will document necessary corrections in the form of a Field Inspection Correction Notice, will document the deficiency in question along with associated code section in question, and take the time to explain to the permit applicant what needs to be corrected to successfully pass the inspection. BPR's inspector will perform all assigned building inspections, promptly complete all necessary office work including returning phone calls, emails, and updating databases as required.

PERMIT TECHNICIAN APPROACH

We understand that personality along with a customer service mindset is critical to providing top-notch permit technician services, and that these services are crucial to the success of the entire building safety workflow within building departments. The ability to convey proper information to permit applicants, properly calculate permit fees, properly route plans to various departments for review, tracking approvals, database management and permit issuance are all critical functions. BPR will provide a qualified and experienced permit technician to support the City's Building Department who has the experience, character and aptitude necessary to work with customers and City staff to successfully provide outstanding service for Maywood. BPR's Permit Technician will greet customers, explain relevant requirements necessary for permit issuance, screen project submittals for completeness, calculate permit fees, maintain databases, issue permits, and respond to inquiries related to permit issuance and inspection scheduling. Our goal will always be to assign a permit technician who is bilingual to best serve the diverse needs of the community.

8. INSURANCE COVERAGE

BPR's insurance coverage meets or exceeds the requirements set forth in the sample agreement attached to the RFP. A Certificate of Insurance can be provided upon the City's request.

9. OTHER INFORMATION – CITY/COMMUNITY

Demonstration of Record - As our references will attest, BPR has an excellent track record of delivering services in a timely and professional manner, and within budgetary constraints. As noted in the description of methods, all projects are logged in to our custom database and assigned due dates. Our staff and managers all have access to the database and the due dates are carefully tracked and managed to ensure projects are completed in a timely

manner. If for an unforeseen reason a plan review is not completed within the stipulated plan review timeframe, we will reduce the subsequent plan review timeframe by the same number of days in order to not delay the project.

Community Involvement - BPR's staff is encouraged and supported to be involved in the communities in which they work, and bilingual staff is always happy to assist should a situation arises where language may become a barrier to effective and clear communication. In addition to community events, our team is highly active in a variety of industry organizations throughout the state including California Building Officials, local ICC Chapters, Structural Engineers Association, County Building Officials Association of CA, and others. BPR's staff members have developed and presented training classes on behalf of many of these professional organizations on building code related topics. Community involvement.

BPR maintains a record of charitable giving having recently sponsored college scholarships for local high school students on behalf of the Alhambra Latino Association, donations to the Gardena Food Bank, donations to the Kiwanis Family House, donations to the Camp Pendleton Marine Corps Family Support Office, and many other worthy causes to support those in need within the communities we serve.

Previous Involvement - BPR's presently provides, and has provided, the same services being requested by the City of Maywood to the nearby City of Gardena for the past two plus years. Our staff has experience providing similar building department services to support the needs of other nearby communities including the Cities of Inglewood, El Monte, Rosemead, Monterey Park, West El Monte, along with many other Southern California communities. We believe this experience has allowed our staff to gain an understanding of local industry norms, processes and requirements. We believe this experience will allow our team to efficiently transfer department responsibilities and immediately provide building department services in a seamless and customer focused manner. We look forward to the opportunity to serve the City of Maywood and improve the permitting and inspection experience for the City's Building Department customers.

Conflict of Interest - As a municipal consulting firm, we work exclusively for public agencies, thereby eliminating any real or perceived professional or contractual conflicts. BPR Consulting Group has no potential conflicting financial, business or relationship interests which would be adverse to the City of Maywood.

10. CERTIFICATION OF PROPOSAL

The undersigned hereby submits its proposal and, by doing so, agrees to furnish services to the City in accordance with the Request for Proposal (RFP), and to be bound by the terms and conditions of the RFP.

BPR Consulting Group



Ron Beehler, SE, CBO
Director of Client Services

Appendix

TEAM RESUMES

RON BEEHLER, SE, CBO
PRINCIPAL-IN-CHARGE

Ron utilizes experience gained through more than 40 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. He 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, Code Specialist, 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 (OSHDP).

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.

PROFESSIONAL HISTORY

Principal | Director of Operations | BPR Consulting Group | 2021 - Present

Ron manages client plan review and inspection services on behalf of BPR Consulting Group providing efficient services on behalf of multiple municipal clients.

Director, Building Safety Services | Consulting Firm | 2006 - 2021

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



EDUCATION

- Graduate Coursework in Structural & Geotechnical Engineering, California State University, Sacramento
- BS, Civil Engineering, California State University, Chico
- AA, Physical Science, Butte College, Oroville, CA

PROFESSIONAL LICENSE & CERTIFICATIONS

- CA Structural Engineer SE-3632
- CA Civil Engineer CE-39404
- NV Structural Engineer SE-019992
- NV Civil Engineer CE-019992
- National Earthquake Hazard Reduction Program Training
- CA Construction Law Training

International Code Council - 801789

- ICC Certified Building Official
- ICC Building Code Specialist
- ICC Building Plans Examiner
- ICC Building Inspector

PROFESSIONAL AFFILIATIONS

- San Joaquin ICC Chapter of Building Officials – Past President
- Napa Solano ICC Chapter – Past President
- Sacramento Valley Association of Building Officials – Multiple Term Board of Directors Member
- CALBO Building and Fire Advisory Committee – Appointed Member
- CALBO Structural Committee – Appointed Member

Chief Building Official | City of Sacramento | 2003 – 2006

Ron planned, directed, and managed activities for a 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.

Supervising Engineer | Building Inspection Division | City of Sacramento | 2002 – 2003

Ron supervised plan review, managed plan intake and public counter functions for two 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 | CA State Office of Statewide Health Planning & Development | 1998 – 2002

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 | California National Guard | 1991 – 1998

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 | CA State Office of Statewide Health Planning & Development | 1987 – 1991

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 | Sacramento County Building Department | 1983 – 1987

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.

MARK BERG, CBO, MCP, ICC

PROJECT MANAGER | CERTIFIED BUILDING OFFICIAL | PLANS EXAMINER | BUILDING INSPECTOR | MASTER CODE PROFESSIONAL

Mark is an ICC Certified Building Official, Plans Examiner, Building Inspector, and Master Code Professional with over 32 years of experience performing life-safety, architectural, mechanical, plumbing, electrical, and structural reviews in residential, multi-family and commercial projects. Mark has successfully guided department staff with inspection and plan review of all phases of complex construction projects. He is experienced utilizing building department permit tracking software and managing all common building department responsibilities, including plan review, multi-discipline inspections, plan review and inspection scheduling, field supervision, regulatory compliance, code interpretation, and project acceptance. Mark also possesses exceptional skills in complaint resolution, problem solving, damage assessment and team building.

PROFESSIONAL HISTORY

Building Official, Life Safety Plans Examiner | BPR Consulting Group | 2021-Present

Performing comprehensive plan review and inspection services for client agencies. Reviews residential and non-residential plans for compliance with California Building, Life Safety, Fire, Plumbing, Mechanical, Electrical Codes, Energy and Green Standards, local building codes, policies, amendments, and ordinances.

Building Official, Life Safety Plans Examiner | Consulting Firm | 2017-2021

Performed comprehensive plan review and inspection services for residential and commercial projects for client agencies. Projects included residential, multi-family residential, commercial, and industrial projects consisting of tenant improvements and new buildings.

Building Official | City of Redlands | 2015-2017

Supervised staff coordination with cities, agencies and the public on various Technical or legal aspects of programs. Performed the most complex and difficult plan checks for both building and fire life safety. Reviewed the new and existing codes and regulations and recommended revision to current ordinances, policies, and inspection methods to meet new requirements.

Building Inspection Supervisor | City of Rancho Cucamonga | 2010-2015

Supervised and trained building inspection staff, developed inspection related policies and guidelines for the department, conflict resolution and code interpretations.



CONSULTING GROUP

EDUCATION

- BS, Public Administration, Minor in English, California Baptist University
- AA, Construction Technology, Riverside Community College
- AA, Physical Education, Riverside City College

PROFESSIONAL LICENSES & CERTIFICATIONS

International Code Council - 859362

- Master Code Professional
- ICC Accessibility Inspector/Plans Examiner
- ICC Building Code Official
- ICC Building Code Specialist
- ICC Building Inspector
- ICC Building Plans Examiner
- ICC Certified Building Official
- ICC Certified Fire Code Official
- ICC Certified Fire Marshal
- ICC Combination Dwelling Inspector - Uniform Codes
- ICC Combination Inspector - Legacy
- ICC Electrical Inspector
- ICC Fire Code Specialist
- ICC Fire Codes and Standards
- ICC Fire Inspector I
- ICC Fire Inspector II
- ICC Fire Plans Examiner
- ICC Mechanical Inspector UMC
- ICC Permit Specialist
- ICC Permit Technician
- ICC Plumbing Inspector UPC
- ICC Residential Combination Inspector
- ICC Residential Energy Inspector/Plans Examiner
- ICC Residential Plans Examiner

Building Official | City of Norco | 2006-2011

Supervised staff coordination with cities, agencies and the public on various technical or legal aspects of programs. Performed the most complex and difficult plan checks for both building and fire life safety. Reviewed the new and existing codes and regulations and recommended revision to current ordinances, policies, and inspection methods to meet new requirements. Investigated violations of building construction codes and determined necessity for issuance of legal complaints.

Building Division Manager | County of Riverside | 2001-2006

Handled difficult public relations problems, directs investigations of complaint or problems, and recommends resolutions. Assisted in arranging and conducting classroom and on-the-job training sessions for the technical personnel and counter staff. Supervised the plan examination process, inspections, documentation activities and the development process.

Plans Examiner-Sr. Building Inspector | City of Temecula | 1991-2001

Oversee the plan examination process, inspections, documentation activities and the development review process. Provided code interpretations and developed technical documents. Performed the most complex building code compliance plan reviews.

PROFESSIONAL AFFILIATIONS

- CALBO – Damage Assessment Committee, State Building Codes Committee
- CACEO – California Association of Code Enforcement Officers
- CEC – California Energy Commission
- ICC – Administrative Committee
- ICC Foothill Chapter, Board Member, 2023-2024
- NFPA – National Fire Prevention Association, Building Systems Committee
- IAPMO – Code Interpretation Committees for UPC, UMC
- JAEI – Journal of Ancient Egyptian Interconnections
- City of Riverside Parks, Recreation, and Community Services Commission

ROGER PETERSON, SE
PLAN REVIEW MANAGER | STRUCTURAL ENGINEER

With more than 35 years of experience in structural design and plan review, Roger brings considerable depth and knowledge to any project. Roger is a California Registered Structural and Civil Engineer who has designed and provided plan review services for multi-story steel and concrete-framed buildings, as well as one-story structures utilizing steel, concrete, timber, and masonry framing systems. His design experience includes schools, commercial and industrial projects, micro-chip production facilities, power plant installations and multi-family residential projects. Roger's expertise contributes to the success and safety of all projects.

PROFESSIONAL HISTORY

Principal | Structural Engineer | BPR Consulting Group | 2021 - Present

Roger directs client plan review on behalf of BPR Consulting Group providing efficient services on behalf of multiple municipal clients.

Senior Structural Engineer | Project Manager | Consulting Firm | 2006 - 2021

Roger provided management for several of this firm's offices and special projects as well as performed structural plan review for commercial and residential construction for municipalities for various state and local agencies throughout California. In addition to providing structural plan review services, Roger was responsible for the production and performance of company offices, including maintaining client relationships. His duties also included performing structural plan reviews for industrial, commercial, and residential projects.

Senior Structural Engineer | Plans Examiner | Branch Manager LP2A | Bureau Veritas | CA | 1999 - 2006

Roger served as branch manager and lead structural plan reviewer for the Sacramento Area branch office. He was responsible for the production and performance of office including maintaining client relationships. His duties included performing structural plan reviews for industrial, commercial and residential projects.

Project Engineer | Power Engineers, Inc. | 1999 - 1999

Roger was a project design engineer for commercial and industrial-type projects. He provided structural design and construction administration services.

Project Engineer | Office Manager | R2H Engineering, Inc. | 1998 - 1999

Roger was the office manager and project design engineer responsible for the structural design of commercial projects.

Project Engineer | Rutherford & Chekene | 1995 - 1998

Roger was responsible for providing design and detailing for commercial and industrial type projects, including numerous projects in the micro-chip industry.



EDUCATION

- BS, Civil Engineering, University of Wyoming

PROFESSIONAL LICENSE & CERTIFICATIONS

- CA Structural Engineer SE-3846
- CA Civil Engineer CE-46096
- ID Structural Engineer SE-8225
- ID Civil Engineer CE-8225

PROFESSIONAL AFFILIATIONS:

- Structural Engineers Association of Northern California (SEAONC)

Design Engineer | Project Engineer | DES Engineers & Architects | 1995 - 1997

Roger provided engineering design and detailing for commercial, institutional, corporate and residential building projects using wood, steel, concrete and masonry building materials.

PROJECT EXPERIENCE

Project Manager | Structural Engineer | Hollywood Park | Inglewood, CA | 2018 – 2021

Roger provided plan review services for this new, mixed-use development which included retail and office space with associated parking encompassing 28.5 acres.

Project Manager | Structural Engineer | Nasa Ames Research Center | Moffett Field, CA | 2018

Roger provided structural plan review and project management of this 1.2 million square-foot development comprised of office, research, and development space.

Project Manager | Structural Engineer | Monterey Park Hotel & Residence | Monterey Park, CA | 2017 – 2021

Roger provided plan review services and project management for this new, mixed-use hotel, condominium, and restaurant podium type building.

Project Manager | Structural Engineer | Hatchet Ridge Wind Farm | Shasta County, CA | 2009 - 2010

Roger provided project management, structural plan review and field inspections for this 101.2 MW power generating facility that consists of 44 – 2.3 MW wind turbines constructed along 9 miles of the ridge line on Hatchet Ridge near Burney, CA.

BILL RODGERS, SE
STRUCTURAL ENGINEER

Bill has more than 30 years of experience in the field of structural engineering, including more than 20 years of experience as a plan review engineer. His wealth of experience includes a varied and vast list of projects throughout California and Nevada. Bill is in demand for hands-on work within jurisdictions due to his great success in blending excellent engineering skills with responsive customer service.

PROFESSIONAL HISTORY

Principal Structural Engineer | BPR Consulting Group | 2021 - Present

Bill directs client plan review on behalf of BPR Consulting Group providing efficient services on behalf of multiple municipal clients.

Senior Structural Engineer | Plans Examiner | Consulting Firm | 2006 - 2021

Bill performed structural plan review for commercial and residential construction for municipalities for various state and local agencies throughout California and Nevada. In addition to providing structural plan review services, he was responsible for the production and performance of company offices, including maintaining client relationships. Bill's duties also included performing structural plan reviews for industrial, commercial, and residential projects.

Senior Structural Engineer | Consulting Firm | 2001 - 2006

Bill performed structural plan review for commercial and residential construction for municipalities for various state and local agencies throughout California and Nevada

Structural Engineer | Associate | DES Architects + Engineers | 1995 - 2001

Bill was responsible for the structural design of many projects throughout the Bay Area, including Pacific Shores Center in Redwood City, Moffett Corners in Sunnyvale, Carlmont High School in Belmont, and many other projects. Additionally, Bill oversaw the structural department of this architecture and engineering firm, and was responsible for staff development and work quality.

PROJECT EXPERIENCE

Project Manager/Structural Engineer | Judicial Council of California | State of California | 2010 - 2021

Bill provided project management and structural plan review services for new court buildings and court building upgrades throughout California. Most recently he provided services for the new Sonoma courthouse, the new courthouse in Modesto, and the new eighteen-story high-rise Sacramento Criminal Courthouse.

Project Manager/Structural Engineer | Division of State Architect | State of California | 2016 - 2021



EDUCATION

- BS, Civil Engineering, California State University, Sacramento

PROFESSIONAL LICENSES AND CERTIFICATIONS

- CA Structural Engineer SE-4198
- CA Civil Engineer CE-50673
- NV Structural Engineer SE-18427
- NV Civil Engineer CE-18427

PROFESSIONAL AFFILIATIONS

- Structural Engineers Association, Northern California (SEAONC)

Bill provided project management and structural plan review services for new school buildings and school upgrades throughout California. Recent projects include Westmore Oaks Elementary School, Santa Maria High School and El Camino College District, New Behavioral Health and Social Science Building.

Project Manager/Structural Engineer | University of California, Merced | 2020 Campus Expansion | 2017 – 2021

Bill ensured all plan reviews were completed within the agreed upon timeframes by leading weekly conference calls with the plan review and onsite team and regularly visiting the project site. Additionally, Bill provided structural plan review services for this expansive project.

Project Manager/Structural Engineer | City of Berkeley | Berkeley, CA | 2008 – 2021

Bill ensured all plan review services for the City of Berkeley were accurate and completed in a timely manner.

Project Manager/Structural Engineer | Downtown Commons Tower | Sacramento, CA | 2016 – 2019

Bill served as the project manager for the plan review of this new 634,357 gross SF, 16-story, mixed-use tower located adjacent to the new Sacramento Kings Arena. The tower included office space for the team and area management, a 250-room hotel, 44-residential units and below grade parking.

ELENA HARTSOUGH, SE
STRUCTURAL ENGINEER

Elena is a dedicated structural engineer with over 22 years of experience which includes the design and structural review of structures ranging from small home renovations to large warehouse spaces and custom homes. Elena's strengths include experience with multiple building materials including wood, light-gage, masonry, steel and concrete; knowledge of the California Building Code and proficiency in relevant software programs including Enercalc, SAP2000, L-Pile and AutoCAD.

PROFESSIONAL HISTORY

Structural Engineer / Plans Examiner | BPR Consulting Group | 2022 - Present

Elena provides structural and non-structural plan review for residential, industrial and commercial projects including residential master plans, custom residential projects, commercial tenant improvement and remodel projects.

Structural Engineer / Plans Examiner | Consulting Firm | 2014-2022

Elena reviewed residential and non-residential plans for compliance with California Building, and International building standards; state and local building codes, policies, amendments, and ordinances.

Senior Engineer | Department of Water Resources | 2009 - 2014

Elena managed a staff of five, providing resource management and project coordination within the Division of Engineering. She prepared and reviewed preliminary engineering reports, technical memos, and project plans, details, and specifications. She also designed warehouse structure with light-gage wall framing and steel truss roof framing.

Project Engineer / Project Manager | Harris & Sloan Consulting Group | 2003 - 2009

Elena took projects from the schematic design phase through the construction document phase and was point of contact during construction administration. She designed wood-framed residential and commercial structures, researched structural insulated panel (SIP) construction and utilized them in design of structures.

Project Designer | Jon Brody Consulting Group | 2001 - 2003

Elena designed and detailed gravity and lateral systems for new and re-modeled structures utilizing wood, steel, light-gage, and concrete.



EDUCATION

- BS, Architectural Engineering, California Polytechnic State University, San Luis Obispo

PROFESSIONAL LICENSE & CERTIFICATIONS

- CA Structural Engineer SE-5538
- CA Civil Engineer CE-67675

JOSEPH LEONARD, SE STRUCTURAL ENGINEER

Joseph has 19 years of experience in structural engineering of light framed construction, including single family dwellings, commercial buildings, and public schools, throughout California. He also has 10 years of experience working as a consultant structural engineer on heavy, low to mid-rise building structures, for public and military use. Clients included NAVFAC, NASA, the Navy, and the Army Corp of Engineers, and various public-school districts in the Southern California area. Joseph also has multiple years of experience examining construction documents for compliance with Parts 1-10, of Title 24 of the California Code of Regulations, for and as adopted by, various local Building Departments.

PROFESSIONAL HISTORY

Senior Structural Engineer & Plans Examiner | BPR Consulting Group | 2023 - Present

Joseph provides structural engineering services and plan review for BPR Consulting Group. This includes review for residential, industrial and commercial projects including residential master plans, custom residential projects, commercial tenant improvement and remodel projects.

Principal Structural Engineer | Joseph Leonard Structural Engineering (JLSE) | 2017 - 2023

Joseph founded *Joseph Leonard's, Structural Engineering (JLSE)*, specializing in Architectural Engineering and Plan Review for primarily single-family residential structures.

Plan Review Engineer | Coastland Civil Engineering (CCE) | 2015 - 2017

Joseph provided plan reviews of all types of projects, including all aspects of building design, and client management. Reviewed construction documents for compliance with all of Title 24, including all aspects of building design. More specifically, review included occupancy, allowable building heights/area/stories, construction type, egress and exit paths, access (Chapters 11A and 11B), site access, fire and smoke-rated construction requirements, Wildland-Urban Interface, mechanical, electrical, plumbing, green, and energy, as well as structural (Building Plan Check, Title 24 Parts 1 - 10)).

He also provided review of residential and commercial construction documents for AHJ's in the North Bay Area and the local area, including everything from single family dwellings to villages. More specifically, the projects included SFD's, hotels, apartments, townhomes, villages, and senior living facilities.

A partial list of these projects:

- Managed the contract and plan review/inspection team for the County of Amador and the City of Ione, to provide building department services. CCE provided both plan review, and inspection services to both authorities.
- Acquired and managed a contract with the Division of the State Architect (DSA) to provide Structural Plan Review services for public school projects, throughout California.
- Earned Continuing Education units, by attending numerous seminars through SVABO, with topics ranging from Electrical to Access (11A and 11B).



EDUCATION

- BS, Civil Engineering, Emphasis on Structures, California State University, Chico. 1997-2003.
- Civil Engineering Courses, Cal Poly San Luis Obispo. 1995-1997.

PROFESSIONAL LICENSE & CERTIFICATIONS

- CA Structural Engineer SE-5880
- CA Civil Engineer CE-73026

Senior Structural Engineer | Stedman and Dyson Structural Engineers | 2008 – 2015

Consultant for structural engineering design services for all types of low to mid-rise structures, structural plan review for the Division of the State Architect (DSA), structural peer review for various UC projects, and Seismic Evaluations of existing buildings and bridges (utilizing ASCE 31 and 41). Joseph also worked on structural design including several schools, a shoot-house, rifle range, church and monastery, planetarium, and parking lot. These clients included NAVFAC, NASA, the Navy, and the Army Corp of Engineers, and various public-school districts in the Southern California area.

Design Engineer | SMR-ISD | 2008 – 2008

Joseph consulted structural engineering design, of 'heavy' structures (steel, concrete, and masonry), and forensics engineering.

Structural Designer | Various Design Firms | 2004 – 2008

Joseph consulted structural engineering of light framed structures, ranging from room additions to new large commercial retail structures, including custom and tract SFDs.

CHARLES NGANGA, SE, ICC
SENIOR STRUCTURAL ENGINEER

Charles is a California Licensed Structural engineer with a Master of Science degree in Civil Engineering from California Polytechnic State University in San Luis Obispo. He is also a certified ICC plans examiner with nearly 10 years of experience. His work experience, excellent education and solid commitment to the industry has enabled Charles to develop a solid track record of consistently providing clients with exceptional service.

PROFESSIONAL HISTORY

Senior Structural Engineer | BPR Consulting Group | 2023 – Present

Structural Plan review of multiple buildings and facilities including residential, commercial, mixed use, power generation plants, communication towers, solar installations etc.

Supervising Structural Engineer | Consulting Firm | 2014 – 2023

Charles performed residential and non-residential plan reviews to ensure compliance with California and International Building and Residential Codes and local building codes to include policies, amendments and ordinances. Charles also taught classes to multiple ICC Chapters on the 2016 CRC Braded Wall Provisions. The projects completed included the following.

Hollywood Park – City of Inglewood

Structural review of Hollywood Park which is a Mixed-use development which will include retail and office space with associated parking. Structural Steel construction with special moment frames and braced frames. TI included IMAX Theater (Theater seating stands, Screen Support, technical equipment support).

Garden Grove Hotel – City of Garden Grove.

Structural review of the Garden Grove Hotel. The project consisted of Two Reinforced Concrete Hotel Towers - 200 feet tall - 18 stories. The campus also included a Retail Building.

Project Channel – San Joaquin County

Structural review of a Tilt up building in San Joaquin County with a footprint in excess of 1.3 million square feet and a mezzanine level that is over 400, 000 square feet. The project's lateral force resisting system consisted of special concrete shear walls and structural steel moment frames.

New Terminal (Merced - Yosemite Regional Airport) – City of Merced

Structural review for Risk Category III, New Terminal at the Merced Yosemite Regional Airport. The lateral system consisted of steel concentrically braced frames and cold formed steel shear walls.



EDUCATION

- Master of Science, Civil Engineering
California Polytechnic State University, San Luis Obispo 2014
- Bachelor of Science, Civil Engineering, Jomo Kenyatta University of Agriculture and Technology, Juja, Kenya
- 2009 Courses in Public Works Inspection, Plan Reading and Estimating, Advanced AutoCAD
Santa Rosa Junior College, Santa Rosa, 2012

PROFESSIONAL LICENSE & CERTIFICATIONS

- CA Structural Engineer SE-6913
- CA Civil Engineer CE-85710

International Code Council - 8325618

- ICC Residential Plans Examiner

SOFTWARE SKILLS

- AutoCAD
- Microsoft Excel
- ENERCALC
- RISA 3D
- SAP 2000
- STAAD
- ABAQUS
- MATLAB

[Multiple Construction Phase New Courthouse – Judicial Council of California](#)

Project Manager and Structural review of the construction phase (Deferred Submittals, RFIs) of the following Courthouses:

1. New Redding Courthouse
2. New Modesto Courthouse
3. New Santa Rosa Courthouse
4. New Sacramento Courthouse.
5. Indio Courthouse

[Trainer: 2016 CRC Braced Wall Provisions](#)

Charles provided training on the 2016 CRC Braced Wall Provisions to the following ICC Chapters:

1. ICC, San Joaquin Chapter, 6/14/2017, Hanford CA
2. ICC Sacramento Valley (SVABO) Minstitute, 5/3/2017, Citrus Heights CA.
3. ICC Redwood Empire Chapter, 4/18/2017, Santa Rosa CA
4. ICC Napa/Solano Chapter, 3/14/2017, Fairfield CA
5. ICC Shasta Cascade Chapter, 1/19/2017, Redding, CA
6. ICC Yosemite Chapter, 11/15/2016, Merced CA.
7. ICC Napa/Solano Chapter, 11/18/2020, Via Zoom (2019 CRC)

KYLE M. HANSEN, PE
PLAN REVIEW ENGINEER

Kyle is a California Licensed Civil Engineer with relevant experience providing plan review services to California public agencies to ensure compliance with all relevant and applicable building codes, ordinances and requirements. Kyle offers incredible attention to detail and an admirable focus on customer service.

PROFESSIONAL HISTORY

Structural Plans Examiner / Plan Review Engineer
| BPR Consulting Group | 2022 – Present

Kyle provides structural plan review for residential and commercial projects including residential master plans, custom residential projects, commercial tenant improvement and remodel projects.

Structural Plans Examiner | Consulting Firm | 2016 - 2022

Kyle supported Northern California public agency clients by reviewing building plans and related documents for compliance with Building Codes, policies, and jurisdiction requirements for commercial and residential buildings. Projects included new residential, commercial, tenant improvement, and remodel projects. Kyle assisted homeowners, designers, and contractors by providing information and interpretations of building codes and regulations, recommended necessary changes to design documents as required to obtain compliance with applicable codes and regulations. Kyle was responsible for preparing written correction letters and maintaining and updating records and database information.

Academic Support | Department of Civil Engineering, CSU Chico | 2013 - 2015

Kyle provided academic support to students by completing daily paperwork to include grading fluid mechanics papers, laboratories, and data entry. He was responsible for tracking student progress and Kyle attended weekly and monthly department meetings.

Academic Support | Yuba Community College | 2011 - 2015

Kyle provided students with drop-in mathematics support including Calculus (I, II, III), Physics, and Engineering (Statics, Materials).



EDUCATION

- BS, Civil Engineering, California State University, Chico
Graduated Magna Cum Laude
- Yuba Community College
Lower Division Engineering & General Education

PROFESSIONAL LICENSES & CERTIFICATIONS

- CA Civil Engineer CE-91071
- Engineer-in-Training (EIT)

PROFESSIONAL AFFILIATIONS

- Structural Engineers Association of California (SEAOC)
- American Society of Civil Engineers (ASCE)
- Mathematics, Engineering and Science Achievement (MESA)
- Honors Societies
 - Phi Kappa Phi – Top 5%
 - Golden Key National Honors Society – Top 15%

CHANDRA DESAI, PE
PLAN REVIEW ENGINEER

Chandra is a California Licensed Civil Engineer with over 40 years of experience in structural engineering, which includes the design of structures for residential, commercial and industrial facilities. He has over 16 years of experience providing plan review, permit processing and field issue resolution for all types of buildings.



PROFESSIONAL HISTORY

Structural Plans Examiner / Plan Review Engineer | BPR Consulting Group | 2022 - Present

Chandra provides structural and non-structural plan review for residential, industrial and commercial projects including residential master plans, custom residential projects, commercial tenant improvement and remodel projects.

Plan Check Engineer | Consulting Firm | 2015 – 2022

Responsibilities included plan review for residential, industrial, commercial and miscellaneous structures for structural code compliance. Chandra worked with multiple city and county clients along with outside engineers, architects and Building Departments to coordinate and resolve plan review related issues, expedite permit processing and address field related challenges.

Plan Check Engineer | County of Riverside | 1999 – 2015

Responsibilities included plan review for residential, industrial, commercial and miscellaneous structures for both engineering and non-engineering items. Chandra worked with outside engineers, architects and other consultants to coordinate and resolve plan review related issues in order to expedite permit processing and field problem resolution. Chandra assisted Junior Engineers, Inspectors and front counter staff to resolve any code related issues.

Principal Engineer | Parsons Corp. | 1980-1983 / 1987-1999

Responsibilities included design of steel and concrete structures for Petro-Chemical Plants, Gas Plants and industrial facilities. Prepared and checked structural design calculations, cost estimates and construction drawings. Extensive use of in-house computer programs and other structural programs in preparing calculations and drawings. Chandra supervised 4-6 Junior Engineers and CAD Operators in producing construction documents. He prepared cost estimates and man-hour estimates for future and ongoing projects.

Senior Engineer | Sargent and Lundy | 1983 - 1987

Work included the design of steel and concrete structures for nuclear power plant buildings. Chandra prepared structural calculations for reinforced concrete and steel structures for reactor buildings and auxiliary buildings per NRC requirements. Chandra worked on the job site for two years to resolve construction problems and coordinate field activities.

EDUCATION

- MS, Civil / Structural Engineering, University of Illinois

PROFESSIONAL LICENSE & CERTIFICATIONS

- CA Civil Engineer CE-47213

International Code Council

- ICC Building Plans Examiner

PETER SIMONSEN, PE
PLAN REVIEW ENGINEER

Peter is a California Licensed Civil Engineer with relevant experience providing plan review services to California public agencies to ensure compliance with all relevant and applicable building codes, ordinances and requirements. Peter brings careful attention to detail and a clear focus on customer service. Peter focuses primarily on structural review as he works towards becoming a licensed structural engineer.

PROFESSIONAL HISTORY

Plan Review Engineer | BPR Consulting Group | 2023 – Present

Peter provides engineering plan review for residential and commercial projects including residential master plans, custom residential projects, commercial tenant improvement and remodel projects.

Plan Review Engineer | Consulting Firm | 2018 - 2022

Peter supported California public agency clients by performing Structural plan review for code compliance with the California Building Codes and city ordinances, for commercial and residential structures. Projects ranged from small non-habitable structures to intricate custom designed residences and multi-story apartment complexes. Additional responsibilities include assisting jurisdictions with plan review via in-house reviews and code interpretation as well as training new plan reviewers.



EDUCATION

- MS, San Jose State University, Civil Engineering with focus on Structural
- BS, Structural Engineering, University of California, San Diego

PROFESSIONAL LICENSE & CERTIFICATIONS

- CA Civil Engineer 92616

DENISE REESE, CBO, ICC LIFE SAFETY PLANS EXAMINER

Denise is an ICC Certified Chief Building Official and Life Safety Plans Examiner. She has nearly 10 years of experience performing life-safety, architectural, mechanical, plumbing, electrical, and minimal structural reviews in residential, multifamily and commercial projects, including OSHPD-3 licensed facilities. This valuable experience is also evident in that Denise specializes in working with applicants, designers and jurisdictions, and successfully serving multiple client jurisdictions.

Denise approaches plan review with her unique knowledge balancing the delivery of timely and accurate reviews while remaining responsive and approachable. Denise is extremely skilled in all disciplines required to successfully bring projects to approval.

PROFESSIONAL HISTORY

Life Safety Plans Examiner | BPR Consulting Group | 2022 - Present

Denise provides comprehensive plan review and inspection services for California client agencies. She performs detailed reviews of residential and non-residential plans for compliance with California Building, CalGreen, Plumbing, Mechanical, Electrical Codes, Energy Standards, state and local building codes, policies, amendments, and ordinances. Denise supervises life safety plans examiners and the permit intake team. She also provides training to new plans examiners.

Building Official & Supervising Life Safety Plans Examiner | Consulting Firm | 2014-2022

Denise performed comprehensive plan review and inspection services for client agencies. Reviewed residential and non-residential plans for compliance with California Building, CalGreen, Plumbing, Mechanical, Electrical Codes, Energy Standards, state and local building codes, policies, amendments, and ordinances. Supervised life safety plans examiners and permit intake team. Provided training to new plan reviewers.

Building Permit Technician II | City of Rancho Cordova | 2010 - 2014

Denise Interpreted and explained policies and regulations accurately and tactfully to the public assisting with the completion of building permit applications. She performed preliminary plan review for completeness and accuracy and to determine appropriate fees.

Customer Service Specialist | City of Rancho Cordova | 2007 - 2010

Denise provided customer and administrative support to the Building & Safety Division as well as other departments throughout City Hall.

Administrative Secretary | City of Rancho Cordova | 2006 - 2007

Provided administrative support to the City Manager's office, his Executive Assistant and the City Council.



EDUCATION

- Consumnes River College, Building Inspection Technology

PROFESSIONAL LICENSES & CERTIFICATIONS

International Code Council - 8096275

- ICC Certified Building Official
- ICC CA Building Plans Examiner
- ICC Certified CALGreen Inspector
- ICC Certified Permit Technician
- ICC Permit Specialist

DAVID CASTILLO, ME, FPE
MECHANICAL ENGINEER / FIRE PROTECTION ENGINEER

David brings more than 37 years of breadth, depth, and knowledge of mechanical engineering, design, and plan review to any project. A California licensed professional Mechanical Engineer and Fire Protection Engineer, his expertise encompasses HVAC, Plumbing, Medical Gases, and Fire Sprinklers. David's background includes mechanical engineering, design, and plan review on Central Treatment Centers, Substance Abuse Treatment Facilities, Inpatient Mental Health Clinics, and Inmate Housing Units for the Department of Corrections. He has engineered and designed Acute Care Hospitals, Skilled Nursing Facilities, Surgery Clinics, Psychiatric Hospitals, Pharmaceutical Plants, Industrial Plants, Educational Facilities, and Hi-Rise Commercial Buildings.

PROFESSIONAL HISTORY

**Senior Plan Review Engineer | BPR Consulting Group |
2021 - Present**

David performs mechanical engineering and fire protection engineering plan review services for BRP's California clients.

**Senior Plan Review Engineer | Consulting Firm |
2012 - 2021**

David performed mechanical engineering and fire protection engineering plan review services for California clients.

**Senior Mechanical Engineer | State of California, OSHPD Group |
2001 - 2012**

David performed plan checking of mechanical systems for hospitals, skilled nursing facilities, and surgery centers to ensure code compliance with the CBC, CMC, CPC and NFPA.

Vice President | Technical Engineering Group, Inc. | 2000 - 2001

David responsibilities included acquiring new clients, maintaining existing clients and preparing proposals. He performed heating and cooling load calculations, laid out mechanical designs for central plant systems, chilled water systems, heating hot water systems and variable air volume systems for hospitals, prisons, and educational facilities. David performed in-house plan check of all projects, and served as the Engineer of Record for all projects. He is knowledgeable of CMC, CPC, CBC, NFPA and OSHPD.

Project Manager / Lead Mechanical Engineer | Mazzetti & Associates | 1999 - 2000

David provided project management for all aspects of mechanical design on prisons, hospitals, pharmaceutical facilities, and office buildings. He was familiar with cGMP and all classes of clean rooms related to manufacturing facilities.



EDUCATION

- BSME, California Polytechnic State University, San Luis Obispo
- Credentialed Instructor, Los Rios Community College District
Campuses: Cosumnes River College, Folsom Lake College, & Sacramento City College

**PROFESSIONAL LICENSE
& CERTIFICATIONS**

- CA Registered Mechanical Engineer, 31455
- CA Registered Fire Protection Engineer, 2013
- Certificate Fire Protection Engineering | University of California Davis Extension
- Certificate in HVAC and Refrigeration | University of California Davis Extension

PROFESSIONAL AFFILIATIONS:

- American Society of Heating, Refrigerating & Air Conditioning Engineers
- American Society of Mechanical Engineers
- National Fire Protection Association
- American Society of Plumbing Engineers

Project Manager / Lead Mechanical Engineer | Interface Engineering, Inc. / 1997 - 1999

David was the lead engineer for the Mechanical Division of a Mechanical/Electrical engineering firm. He initiated and implemented the writing of a Project Management Procedures Manual for companywide use. David performed heating and cooling load calculations, layout of mechanical designs for central plant systems, chilled water systems, heating hot water systems, variable air volume systems, and write specifications.

Mechanical Designer | Edward Rios & Associates | 1994 - 1997

David was responsible for all aspects of HVAC, process piping and plumbing design and drafting for a mechanical engineering firm. He performed heating and cooling load calculations using Trane Trace analysis software.

Mechanical Designer | The Spink Corporation | 1991 - 1994

David was responsible for all plumbing and process piping design and drafting for the Mechanical Division of a 115-person multidisciplinary engineering firm. Drafting was done using AutoCAD Release 11. David's primary responsibilities included running HVAC loads using Trane "Load 600" analysis program, Title 24 compliance, and field work for remodel/rehabilitation projects.

Mechanical Designer / Estimator | Mark III Engineering Contractors | 1986 - 1991

David performed material takeoffs for plumbing and HVAC. He designed HVAC and plumbing for commercial projects. David priced out projects and submitted bids to general contractor. He also served as a project manager for field staff.

THOMAS TRIMBERGER, ME, CBO, ICC
MECHANICAL ENGINEER

Thomas has more than 30 years of experience working within building departments both successfully providing and supervising virtually all building department functions. Thomas is a CA Registered Mechanical Engineer, ICC Certified Building Official, Plans Examiner and Building Inspector. His extensive experience and knowledge enables him to provide excellent services to our clients. Thomas is skilled at developing relationships with developers, designers and the community to ensure plan reviews, inspections and development review functions are performed in an effective and efficient manner. He continuously assists clients by providing guidance and education on the construction and inspection process. Always helpful, personable, professional and successful in delivering a high level of customer service.

PROFESSIONAL HISTORY

Senior Mechanical Engineer/Building Official | BPR Consulting Group | 2023 - Present

Thomas provides plans examination and building official services to municipal clients throughout California.

Building Official/Mechanical Engineer/Plans Examiner | Consulting Firm | 2017 - 2023

Thomas has served as the Chief Building Official for the City of Modesto for and the City of Woodland. He is responsible for both Building Safety and Code Enforcement. Additionally, Thomas works for the City of Vallejo coordinating and performing plan review. Thomas also provides comprehensive building and safety services to a variety of clients throughout the Northern California region.

Chief Building Official/Senior Mechanical Engineer/Plans Examiner | Consulting Firm | 2016 - 2017

Thomas provided Fire and Life Safety, Accessibility, Mechanical, Plumbing, Energy, Green Building Code review standards for both Private and Public-sector clientele.

Mechanical Engineer | California Energy Commission | 2015-2016

Thomas worked in the Existing Buildings (AB758) Program. His responsibilities included, collaborations with local governments and real estate industry personnel regarding energy use in existing buildings.

Senior Mechanical Engineer | Consulting Firm | 2010 - 2015

Thomas provided plan review services for power plants plan. Plan reviews were completed per CA Code standards for mechanical, plumbing, energy, fire and life safety as well as applicable industry standards.



EDUCATION

- Bachelors of Science, Mechanical Engineering
- California State University, Sacramento
- Certificate in Total Quality Management
- Lost Rios Community College

PROFESSIONAL LICENSE & CERTIFICATIONS

- LEED Accredited Professional
- Build It Green Certified Green Building Professional
- Build It Green Greenpoint Rater
- CA Registered Mechanical Engineer | M026359 *Registered ME in 14 States
- CABEC Residential & Non-Residential Certified Energy Plans Examiner

International Code Council - 866408

- ICC Certified Building Official
- ICC Certified Mechanical Code Official
- ICC Certified Plumbing Code Official
- ICC Building Plans Examiner
- ICC Mechanical Plans Examiner
- ICC Plumbing Plans Examiner
- ICC Mechanical Inspector
- ICC Plumbing Inspector

PROFESSIONAL AFFILIATIONS

- Sacramento Valley Association of Building Officials (SVABO)
- California Building Standards Commission (CBSC)
- California Association of Building Officials (CALBO)

Reviews were also completed for both private and public buildings and properties. Additional projects included Commercial Property Assessments.

Special Project Manager | City of Rancho Cordova | 2001 - 2010

Thomas managed special projects for the City Manager and Public Works Director, including an Energy Efficiency and Conservations Block Grant, Cemetery expansion and Police Station remodel.

Chief Building Official | County of Sacramento/City of Rancho Cordova | 2003 - 2009

Thomas was responsible for the Building Department operational management and budget. He was responsible for the establishment of the new building and safety department, overseeing all aspects of Building and Safety plan review, permit issuance, field inspections, complaints and violations, business license inspections, staffing and budgeting.

Senior Mechanical Engineer | County of Sacramento | 1999 - 2005

Thomas duties included; managing 26 inspectors including all aspects of commercial inspections, managing all plan review activities including residential, commercial and all specialists, helped institute a new automated permit system for permit issuance and tracking as well as coordinated special issues for residential staff for energy compliance and alternate means and materials.

Associate Engineer | County of Sacramento | 1987 - 1999

Thomas was responsible for determining acceptability of proposed mechanical and plumbing systems; advising building owners and designers about the design and code compliance of public potable water, sewer, and gas systems, fire resistive building protection, ventilation, and commercial kitchen exhaust and makeup air systems. He supervised the mechanical plan review staff, writing technical correspondence and various other tasks.

HVAC Design Engineer | Airway Heating and Air | 1985 - 1987

Thomas was responsible for the design, estimation of HVAC systems, and technical assistance to jobsite superintendents, preparation of bids, bills of materials, major equipment purchased, issuing and managing subcontracts. Other duties included life-cycle-cost analysis, energy budget analysis, Title 24 Energy Certification and development program.

Design Engineer | Comeau Engineering | 1983 - 1985

Thomas worked in the design of industrial, commercial and residential HVAC, piping and plumbing systems. He performed site surveys concept development and design, drafting, and coordination with contractors and facility staff. Thomas also performed load calculations, residential and non-residential Title 24 energy compliance certifications.

JINGPEI ZHANG, EE ELECTRICAL ENGINEER

Jingpei is a licensed electrical engineer in California and has over 30 years of experience. He holds a master's degree in Electrical and Electronic Engineering. His extensive experience in designing a variety of facilities and systems lends to his ability to provide excellent plan review services. His experience includes the design of electrical distribution systems for healthcare centers, data centers, commercial and industrial building and educational facilities.

PROFESSIONAL HISTORY

Plans Examiner | BPR Consulting Group | 2023 – Present

Jingpei provided plan review services for BPR's California clients to included residential and commercial projects. Project types include residential master plans, custom residential projects, commercial tenant improvement and remodel projects.

Plans Examiner | Consulting Firm | 2011 – 2023

Jingpei provided plan review services for public agencies throughout California.

Plans Examiner | Consulting Firm | 2009 – 2017

Jingpei designed health care facilities, commercial and industry buildings, and schools. Representative Projects included:

- Farm Credit West (bank), Yuba City
- Almadon Ranch Commercial Office Building O6/P5
- El Dorado Surgery Center, Folsom Surgery Center
- Kaiser Folsom HVAC upgrade
- San Francisco Honda Service Center in Folsom and Bayshore
- University Village Shopping Center
- Folsom Broderick Restaurant
- Folsom Natural Result Surgery Center
- Sunnyvale Building T warm shell
- Twin River School District schools HVAC system Replacement

Senior Electrical Engineer/Project Integration Engineer | Worley Parsons | Folsom/Sacramento, CA | 2007 – 2009

In this position, Jingpei designed and reviewed plans for power plants, including the Ivanpah Solar thermal power plant in Mojave Desert, Ca.; the Geothermal power plant grid transmission upgrade and retrofit in Imperial County; and the PG&E Gas-fired power plant planning phase, Colusa, Ca.

Senior Electrical Engineer | Mazzetti & Associates Inc. | Sacramento, CA | 2000 – 2007

Jingpei designed health care facilities, commercial and industry buildings, including:

- St. Joseph Hospital main office building (MOB), Eureka, CA.
- North bay Medical Center:



EDUCATION

- MS, Electrical Engineering, California State University, Sacramento CA
- BS, Electrical Engineering, South China University of Technology, China

PROFESSIONAL LICENSE & CERTIFICATIONS

- CA Professional Engineer, E16243
- NCCER Plumbing Level IV Certification
- NCCER Plumbing Level IV Certification
- NCCER Building Maintenance Level III Certification
- NCCER Carpentry Level IV Certification
- NCCER Solar Photovoltaic Level I Certification
- NCCER Wind Power Level I Certification
- NCCER Green Technology Level I Certification
- NCCER Weatherization Technician Level I Certification

HONORS

- Professional Engineer Achievement Award; Carlson Corporation, July 2000
- Student of the Year Award; South China University of Technology, China, 1987

- Medical Center Emergency Department, Vacaville, CA.
- Cardio-vascular surgery center, Fairfield, CA.
- Lakeside Hospital, Tele-medical surgery suites, Lakeport, CA.
- UC Davis Briggs Hall Chemical Laboratory Building
- Franchise Tax Board Administration building, Rancho Cordova, CA.
- Kaiser Hospitals, San Francisco, Vacaville, Roseville, Elk Grove.
- Veteran's Hospital Radiology Department, Mather, CA.
- Woodland Memorial Hospital, mental health department renovation, Woodland, CA.
- Microsoft Data center, Redmond, Seattle, WA.
- Lockheed Martin Power distribution system upgrade, Santa Clara, CA.
- CDCR Prison Housing units, Delano; Salinas; Vacaville, CA.
- Elk Grove Middle school, Elk Grove, CA.
- Santa Clara Elementary School, Santa Clara, CA.
- San Jose Elementary School, San Jose, CA.

Assistant Electrical Engineer | Carlson Corporation | San Francisco, CA | 1997 – 2000

Jingpei designed and built data centers, including:

- AT&T Web hosting data center, Seattle, WA.
- Level 3 Data center, Portland, Or.
- Equinix data centers, New York, city, Chicago, IL.
- GTE call center, various sites.
- Safeco Call Center, Seattle, WA.
- Bank of America Branch offices, various sites.
- Wells Fargo Bank Branch offices, various sites.

Electrical Designer/Draftsman | Peters Engineering | Sacramento, CA | 1996 – 1997

Jingpei designed commercial/industry, residential and schools. AutoCAD drafting and design. Also, Jingpei designed power lighting fire alarm systems for various commercial, industrial, schools and office buildings.

JEROME SCHREIBER, EE

ELECTRICAL ENGINEER

Jerome has more than 45 years of electrical industry experience. He is a licensed electrical engineer in California and Hawaii, and is certified by the International Association of Electrical Inspectors as an Electrical Plans Examiner and Electrical inspector. Jerome's experience is wide and varied, having provided engineering services to the military, public utilities, private organizations and municipal agencies.

PROFESSIONAL HISTORY

Building Inspector | City of Glendale | 2013 -Present

Jerome has served as a Building Inspector for the City of Glendale since August 2013. His duties have included Building, Plumbing, Mechanical, & Electrical Inspections and Plans Examination.

Instructor | Long Beach City College | 2013 -Present

Since 2013, Jerome has served as an instructor in National Electrical Code for Industrial & Commercial Applications at Long Beach City College.

Senior Electrical Inspector | City of Vernon | 1987 -2013

Jerome was responsible for electrical plans examination and performing Building, Plumbing, Mechanical, & Electrical inspections and all electrical installation in the City and for the City municipal facilities.

Electrical Consultant | BSK Engineering | 1986 -1987

Jerome served as an Electrical Consultant for a private firm that provided design for factories, restaurants, computer rooms, car lots, and other such installations.

Distribution Engineer | Southern California Edison | 1983 -1986

Jerome provided service planning and customer coordination for this Southern California utility.

Interior Electrician | Air National Guard | 1978 -1980

Jerome provided electrician services for various installations as a member of the Air National Guard.

Automatic Flight Control Systems Specialist, Sergeant | US Air Force | 1973 -1977

As a Sergeant in the US Air Force, Jerome served as Shift Supervisor and was responsible for repair crew to facilitate maintenance on transient aircraft.



EDUCATION

- BS, Electrical Engineering, California Polytechnic University

PROFESSIONAL LICENSE & CERTIFICATIONS

- CA Electrical Engineer 12290
- HI Electrical Engineer 13259
- International Association of Electrical Inspectors – Electrical Plans Examiner and Electrical Inspector – 6027880

International Code Council (ICC)

- ICC CA Commercial Building Inspector
- ICC CA Commercial Mechanical Inspector
- ICC CA Commercial Plumbing Inspector
- ICC CA Residential Mechanical Inspector
- ICC CA Residential Plumbing Inspector
- ICC Commercial Building Inspector
- ICC Mechanical Inspector
- ICC Plumbing Inspector
- ICC Plumbing Inspector UPC

PROFESSIONAL AFFILIATIONS:

- International Association of Plumbing and Mechanical Officials
- International Association of Electrical Inspectors
- IEEE

RICHARD MADDOX, ICC **ELECTRICAL PLANS EXAMINER**

Richard brings over 28 years of experience in all aspects of plan review and building inspections. Richard provides accurate and complete electrical plan reviews of residential and commercial buildings. While working for Clark County, Richard represented his department for multiple years at all electrical industry events such as IAEI, IEEE, AGC, NEMA, ABC, SNHBA and IBEW. Richard maintains his electrical plan review and inspection skills by regularly participating in industry and code related training and attending electrical safety and electrical industry symposiums.

PROFESSIONAL HISTORY

Electrical Plan Review | BPR Consulting Group | 2021 – Present

Richard provides electrical plan reviews for residential and commercial projects for compliance with the California Electrical Code, California Energy Code requirements as well as local codes and ordinances.

Building Inspector and Plans Examiner | Consulting Firm | 2013-2021

Provided electrical plan review and inspections for residential and commercial buildings for compliance with California Electrical Code and Energy Code requirements, local codes, policies, amendments, and ordinances.

Supervising Building Inspector, Electrical Specialist | Clark County, Nevada | 2003-2012

Supervised a staff of 15 inspectors. Assisted customers in addressing problems and concerns with compliance issues on code-related matters. Assisted with plan checking for complex projects and conflict resolution. Participated in budget planning, budget review and long-range planning.

Building Inspection Specialist | Clark County, Nevada | 2000-2003

Developed an education program for inspectors. Researched, authored and maintained the department's electrical policies, procedures and inspection technical guidelines. Represented the department to the local utility on all electrical related issues. Represented the department at all electrical industry meetings such as IAEI, IEEE, AGC, NEMA, ABC, SNHBA and IBEW.

Senior Building Inspector | Clark County, Nevada | 1997-2000

Combination inspection of single family and commercial occupancies for code compliance. Maintained an inspection record in the field and office. Investigated complaints and issuance of enforcement actions. Assisted all customers in addressing problems and concerns on compliance issues on all code-related matters related to active permits.

Combination Inspector | Clark County, Nevada | 1995-1997

Combination inspection of single family and commercial occupancies for code compliance. Maintained an inspection record in the field and office. Investigated complaints and issuance of enforcement actions.



EDUCATION

- Victor Valley College Inspection Technology Certificate
- Pacesetter Schools Building Inspections Certificate
- Gordon Copper Vocational Technical School

PROFESSIONAL LICENSES AND CERTIFICATIONS

ICC NO. 848507:

- ICC Building Inspector
- ICC Combination Inspector
- ICC Combination Inspector - Legacy
- ICC Electrical Inspector
- ICC Mechanical Inspector
- ICC Mechanical Inspector UMC
- ICC Plumbing Inspector
- ICC Plumbing Inspector UPC
- ICC Master Electrician (NV) 000-001221
- OSHA 10 & 30 Training
- ATC 20 Post Disaster Training

KEVIN BRENTON, CBO, CASp, ICC
LIFE SAFETY PLANS EXAMINER

Kevin is a Certified Building Official, CASp professional, and commercial combination building inspector with over 24 years in the construction and inspection industry combined. He is an active Local Chapter member of the International Association of Plumbing and Mechanical Officials and active member in the local chapter of International Code Council. Kevin has a strong understanding and knowledge of the implementation of local, state and federal building codes.

PROFESSIONAL HISTORY

Senior Plans Examiner / Building Inspector | BPR Consulting Group | 2022 - Present

Kevin provides plan review and inspection services for residential and commercial projects including residential master plans, custom residential projects, commercial tenant improvement and remodel projects.

Senior Plans Examiner / Inspector | Stanford University | 2019 - 2022

Kevin provided combination field inspections of new and existing building construction including, large complex commercial Structural, Accessibility, Plumbing, Mechanical, Electrical and Fire installations. He performed plan review and specifications for completeness, accuracy and implementation. Kevin provided the campus with onsite CASp review and Inspection; served as the subject matter expert for building codes and accessibility; and provided a high level of customer service to all stakeholders though out the duration of projects.

Building Inspector | Lawrence Livermore National Laboratory | 2019 - 2019

Kevin provided combination field inspections of new and existing building construction including large complex commercial Structural, Accessibility, Plumbing, Mechanical, Electrical and Fire installations. Kevin utilized his understanding and implementation of local, state and federal building codes to perform plan review and specifications for completeness, accuracy and implementation. He possessed and practiced his experience with DOE procedures and provided expert code evaluations of onsite construction projects.

Structural Building Inspector | Santa Clara County Planning & Development | 2017 - 2018

Kevin provided combination field inspections of new and existing buildings for both commercial and residential projects. He served as the commercial combination building inspector for Stanford University, was the lead Inspector for Stanford University Escondido Village (1.5 million sqft. Pre-cast facility) and served as Building Inspector for Santa Clara County correctional facilities.

Senior Building Inspector | Consulting Firm | 2012 - 2021

Kevin provided combination field inspections of new and existing building construction including but not limited to large complex commercial Structural, Accessibility, Plumbing, Mechanical, Electrical and Fire installations. He



EDUCATION

- AS, Computer Science, Carrington College

CERTIFICATIONS

International Code Council - 8259529

- ICC Commercial Plumbing Inspector
- ICC Residential Plumbing Inspector
- ICC Commercial Building Inspector
- ICC Residential Building Inspector
- ICC Commercial Electrical Inspector
- ICC Residential Electrical Inspector
- ICC Commercial Mechanical Inspector
- ICC Building Inspector
- ICC Electrical Inspector
- ICC Plumbing Inspector
- ICC Commercial Combination Inspector
- ICC Building Plans Examiner
- ICC Legal Module
- ICC Building Codes and Standards Module
- ICC Management Module
- ICC Certified Building Official
- ICC Building Code Specialist

Certified Access Specialist - #964

Licensed General Contractor - B-88891

Journeyman Electrician, 2002

served as Senior Combination Inspector for the APPLE AC2 campus for the entire duration of project and was the Combination Building Inspector at Sandia National Laboratory. Kevin supervised up to six employees at the AC2 project for daily assignments.

Journeyman Electrician and Pipe Fitter | KRB Construction | 1999 - 2012

Kevin worked on electrical systems in an industrial and commercial environment. He Installed and modified old and new work including but not limited to lighting, outlets electrical fixtures, electrical equipment transformers, switch gear and distribution equipment. Kevin tested and maintained repairs of emergency systems, backup generators, switch gear, fans and motors. Project types included class 1 division 1 electrical systems, fire alarm systems, emergency power systems, solar arrays, and underground storage tank electrical.

SHARON VANDERPOOL, ICC LIFE SAFETY PLANS EXAMINER

Sharon is proficient building plans examiner with over 9 years of experience with residential construction projects and permitting. She is well-versed in the design and plan review process, municipal submittal requirements, and building permit procurement.

PROFESSIONAL HISTORY

Plans Examiner | BPR Consulting Group | 2022 - Present

Sharon provides plan review services for residential and commercial projects including residential master plans, custom residential projects, commercial tenant improvement and remodel projects.

Plans Examiner | Consulting Firm | 2017 - 2022

Sharon performed plan review of residential projects for numerous municipal building departments throughout California. She provided technical review of building plans and related documents for compliance with California Building Codes, client requirements and policies. Sharon performed plan reviews of new residential, master plans, remodel, and tenant improvements. Sharon assisted applicants and project designers by providing information and interpretations of building codes and recommended assembly details as required to obtain compliance with applicable codes. Sharon was responsible for preparing written correction letters and maintaining project records.

Administrative Specialist | El Dorado Hills Community Services District | 2014 - 2015

Sharon served as lead Code Compliance Officer by ensuring that all buildings and properties followed community CC&Rs. She handled various compliance issues from homeowners and committee members through meetings/site visits/phone/email communication with tact and consideration with the goal of resolution. Sharon facilitated monthly Citizen Advisory Committee meetings including the preparation of agendas and meeting minutes. She always maintained a high level of customer service in communicating with homeowners, HOAs, and county agencies.

Building Permit Technician | Consulting Firm | 2006 - 2009

Sharon was responsible for processing all plans and documents for permit issuance for the City of Elk Grove Building Department. She reviewed and processed permit applications and plans for compliance with applicable building codes; responded to inquiries from developers, architects, and property owners by providing pertinent permit procedures and policies at the public counter, email, over the phone; and Sharon served as permit coordinator for large projects requiring multiple permit approvals



EDUCATION

- BS, Business Administration, University of Phoenix
- Certificate / Construction Management Technology, Cosumnes River College

CERTIFICATIONS

International Code Council - 8789037

- ICC Certified Building Plans Examiner
- ICC Certified Residential Plans Examiner
- ICC Certified Residential Building Inspector
- ICC Certified Plumbing Plans Examiner

TAMMIE RIKARD, ICC
PLANS EXAMINER

Tammie has 31 years of experience in municipal government, performing a wide range of functions in Community Development; Building and Planning Divisions. Her education, certifications and experience provide her with a well-rounded and broad-based capability to deliver excellent customer service in all capacities of permit center management, building code administration, plan review and field inspection within a development services department.

PROFESSIONAL HISTORY

Plans Examiner | BPR Consulting Group | 2022 - Present

Tammie provides plan review services for residential and commercial projects including residential master plans, custom residential projects, commercial tenant improvement and remodel projects.

Building Inspector III / Plan Review | City of Sacramento | 2016 - 2022

Tammie performed detailed, comprehensive technical reviews of building plans, specifications and calculations for accuracy, completeness and conformance with governing codes, state regulations and local ordinances in all aspects related to life safety, structural, accessibility, E/M/P, energy and green building standards. She prepared correction notices defining plan deficiencies. Tammie offered effective communication with architects, engineers, contractors, designers and homeowners regarding building codes and permits; responded to inquiries and performed special investigations of complex building and construction related issues in order to develop resolutions to problems. She provided customer service, assistance and information to members of the public pertaining to building codes and regulations/ assist in resolving problems regarding plan submissions and sufficiency; and conducted Teams and Zoom meeting discussions with project stakeholders as needed to collaborate on plan review items.

Development Services Technician II / Plan Check | City of Yuba City | 1992 - 2016

Tammie performed a wide range of technical functions within the Building, Planning and Code Enforcement Divisions. She reviewed residential and commercial building plans for conformance with applicable codes, regulations and local ordinances in all aspects of building life safety, structural, accessibility, plumbing, mechanical, electrical, green building and energy conservation as well as zoning and land use. Tammie prepared detailed correction notices advising applicants of plan deficiencies; coordinated plan review process, prepared plan check correspondence and incorporated aggregation of plan review comments from all review disciplines, maintained plan review records, monitored progress and established applicable fees. She provided plan review project management; coordinated and conducted design review, pre-construction, progress and pre-final meetings with development team, anticipated foreseeable development related issues in order to facilitate preemptive resolution. Tammie processed planning project and building permit applications and employed advancements in technology to streamline and improve processes. She produced statistical reports of development activity and advised and assisted contractors, owner/builders, architects and the general public concerning building and planning related issues.



CONSULTING GROUP

EDUCATION

- Building Inspection Technology, Coursework
Utah Valley State College

PROFESSIONAL LICENSE & CERTIFICATIONS

- Certified Evaluator, Post-Disaster Safety Assessment Program
- InterNACHI Certified Professional Inspector

International Code Council - 5104615

- ICC Building Inspector

TECHNOLOGY

Accela, Citizen Serve, Adobe, Blue Beam, Microsoft Suite, Teams, Zoom

ANDREW BURKE, CASp, ICC
CERTIFIED ACCESS SPECIALIST | PLANS EXAMINER

Andrew is a Certified Access Specialist and ICC certified Plans Examiner with more than 18 years of industry experience in plan review, inspection, administration and estimating. Andrew has extensive plan check experience in multi-story mixed use projects and provides in-depth review of accessibility issues to ensure compliance with all California building codes. His CASp certification provides him the ability to ensure all aspects of accessibility have been achieved. His formal training in ICC codes, as well as on-the-job experience, helps him to provide thorough and accurate commercial and residential plan reviews and inspections. Andrew is an excellent asset to any building department both in the office and out in the field.

PROFESSIONAL HISTORY

Plans Examiner | Certified Access Specialist (CASp) | BPR Consulting Group | 2021 – Present

Provides life safety and accessibility plan review for residential and commercial projects including residential master plans, custom residential projects, commercial tenant improvement and remodel projects.

Plans Examiner | Certified Access Specialist (CASp) | Consulting Firm | 2013 – 2021

Provided life safety and accessibility plan reviews for residential and commercial projects including residential master plans, custom residential projects, commercial tenant improvement and remodel projects.

Building Department Intern | Town of Los Gatos | 2012

Andrew worked as an intern in various areas of a building department. Performed field inspections and worked behind the counter as a permit technician.

PROJECT EXPERIENCE

2020 Project Expansion | University of California, Merced | 2016 - 2021

Life Safety and Accessibility Plans Examiner | Andrew reviewed plans for the campus expansion for compliance California Building, Plumbing, Mechanical, Electrical Codes, Energy Standards, Fire Codes, Green Building Standards Code, and California Accessibility Standards; state and local building codes, policies, amendments, and ordinances.

Sac Republic Soccer Stadium | City of Sacramento | 2019

Accessibility Plans Examiner | Andrew provided plan review for this new 409,664 SF stadium to ensure compliance with applicable accessibility codes and standards.

North 40 | Town of Las Gatos | 2018 - 2019

Accessibility Plans Examiner | Andrew provided accessibility reviews for the new 211,773 SF mixed use building in the North 40 development consisting of residential, parking garage, community room and commercial.



EDUCATION

- Associates in Building Inspection Technology, Butte Community College
- Associates in Mathematics, Butte Community College

CERTIFICATIONS

- Certified Access Specialist – CASp-710

International Code Council, 8250398

- ICC Building Inspector
- ICC Building Plans Examiner
- ICC Permit Technician
- ICC Commercial Building Inspector
- ICC Residential Plans Examiner
- ICC Residential Combination Inspector

RICK D. MAULDIN, CASp, ICC
LIFE SAFETY PLANS EXAMINER

Mr. Rickey D. Mauldin is a skilled Plans Examiner and Inspector for major multi-discipline and multi-level building projects, known for providing inclusive plan examinations and support to fellow co-workers and various jurisdictional building staff. As a Building Official, Senior Plans Examiner and Senior Inspector, Rickey has 37 + years of management, inspection, contracting, building inspection, and building code compliance review experience, including experience with both a city agency and the private sector.

He has completed complex reviews of a variety of projects including fire stations, indoor and outdoor malls, multi-story parking structures, hotels and motels, various cellular towers, electrical distribution systems, photovoltaic systems, mechanical systems, plumbing systems, multi-level commercial establishments, various restaurants and fast food buildings, medical and dental offices, commercial swimming pools, mixed use occupancy buildings, multi-family buildings, single and multi-level single-family dwellings and site civil review for site accessibility access. Rickey is extremely organized and professional when managing several large projects and working with clients.

PROJECT EXPERIENCE

- Roseville Galleria Mall, \$240 million, 400,000-sq. ft. Expansion and Renovation (Electrical, Mechanical & Plumbing)
- 2-Story Parking Structure – Galleria Mall, Roseville, CA
- 5-Story Parking Structure (Electrical, Mechanical & Plumbing) – Galleria Mall, Roseville, CA
- Palladio Mall Buildings – Folsom, CA
- Palladio Mall 2-Story Parking Structure – Folsom, CA
- UC Davis X-Ray Room - Folsom, CA
- 4-Story Parking Structure/Mixed Use Building - Folsom, CA
- 4-Story (Type VA) Leisure Lane Multifamily Apartments – Sacramento, CA
- Broadway 39 (3-story, Type VA) Multifamily Apartments – Sacramento, CA
- Township 9 Garden Apts (3-story, Type VA) Multifamily Apts. – Sacramento, CA
- Dialysis Clinics - Folsom, Lincoln, Yuba City and Clearlake, CA
- Yuba City Fire Station #4 - Yuba City, CA
- Folsom Fire Station - Folsom, CA
- Rite-Aide Pharmacy - Clearlake, CA



EDUCATION

- AS, Building Inspection Technology, Butte College
- AA, Drafting Technology, Butte College

PROFESSIONAL LICENSES & CERTIFICATIONS

International Code Council - 1064528

- Commercial Mechanical Inspector
- Combination Inspector
- Residential Mechanical Inspector
- Commercial Electrical Inspector
- California Combination Inspector
- Commercial Plumbing Inspector
- Residential Electrical Inspector
- Building Plans Examiner
- CA Commercial Building Inspector
- Electrical Inspector
- Accessibility Inspector/Plans Examiner
- CA Commercial Plumbing Inspector
- CA Residential Electrical Inspector
- Commercial Building Inspector
- Mechanical Inspector
- CA Residential Building Inspector
- CA Residential Plumbing Inspector
- Plumbing Inspector
- CA Commercial Mechanical Inspector
- Residential Plumbing Inspector
- California Building Plans Examiner
- CA Residential Mechanical Inspector
- Building Inspector
- Residential Building Inspector
- CA Commercial Electrical Inspector
- CA Commercial Combination Inspector
- CA Residential Combination Inspector
- Residential Combination Inspector
- Commercial Combination Inspector
- CASp / #779

NATHAN SARACINO, ICC LIFE SAFETY PLANS EXAMINER

Nathan has over 19 years of experience in the construction / building industry with a strong proven knowledge of Federal, State, and local laws, codes and ordinances as they relate to building construction. He is fully versed in the accepted safety standards, testing procedures and methods of construction. He possesses the ability to read and interpret various codes and to apply good judgment in the enforcement of such. Nathan's hands on experience in the construction field coupled with his knowledge and experience in building inspection and plan review make him an asset to any project he is assigned. He possesses a strong work ethic, proactive problem-solving approach and is a valuable team player.

PROFESSIONAL HISTORY

Plan Examiner | BPR Consulting Group | 2022 - Present

Nathan provides plan review services for various California municipalities. He reviews residential and commercial projects including residential master plans, custom residential projects, commercial tenant improvement and remodel projects.

Building Inspector | Consulting Firm | 2021 - 2022

Nathan performed inspections of new buildings, additions, and alterations of existing buildings for compliance with the currently adopted California Building Code and related regulations. He articulated complex building issues to the public, contractors, designers, and owners, with an emphasis on building regulations pertaining to life/safety issues. Nathan identified and solved complex problems by conferring with and providing information to developers, engineers, architects, property owners, contractors, and others regarding code requirements and alternatives. Nathan fielded questions regarding building requirements; made independent analysis during the inspection process; and advised Planning, Engineering and/or Code Enforcement personnel regarding building-related issues. He provided clear and complete correction notices and inspection reports. Nathan analyzed, interpreted, and accurately reviewed building plans, specifications and building codes. He enforced codes with good judgment and impartiality; applied technical knowledge of building trades; and performed duties within OSHA standards.

Owner/Operator | Saracino Construction | 2006 - 2019

Nathan performed a full range of tasks and duties to include client meetings; estimating the cost of materials and labor for each project; measuring architectural plans and structural details, and performing customer requests. Nathan obtained necessary project permits, retained and managed Sub-Contractors as needed and operated dump trailer and specialty equipment for special jobs. He was responsible for saws, paint machines, nail guns, hand tools, vehicle maintenance and tool maintenance. He performed jobs in electrical, plumbing, framing, cabinetry, landscaping, dry wall, texture and painting. Held an A+ Rating with Yelp.com.

Framing Foreman/Superintendent | JTS Communities | 2004 - 2006

Under general supervision, Nathan assisted framing superintendent in day-to-day framing activities; helped establish daily priorities to ensure all buildings were framed to the plan, on budget, on schedule and delivered to the JTS Construction schedule. He was also responsible for ensuring buildings met quality assurance and framing inspections. Nathan was responsible for labor personnel, forklift operators, framers, all quality assurance, pre-sheer and pre-frame inspections, and all discrepancies on the job.



EDUCATION

- Southern Regional High School
Manahawkin, NJ

PROFESSIONAL LICENSE & CERTIFICATIONS

- CA General Contractor, Class B
B881390

International Code Council - 9518768

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

TIM SCOTT, CBO, ICC
LIFE SAFETY PLANS EXAMINER

For the past 40 years Tim as provided building safety services on behalf of Northern California communities. Tim served as the Deputy Building Official, Plans Examiner and Building Inspector for the City of Davis, City of Elk Grove and the County of Sacramento. His experience as a Deputy Building Official exposed him to the many facets of managing a Building Department and allowed him to develop the exceptional organizational and management skills necessary to provide superior services to the communities he serves. Tim's experience includes plan review and inspection for all types and sizes of projects including residential, multi-family, commercial, institutional, and industrial projects. He is familiar with multiple permit tracking software systems utilized by jurisdictions and has managed all facets of building department services. Tim currently utilizes his skills as a Building Official, Plans Examiner and Building Inspector to benefit Northern California communities.

PROFESSIONAL HISTORY

Building Official / Plans Examiner / Building Inspector | BPR Consulting Group | 2021 – Present

Tim provides Building Official, plan review and inspection services to Cities and Counties throughout Northern California. Tim's responsibilities also include meeting with clients to ensure that expectations are being met and maintaining client relationships.

Assistant Chief Building Official / Sr. Plans Examiner | City of Davis | 2008 – 2019

Tim's role included management of the City of Davis's Building Department, supervising inspection and plan review staff. Tim over-saw the plan review department to ensure that plan reviews were being completed in a timely and consistent manner. Tim also coordinated plan reviews performed by outside consultants and provided quality control of the consultant's reviews.

Assistant Building Official / Sr. Plans Examiner | Consultant | City of Elk Grove | 2003 – 2008

Tim worked in the City of Elk Grove on a contract basis. Tim's duties included assisting with management of the City's Building Department including management of the City's plan review department to ensure quality and consistency of the plan reviews. Tim began working in the City of Elk Grove early in the City's formation and was instrumental in establishing policies and procedures for the City's new Building Department.

Plans Examiner / Building Inspector | County of Sacramento | 2000 – 2003

Tim provided plan reviews and building inspection services for the County of Sacramento Building Department. Tim was responsible for a range of projects from small residential remodels to large complex commercial and industrial projects.



EDUCATION

- Consumnes River College – Building Inspection Technology
- Yuba College – Course work in Pesticide Applications

CERTIFICATIONS

International Code Council 5087217

- ICC Certified Building Official
- ICC Building Code Specialist B8
- ICC California Building Plans Examiner I6
- ICC California Residential Combination Inspector J5
- ICC California Residential Inspector J1
- ICC California Residential Electrical Inspector J2
- ICC California Residential Plumbing Inspector J3
- ICC California Residential Mechanical Inspector J4
- ICC California Commercial Building Inspector I1
- ICC California Commercial Plumbing Inspector I3
- ICC California Commercial Mechanical Inspector I4
- ICC Accessibility Inspector / Plans Examiner
- ICC Plumbing Inspector P5
- ICC Building Inspector B5
- ICC Building Inspector UBC
- ICC Mechanical Inspector M5
- ICC Mechanical Inspector UMC
- ICC Building Plans Examiner B3
- ICC Plumbing Inspector UPC

General Building Contractor | Self Employed | 1993 – 2000

As a self-employed general contractor Tim was responsible for coordination of all activities associated with a small business including client relations and managing all phases of construction for wood framed residential and commercial projects.

Carpenter / Foreman | Timberline Builders | 1983 - 1993

Tim began working for Timberline Builders as a carpenter and worked his way up to the position of foreman where he supervised a crew of carpenters. Tim was responsible for quality assurance as well as the productivity of the crew.

PROJECT EXPERIENCE

Supervising Plan Examiner / Assistant Building Official | City of Elk Grove | 2003 - 2008

As the Assistant Building Official and Supervising Plans Examiner Tim was instrumental in developing and implementing policies and procedures in the development of the City of Elk Grove's Building Department.

DON R. CTIBOR, PE
CIVIL ENGINEER

Don is a highly experienced Licensed California Professional Engineer with extensive project experience and management experience. Specific skills include budget strategy, preparation and oversight and implementation of best practices across multiple departments. Knowledgeable in enforcing compliance and minimum standards to safeguard life, limb, health property and public welfare. Don has successfully provided project management expertise for many California clients.

PROFESSIONAL HISTORY

Plan Review Engineer | BPR Consulting Group | 2022 - Present

Don is a licensed professional engineer and provides civil plan review for BPR Consulting Group. Don is well versed in all aspects of land development, civil infrastructure, and grading related to major building projects. Don utilizes his many years' experience to ensure the projects he reviews are well coordinated and clearly identify the information required for a successful project with a minimum of requests for additional information which can often result in project delays.

Professional Engineer | Consulting Firm | Fresno, CA | 2017 – 2022

Don provided project management services for the UC Merced 2020 Project. This was a \$1.3 Billion Campus Expansion Project.

Regional Project Engineer | Moore Twinning Associates, Inc. | 2015 – 2017

Don was the project manager for the Fresno Corporate Office and Monterey Office for Construction Inspection and Material Divisions. He managed 40+ construction material testing and special inspection projects concurrently including the Phase 1 of High-Speed Rail, group up Soledad Middle School, bridge projects, road projects, City water and sewer main/expansion projects. Responsibilities included preparing engineering estimates, expense budgets, proposals, contract development and contract management, report writing, correspondence, presentations to various clients both public and private sectors. Don provided oversight of Federal, State and Local Laws, Codes and Regulations regarding material testing, special inspections and building codes.

Project Manager & Executive Director | Chukchansi Indian Housing Authority, CA | 2012 – 2014

Don managed all phases of development for 88-unit, low-income development, 6-unit leg up development, master planning and site developments for numerous other projects. He established and maintained long-term working relationships with other Tribes nationally, local contractors, developers along with Federal and local governments. Additionally, Don oversaw design of all site development and housing related engineering projects for Tribe



EDUCATION

- BS, Civil Engineering, California State University, Fresno, 2003
- BA, Biological Science, California State University, Fresno, 1996
- AS, Chemistry, College of the Sequoias, Visalia, CA, 1991
- AA, Psychology, College of the Sequoias, Visalia, CA, 1991

PROFESSIONAL LICENSES & CERTIFICATIONS

- CA Licensed Professional Engineer – 76392
- Qualified Storm Water Pollution Prevention Plan Developer / Practitioner | 24244
- EPA RRP Certification (NAT-F115845 & R139176)
- General Engineering Contractor | 744754
- General Building Contractor | 744754
- APNGA Certified Radiation Safety Officer
- Troxler Certified Nuclear Gauge and Hazmat
- DSA Engineer of Record
- Pier / Pile Foundations Special Inspector – Kern County #KC00369-02
- Soils Special Inspector – Kern County #KC00369-01

throughout Madera, Fresno and Mariposa Counties, to ensure legal and regulatory compliance at all times with all operations.

Air Quality Engineer | San Joaquin Valley Air Pollution Control District, CA | 2009 – 2012

Don reviewed and evaluated permit applications, including calculating emission rates and permit fees, determining compliance or non-compliance with air quality regulations, determining and recommending best available control technology, defining permit conditions, and issuing authority to construct permits. He operated a variety of software and programs used to make engineering calculations, enter and retrieve data, and monitor and correct data entry; investigates and corrects errors in the designs.

Assistant Engineer | Madera County Engineer | 2007 – 2009

Don worked with building department reviewing various structural designs, construction, and inspection of grading, retaining walls, private roads, bridges, drainage, and water and sewer systems; work independently on assigned projects; FEMA prepare, check, review, and evaluate structural computations, prepare plans and specifications for County engineering projects; Reviewed elevation certificates and work closely with FEMA in all flood plain matters; attend and assist the Planning Commission, and other public meetings; act as liaison with other government agencies and the general public.

MARK MEYERS, CBO, ICC
LIFE SAFETY PLANS EXAMINER



For 32 years, Mark served as a Building Official, Deputy Building Official, Building Inspector, Plans Examiner and Permit Coordinator for the City and County of Madera and the City of Clovis. He has implemented permit tracking software for multiple jurisdictions, prepared operating budgets and managed all facets of building department activities. He recently served as an Inspection Manager, supervising inspection and clerical staff, for the UC Merced 2020 Project, helping to design and implement the inspection program to fit the University's evolving needs.

PROFESSIONAL HISTORY

Building Official | Project Manager | BPR Consulting Group | 2021 – Present

Mark provides Building Official services for several Cities and Counties throughout California. In addition, Mark provides supervision for inspection staff and clerical staff for the Cities and Counties where he works. Mark's responsibilities also include meetings with clients to ensure that expectations are being met and maintaining client relationships.

Inspection Manager | Consultant | 2016 – 2021

Mark supervised inspection staff and clerical staff for the UC Merced 2020 Project, working with client staff for the design and implementation of the inspection program to fit the changing needs of UC Merced.

Building Official | City of Clovis | 2008 – 2015

Mark supervised 9 staff and was responsible for all building inspections. His duties included supervision and training of office staff and implementing new training programs for building inspectors. Mark designed and implemented a new computerized permit tracking and issuance program for the Planning and Development Services Department. This system included complete integration with the City's well-developed GIS systems. All permit processing was done manually before new permit tracking system was implemented. The program interfaces with the Tax Collector and Assessor's Office. Mark formulated a million-dollar budget and presented it annually. He worked regularly with the Fire, Planning, and Engineering Departments.

Deputy Building Official | City of Clovis | 2006 – 2008

Mark supervised 14 staff responsible for building inspection processes and building permit fee revision. He trained office staff and implemented new training programs for building inspectors. Mark designed and implemented new computerized permit fees to better comply with state laws and to track time for each inspection type.

Permit Coordinator | County of Madera | 2000 – 2006

Mark was responsible for all building inspection processes and coordinating building permit issuance. He performed all the duties of a Building Official, and supervised and trained a staff of 20 employees, as well as implementing new training programs for building inspectors. Mark designed and implemented a new computerized permit tracking and issuance program for the Resource Management Agency. Mark coordinated and supervised the remodel of a 37,000 square foot retail building into an office complex for the Resource Management Agency and moved four

EDUCATION

- BS, Business and General Management, San Francisco State University
- AA, Business Administration, College of San Mateo
- Coursework, Electrical Engineering California Polytechnic State University, San Luis Obispo

CERTIFICATIONS

International Code Council 8005399

- ICC Certified Building Official
- ICC Building Code Specialist
- ICC Plumbing Inspector UPC
- ICC Building Inspector
- ICC Building Plans Examiner
- ICC Plumbing Inspector

departments into one building. Mark's duties allowed him to work regularly with the Environmental Health, Fire, Planning, Engineering and General Services, Public Works, Roads and Transportation Departments.

Building Inspector | Plans Examiner | Acting Chief Building Official | City of Madera | 1991 – 2000

As a building inspector, Mark inspected residential and commercial buildings, and was responsible for enforcing all building codes per State and local codes. As a plans examiner, Mark regularly worked with the planning department. He formulated the budget for the Building Department and regularly presented staff reports to the City Council. He also did preliminary work on designing a computerized tracking program for the issuance of permits for the Building Department. Mark was eventually designated Acting Chief Building Official.

PROJECT EXPERIENCE

2020 Project Expansion | University of California, Merced | 2016 - 2021

Inspection Manager | Mark supervised inspection staff and clerical staff for the UC Merced 2020 Project, working with client staff for the design and implementation of the inspection program to fit the changing needs of UC Merced.

Table Mountain Rancheria | Friant, CA | 2018 – 2021

Building Official | Mark served as the Building Official for the Table Mountain Casino and Hotel Expansion providing guidance to the Tribe for code alternatives and manages the inspection and plan review team for the project.

CANDIDO TAPIA, ICC BUILDING INSPECTOR

Candido has 11 years of experience working in the building industry with various specialties. He is an ICC residential and commercial certified building inspector and has a CalFire Fire Sprinkler Fitter certification. Candido is well versed in reviewing construction sites, plans, permits, and licenses and has a strong history of helping contractors and owners resolve problems with safe and compliant strategies.

PROFESSIONAL HISTORY

Building Inspector | BPR Consulting Group | 2023 - Present

Candido provides building inspection services for various Southern California municipalities. He provides inspections for code compliance and compliance with the approved construction documents for residential and commercial projects.

Building Inspector | City of Tulare, CA | Apr 2022 - Oct 2022

Candido completed daily inspections of new construction, refurbishment, and repair projects. He provided information about methods and materials to correct problems and bring construction in compliance with ordinances while keeping codes up-to-date on inspections.

Fire Sprinkler Inspector/Service Technician | On Guard Fire Protection | 2021 - 2022

Candido was responsible for finishing fire systems in preparation for city or county fire department inspections in compliance with NFPA codes. This included installing, servicing, testing, and repairing fire sprinkler systems. Candido also documented and reported defects of fire sprinkler systems noncompliant with NFPA codes. He attended to daily services or repairs called in by homeowners or general contractors and reviewed blueprints and project specifications to determine correct installation of fire sprinkler systems.

Field Supervisor | American Fire Protection | 2014 - 2020

Candido scheduled inspections with county or city inspectors on a daily or weekly basis. He attended onsite meetings to coordinate with superintendents and other trades, and responded in a timely fashion to emails and phone calls to address any issues, questions, or concerns that superintendents or property owners may have. Candido met project deadlines without sacrificing build quality or workplace safety. This included scheduling labor, ordering materials and coordinating with other contractors to complete projects. He read plans and blueprints, and communicated daily with vendors and staff to keep projects fully operational.



EDUCATION

- Antelope Valley Adult Education, Lancaster, CA

PROFESSIONAL LICENSE & CERTIFICATIONS

- CalFire Fire Sprinkler Fitter

International Code Council - 10072094

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

RICK WALTERS, CBO, CASp, LEED, ICC

BUILDING OFFICIAL | CERTIFIED ACCESS SPECIALIST | SENIOR INSPECTOR

Rick has over 34 years of experience in the construction industry with over 31 of those years in the Building Inspection industry. Rick has experience as a building official and inspector. He has provided senior inspector services in disaster zones for floods and wildfires which required communication with the National Guard, elected officials and law enforcement. Additionally, Rick is experienced in inspection management, council meetings, planning meetings, city and county design review meetings, field inspections, permit tracking and issuance, record keeping, construction techniques, and office procedures.

Rick has provided inspection services for over 25 different City, County, State and Military installations. He inspected services of a Wildfire Disaster Zone involving over 100 structures and provided Flood Zone inspections for over 1,100 homes. He provided Chief Building Official services to the Cities of Dixon, Calistoga, Yountville, St. Helena, Gridley, Auburn and Woodland.

PROFESSIONAL HISTORY

Chief Building Official / Certified Access Specialist / Senior Inspector | BPR Consulting Group | 2021 - Present

Rick provides Building Official, building inspection, plan review, CASp review and inspection services for several clients in Northern California.

Chief Building Official / Certified Access Specialist / Senior Inspector | Consulting Firm | 2014 - 2021

Performed Building Official, building inspection and plan review services for various Northern California municipalities, as well as providing CASp plan review and inspection services.

Inspection Services | Bureau Veritas | Beale Air Force Base, CA | 2012 - 2014

Rick provides full inspection services for military housing at Beale Air Force Base. Inspections of single-family homes and duplexes include foundation, framing, mechanical, plumbing, electrical, and final inspections. Daily and weekly reports are compiled listing any deficiencies or items needing repair/replacement.

Fill-In Building Inspection Services | Bureau Veritas, CA | 2011 - 2012

Rick has provided fill-in building inspection services during staff vacations, sick-time, and periods of high-workload for the Cities of West Sacramento and Napa. He has inspected residential and commercial structures for compliance with all applicable building codes and local ordinances.

Building Inspection Services Manager | City of Woodland, CA | 2008 - 2011

Rick oversaw the inspection program for the City of Woodland. He managed and directed the inspectors on staff as well as performed inspections for residential, commercial, and industrial facilities.



CERTIFICATIONS

- IAPMO Certified Plumbing Inspector, 030666
- IAPMO Certified Mechanical Inspector, 090146
- CA LEED Certified, LEED AP BD+C, 10436985
- Certified Access Specialist, CASp-439

International Code Council, 1061008

- ICC Building Code Official
- ICC CA Residential Building, Plumbing, Mechanical, Combination, Electrical Inspector
- ICC Certified Building Official
- ICC CA Commercial Building, Plumbing, Electrical, Combination, Mechanical Inspector
- ICC Building, Electrical, Combination, Mechanical, Plumbing Inspector
- ICC CA Combination Inspector
- ICC Mechanical UMC
- ICC Building Plans Examiner
- ICC Plumbing Inspector UPC
- ICC CA Building Plans Examiner
- ICC Combination Inspector – Legacy
- ICC Building Code Specialist
- ICC Commercial Combination Inspector

PROFESSIONAL AFFILIATIONS

- International Code Council, Committee Member and Teacher

ISIDORO ZAPIEN, ICC INSPECTOR

Isidoro is an Inspector with 26 years of experience in the construction industry. He has extensive experience and is currently certified in structural steel and welding, high strength bolting, spray applied fireproofing, structural masonry and reinforced concrete. Isidoro is also nuclear gauge certified with experience in soils and asphalt. He has performed various inspection services including quality assurance and quality control to ensure projects were built in accordance with approved plans, specifications and specified codes.

PROFESSIONAL HISTORY

Inspector | BPR Consulting Group | 2021 - Present

Isidoro provides building inspection services for various Northern California municipalities. He provides inspections for code compliance and compliance with the approved drawings for residential and commercial projects. Isidoro's areas of expertise include building inspections, code interpretations, construction concept/scope, client relationship management and project management.

Inspector | Consultant | 2017 - 2021

Isidoro provided building inspection services for various Northern California municipalities. He provided inspections for code compliance and compliance with the approved drawings for residential and commercial projects.

Senior Special Inspector | Pleasanton, CA | 2012 - 2017

Isidoro performed special inspections on a variety of commercial projects including and 2.8 million square foot Amazon fulfillment center, a seven story Kaiser Permanente Hospital and Medical Center, a 500,000-square foot tilt up and the Nasa Ames Research Center in Mountain View which consisted of 5-million-gallon water tanks and a super computer cooling tower. As the lead special inspector for these projects, Isidoro was responsible for coordinating with the project inspectors and project managers on daily inspections, performing field inspections which included welding, concrete, rebar and fireproofing, mapping all RFI changes on the approved drawings and submitting daily filed reports to the client.

Senior Special Inspector | Quality Control Manager | San Diego, CA | 2009 - 2012

Isidoro was the Senior Special Inspector and Quality Control Manager for a variety of naval air station projects including a Marine Reserve training center, group hanger #5, a child development center and the renovation of building 730 A. He was responsible for providing special inspections for concrete, structural steel and welding, structural masonry, reinforced concrete, material sampling, verification of material type, field density testing and monitoring quality of work. He also ensured his daily reports documented compliance to plan, the geotechnical report, job specifications and compliance to the code.

Senior Engineering Technician | Concord, CA | 2002 - 2009

As the Senior Engineering Technician, Isidoro was responsible for concrete and welding inspections in the field, NDT procedures during construction and performing construction inspections as required on multiple projects including the Livermore Civic Center Library and the West Sacramento Force Main Pipeline.



PROFESSIONAL LICENSES AND CERTIFICATIONS

- AWS Associate Certified Welding Inspector, 01110444
- ACI Concrete Field-Testing Technician Grade I, 030005
- Nuclear Density Testing Gauge, 12495

ICC NO. 5003730

- ICC Reinforced Concrete Special Inspector Associate
- ICC Spray Applied Fire Proofing Special Inspector
- ICC Structural Welding Special Inspector
- ICC Structural Masonry Special Inspector
- ICC Structural Steel and Bolting Special Inspector
- ICC Commercial Building Inspector

GABRIEL ARGUETA, CASp BUILDING INSPECTOR

Gabriel has 4 years of experience in the construction industry. He is an ICC certified inspector with experience providing building, mechanical, electrical and plumbing inspections on residential and commercial projects for Cities in the Los Angeles area. Gabriel is also a certified CASp expert and has provided CASp inspections as well as provided CASp design as a consultant. He provides Building Department inspection services to ensure projects were built in accordance with approved plans, specifications and specified codes. Gabriel brings considerable experience from working for several construction companies in the Los Angeles Region.



PROFESSIONAL LICENSES AND CERTIFICATIONS

- Certified Access Specialist, CASp-126
- Licensed Building Contractor No. 430345

PROFESSIONAL HISTORY

Building Inspector | BPR Consulting Group | 2021 - Present

Gabriel provides building inspection services for municipalities in the Los Angeles area. He provides inspections for CASp, Building Code compliance and compliance with the approved construction documents for residential and commercial projects.

Self Employed | Consultant | 2019 to 2021

Gabriel provided ADA consulting services to commercial property owners and business owners. In addition He provided inspection services for various Cities and provided construction consultation to property owners for residential construction projects.

Sr. Building Inspector | City of Hawthorn CA - Building Division | 2001 - 2019

Senior for residential and commercial projects. Provided general building inspection and public safety inspections. Inspected all aspects of the construction process including building, plumbing, mechanical and electrical phases of residential and commercial projects. Also provide CASp inspections and CASp plan reviews.

Project Manager | Pace Setter Company | 1999-2021

Responsible for managing and coordinating projects, and supervising construction crews for the installation of modular buildings and school bungalow classrooms.

Construction Sub-Contractor | William Scotsman Construction Trailers & Modular Buildings | 1995 - 1999

Provided services as a sub-consultant for various projects including numerous project for the Los Angeles School District.

Self Employed Building Contractor | 1982 - 1995

General contractor in the construction industry for commercial and residential projects.

Union Carpenter | 1980 - 1982

Worked as a carpenter on high rise buildings in the Los Angeles area.

Carpenter and Supervisor | ELCCO Builders | 1976 - 1980

Worked as a carpenter and supervisor for residential construction projects.

CHRISTIAN CIESLEWICZ, ICC BUILDING INSPECTOR

Christian has over 19 years of experience in the construction industry. He is an ICC Combination Building Inspector with experience providing building, mechanical, electrical and plumbing inspections for residential and commercial projects. He provides building inspection services to ensure projects are built in accordance with approved plans, specifications and specified codes. Christian also brings considerable experience gleaned from working as a Journeyman Electrician and Journeyman Carpenter.

PROFESSIONAL HISTORY

Building Inspector | BPR Consulting Group | 2022 - Present

Christian provides building inspection services for various California municipalities. He provides inspections for code compliance and compliance with the approved construction documents for residential and commercial projects.

Building Inspector | Consulting Firm | 2013 - 2022

Christian served Northern California clients as Contract Building Inspector. He performed inspections of residential, multi-tract new home subdivisions, light commercial, tenant improvements and code enforcement. Projects included one-to-two million square foot concrete tilt up buildings and multifamily apartment complexes.

Building Inspector | Frontline Home Inspections | 2012 - 2013

Christian owned and operated Frontline Home Inspections and provided high quality home and insurance inspections throughout the San Francisco Bay Area.

Supervisor | Home Depot | 2011 - 2012

Christian supervised the electrical and millwork departments. He performed customer service duties, supervised staff and ordered merchandise for the departments.

Building Inspector/Deputized Code Enforcement Officer/Field Supervisor | Consulting Firm | 2004 - 2010

Christian served as Contract Building Inspector for numerous California clients. He performed building safety inspections on residential and commercial projects, tenant improvements, un-permitted dwellings. Christian provided Code Enforcement services to include locate and issue Stop Work Notices on un-permitted construction projects. He assisted the Police Department with inspection of grow houses after searches were performed.



EDUCATION

- UBC Building Inspection Program
Aspire College, Sacramento, CA
- Administration of Justice
Ohlone College, Fremont, CA

PROFESSIONAL LICENSE & CERTIFICATIONS

- FEMA Certified Disaster Housing Inspector, Parr Inspections
- ASHI Certified Home Inspector
- PC 832 Certification POST Control

International Code Council - 5211393

- ICC/UBC Combination B5 Building Inspector
- ICC Plumbing Inspector
- ICC Mechanical Inspector

EXHIBIT B

COMPENSATION

Section B

COST PROPOSAL

PLAN REVIEW SERVICES: For complete plan review services for building projects reviewed in either hard copy or electronic format, we propose a fee equal to 65% of the plan review fees based on the City's adopted fee schedule. Plan review services will include an initial first review and two back check reviews of the plans. Any additional plan review services required beyond the third review will be billed at our hourly rates listed within the Schedule of Hourly Billing Rates shown below. Expedited plan checks will be billed at 150% of the standard rate.

For review of revisions to approved plans, review of deferred submittal items and similar reviews, we propose to provide these services on an hourly basis using the rates listed in our Schedule of Hourly Billing Rates shown below. There is no charge for shipping, supply, or material costs.

INSPECTION AND PERMIT TECHNICIAN SERVICES: Inspection and Permit Technician services will be provided at the hourly rates listed in our Schedule of Hourly Billing Rates.

SUPPORT SERVICES: For Building Official and other Community Development Department support services, we propose utilizing the hourly billing rates included in the Schedule of Hourly Billing Rates below for the specific labor classification utilized.

ESTIMATED ANNUAL FEES FOR BUILDING DEPARTMENT SERVICES

PLAN REVIEW SERVICES – We estimate the cost for plan review services to be \$70,000 annually. The cost for plan review services may be more or less than the estimated amount based on the actual volume of plan reviews submitted to the City.

BUILDING INSPECTION AND PERMIT TECHNICIAN SERVICES – For the requested building inspection services, four (4) hours per day – two days per week and the requested Permit Technician services four (4) hours per day, two days per week we estimate an annual cost of \$73,440.

BUILDING OFFICIAL SERVICES – Building Official services will be provided on an as needed basis. We anticipate an average of three hours per week for these services with an anticipated annual cost of \$20,655.

SCHEDULE OF HOURLY BILLING RATES

The rates displayed in the schedule below reflect BPR's current hourly billing rates.

CLASSIFICATION	HOURLY BILLING RATE
Licensed Plan Review Engineer (structural, civil, electrical, mechanical)	\$140
Building Official	\$135
ICC Certified Plans Examiner	\$120
CASp Plans Examiner or Inspector	\$125
ICC Certified Inspector	\$105
Permit Technician	\$75
Permit Technician Trainee/ Building Department Support Staff.....	\$52

Notes

- **Shipping:** There is no charge for courier or shipping services for plan reviews conducted off site.
- **Overtime:** Inspection services and other hourly services provided in excess of eight hours per day, nights, weekends and holidays will be charged at 150% of the regular billing rate.
- **Mileage:** Vehicle mileage utilized in the performance of inspection services is included in our proposed hourly rates for building inspection services.

AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 10.

DATE: August 23, 2023

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: ROXANNE DIAZ, CITY ATTORNEY

SUBJECT: INTRODUCTION AND WAIVER OF FULL READING OF ORDINANCE NO. 23-09, AN ORDINANCE OF THE CITY OF MAYWOOD ADDING A NEW CHAPTER 11 TO TITLE 2 OF THE MAYWOOD MUNICIPAL CODE ESTABLISHING A YOUTH COMMISSION

RECOMMENDATION:

Staff recommends that the City Council introduce for first reading and waive full reading of the ordinance entitled: "An Ordinance of the City of Maywood Adding a New Chapter 11 to Title 2 of the Maywood Municipal Code Establishing a Youth Commission."

BACKGROUND:

On July 26, 2023, the City Council approved the establishment of a City Youth Commission to support communication between the elected leaders and the youth in Maywood, and to provide a platform for the voices of the youth and teens.

DISCUSSION:

The establishment of a City Youth Commission will enable the City to tap into the unique perspectives, ideas, and talents of young individuals within our community. It will serve as a valuable resource for collecting input on youth-related issues and formulating policies that address their needs and aspirations.

The proposed ordinance formally establishes the Youth Commission, which will have five (5) members that are appointed by the City Council. The term of office is for two years and no member can serve more than two terms. The initial commissioners will have staggered terms with three serving an initial three-year term.

To be eligible for appointment, the youth must be between the ages of 15 and 18 years of age and must be either a resident or attend a school within the City of Maywood. Commissioners are required to attend monthly meetings and if a commissioner is absent without cause for three meetings during any calendar year, they forfeit their commission seat. Commissioners will be compensated with a \$50 monthly stipend.

LEGAL REVIEW:

The City Attorney has reviewed this report.

FISCAL IMPACT:

Funding for this program is accessible within and will be appropriated from the General Fund.

A - **Stipend:** Five (5) Youth Commissioners at \$50.00 each month: total cost per month **\$250.00.**

B - **Yearly:** \$250 monthly for twelve (12) months, total cost in a year is **\$3,000.00.**

If approved, a budget adjustment will be requested to be approved by City Council during the second reading and adoption of the proposed Ordinance.

F.Y. 23-24 Impact: \$3,000.00	Current F.Y. Budget: None
Fund Impacted: 100 - General Fund	Budget adjustment requested:
Source of funds:	Updated Account Budget:
Account Number:	For fiscal year: 2023/2024

ATTACHMENT(S)

1. Ordinance 23-09 YAC

ORDINANCE NO. 23-09

AN ORDINANCE OF THE CITY OF MAYWOOD ADDING A NEW CHAPTER 11 TO TITLE 2 OF THE MAYWOOD MUNICIPAL CODE ESTABLISHING A YOUTH COMMISSION

THE CITY COUNCIL OF THE CITY OF MAYWOOD DOES ORDAIN AS
FOLLOWS:

Section 1. Title 2 (Administration) is hereby amended by adding a new Chapter 11 entitled "City Youth Commission" to read as follows:

"Chapter 11. City Youth Commission

2-11.01 Purpose.

The purpose of the Youth Commission shall be to advise the City Council on matters concerning youth in the City of Maywood. The Youth Commission shall serve as a platform for youth input, promote the involvement of youth in local decision-making, and advocate for the needs and interests of youth within the community.

2-11.02 Youth Commission Created.

There is hereby created and established a City Youth Commission. The Youth Commission shall act as an advisory board to the City Council.

2-11.03 Composition; Appointment; Terms of Office and Qualifications.

(a) Composition. The Youth Commission shall consist of 5 members.

(b) Appointment; Term of Office.

(1) The Youth Commission shall consist of five members appointed by a majority of the City Council. The term of office for each member of the Youth Commission shall be two years. -09 If a vacancy occurs, other than by expiration of a term, it shall be filled by appointment for the unexpired portion of the term by the City Council in the same manner as an original appointment.

(2) For the initial appointments after adoption of this ordinance, three of the commissioners will serve a three-year term. This will result in future commissioners having staggered terms of two years to ensure continuity of commission input.

(3) No person appointed to the Youth Commission shall serve more than two terms.

(4) The term of each member will conclude on December 31 of the calendar year in which their term is scheduled to expire.

(c) Qualifications. To be eligible for membership on the Youth Commission, a person must either be a resident of or attend a school within the City of Maywood and be between the ages of 15 and 18 years. A commissioner who exceeds the age limit of 18 during their term, will be permitted to complete their then current term.

2-11.04 Vacancies.

Each commissioner serves at the pleasure of the City Council. The City Council by majority vote may remove for any reason any member of the Youth Commission at any time. When a vacancy occurs due to removal, resignation or other cause, such vacancy shall be filled for the unexpired terms by an appointment made pursuant to Section 2-11.03 of this Chapter.

2-11.05 Absence from Meetings.

The membership of any commissioner on the Youth Commission shall be automatically terminated and forfeited if that commissioner is absent without cause from three regular meetings of the Commission during any calendar year during his or her term of office. Such vacancy shall be filled for the unexpired term by an appointment pursuant to Section 2-11-03 of this chapter.

2-11.06 Selection of Officers.

Within thirty days after the Youth Commission is appointed and annually thereafter at the first meeting in September, one member each shall be selected annually at the first meeting in September as the chairperson, vice-chairperson, and secretary of the Youth Commission for a term of one year. No commissioner shall serve in each of these positions for more than two consecutive years.

2-11.07 Meetings and Compensation.

Meetings of the Youth Commission shall be held at least once a month. Members of the Commission shall receive a monthly stipend of \$50 for their service on the Youth Commission. In addition to the monthly stipend, members may be reimbursed for reasonable expenses related to their official duties, subject to City Council approval. The City may provide additional resources, facilities, and staff support to assist the Commission as needed.

2-11.08 Duties of the Youth Commission.

The duties of the Youth Commission are as follows:

- a. Gather information on issues affecting youth in the community and make recommendations to the City Council.

- b. Promote and coordinate youth programs, activities, and initiatives.
- c. Foster collaboration between youth, local government, schools, and community organizations.
- d. Conduct research and provide reports on youth-related topics.
- e. Organize and participate in community events and projects.
- f. Advocate for the needs, concerns, and rights of youth.
- g. Undertake any other activities deemed necessary to fulfill the purpose of the Youth Commission.

2-11.09 Annual Report to the City Council.

The Youth Commission shall render annually a full report of its work to the City Council.

Section 2. Effective Date of Ordinance. This Ordinance shall go into effect and be in full force and operation from and after thirty (30) days after its final passage and adoption.

Section 3. Certification and Publication. The City Clerk shall certify to the adoption of this Ordinance and shall cause the same to be published or posted in the manner prescribed by law.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Maywood at the regular meeting of this 23rd day of August, 2023.

Frank Garcia, Mayor

ATTEST:

Daisy Guerrero, Deputy City Clerk

APPROVED AS TO FORM:

Roxanne Diaz, City Attorney

I, Daisy Guerrero, Deputy City Clerk of the City of Maywood, do hereby certify that the foregoing Ordinance 23-09 was adopted at a regular meeting of the City Council of the City of Maywood held on the 23rd day of August, 2023 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Daisy Guerrero, Deputy City Clerk

AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 11.

DATE: August 23, 2023

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: MIGUEL LEON, ADMINISTRATIVE ANALYST

SUBJECT: CONSIDERATION OF ADOPTION OF RESOLUTION NO. 6316 GRANTING CONTINUOUS CONSENT AND JURISDICTION TO THE COUNTY OF LOS ANGELES FOR THE INCLUSION OF THE ENTIRETY OF THE CITY OF MAYWOOD WITHIN A COUNTY SEWER MAINTENANCE DISTRICT

RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 6316 granting continuous consent and jurisdiction to the County of Los Angeles for the inclusion of the entirety of the City of Maywood within a County sewer maintenance district.

BACKGROUND:

The City's sewer system consists of approximately 24 miles of gravity sewer pipes with diameters ranging from 3/4 inches to 4 inches, as well as 450 sewer manholes. The sewer system, with construction records dating back to the 1920s, is rapidly aging and requires remediation to ensure a healthy water cycle and protect public health.

On August 9, 2017, the Maywood City Council approved the City's Sanitary Sewer Management Plan to outline and implement best management practices related to the operation and maintenance of the City's sewer system. Subsequently, on June 13, 2018, the City Council adopted Ordinance No. 18-05, which established a Citywide sewer service charge collected annually from property owners through the County of Los Angeles ("County") property tax rolls in order to fund ongoing sewer system maintenance and operations. This annual sewer service charge has been collected since Fiscal Year 2018-2019.

In early 2021, City Staff met with the County Public Works department ("County Public Works") regarding a partnership to complete cost-effective repairs to the City's sewer pipelines at highly critical locations. Through an existing General Services General Services Agreement, the City collaborated with County Public Works for such work. This agreement for services remains active.

The Citywide sewer service charge has greatly assisted the City with current maintenance needs but it will not fully cover repairs needed due to deferred maintenance that occurred prior to the establishment of the annual charge. Consequently, the City is seeking to secure grant funding for these larger repairs. Such grant funding, however, will not address the ongoing maintenance needs and future repairs that would not be covered under the current general service agreement. In addition, the City does not have the financial or staffing resources to continue only relying on a general services agreement.

Accordingly, the City approached County Public Works to discuss the framework for County Public Works to

permanently assume ongoing maintenance and operations of the City's sewer system. The City conducted a comprehensive evaluation of its sewer system which included a strategic plan to fund the necessary sewer improvements identified in that evaluation, in order to eventually bring the City's sewer system up to acceptable County Public Works standards. This is the first step and a condition of the City becoming a member city and being annexed into the County's Consolidated Sewer Maintenance District ("CSMD").

County Public Works approved the City's strategic plan to fund the necessary sewer improvements. As part of the annexation process to become a CSMD member, County Public Works required the City to replace its current sewer service charge methodology with the current CSMD sewer service charge methodology based on land use type.

Thereafter, on April 26, 2023, the City Council adopted Resolution No. 6298 authorizing staff to undertake proceedings to become a member city of CSMD as well as set a public hearing in connection with adoption of the CSMD sewer charge methodology and rates. On June 28, 2023, the City Council held a public hearing on the CSMD sewer charge methodology and rates and introduced Ordinance No. 23-05. Ordinance No. 23-05 established the annual sewer charge utilizing the CSMD methodology and amended the City's Municipal Code related to the same. In addition, the City Council adopted Resolution No. 6302 approving the written report and ordering the annual sewer service charge for Fiscal Year 2023-24 to be collected on the County of Los Angeles tax roll. On July 6, 2023, the City Council held the second reading and adopted Ordinance No. 23-05.

The proposed Resolution granting continuous consent and jurisdiction of the City's sewer system to the County is the last step in the process.

DISCUSSION:

Staff is recommending that the City Council adopt the proposed Resolution to become a member of the CSMD as this will be the most cost-effective alternative for Maywood to adequately operate and maintain its sewer system to protect public health.

With acceptance into the CSMD, the City's Public Works staff will maintain an active role in collaborating with County staff. This will facilitate the optimal maintenance and efficient operation of the sewer system. Additionally, all capital improvements will be coordinated and regular maintenance and inspections will be scheduled to guarantee seamless sewer system operation.

The proposed resolution will notify the County of the City's intention and consent to the jurisdiction of the County to become a member of the sewer maintenance district. The County will then be required to initiate the process of incorporating the City of Maywood's sewer system into CSMD. The County will ultimately need to adopt its own resolution to formally annex the City's sewer system into CSMD and undertake. The City will work with County Public Works to facilitate this process so that the County can ultimately assume continuous responsibility for maintaining, operating, and improving the city's sewer system.

Staff will work closely with the County to ensure a seamless transfer of maintenance and operations responsibilities during the transition period, which will maintain uninterrupted service.

LEGAL REVIEW:

The City Attorney has reviewed this report.

FISCAL IMPACT:

Since Fiscal Year 2018-19, the City's previous sewer service charge under Ordinance No. 18-05 has generated approximately \$300,000. The new sewer service charge under the adopted and current CSMD methodology, will generate approximately \$386,000 annually in the City in Fiscal Year 2023-24. Once the County of Los Angeles completes the process of adding Maywood to a County sewer maintenance district, the County will begin collecting Maywood's entire annual sewer fee revenues to maintain and improve the City's sewer system.

ATTACHMENT(S)

1. Resolution No. 6316 County Sewer Maintenance District
2. Maywood Sanitary Sewer System - Exhibit "A"

RESOLUTION NO. 6316

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MAYWOOD, CALIFORNIA, GRANTING CONTINUOUS CONSENT AND JURISDICTION TO THE COUNTY OF LOS ANGELES FOR THE INCLUSION OF THE ENTIRETY OF THE CITY OF MAYWOOD WITHIN A COUNTY SEWER MAINTENANCE DISTRICT

WHEREAS, currently, the City does not have the resources, staff, or the equipment necessary to maintain sanitary sewers; and

WHEREAS, it appears in the public interest and convenience that all areas served by sanitary sewers in the City of Maywood be included in a County sewer maintenance district.

NOW, THEREFORE, THE CITY COUNCIL FOR THE CITY OF MAYWOOD DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. That the public interest and convenience require all territory served by sanitary sewers within the boundaries of the City of Maywood to be included in a County sewer maintenance district formed for the purpose of maintaining local sanitary sewers pursuant to Chapter 4, Part 3, Division 5 of the Health and Safety Code, as amended, or Chapter 26, Part 3 Division 7 of the Streets and Highways Code, as amended, of the State of California.

Section 2. That pursuant to the authority vested in it by Section 4895 of said Health and Safety Code, or Section 5837 of said Streets and Highways Code, the City Council, being the legislative body of the City of Maywood, hereby consents, subject to Section 3 below, to the inclusion of City territory designated in Exhibit "A", attached hereto and incorporated herein by reference, within a County sewer maintenance district, and to the exercise of exclusive jurisdiction by the Board of Supervisors of said County of Los Angeles over all proceedings necessary thereto for the purpose of consummating the same pursuant to applicable laws.

Section 3. That said consent and jurisdiction granted to the Board of Supervisors as set forth in Section 2 of this Resolution shall not be construed to request, require, or permit the immediate inclusion of all territory within the City of Maywood in a County sewer maintenance district, but only to request or permit the immediate inclusion of areas that are now served by sewers, or that are assured of having sewer service in the near future. Additional served areas may be included in a sewer maintenance district by annexation proceedings from time to time without securing further consent and grant of jurisdiction from this Council.

Section 4. That the City Clerk shall certify to the adoption of this Resolution and shall deliver three certified copies thereof to the Clerk of the Board of Supervisors of the County of Los Angeles.

Section 5. This Resolution shall become effective immediately upon adoption.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Maywood at the regular meeting of this 23rd day of August, 2023.

Frank Garcia, Mayor

ATTEST:

Daisy Guerrero, Deputy City Clerk

APPROVED AS TO FORM:

Roxanne Diaz, City Attorney

I, Daisy Guerrero, Deputy City Clerk of the City of Maywood, do hereby certify that the foregoing Resolution 6316 was adopted at a regular meeting of the City Council of the City of Maywood held on the 23rd day of August, 2023 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Daisy Guerrero, Deputy City Clerk

City of Maywood Sanitary Sewer System

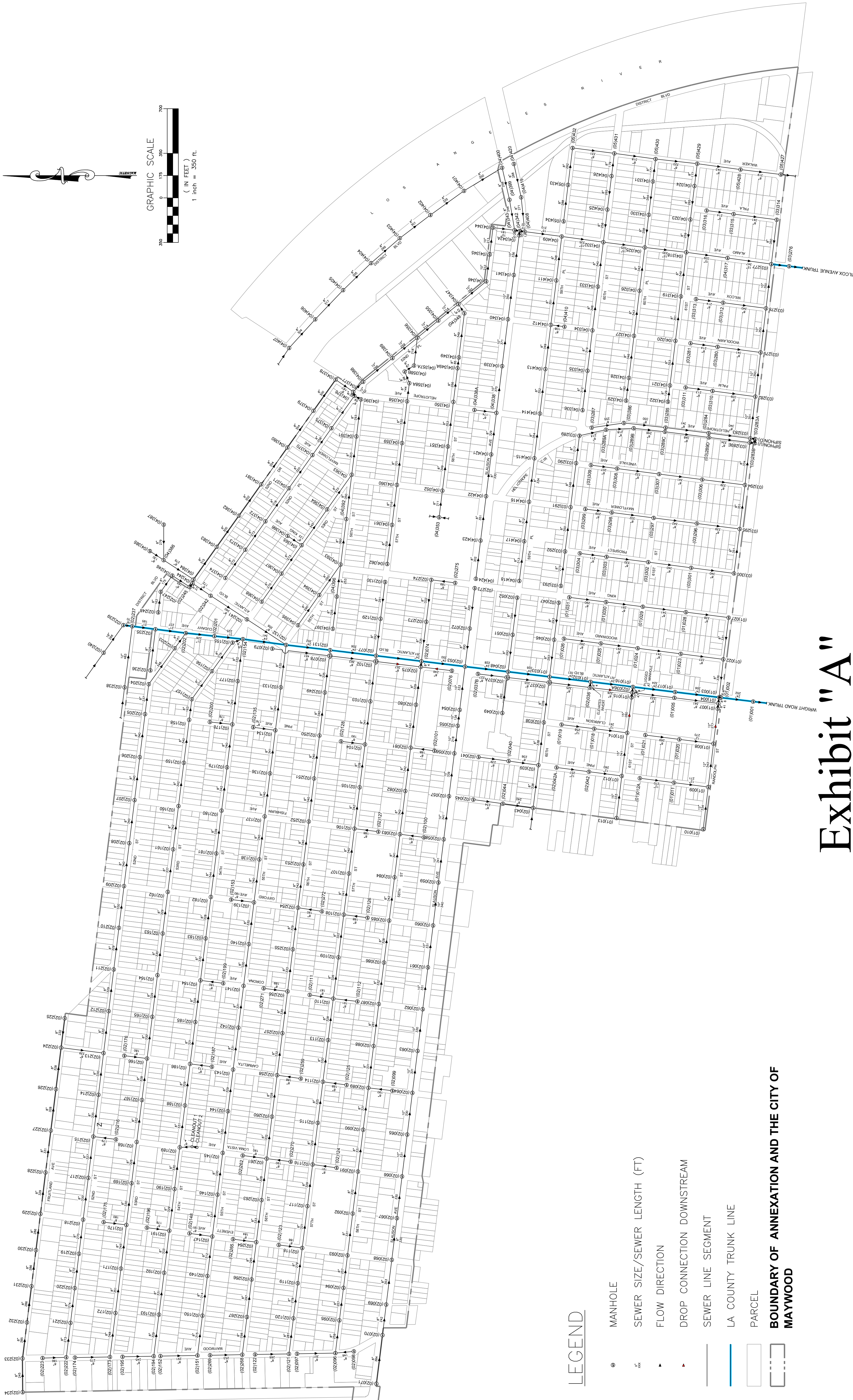


Exhibit "A"

AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 12.

DATE: August 23, 2023

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: OKAN DEMIRCI, CITY ENGINEER

SUBJECT: CONSIDERATION OF AWARD OF CONSTRUCTION CONTRACT TO DANNY LETNER, INC. DBA LETNER ROOFING COMPANY, FOR THE CITY HALL AND SHERIFF'S STATION ROOFING PROJECT IN THE AMOUNT OF \$562,025.00, APPROVAL OF THE PROJECT PLANS AND SPECIFICATIONS, FINDING THAT THE PROJECT IS CATEGORICALLY EXEMPT FROM CEQA REVIEW AND APPROVAL OF A BUDGET AMENDMENT IN THE AMOUNT OF \$600,961.62 FROM THE GENERAL FUND TO COVER THE TOTAL PROJECT COST SHORTFALL.

RECOMMENDATION:

It is recommended that the City Council approve the plans and specifications for the City Hall and Sheriff Reroofing Project, find the Project is exempt from CEQA pursuant to CEQA Guidelines Section 15301, award a construction contract to Danny Letner, Inc. dba Letner Roofing Company in the total amount of \$562,025.00, approve a 15% contingency allowing for unexpected costs and approve a budget amendment of \$600,961.62 from General Fund to cover the total project cost shortfall.

BACKGROUND:

The existing roofing system at City Hall, Sheriff Sub-Station, Maywood Cesar Chavez Library and City Hall Rear Storage Buildings has reached the end of their service life and has developed multiple leaks, leading to water damage inside those facilities. This poses a significant risk to the structural integrity of the building and the valuable assets in facilities. The re-roofing of these facilities is necessary due to the deterioration and wear of the current roof over time. The roofing system replacement will improve energy efficiency, reduce long-term operational costs and environmental impact.

This project has been included in the past two fiscal years (FY 2021/2022 and 2022/2023) as the City was considering various options and investigating the structural integrity of the roofing system to install energy efficient HVAC systems on the City Hall and Sub-Station facilities. Last fiscal year, the City spent \$4,200 to study the structural integrity on these two facilities and contracted with a contractor to determine the needed support for the future installation of the HVACs that were ordered last fiscal year. Due to these findings, the FY 2023/2024 CIP budget was adjusted and included \$110,000 as it was concluded that there would be no need for significant structural renovations and the project scope did not include the library, storage building nor asbestos abatement of certain facilities. However, after further discussion and findings that there is a need for asbestos abatement, staff felt it would be best to broaden the scope of work to include the library and storage buildings, which is the reason for the need for a larger project budget.

On July 27, 2023, and on August 3, 2023, staff advertised Notice Inviting Bids (NIB) on engineering plan rooms

and trade journals in conformance with City of Maywood Municipal Code Section 3-7.04. Bids were due on February 1, 2023, at 2:00 p.m.

DISCUSSION:

On August 14, 2023, at 2:00 p.m., a total of four (4) bids were received as shown below:

Company Name	Base Bid Amount	Additive "A" Bid Amount	Additive "B" Bid Amount	Total Bid Amount
1- Danny Letner, Inc. dba Letner Roofing Company	\$375,200.00	\$153,125.00	\$33,700.00	\$562,025.00
2 - Commercial Roofing Systems, Inc.	\$463,935.00	\$143,855.00	\$57,715.00	\$665,505.00
3 - Pacific Builders & Roofing, Inc. dba WSP Roofing	\$472,150.00	\$217,300.00	\$68,500.00	\$757,950.00
4 - Southland Roofing, Inc. (NOT RESPONSIVE)	\$808,200.00	\$0.00	\$0.00	\$808,200.00

The staff conducted a bid analysis for the apparent lowest bidder, Danny Letner, Inc. dba Letner Roofing Company, and verified State of California contractor's licensing, Department of Industrial Relations (DIR) registration, state and federal debarment files, and references. Based on the bid analysis, Danny Letner, Inc. dba Letner Roofing Company, was found to be the lowest responsive bidder.

The project includes the removal and replacement of the existing roof system including asbestos abatement work at the City Hall and Sheriff's Station building and Maywood Cesar Chavez Library, as well as restoration of the existing roofing system including asbestos abatement at the rear storage building. The new roofing system will be a cool energy efficient roofing system with a 20-year warranty. It is critical that the roofing system at said facilities are replaced or restored before the rainy season. Work is anticipated to commence by mid-September and completed by end of October.

The City Engineer has reviewed the design plans and specifications for this project and has determined that they conform to current professional engineering standards. Therefore, it is recommended that the City Council also approve the plan and specifications, which are on file in the Public Works. This project is also categorically exempt from the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines Section 15301 as a Class 1 Existing Facilities exemption for repair and maintenance of public facilities.

Staff recommends City Council award a contract to Danny Letner, Inc. dba Letner Roofing Company for a total amount of \$562,025.00 and authorize the Mayor to execute the contract. Furthermore, it is recommended that City Council allocate additional \$600,961.62 from General Fund to cover the total project cost shortfall.

LEGAL REVIEW:

The City Attorney has reviewed this report.

FISCAL IMPACT:

The total estimated project cost including construction contract, contingencies, construction management and inspection is \$710,961.62 of which \$110,000 in General funds is available in the 23/24 capital improvement funds. An additional \$600,961.62 from General Fund is required to cover the total project cost shortfall.

Construction Contract	\$562,025.00
Contingency Budget allowance for unforeseen conditions as necessary (15%)	\$84,303.75
Total Construction Budget	\$646, 328.75
Construction management and inspection (10% of construction budget)	\$64,632.87
Project Total	\$710, 961.62

F.Y. 23-24 Impact: \$710,961.62	Current F.Y. Budget: 6112 - Contractual Services 2023-24 Adopted Budget \$110,000
Fund Impacted: 100 - General Fund	Budget adjustment requested: \$600,961.62 Budget Amendment to the FY 2023/2024 Adopted Capital Improvements Project Budget.
Source of funds: 100-502-6115 General Fund-Public Works-Contractual Services	Updated Account Budget: N/A
Account Number: 6112 - Contractual Services	For fiscal year: Current

ATTACHMENT(S)

1. Bid Analysis - City Hall and Sheriff Roofing Project
2. Proposal - Letner Roofing Company

1. BID TABULATION															
PROJECT NAME: CITY HALL AND SHERIFF REROOFING PROJECT															
BID TABULATION				Apparent Low Bidder 1		Apparent Low Bidder 2		Apparent Low Bidder 3		Apparent Low Bidder 4		AVERAGE BID VALUES		LOWEST UNIT BID PRICE	HIGHEST UNIT BID PRICE
Bid Item and Description			Qty	Unit	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price		
BASE BID SCHEDULE															
1	Asbestos Abatement, including all necessary relevant work, and notices and processing through AQMD and other required Agencies. For abatement scope of work, see Appendix B, ASBESTOS REPORTS.	1	LS	\$15,000.00	\$15,000.00	\$16,496.00	\$16,496.00	\$26,250.00	\$26,250.00	\$375,500.00	\$375,500.00	\$108,311.50	\$108,311.50	\$15,000.00	\$375,500.00
2	Remove existing roofing system and install new roofing system per specifications and attached details including labor, material, and all relevant work.	1	LS	\$353,700.00	\$353,700.00	\$442,810.00	\$442,810.00	\$441,900.00	\$441,900.00	\$240,500.00	\$240,500.00	\$369,727.50	\$369,727.50	\$240,500.00	\$442,810.00
3	Remove existing platform and provide new platform for City Hall Unit 1. New platform should be 45" x 61" this will provide the unit with 6" around the perimeter of the base (33" x 49").	1	LS	\$6,500.00	\$6,500.00	\$4,629.00	\$4,629.00	\$4,000.00	\$4,000.00	\$192,200.00	\$192,200.00	\$51,832.25	\$51,832.25	\$4,000.00	\$192,200.00
TOTAL BASE BID SCHEDULE AMOUNT IN NUMBERS:					\$375,200.00		\$463,935.00		\$472,150.00		\$808,200.00		\$529,871.25		
ADDITIVE BID SCHEDULE "A"															
A1	Remove existing roofing system and install new roofing system per specifications and attached details including labor, material, and all relevant work.	1	LS	\$150,000.00	\$150,000.00	\$142,130.00	\$142,130.00	\$212,300.00	\$212,300.00	\$0.00	\$0.00	\$168,143.33	\$168,143.33	\$142,130.00	\$212,300.00
A2	Wood deck damage removal and replacement, including all labor, material, and workmanship. Material shall be of high grade, high density hard wood decking material.	250	SF	\$12.50	\$3,125.00	\$6.90	\$1,725.00	\$20.00	\$5,000.00	\$0.00	\$0.00	\$13.13	\$3,283.33	\$6.90	\$20.00
TOTAL ADDITIVE BID SCHEDULE "A" AMOUNT IN NUMBERS:					\$153,125.00		\$143,855.00		\$217,300.00		\$0.00		\$171,426.67		
ADDITIVE BID SCHEDULE "B"															
B1	Asbestos Abatement, including all necessary relevant work, and notices and processing through AQMD and other required Agencies. For abatement scope of work, see Appendix C, ASBESTOS REPORTS.	1	LS	\$8,000.00	\$8,000.00	\$9,462.00	\$9,462.00	\$8,500.00	\$8,500.00	\$0.00	\$0.00	\$8,654.00	\$8,654.00	\$8,000.00	\$9,462.00
B2	Restoration of existing roofing system per specifications and attached details including labor, material, and all relevant work.	1	LS	\$25,700.00	\$25,700.00	\$48,253.00	\$48,253.00	\$60,000.00	\$60,000.00	\$0.00	\$0.00	\$44,651.00	\$44,651.00	\$25,700.00	\$60,000.00
TOTAL ADDITIVE BID SCHEDULE "B" AMOUNT IN NUMBERS:					\$33,700.00		\$57,715.00		\$68,500.00		\$0.00		\$53,305.00		
TOTAL BASE BID SCHEDULE “A” AMOUNT The award of Contract is based on this amount.					\$375,200.00		\$463,935.00		\$472,150.00		\$808,200.00		\$754,602.92		
BID RANKING					Apparent Low Bidder 1		Apparent Low Bidder 2		Apparent Low Bidder 3		Apparent Low Bidder 4				
TOTAL BASE BID AMOUNT CALCULATED BASED ON UNIT PRICES					\$375,200.00		\$463,935.00		\$472,150.00		\$808,200.00				
TOTAL BASE BID AMOUNT INDICATED BY BIDDER					\$375,200.00		\$463,935.00		\$472,150.00		\$808,200.00				

1. BID TABULATION														
PROJECT NAME: CITY HALL AND SHERIFF REROOFING PROJECT														
BID TABULATION			Apparent Low Bidder 1		Apparent Low Bidder 2		Apparent Low Bidder 3		Apparent Low Bidder 4		AVERAGE BID VALUES		LOWEST UNIT BID PRICE	HIGHEST UNIT BID PRICE
			Danny Letner, Inc. dba Letner Roofing Company		Commercial Roofing Systems, Inc.		Pacific Builders & Roofing, Inc. dba WSP Roofing		Southland Roofing, Inc. NOT RESPONSIVE					
Bid Item and Description		Qty	Unit	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	
CALCULATION CORRECTIONS TO BID AMOUNT SUBMITTED BY CONTRACTOR BASED ON CALCULATED BID AMOUNT					\$0.00		\$0.00		\$0.00		\$0.00			
TOTAL ADDITIVE BID SCHEDULE "A" AMOUNT + ADDITIVE BID SCHEDULE "B" AMOUNT					\$186,825.00		\$201,570.00		\$285,800.00		\$0.00			
TOTAL BASE BID SCHEDULE AMOUNT + ADDITIVE BID SCHEDULE "A" AMOUNT + ADDITIVE BID SCHEDULE "B" AMOUNT					\$562,025.00		\$665,505.00		\$757,950.00		\$808,200.00			
SUBCONTRACTOR % AND AMOUNT SHOWN IN THE BID				23.45%	\$88,000.00	16.87%	\$78,260.00	17.92%	\$84,600.00	16.09%	\$130,000.00			
SUBCONTRACTORS				B&M Tear Off, Inc.	\$88,000.00	Kiondike Construction Services	\$78,260.00	Alliance Contracting Services	\$84,600.00	Alliance Contracting Services	\$130,000.00			
				TOTAL	\$88,000.00	TOTAL	\$78,260.00	TOTAL	\$84,600.00	TOTAL	\$130,000.00			

2. REVIEW OF APPARENT LOW BID					
APPARENT LOW BID SUBMITTED BY:		Danny Letner, Inc. dba Letner Roofing Company			APPARENT LOW BID AMOUNT: \$472,100.00
ITEM REVIEWED/CHECKED		REVIEW RESULT	CHECKED BY	DATE	REMARKS
BID STAMPED AS RECEIVED PRIOR BID TIME:		YES	CITY CLERK	8/14/23	
BID BOND IN PROPER AMOUNT:		YES	KV	8/15/23	
ALL ADDENDA ACKNOWLEDGED:		YES	KV	8/15/23	
ANY APPARENT DISCREPANCY IN THE SUBMITTAL:		NO	KV	8/15/23	
TOTAL BID PRICES CALCULATED CORRECTLY:		YES	KV	8/15/23	
PRIME CONTRACTOR LICENSE STATUS:	Danny Letner, Inc. dba Letner Roofing Company	689961	KV	8/15/23	Print-out from CLSB Web Page attached (http://www.cslb.ca.gov/)
SUB CONTRACTOR LICENSE STATUS:	B&M Tear Off, Inc.	769864	KV	8/15/23	Print-out from CLSB Web Page attached (http://www.cslb.ca.gov/)
PRIME CONTRACTOR DIR REGISTRATION STATUS:	Danny Letner, Inc. dba Letner Roofing Company	1000002763	KV	8/15/23	Print-out from DIR Web Page attached (https://efiling.dir.ca.gov/PWCR/Search)
SUB CONTRACTOR DIR REGISTRATION STATUS:	B&M Tear Off, Inc.	1000009312	KV	8/15/23	Print-out from DIR Web Page attached (https://efiling.dir.ca.gov/PWCR/Search)
PRIME CONTRACTOR DEBARMENT STATUS FROM STATE CONTRACTS:	Danny Letner, Inc. dba Letner Roofing Company	NOT FOUND IN ACTIVE DEBARRED LIST	KV	8/15/23	Print-out from DIR Web Page attached (http://www.dir.ca.gov/dlse/debar.html)

3. REFERENCE CHECK OF APPARENT LOW BIDDER

Danny Letner, Inc. dba Letner Roofing Company

REFERENCE DATA FOR APPARENT LOW BIDDER					REFERENCE CHECK FOR APPARENT LOW BIDDER						CHECKED BY	DATE
					Answer "YES" if satisfied or "NO" if not satisfied							
REFERENCE PROJECT	OWNER AND REFERENCE NAME	TEL	AMOUNT	DATE COMPLETED	DID THE CONTRACTOR DO QUALITY WORK	DID THE CONTRACTOR STAY ON SCHEDULE	DID THE CONTRACTOR ASK FOR UNNECESSARY CHANGE ORDERS	DID THE CONTRACTOR FILE CLAIMS AGAINST YOU	WILL YOU HIRE THE CONTRACTOR AGAIN	REMARKS		
Pacifica High School Athletics Facility	Garden Grove Unified School District Kevin Heerschep, Assistant Director of Facilities	714-663-6442 714-663-6000	\$397,000.00	2022	YES	YES	NO	NO	YES	Letner Roofing Company has done \$60 mill worth of projects in the city of Garden Grove, reference highly recommended the contractor	GDB	8/15/2023
UC Riverside Stuent Success Center	UC Riverside, Tony Pacheco	949-622-7000	\$440,903.00	2022						Left VM on 8/15/23 at 3:05 pm	GDB	8/15/2023
City of Twenty Nine Palms Phoenix Community Center	City of Twenty Nine Palms, Craig	951-224-9602	\$453,800.00	2022						Left VM on 8/15/23 at 3:25 pm	GDB	8/15/2023
Santa Fe Springs Aquatica Center Roof Replacement	City of Santa Fe Springs, Kevin Periman	562-868-0511	\$245,702.00	2021	YES	YES	YES	NO	YES	Contractor finished work ahead of schedule. For the unnecessary change order, the contractor discovered that the subroofing needed to be replaced. Roofing manufacturer was onsite with contractor and stated the contractor was the best they have worked with	GDB	8/15/2023
Yorba Linda Public Library & Arts Center	City of Yorba Linda Jay Rivas	818-361-1521	\$721,145.00	2021						Left VM on 8/15/23 at 3:46 pm	GDB	8/15/2023

4. LOWEST RESPONSIVE BID	
LOWEST RESPONSIVE BID SUBMITTED BY:	Danny Letner, Inc. dba Letner Roofing Company
IN THE AMOUNT OF:	\$375,200.00

Contractor's License Detail for License # 689961

DISCLAIMER: A license status check provides information taken from the CSLB license database. Before relying on this information, you should be aware of the following limitations.

- ▶ CSLB complaint disclosure is restricted by law ([B&P 7124.6](#)) If this entity is subject to public complaint disclosure click on link that will appear below for more information. Click [here](#) for a definition of disclosable actions.
- ▶ Only construction related civil judgments reported to CSLB are disclosed ([B&P 7071.17](#)).
- ▶ Arbitrations are not listed unless the contractor fails to comply with the terms.
- ▶ Due to workload, there may be relevant information that has not yet been entered into the board's license database.

Data current as of 8/15/2023 8:51:04 AM

Business Information

DANNY LETNER INC
DBA LETNER ROOFING COMPANY

1490 N GLASSELL STREET
ORANGE, CA 92867
Business Phone Number:(714) 633-0030

Entity Corporation
Issue Date 06/08/1994
Expire Date 06/30/2024

License Status

This license is current and active.

All information below should be reviewed.

Classifications

- ▶ [B - GENERAL BUILDING](#)
- ▶ [C43 - SHEET METAL](#)
- ▶ [C39 - ROOFING](#)

Bonding Information

Contractor's Bond

This license filed a Contractor's Bond with [WESTERN SURETY COMPANY](#).

Bond Number: 58685073
Bond Amount: \$25,000
Effective Date: 01/01/2023
[Contractor's Bond History](#)

Bond of Qualifying Individual

The qualifying individual DENNIS KEITH OLSON certified that he/she owns 10 percent or more of the voting stock/membership interest of this company; therefore, the Bond of Qualifying Individual is not required.

Effective Date: 04/12/2016
[BQI's Bond History](#)

Workers' Compensation

This license has workers compensation insurance with the [FEDERAL INSURANCE COMPANY](#)

Policy Number:54326570
Effective Date: 07/01/2023
Expire Date: 07/01/2024
[Workers' Compensation History](#)

► Personnel listed on this license (current or disassociated) are listed on other licenses.

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▼ Contractor's License Detail for License # 769864

DISCLAIMER: A license status check provides information taken from the CSLB license database. Before relying on this information, you should be aware of the following limitations.

- ▶ CSLB complaint disclosure is restricted by law ([B&P 7124.6](#)) If this entity is subject to public complaint disclosure click on link that will appear below for more information. Click [here](#) for a definition of disclosable actions.
- ▶ Only construction related civil judgments reported to CSLB are disclosed ([B&P 7071.17](#)).
- ▶ Arbitrations are not listed unless the contractor fails to comply with the terms.
- ▶ Due to workload, there may be relevant information that has not yet been entered into the board's license database.

Data current as of 8/15/2023 8:53:21 AM

Business Information

B & M TEAR OFF INC
P O BOX 262
KNIGHTSEN, CA 94548
Business Phone Number:(925) 679-8413

Entity Corporation
Issue Date 10/06/1999
Reissue Date 09/27/2011
Expire Date **09/30/2023**

License Status

This license is current and active.

All information below should be reviewed.

Classifications

- ▶ [C39 - ROOFING](#)
- ▶ [C22 - ASBESTOS ABATEMENT \(Check DOSH Asbestos Registration\)](#)
- ▶ [C21 - BUILDING MOVING, DEMOLITION](#)

Bonding Information

Contractor's Bond

This license filed a Contractor's Bond with [AMERICAN CONTRACTORS INDEMNITY COMPANY](#).
Bond Number: 100160757
Bond Amount: \$25,000
Effective Date: 01/01/2023
[Contractor's Bond History](#)

Bond of Qualifying Individual

The qualifying individual FELIPE BERNAL certified that he/she owns 10 percent or more of the voting stock/membership interest of this company; therefore, the Bond of Qualifying Individual is not required.
Effective Date: 09/21/2017
[BQI's Bond History](#)

Workers' Compensation

This license has workers compensation insurance with the [STATE COMPENSATION INSURANCE FUND](#)
Policy Number:1979079
Effective Date: 10/13/2022
Expire Date: 10/13/2023
[Workers' Compensation History](#)

Miscellaneous Information

- ▶ 09/27/2011 - LICENSE REISSUED TO ANOTHER ENTITY
- ▶ 05/12/2015 - DOSH REGISTRATION VERIFIED FOR C22
- ▶ 05/04/2017 - DOSH REGISTRATION VERIFIED FOR C22
- ▶ 08/13/2021 - DOSH REGISTRATION VERIFIED FOR C22

Other

- ▶ Personnel listed on this license (current or disassociated) are listed on other licenses.

Contractor Information	Registration History	
Legal Entity Name DANNY LETNER, INC DBA LETNER ROOFING	Effective Date	Expiration Date
Legal Entity Type Corporation	5/24/2018	6/30/2019
Status Active	5/12/2017	6/30/2018
Registration Number 1000002763	5/27/2016	6/30/2017
Registration effective date 7/1/2022	6/30/2015	6/30/2016
Registration expiration date 6/30/2025	11/13/2014	6/30/2015
Mailing Address 1490 N GLASSELL ORANGE 92867 CA United Stat...	7/1/2019	6/30/2022
Physical Address 1490 N GLASSELL ORANGE 92867 CA United Stat...	7/1/2022	6/30/2025
Email Address		
Trade Name/DBA		
License Number(s) CSLB:689961		

Legal Entity Information
Corporation Number:
Federal Employment Identification Number:
President Name: Dennis Olson
Vice President Name: Rick Olson
Treasurer Name: German Gonzalez
Secretary Name: Stuart Hein
CEO Name:
Agent of Service Name: Danny Letner Inc. dba Letner Roofing Company
Agent of Service Mailing Address: 1490 N. Glassell St. Orange 92867 CA United States of America

Workers Compensation
Do you lease employees No
through Professional Employer Organization (PEO)?:
Please provide your current workers compensation

insurance information
below:

PEO	PEO	PEO
PEO InformationName	Phone	Email

Insured by Carrier
Policy Holder Name:DANNY LETNER, INC DBA LETNER ROOFING**Insurance Carrier:**
Liberty Mutual Insurance**Policy Number:**WC2Z91471939011**Inception date:**7/1/2021
Expiration Date:7/1/2022

Contractor Information	Registration History	
Legal Entity Name SUPERIOR PAVEMENT MARKINGS	Effective Date	Expiration Date
Legal Entity Type Corporation	6/18/2018	6/30/2019
Status Expired	6/23/2017	6/30/2018
Registration Number 1000001476	6/7/2016	6/30/2017
Registration effective date 7/1/2022	6/22/2015	6/30/2016
Registration expiration date 6/30/2023	9/24/2014	6/30/2015
Mailing Address 5312 CYPRESS STREET CYPRESS 90630 CA United...	7/1/2019	6/30/2022
Physical Address 5312 CYPRESS STREET CYPRESS 90630 CA United...	7/1/2022	6/30/2023
Email Address	7/1/2023	6/30/2025
Trade Name/DBA STREET STRIPING PARKING & HIGHWAY IMPROVEMENT CONSTRUCTION ZONE TRAFFIC CONTROL		
License Number(s) CSLB:776306		

Legal Entity Information

Corporation Number:
Federal Employment Identification Number:
President Name:
John Lucas
Vice President Name:
Robert Garcia
Treasurer Name:
Darren Veltz
Secretary Name:
Darren Veltz
CEO Name:
Darren Veltz

Agent of Service Name:
Darren Veltz
Agent of Service Mailing Address:
5312 Cypress St Cypress 90630 CA United States of America

Workers Compensation

Do you lease employees through Professional Employer Organization (PEO)?: No
Please provide your current workers compensation insurance information below:

	PEO	PEO	PEO
PEO Information	Name	Phone	Email

Insured by Carrier
Policy Holder Name:SUPERIOR PAVEMENT MARKINGS**Insurance Carrier:**Cypress Insurance Company
Policy Number:SUWC352595**Inception date:**6/1/2022**Expiration Date:**6/1/2023

Contractor Information		Registration History	
Legal Entity Name B&M TEAR OFF INC		Effective Date	Expiration Date
Legal Entity Type Corporation		6/12/2018	6/30/2019
Status Active		5/23/2017	6/30/2018
Registration Number 1000009312		6/7/2016	6/30/2017
Registration effective date 7/1/2022		6/30/2015	6/30/2016
Registration expiration date 6/30/2025		2/11/2015	6/30/2015
Mailing Address PMB 280 2420 SAN CREEK RD BRENTWOOD 94513 C...		7/1/2019	6/30/2022
Physical Address 2531 Eden Plains Raod Knightsen 94548 CA United St...		7/1/2022	6/30/2025
Email Address			
Trade Name/DBA B&M TEAR OFF INC			
License Number(s) CSLB:769864			

Legal Entity Information

Corporation Number:

Federal Employment Identification Number:

President Name:
Felipe Bernal

Vice President Name:

Treasurer Name:

Secretary Name:

CEO Name:

Agent of Service Name:
Felipe Bernal

Agent of Service Mailing Address:
2420 Sand Creek Rd PMB 280 Brentwood 94513 CA United States of America

Workers Compensation

Do you lease employees through Professional Employer Organization (PEO)?: No

Please provide your current workers compensation

insurance information

below:

PEO

PEO

PEO

PEO Information

Name

Phone

Email

Insured by Carrier

Policy Holder Name:B&M TEAR OFF INC**Insurance Carrier:**STATE COMPENSATION INSURANCE FUND

Policy Number:9217099-18**Inception date:**10/13/2021**Expiration Date:**10/13/2022

Contractor Information	Registration History	
Legal Entity Name SUPERIOR PAVEMENT MARKINGS	Effective Date	Expiration Date
Legal Entity Type Corporation	6/18/2018	6/30/2019
Status Expired	6/23/2017	6/30/2018
Registration Number 1000001476	6/7/2016	6/30/2017
Registration effective date 7/1/2022	6/22/2015	6/30/2016
Registration expiration date 6/30/2023	9/24/2014	6/30/2015
Mailing Address 5312 CYPRESS STREET CYPRESS 90630 CA United...	7/1/2019	6/30/2022
Physical Address 5312 CYPRESS STREET CYPRESS 90630 CA United...	7/1/2022	6/30/2023
Email Address	7/1/2023	6/30/2025
Trade Name/DBA CONSTRUCTION ZONE TRAFFIC CONTROL PARKING & HIGHWAY IMPROVEMENT STREET STRIPING		
License Number(s) CSLB:776306		

Legal Entity Information

Corporation Number:
Federal Employment Identification Number:
President Name:
John Lucas
Vice President Name:
Robert Garcia
Treasurer Name:
Darren Veltz
Secretary Name:
Darren Veltz
CEO Name:
Darren Veltz

Agent of Service Name:
Darren Veltz
Agent of Service Mailing Address:
5312 Cypress St Cypress 90630 CA United States of America

Workers Compensation

Do you lease employees through Professional Employer Organization (PEO)?: No
Please provide your current workers compensation insurance information below:

	PEO	PEO	PEO
PEO Information	Name	Phone	Email

Insured by Carrier
Policy Holder Name:SUPERIOR PAVEMENT MARKINGS**Insurance Carrier:**Cypress Insurance Company
Policy Number:SUWC352595**Inception date:**6/1/2022**Expiration Date:**6/1/2023

[Labor Commissioner's Office](#) / DLSE Debarments

DLSE Debarments

The following is a list of contractors barred from bidding on, accepting, or performing any public works contracts, either as a contractor or subcontractor. Please refer to the “Period of Debarment” for status of debarment period as noted below:

As part of your due diligence, we suggest that you also check:

- [Contractor status at the Contractors State License Board \(CSLB\)](#)
- [The Federal debarment list at the Excluded Parties List System](#)

Name of contractor	Period of debarment
MICHAEL FLOORING, INC.; BENNY MICHAEL CSLB License Number: 874947	5/30/2023 through 5/30/2026 Decision SC 7278 The debarment order is currently stayed by order of the Kern County Superior Court
TOBO CONSTRUCTION, INC.; JIMI WAN CHAE; MONICA SHIUN OH; KYUNG JIN YOON, CSLB License Number: 758012	5/10/2023 through 5/10/2026 Decision SC 7250
G M Climate Control, Inc.	3/2/2023 through 9/2/2024

CSLB License Number: 967267	Decision 40-71536-603
MINAKO AMERICA CORPORATION DBA MINCO CONSTRUCTION; AND REFAAT HILMAY MINA, CSLB License Number: 612429	9/27/2021 through 9/26/2022 Decision LB 6333
GRFCO, INC. DBA ONSITE KRUSHING; GARCIA JUAREZ CONSTRUCTION, INC.; GEORGE ROBERT FROST; AND JAMES CRAIG JACKSON CSLB License Number: 291013 and 84801	5/21/2021 through 5/20/2024 Decision LB 6629
ECS CONTRACTORS, INC. dba ECS ELECTRIC, INC.; UMAR KHALID RANA, an individual and CEO/RMO of ECS CONTRACTORS, INC.; and KANWAL SAJJAD RANA, an individual and RMO of ECS CONTRACTORS, INC. CSLB License Number: 975222	3/1/2020 through 3/1/2023 Decision LB 5590
Avi Shechter, Individually DBA Avi Shechter CSLB Number: 908891 and 1018353	5/6/2019 through 5/5/2022 Decision LB 6328
Patrick Kim, Individually DBA Ritecon Plumbing CSLB Number: 991018	8/21/2018 through 8/20/2019 Decision LB 6762
Bighorn Construction, Inc. CSLB Number: 597866	5/5/2018 through 5/4/2021 Decision LB 6658

Doug Parks, Individually dba Doug Parks and Son Plumbing CSLB Number: 411825	10/11/2017 through 10/10/2019 <u>Decision SC 5807</u>
Worthington Construction, Inc.; Dale Worthington, an individual and CEO/RMO of Worthington Construction, Inc.; and, Holi Jeanne Worthington, an individual and Officer of Worthington Construction CSLB Number: 714836	6/15/2018 through 9/16/2019 <u>Decision LB 5267</u>
RMV Construction, Inc., A California Corporation; and Robert Michael Vasil II a.k.a. Robert Michael Vasil a.k.a. Mike Vasil, an Individual and CEO/RMO President of RMV Construction, Inc. CSLB Number: 892389	4/1/2017 through 8/18/2018 <u>Decision LB 5266</u>
Gewargis Youkhanis Narso, an individual dba GEHVAC and Technologies, a sole proprietorship, And GEHVAC Co., a sole proprietorship CSLB Number: 899312 and 1013848	2/1/2017 through 1/31/2020 <u>Decision 40-48480-516</u>
Joseph Brothers Enterprise, Inc.; Ken Joseph Individually and as CEO CSLB Number: 849169	4/3/2018 through 10/3/2019 <u>Decision SC 6390</u>

**Dave Cook Concrete Construction, Inc.,
and David William Cook**
34231 Camino Capistrano #102
Capistrano Beach, CA 92624-1189

**3/1/2017 through
2/29/2020**
[Decision LB 6207](#)

CSLB Number: 461897

**Bannaoun Engineers Constructors
Corporation; Omar Maloof, An Individual**
P.O. Box 16599
Beverly Hills, CA 90209-2599

05/12/17 through 05/11/20
[Decision SC 5517](#)

CSLB Number: 827829

Evans Roofing Co., Inc.
2020 South Yale Street
Santa Ana, CA 92706

10/31/16 through 10/30/19
[Decision LB 6270](#)

CSLB Number: 610549

**Guillermo Ibaibarriaga dba Sierra Nevada
Stucco and 2K Roofing**
Sierra Nevada Stucco
P.O. Box 8472
Reno, NV 89502
CSLB Number: 915812

05/14/17 through 05/13/20
[Decision SC 6037](#)

2K Roofing
820 Kuenzli Street
Reno, NV 89502
CSLB Number: 954551

**Del Norte Construction, And Trinidad
Manuel Canales, an Individual**
PO Box 5101
Oxnard, CA 93030

6/01/16 through 5/31/17
[Decision LB 5533](#)

5020 Wooley Rd.
Oxnard, CA 93030

CSLB Number: #945723

Diversified Building & Electric Company, Inc.

409 Tennant Station
Morgan Hill, CA 95037

2/15/16 through 8/15/17

[Decision SC 5714](#)

Denis Andrew Maris, Individually and Doing Business as Diversified Electric Company

CSLB Number: #765312

Fast Demolition, Inc.

601-C East Palomar Street #123
Chula Vista, CA 91911
CSLB Number: #792729

4/1/44 through 3/31/47

[Decision LB5742](#)

4/1/41 through 3/31/44

[Decision LB5665](#)

Rogelio Medina Vazquez., an individual and in his capacity as Responsible Managing Officer of FAST DEMOLITION, INC.

4/1/36 through 3/31/39

[Decision LB5740](#)

4/1/33 through 3/31/37

[Decision LB5651](#)

4/1/33 through 3/31/37

[Decision LB5739](#)

4/1/24 through 3/31/27

[Decision LB5741](#)

4/1/30 through 3/31/33

[Decision LB5743](#)

4/1/27 through 3/31/30

[Decision LB5666](#)

4/1/21 through 3/31/24

[Decision LB5667](#)

4/1/18 through 3/31/21

[Decision LB5668](#)

4/01/15 through 3/31/18

[Decision LB5345](#)

Amerivet Plumbing, Inc.; Walter Edward Jacob Kuhlmann III, Individually And dba Amerivet Plumbing Services CSLB Number: #969048 and #919761	8/6/15 through 8/5/18 <u>Decision SC 5756</u>
Ultimate Inc., And, Enrique Vera, an Individual PO Box 571117 Tarzana, CA 91356-1117 CSLB Number: #949229	12/1/15 through 11/30/18 <u>Decision LB 5655 & LBS659</u>
Travioli Construction, Inc. PO Box 231 Visalia, CA 93274 CSLB Number: #936832	9/11/15 through 3/10/17 <u>Decision SC 5800</u>
Integrity Sheet Metal, Inc. 319 McArthur Way Upland, CA 91786 CSLB #726770 William Ben Hicks, an individual; Margaret Mary Hicks, an individual	2/01/15 through 1/31/18 <u>Decision LB 5596</u>
L A Builders, Inc., a California Corporation 15635 Saticoy Street, #H Van Nuys, CA 91406 CSLB #748591 Alon Gamliel, an individual	2/01/15 through 1/31/18 <u>Decision LB5 171</u>
USA Wall Systems, Inc. 8309 Sunshine Lane Riverside, CA 92508 CSLB #929610 Edward Eugene Brammer, an individual and in his capacity as President/CEO/RMO	4/01/15 through 3/31/18 <u>Decision LB 5323</u>

Daughter Construction formerly dba Hy Carpentry Construction 15407 Thornlake Avenue Norwalk, CA 90650 CSLB #979297 Sharon Jin Yoo, an individual; Dae Hyun Yoo, an individual and in his capacity as manager/supervisor for Sharon Jin Yoo and in his capacity as General Partner for HY Construction, a General Partnership.	4/01/15 through 3/31/18 Decision LB 5466, LB5467, LB5468 & LB5520
RDA Construction, Inc. 1692 W. Bullard Ave., Fresno, CA 93711 CSLB# 383306	12/15/14 through 12/14/16 Decision 40-40508-522 & 44-40509-522
Titan Electrical Construction, Inc. Lucas Oliver Stickney, an individual Jamie Noel Furr, an individual 630 Natoma Street San Francisco, CA 94103 CSLB# 919516	11/3/14 through 11/2/17 Decision SC 5539
Ramos Painting Carlos Ray Ramos, an individual P.O. Box 3871 Paso Robles, CA 93447 CSLB# 753575	11/3/14 through 11/2/15 Decision SC 5518
Dick Emard Electric. dba Emard Electric Luke Richard Emard, an individual and RMO 5930 Key Court, Suite A Loomis, CA 95650 CSLB# 794007	11/3/14 thorough 11/2/17 Decision SC 5521
Nixon Electric Gordon Fulton Nixon, an individual	8/1/14 through 7/31/17 Decision LB 4495

5624 Faust Ave.
Woodland Hills, CA 91367
CSLB# 796802

Neris General Contractors, a California Corporation

Efren Neri, an individual
Servando Neri, an individual
Rebeca Neri, an individual
Luis Abelardo Castro, an individual
6087 California Ave.
Long Beach, CA 90805
CSLB# 797967

2/28/14 through 2/27/17
[Decision LB 4511, LB4512 & LB4521](#)

Southland Construction

Reza Mohammadi, an individual
3943 Irvine Blvd., #405, Irvine, CA 92602
CSLB# 663784 (expired)

10/14/14 through 10/13/17
[Decision SAC 5492](#)

**National Drywall Corporation,
A Dissolved California Corporation**

603 S. Milliken Avenue, Suite F
Ontario, CA 91761
CSLB #834335

8/4/14 through 8/3/17
[Decision SAC 5506](#)

**Miguel Contreras, an Individual and
Responsible Managing
Officer/CEO/President**

**Dora Maria Contreras, an Individual and
Agent/Officer of the Corporation**

**Tadros & Youssef Construction, Inc.
Kamel Shaker Tadros & Makram Youssef
Youssef, Individually**
1221 E 8th Street, Unit A, Upland, CA 91786
CSLB# 698182 (expired)

5/10/14 through 5/9/17
[Decision SAC 5308](#)

Serenity Fire Protection
417 S. Associated Road, Brea, CA 92821

5/1/14 through 4/30/17
[Decision LB 4202](#)

CSLB# 902927	
Don Kelly Construction , Inc. Don Kelly, Individual and Lisa Kelly, Individual 171 Northview Ridge Lane, P.O. Box 10760, Bozeman, MT 59719	3/25/14 through 3/24/17 Decision LB 4484
Aldan, Inc. P.O. Box 9428, Brea, CA 92822 CSLB #949229	2/28/14 through 2/27/17 Decision LB5175
Russell/Thompson, Inc. James Jean Russell & Valery Alena Thompson, Individually 4684 Oak Glen Dr., Redding, CA 96001 CSLB# 915036 (revoked)	10/31/13 through 10/31/16 Decision SC 5309
Ayodejia A. Ogundare, Individual Db a Pacific Engineering Company 6310 Stewart Way, Bakersfield, CA 93308 CLSB#710322	5/15/2013 through 5/15/2014 Decision SAC 1039
Wallcrete Industries, Inc.; Garit David Wallace and Amber Anderson, Individuals 400 Kansas, Redlands, CA 92373 CSLB#834220	7/29/12 through 7/28/15 Decision SAC 5175
FEI Enterprises, Inc Gabriel Fedida, Individual 5749 Venice Blvd., Los Angeles, CA 90019 CSLB#659252	6/14/12 through 6/13/15 Decision SC 5198

Jeffrey Alan Mott and Michelle Mott, individuals Dda Integrity Landscape 3756 Independence Avenue Sanger, CA 93637 CSLB#774222	3/29/12 through 3/28/15 Decision SC 5160
Jensen Drywall & Stucco Jeffrey E. Jensen 3714 Lynda Place National City, CA 91950-8121 CSB # 664168 Exp. 2/18/11 (expired)	3/31/11 through 3/30/13 Decision SC 5095
All West Construction, Inc. Donald Kent Russell 495 N. Marks Ave. Fresno, CA 93706 CSB # 592321 Exp. 4/3/12 (suspended)	3/31/11 through 3/30/13 Decision se 5013
Country Builders, Inc. Weldon Offill, individually 5915 Graham Ct. Livermore, CA 94550 CSB # 699574 Exp. 11/30/12 (active)	3/1/11 through 2/28/14 Decision SC 5053 Addendum SC 5053
Sutter Foam & Coating, Inc. 909 A. George Washington Yuba City, CA 95993 CSB # 732014 Exp. 1/31/09 (inactive)	7/1/10 through 6/30/13 Decision SAC 5012
David Alvin Trexler, an individual 909 A. George Washington Yuba City, CA 95993	
Kenneth A. Trexler, an individual 2603 Lago Lane Marysville, CA 95901	
Soo Dong Kim, an individual, dba Soo Kim Electric Company	4/19/10 through 4/18/13 Decision SAC 1064

16224 Ridgeview Lane
La Mirada, CA 90638
CSB # 568103 Exp. 8/1/09 (inactive)

Hyo Nam Jung, an individual,
dba Lucid Electric
18621 Well Street
Rowland Heights, CA 91748
CSB # 914692 Exp. 4/3/10

Southwest Grading,
dba Southwest Grading Services, Inc.,
22031 Waite Street
Wildomar, CA 92595

3/18/10 through 3/17/13
[Decision SAC 1058](#)

David Walter Cholewinski, an individual
22031 Waite Street
Wildomar, A 92595
29970 Technology Drive, Ste. 205
Murrieta, CA 92563
CSB #840416 Exp. 6/30/10

S.J. Cimino Electric, Inc., a California
corporation,
3267 Dutton Ave.
Santa Rosa, CA 95404
Salvatore Joseph Cimino, RMO, CEO and
President of S.J. Cimino Electric, Inc. and
sole owner of S.J. Cimino
Electric, an individual
5825 Heights Rd.
Santa Rosa, CA 95401
CSB #343802 Exp. 2/28/10
CSB #294141 Exp. 9/30/13 (inactive)

10/15/09 through 10/14/12
[Decision SAC 1052](#)

Cedar Development Corporation
Serghon Gabriel Afram, individually
12477 Feather Dr
Mira Loma, CA 91752
CSB # 839898 Exp. 6/30/10 (suspended)

8/5/09 through 8/4/12
[Decision SAC 1042](#)

**All Floors Commercial and Residential
Flooring, Inc.**
Salvador Elias Perea, individually
750 E. McGlincy Lane, #103
Campbell, CA 95008
CSB #430969 Exp. 7/31/09

5/14/09 through 5/13/12
[Decision SAC 1040](#)

1-AMD Construction, Inc.
Alberto Mordoki, individually
Mirella Mordoki, individually
5300 Beach Blvd., Suite 110-416
Buena Park, CA 90621
CSB #787533, revoked

3/16/09 through 3/15/12
[Decision SAC1037](#)

Updated: August 2023

Labor Commissioner's Office

Quick Links

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Search Editor

☐ Any Words 

☒ All Words 

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e.g. 123456789, Smith Corp

"DANNY LETNER"



"B & M TEAR OFF"	×
letner	×

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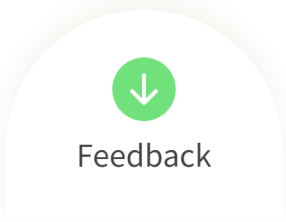


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General Services Administration

This is a U.S. General Services Administration Federal Government computer system that is **"FOR OFFICIAL USE ONLY."** This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

CHECKLIST FOR BIDDERS

The following information is required of all Bidders at the time of Bid submission:

- X Completed and Signed Bid Cover Form
- X Completed and Signed Bid Sheets
- X Completed and Signed Questionnaire
- X Completed References Form
- X Resume of General Construction Superintendent/On-Site Construction Manager
- X Completed Subcontractor Designation Form
- X Completed and Signed Industrial Safety Record Form
- X Completed, Signed and Notarized Bid Bond or Other Security Form
- X Signed Non-collusion Declaration Form
- X Evidence satisfactory to the City indicating the capacity of the person(s) signing the Bid to bind the Bidder

BID

CITY OF MAYWOOD

CITY HALL AND SHERIFF REROOFING PROJECT

TO THE HONORABLE MAYOR AND CITY COUNCIL OF THE CITY OF MAYWOOD:

The undersigned, as Bidder, declares that: (1) this Bid is made without collusion with any other person and that the only persons or parties interested as principals are those named herein; (2) the undersigned has carefully examined the Contract Documents (including all Addenda) and the Project site; and (3) the undersigned has investigated and is satisfied as to the conditions to be encountered, the character, quality and quantities of Work to be performed, and the materials to be furnished. Furthermore, the undersigned agrees that submission of this Bid shall be conclusive evidence that such examination and investigation have been made and agrees, in the event the Contract be awarded to it, to execute the Contract with the City of Maywood to perform the Project in accordance with the Contract Documents in the time and manner therein prescribed, and to furnish or provide all materials, labor, tools, equipment, apparatus and other means necessary so to do, except as may otherwise be furnished or provided under the terms of the Contract Documents, for the following stated unit prices or lump-sum price as submitted on the Bid herein.

Bidder acknowledges receipt of all addenda, as follows:

Addendum No. 1 Date: 08/11/2023

Addendum No. _____ Date: _____

Addendum No. _____ Date: _____

Addendum No. _____ Date: _____

The undersigned submits as part of this Bid a completed copy of its Industrial Safety Record. This Safety Record includes all construction Work undertaken in California by the undersigned and any partnership, joint venture or corporation that any principal of the undersigned participated in as a principal or owner for the last five (5) calendar years and the current calendar year before the date of Bid submittal. Separate information is being submitted for each such partnership, joint venture, or corporate or individual Bidder. The undersigned may attach any additional information or explanation of data that it would like to be taken into consideration in evaluating the Safety Record. An explanation of the circumstances surrounding any and all fatalities is attached.

Accompanying this Bid is cash, a cashier's check, a certified check or a Bid Bond in an amount equal to at least ten percent (10%) of the total aggregate Bid price based on the quantities shown and the unit prices quoted. The undersigned further agrees that, should it be awarded the Contract and thereafter fail or refuse to execute the Contract and provide the required evidence of insurance and Bonds within fifteen (15) Days after delivery of the Contract to the undersigned, then the cash, check or Bid Bond shall be forfeited to the City to the extent permitted by law.

The undersigned certifies to have a minimum of three (3) consecutive years of current experience in the type of Work related to the Project and that this experience is in actual operation of the firm with permanent employees performing a part of the Work as distinct from a firm operating entirely

by subcontracting all phases of the Work. The undersigned also certifies to be properly licensed by the State as a contractor to perform this type of Work. The undersigned possesses California Contractor's License Number 689961, Class B, C39, C43, which expires on 06/30/2024.

Bidder's Name: Danny Letner, Inc. dba Letner Roofing Company

Signature: _____



Stuart Hein, Secretary/Treasurer

Title: Secretary
Treasurer

Date: 08/14/2023

Signature: _____



GERARDO GONZALEZ, ASSISTANT VICE PRESIDENT

Title: A.Y.P.

Date: 8/14/2023

*SEE ATTACHED NOTARY

BID

B-2

BIDDER SHALL COMPLETE AND SUBMIT ALL DOCUMENTS AND PAGES IN SECTION "BID"

CALIFORNIA ALL- PURPOSE CERTIFICATE OF ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California }

County of Orange }

On August 14, 2023 before me, Janette Valle, Notary Public
(Here insert name and title of the officer)

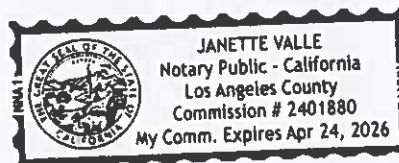
personally appeared Stuart Hein & German Gonzalez,
who proved to me on the basis of satisfactory evidence to be the person(s) whose
name(s) is/are subscribed to the within instrument and acknowledged to me that
he/she/~~they~~ executed the same in his/her/their authorized capacity(ies), and that by
his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of
which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that
the foregoing paragraph is true and correct.

WITNESS my hand and official seal.


Notary Public Signature

(Notary Public Seal)



ADDITIONAL OPTIONAL INFORMATION

DESCRIPTION OF THE ATTACHED DOCUMENT

Bid

(Title or description of attached document)

(Title or description of attached document continued)

Number of Pages _____ Document Date _____

CAPACITY CLAIMED BY THE SIGNER

- ☒ Individual (s)
☐ Corporate Officer

(Title)

- ☐ Partner(s)
☐ Attorney-in-Fact
☐ Trustee(s)
☐ Other _____

INSTRUCTIONS FOR COMPLETING THIS FORM

This form complies with current California statutes regarding notary wording and, if needed, should be completed and attached to the document. Acknowledgments from other states may be completed for documents being sent to that state so long as the wording does not require the California notary to violate California notary law.

- State and County information must be the State and County where the document signer(s) personally appeared before the notary public for acknowledgment.
- Date of notarization must be the date that the signer(s) personally appeared which must also be the same date the acknowledgment is completed.
- The notary public must print his or her name as it appears within his or her commission followed by a comma and then your title (notary public).
- Print the name(s) of document signer(s) who personally appear at the time of notarization.
- Indicate the correct singular or plural forms by crossing off incorrect forms (i.e. ~~he/she/they~~, is/are) or circling the correct forms. Failure to correctly indicate this information may lead to rejection of document recording.
- The notary seal impression must be clear and photographically reproducible. Impression must not cover text or lines. If seal impression smudges, re-seal if a sufficient area permits, otherwise complete a different acknowledgment form.
- Signature of the notary public must match the signature on file with the office of the county clerk.
 - ❖ Additional information is not required but could help to ensure this acknowledgment is not misused or attached to a different document.
 - ❖ Indicate title or type of attached document, number of pages and date.
 - ❖ Indicate the capacity claimed by the signer. If the claimed capacity is a corporate officer, indicate the title (i.e. CEO, CFO, Secretary).
- Securely attach this document to the signed document with a staple.

CITY OF MAYWOOD
BID SHEETS FOR
CITY HALL AND SHERIFF REROOFING PROJECT

Bidder's Name: Danny Letner, Inc. dba Letner Roofing Company

To the Honorable Mayor and Members of the City Council:

In compliance with the Notice Inviting Bids, the undersigned hereby agrees to execute the Contract to furnish all labor, materials, equipment and supplies for the Project in accordance with the Contract Documents to the satisfaction and under the direction of the City Engineer, at the following prices:

REVISED BASE BID SCHEDULE PER ADDENDUM 1
CITY HALL AND SHERIFF'S STATION
4319 E Slauson Ave

ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT PRICES	EXTENDED AMOUNT
1.	Asbestos Abatement, including all necessary relevant work, and notices and processing through AQMD and other required Agencies. For abatement scope of work, see Appendix B, ASBESTOS REPORTS.	1	LS	<u>\$15,000.00</u>	<u>\$ 15,000.00</u>
2.	Remove existing roofing system and install new roofing system per specifications and attached details including labor, material, and all relevant work.	1	LS	<u>\$353,700.00</u>	<u>\$ 353,700.00</u>
3.	Remove existing platform and provide new platform for City Hall Unit 1. New platform should be 45" x 61" this will provide the unit with 6" around the perimeter of the base (33" x 49").	1	LS	<u>\$6,500.00</u>	<u>\$ 6,500.00</u>
TOTAL BASE BID AMOUNT					<u>\$ 375,200.00</u>

TOTAL BASE BID PRICE IN WORDS: Three Hundred Seventy-Five Thousand Two

Hundred Dollars

ADDITIVE BID SCHEDULE "A"
MAYWOOD CESAR CHAVEZ LIBRARY
4323 E Slauson Ave

ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT PRICES	EXTENDED AMOUNT
1.	Remove existing roofing system and install new roofing system per specifications and attached details including labor, material, and all relevant work.	1	LS	\$ <u>150,000.00</u>	\$ <u>150,000.00</u>
2.	Wood deck damage removal and replacement, including all labor, material, and workmanship. Material shall be of high grade, high density hard wood decking material.	250	SF	\$ <u>12.50</u>	\$ <u>3,125.00</u>
TOTAL ADDITIVE BID "A" AMOUNT					\$ <u>153,125.00</u>

TOTAL ADDITIVE BID "A" PRICE IN WORDS: One Hundred Fifty-Three Thousand One
Hundred Twenty-Five Dollars

ADDITIVE BID SCHEDULE "B"
CITY HALL REAR STORAGE FACILITY
4319 E Slauson Ave

ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT PRICES	EXTENDED AMOUNT
1.	Asbestos Abatement, including all necessary relevant work, and notices and processing through AQMD and other required Agencies. For abatement scope of work, see Appendix C, ASBESTOS REPORTS.	1	LS	\$ <u>8,000.00</u>	\$ <u>8,000.00</u>
2.	Restoration of existing roofing system per specifications and attached details including labor, material, and all relevant work.	1	LS	\$ <u>25,700.00</u>	\$ <u>25,700.00</u>
TOTAL ADDITIVE BID "B" AMOUNT					\$ <u>33,700.00</u>

TOTAL ADDITIVE BID "B" PRICE IN WORDS: Thirty-Three Thousand Seven Hundred
Dollars

BID

B-4

BIDDER SHALL COMPLETE AND SUBMIT ALL DOCUMENTS AND PAGES IN SECTION "BID"

The award of Contract shall be based on the TOTAL BASE BID SCHEDULE AMOUNT only. The ADDITIVE BID ITEMS shown per the ADDITIVE BID SCHEDULES above will not be taken into account in determining the lowest responsible bidder. City may add bid items from the ADDITIVE BID SCHEDULE at the sole and complete discretion of the City as part of the performance of the contract.	
In the case of discrepancies in the amount of bid, unit prices shall govern over extended amounts, and words shall govern over figures.	
Full compensation for the items listed to the right as Items A, B, C, D and E are considered as inclusive in each Bid Item listed above in the Bid Schedule as applicable, and no additional and/or separate compensation will be allowed.	A. Mobilization / Demobilization
	B. Traffic Control
	C. NPDES, WVECP, and Best Management Practices (BMPs), Public Convenience and Safety
	D. Construction Staking by Land Surveyor
	E. Clearing and Grubbing
The bid prices shall include any and all costs, including labor, materials, appurtenant expenses, taxes, royalties and any and all other incidental costs to complete the project, in compliance with the Bid and Contract Documents and all applicable codes and standards.	
The City reserves the right to add, delete, increase or decrease the amount of any quantity shown and to delete any item from the contract and pay the contractor at the bid unit prices so long as the total amount of change does not exceed 25% (plus or minus) of the total bid amount for the entire project. If the change exceeds 25%, a change order may be negotiated to adjust unit bid prices.	
All other work items not specifically listed in the bid schedule, but necessary to complete the work per bid and contract documents and all applicable codes and standards are assumed to be included in the bid prices.	
A bid is required for the entire work, that the quantities set forth in the Bid Schedule are to calculate total bid amount, and that final compensation under the contract will be based upon the actual quantities of work satisfactorily completed.	

TOTAL BASE BID PRICE IN DIGITS: \$ 562,025.00

TOTAL BID PRICE IN WORDS: Five Hundred Sixty-Two Thousand Twenty-Five Dollars

Signature: 	Title: <u>Secretary</u>	Date: <u>08/14/2023</u>
	<u>Treasurer</u>	
Signature: 	Title: <u>ASSTANT</u>	Date: <u>8/14/2023</u>
	<u>VICEPRESIDENT</u>	

QUESTIONNAIRE FORM

Fill out all of the following information. Attach additional sheets if necessary.

- (1) Bidder's Name: Danny Letner, Inc. dba Letner Roofing Company
- (2) If the Bidder's name is a fictitious name, who or what is the full name of the registered owner? If the Bidder's name is not a fictitious name, write "N/A" in the response to this question. If you are doing business under a fictitious name, provide a copy of the filed valid Fictitious Business Name Statement.
N/A

CALIFORNIA ALL- PURPOSE CERTIFICATE OF ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California }

County of Orange }

On August 14, 2023 before me, Janette Valle, Notary Public,
(Here insert name and title of the officer)

personally appeared Stuart Hein & German Gonzalez,
who proved to me on the basis of satisfactory evidence to be the person(s) whose
name(s) is/are subscribed to the within instrument and acknowledged to me that
he/she/they executed the same in his/her/their authorized capacity(ies), and that by
his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of
which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that
the foregoing paragraph is true and correct.

WITNESS my hand and official seal.


Notary Public Signature

(Notary Public Seal)



ADDITIONAL OPTIONAL INFORMATION

DESCRIPTION OF THE ATTACHED DOCUMENT

Bid Sheets

(Title or description of attached document)

(Title or description of attached document continued)

Number of Pages _____ Document Date _____

CAPACITY CLAIMED BY THE SIGNER

- ☐ Individual (s)
☐ Corporate Officer

(Title)

- ☐ Partner(s)
☐ Attorney-in-Fact
☐ Trustee(s)
☐ Other _____

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 - ❖ Indicate title or type of attached document, number of pages and date.
 - ❖ Indicate the capacity claimed by the signer. If the claimed capacity is a corporate officer, indicate the title (i.e. CEO, CFO, Secretary).
- Securely attach this document to the signed document with a staple.

- (3) Business Address: 1490 N Glassell St. Orange, CA 92867
- (4) Telephone: 714-633-0030 Facsimile: 714-633-0280
- (5) Type of Firm – Individual, Partnership, LLC or Corporation: (s) Corporation
- (6) Corporation organized under the laws of the State of: California
- (7) California State Contractor's License Number and Class: 689961 - B, C39, C43
Original Date Issued: 06/08/1994 Expiration Date: 06/30/2024
- (8) DIR Contractor Registration Number: 1000002763
- (9) List the name and title of the person(s) who inspected the Project site for your firm:
Jesus Ramirez, Estimator
- (10) The Bidder declares that he/she has carefully read and examined the plans, specifications, bid documents, and he/she has made a personal examination of the site (indicate name of the person, representing the bidder, who inspected the site and date below) and that he/she understands the exact scope of the Project WITHOUT QUESTION.
Name of Person who inspected the site: Jesus Ramirez, Estimator
Date of Inspection: 08/07/2023 @ 10am
- (11) Number of years' experience the company has as a contractor in construction work: +30 years
- (12) List the names, titles, addresses and telephone numbers of all individuals, firm members, partners, joint venturers, and company or corporate officers having a principal interest in this Bid:
Danny Letner, Inc. dba Letner Roofing Company
Dennis Olson, President / Rick Olson, Vice President
Stuart Hein, Secretary Treasurer / German Gonzalez, Assistant Vice President
- (13) List all current and prior D.B.A.'s, aliases, and fictitious business names for any principal having interest in this Bid:
N/A
- (14) List the dates of any voluntary or involuntary bankruptcy judgments against any principal having an interest in this Bid:
N/A

(15) For all arbitrations, lawsuits, settlements and the like (in or out of court) that the company or any principal having an interest in this Bid has been involved with in the past five (5) years: **N/A**

a. List the names, addresses and telephone numbers of contact persons for the parties:

b. Briefly summarize the parties' claims and defenses:

c. State the tribunal (e.g., Superior Court, American Arbitration Association, etc.), the matter number, and the outcome:

(16) Has the company or any principal having an interest in this Bid ever had a contract terminated by the owner or agency? If yes, explain.

N/A

- (17) Has the company or any principal having an interest in this Bid ever failed to complete a project? If yes, explain.

N/A

- (18) Has the company or any principal having an interest in this Bid ever been terminated for cause, even if it was converted to a "termination of convenience"? If yes, explain.

N/A

- (19) For projects that the company or any principal having an interest in this Bid has been involved with in the last five (5) years, did you have any claims or actions:

- a. By you against the owner? Circle one: Yes ☐ No ☒
- b. By the owner against you? Circle one: Yes ☐ No ☒
- c. By any outside agency or individual for labor compliance?
Circle one: Yes ☐ No ☒
- d. By Subcontractors? Circle one: Yes ☐ No ☐
- e. Are any of these claims or actions unresolved or outstanding?
Circle one: Yes ☐ No ☒

If your answer is "yes" to any part or parts of this question, explain.

- (20) List the last three (3) projects you have worked on or are currently working on for the City of Maywood:

None however see attached list of all completed projects in the last 4 years.

Upon request of the City, the Bidder shall furnish evidence showing a notarized financial statement, financial data, construction experience, or other additional information.

Failure to provide truthful answers to the questions above or in the following References Form may result in the Bid being deemed non-responsive.

The Bidder certifies under penalty of perjury under the laws of the State of California that the information provided above is true and correct.

X SEE ATTACHED JURY

Company

Signature:

Title: Secretary Treasurer

Date: 08/14/2023

Signature:

Title: ASSISTANT VICE PRESIDENT

Date: 8/14/2023

JURAT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of Orange

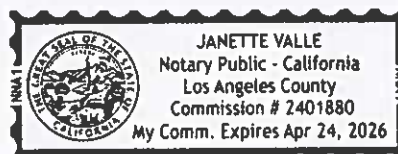
Subscribed and sworn to (or affirmed) before me on this 14 day of August,

20 23 by Stuart Hein & German Gonzalez,

proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.


Signature

(Seal)



OPTIONAL INFORMATION

DESCRIPTION OF THE ATTACHED DOCUMENT

Questionnaire Form

(Title or description of attached document)

(Title or description of attached document continued)

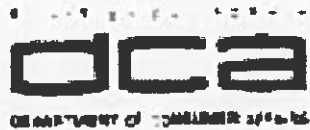
Number of Pages _____ Document Date _____

Additional information _____

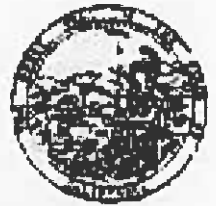
INSTRUCTIONS

The wording of all Jurats completed in California after January 1, 2015 must be in the form as set forth within this Jurat. There are no exceptions. If a Jurat to be completed does not follow this form, the notary must correct the verbiage by using a jurat stamp containing the correct wording or attaching a separate jurat form such as this one with does contain the proper wording. In addition, the notary must require an oath or affirmation from the document signer regarding the truthfulness of the contents of the document. The document must be signed AFTER the oath or affirmation. If the document was previously signed, it must be re-signed in front of the notary public during the jurat process.

- State and county information must be the state and county where the document signer(s) personally appeared before the notary public.
- Date of notarization must be the date the signer(s) personally appeared which must also be the same date the jurat process is completed.
- Print the name(s) of the document signer(s) who personally appear at the time of notarization.
- Signature of the notary public must match the signature on file with the office of the county clerk.
- The notary seal impression must be clear and photographically reproducible. Impression must not cover text or lines. If seal impression smudges, re-seal if a sufficient area permits, otherwise complete a different jurat form.
 - ❖ Additional information is not required but could help to ensure this jurat is not misused or attached to a different document.
 - ❖ Indicate title or type of attached document, number of pages and date.
- Securely attach this document to the signed document with a staple.



**CONTRACTORS
STATE LICENSE BOARD
ACTIVE LICENSE**



License Number **689961**

Entity **CORP**

Business Name **DANNY LETNER INC DBA LETNER
ROOFING COMPANY**

Classification **B C43 C39**

Expiration Date **06/30/2024**

www.cslb.ca.gov





▼ Contractor's License Detail for License # 689961

DISCLAIMER: A license status check provides information taken from the CSLB license database. Before relying on this information, you should be aware of the following limitations.

- ▶ CSLB complaint disclosure is restricted by law (B&P 7124.6) If this entity is subject to public complaint disclosure click on link that will appear below for more information. [Click here for a definition of disclosable actions.](#)
- ▶ Only construction related civil judgments reported to CSLB are disclosed (B&P 7071.1)
- ▶ Arbitrations are not listed unless the contractor fails to comply with the terms.
- ▶ Due to workload, there may be relevant information that has not yet been entered into the board's license database.

Data current as of 8/11/2023 2:55:27 PM

Business Information

DANNY LETNER INC
DBA LETNER ROOFING COMPANY

1490 N GLASSELL STREET
ORANGE, CA 92867
Business Phone Number:(714) 633-0030

Entity Corporation
Issue Date 06/08/1994
Expire Date 06/30/2024

License Status

This license is current and active.

All information below should be reviewed.

Classification

- ▶ B - GENERAL BUILDING
- ▶ C43 - SHEET METAL
- ▶ C39 - ROOFING

Bond Information

Contractor's Bond

This license filed a Contractor's Bond with WESTERN SURETY COMPANY.

Bond Number: 58685073

Bond Amount: \$25,000

Effective Date: 01/01/2023

[Contractor's Bond History](#)

Bond of Qualifying Individual

The qualifying individual DENNIS KEITH OLSON certified that he/she owns 10 percent or more of the voting stock/membership interest of this company; therefore, the Bond of Qualifying Individual is not required.

Effective Date: 04/12/2016

[BQI's Bond History](#)

Workers Compensation

This license has workers compensation insurance with the FEDERAL INSURANCE COMPANY

Policy Number: 54326570

Effective Date: 07/01/2023

Expire Date: 07/01/2024

[Workers' Compensation History](#)

► Personnel listed on this license (current or disassociated) are listed on other licenses.

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Contractor Information

Legal Entity Name
DANNY LETNER, INC DBA LETNER ROOFING

Legal Entity Type
Corporation

Status
Active

Registration Number
1000002763

Registration effective date
7/1/2022

Registration expiration date
6/30/2025

Mailing Address
1490 N GLASSELL ORANGE 92867 CA United States of America

Physical Address
1490 N GLASSELL ORANGE 92867 CA United States of America

Email Address

Trade Name/DBA

License Number(s)
CSLB:689961

Registration History

Effective Date	Expiration Date
5/24/2018	6/30/2019
5/12/2017	6/30/2018
5/27/2016	6/30/2017
6/30/2015	6/30/2016
11/13/2014	6/30/2015
7/1/2019	6/30/2022
7/1/2022	6/30/2025

Legal Entity Information

Corporation Number:
Federal Employment Identification Number:
President Name:
Dennis Olson
Vice President Name:
Rick Olson
Treasurer Name:
German Gonzalez
Secretary Name:
Stuart Hein
CEO Name:

Agent of Service Name:
Danny Letner Inc. dba Letner Roofing Company
Agent of Service Mailing Address:
1490 N. Glassell St. Orange 92867 CA United States of America

Workers Compensation

Do you lease employees through Professional Employer Organization (PEO)?: No

Please provide your current workers compensation insurance information below:

PEO	PEO	PEO
PEO InformationName	Phone	Email

Insured by Carrier
Policy Holder Name:DANNY LETNER, INC DBA LETNER ROOFINGInsurance Carrier:Liberty Mutual Insurance
Policy Number:WC2Z91471939011Inception date:7/1/2021Expiration Date:7/1/2022

REFERENCES FORM

For all public agency projects in excess of \$15,000 that you are currently working on or have worked on in the past two (2) years, provide the following information:

Project 1 Name/Number Pacifica High School Athletics Facility

Project Description 388 SQS. of Henry Roofing

Approximate Construction Dates From: 03/01/2020 To: 01/20/2022

Agency Name: Garden Grove Unified School District

Contact Person: Ruben Alvarez
(w/ Miller Const. - CM) **Telephone:** 909-484-1009

Address: Rancho Cucamonga, CA

Original Contract Amount: \$ \$397,000.00 **Final Contract Amount:** \$ \$397,000.00

If final amount is different from original amount, please explain (change orders, extra work, etc.).

N/A

Did you or any Subcontractor, file any claims against the Agency?

Circle one: Yes ☒ No

Did the Agency file any claims against you? Circle one: Yes ☐ No ☒

If you answered yes to either of the above two questions, please explain and indicate outcome of claims.

N/A

Project 2 Name/Number UC Riverside Student Success Center

Project Description 161 SQS of Single-Ply & 3,100 SQ of Liquid Applied Roofing

Approximate Construction Date From: 11/11/2020 To: 01/25/2022

Agency Name: UC Riverside

Contact Person: Tony Pacheco
(w/Swinerton - GC) **Telephone:** 949-622-7000

Address: Irvine, CA

Original Contract Amount: \$ 421,199.00 **Final Contract Amount:** \$ 440,903.00

If final amount is different from original amount, please explain (change orders, extra work, etc.).

Additional work requested.

Did you or any Subcontractor, file any claims against the Agency?

Circle one: Yes

No

Did the Agency file any claims against you? Circle one: Yes

No

If you answered yes to either of the above two questions, please explain and indicate outcome of claims.

N/A

Project 3 Name/Number City of Twenty Nine Palms Phoenix Community Center

Project Description 159 SQS. of Single Ply Roof

Approximate Construction Dates

From: 06/14/2021

To: 06/24/2022

Agency Name: City of Twenty Nine Palms

Juan Perezchica

Contact Person: (w/Tilden Coil- CM)

Telephone: 951-224-9602

Address: Riverside, CA

Original Contract Amount: \$ 453,800.00

Final Contract Amount: \$ 453,800.00

If final amount is different from original amount, please explain (change orders, extra work, etc.).

N/A

Did you or any Subcontractor, file any claims against the Agency?

Circle one: Yes

No

Did the Agency file any claims against you? Circle one: Yes

No

If you answered yes to either of the above two questions, please explain and indicate outcome of claims.

N/A

Project 4 Name/Number Santa Fe Springs Aquatica Center Roof Replacement

Project Description Roofing and related miscellaneous scopes.

Approximate Construction Dates From: 06/15/2021 To: 11/01/2021

Agency Name: City of Santa Fe Springs

Contact Person: Kevin Periman **Telephone:** 562-868-0511

Address: Santa Fe Springs, Ca.

Original Contract Amount: \$ 245,702.00 **Final Contract Amount:** \$ 245,702.00

If final amount is different from original amount, please explain (change orders, extra work, etc.).

N/A

Did you or any Subcontractor, file any claims against the Agency?

Circle one: Yes ☒ No

Did the Agency file any claims against you? Circle one: Yes ☒ No

If you answered yes to either of the above two questions, please explain and indicate outcome of claims.

N/A

Project 5 Name/Number Yorba Linda Public Library & Arts Center

Project Description 465 SQS of Single Ply Roof

Approximate Construction Dates From: 11/1/2019 To: 11/01/2021

Agency Name: City of Yorba Linda

Contact Person: Jay Rivas
(w/Bernards - GC) **Telephone:** 818-361-1521

Address: San Fernando, CA

Original Contract Amount: \$ 721,145.00 **Final Contract Amount:** \$ 721,145.00

If final amount is different from original amount, please explain (change orders, extra work, etc.).

N/A

BID

B-12

BIDDER SHALL COMPLETE AND SUBMIT ALL DOCUMENTS AND PAGES IN SECTION "BID"

Did you or any Subcontractor, file any claims against the Agency?

Circle one: Yes ☒ No

Did the Agency file any claims against you? Circle one: Yes ☒ No

If you answered yes to either of the above two questions, please explain and indicate outcome of claims.

N/A

Project 6 Name/Number Wabash Recreation Center Roof

Project Description Roof Replacement

Approximate Construction Dates From: 04/01/2021 To: 07/01/2021

Agency Name: City of Los Angeles

Contact Person: George Alvarado Telephone: 818-756-9246

Address: Los Angeles, CA

Original Contract Amount: \$ \$183,340.00 Final Contract Amount: \$ \$183,340.00

If final amount is different from original amount, please explain (change orders, extra work, etc.).

N/A

Did you or any Subcontractor, file any claims against the Agency?

Circle one: Yes ☒ No

Did the Agency file any claims against you? Circle one: Yes ☒ No

If you answered yes to either of the above two questions, please explain and indicate outcome of claims.

N/A

***See attached list.**

2022 COMPLETED JOBS

PM	JOB #	CLOSING DATE	CONTRACTOR	JOB NAME & LOCATION	JOB ADDRESS	CITY	ZIP CODE	FINAL CONTRACT AMOUNT
PD	6692	01/03/22	GRAYCON, INC	KAISER MORENO VALLEY 3RD FLOOR PROC. ROOM	37200 IRIS AVENUE	MORENO VALLEY	92555	\$ 9,550.00
RO	6637	01/03/22	MATT CONSTRUCTION	ONE WESTSIDE PROJECT	10800 10850 WEST PICO BLVD	LOS ANGELES	90064	\$ 4,865,520.00
PD	6701	01/11/22	KAISER FOUNDATION HEALTH PLAN	SRIV 2019 PMMR HEACOCK SKYLIGHT UPGRADE	12815 HEACOCK STREET	MORENO VALLEY	92555	\$ 955.30
RO	6743	01/27/22	MATT CONSTRUCTION	LACC POST PHASE 2	10101 WILSHIRE BLVD	LOS ANGELES	90024	\$ 57,867.00
PD	6631	01/31/22	GRAYCON, INC - CANCELLED	KAISER ONTARIO - OMC OVASC STERILIZERS	2295 S. VINEYARD AVENUE	ONTARIO	91761	\$ -
PD/LC	6655	02/23/22	KAISER FOUNDATION HEALTH PLAN	SREG 2020 CORONA MSCC ROOFTOP AC REPLACEMENT	1840 CALIFORNIA	CORONA	92881	\$ 49,017.12
RO	6691	02/28/22	MATT CONSTRUCTION	AMMP VARIOUS PROJECTS	6067 WILSHIRE BLVD	LOS ANGELES	90036	\$ 69,292.00
PB	6691S	02/28/22	MATT CONSTRUCTION	AMMP VARIOUS PROJECTS	6067 WILSHIRE BLVD	LOS ANGELES	90036	\$ 18,751.00
LC	6737	02/28/22	TASLIMI CONSTRUCTION	NETFLIX ICON WEST	5808 W. SUNSET BLVD	LOS ANGELES	90028	\$ 8,500.00
RO	6756	02/28/22	MATT CONSTRUCTION	HAMMER MUSEUM PH 4 LEVEL 4 AND 3	10899 WILSHIRE BLVD	LOS ANGELES	90024	\$ 29,594.00
PD	6681	02/28/22	SWINERTON BUILDERS	KB PARK IMP: 100850205 SEP AND FUEL TANK	1011 BALDWIN PARK BLVD	BALDWIN PARK	91706	\$ 32,688.00
JL	6713S	3/15/2022	DPR CONSTRUCTION	CORE & SHELL PROJECT	1300 RANCHO CONEJO	NEWBURY PARK	91320	\$61,661.00
PD	6775	3/24/2022	KAISER FOUNDATION HEALTH PLAN	SOCC 2021 POM HBN AC3 REPLACEMENT	3401 S. HARBOR BLVD	SANTA ANA		\$ 14,815.00
JSC	6598	3/31/2022	THE PENTA GROUP	YAMAVA AREA DEVELOPMENT	26569 COMMUNITY CENTER DRIVE	HIGHLAND	92346	\$ 68,909.59
TO	6690	04/08/22	437 HILL HIGHRISE, LLC	PARK FIFTH REPAIR AWNING	427 W. 5TH STREET	LOS ANGELES	90013	\$ 24,000.00
RO	6779	04/08/22	HATHAWAY DINWIDDIE	VANS HQ2 CENTRAL PLAN ROOF	1588C SOUTH COAST DRIVE	COSTA MESA	92626	\$ 19,450.00
SH	6680	04/19/22	McCARTHY BUILDING COMPANY	SOUTH BAY EMERGENCY DEPT EXPANSION & REMODEL	25825 VERMONT AVENUE	HARBOR CITY	90710	\$ 242,516.00
PB	6680S	04/19/22	McCARTHY BUILDING COMPANY	SOUTH BAY EMERGENCY DEPT EXPANSION & REMODEL	25825 VERMONT AVENUE	HARBOR CITY	90710	\$ 411,866.00
RO	6452	5/1/2022	HUNT CONSTRUCTION	PENDRY W. HOLLYWOOD HOTEL	8432 SUNSET BLVD	WEST HOLLYWOOD	90069	\$ 7,405,302.00
DA	6452S	5/1/2022	HUNT CONSTRUCTION	PENDRY W. HOLLYWOOD HOTEL	8432 SUNSET BLVD	WEST HOLLYWOOD	90069	\$ 997,911.00

2022 COMPLETED JOBS

PM	JOB #	CLOSING DATE	CONTRACTOR	JOB NAME & LOCATION	JOB ADDRESS	CITY	ZIP CODE	FINAL CONTRACT AMOUNT
TO	6695	05/01/22	McCARATHY BUILDING COMPANY	SOUTH BAY UPG EMER GEN SYS EQUIP MR - MAKE READY	25825 VERMONT AVENUE	HARBOR CITY	90710	\$ 12,530.00
PB	6695S	05/01/22	McCARATHY BUILDING COMPANY	SOUTH BAY UPG EMER GEN SYS EQUIP MR - MAKE READY	25825 VERMONT AVENUE	HARBOR CITY	90710	\$ 2,986.00
PD	6749	05/23/22	KAISER FOUNDATION HEALTH PLAN	DWSA 2021 PM - CERRITOS MOB	10820 183RD AVENUE	CERRITOS	90703	\$ 16,800.00
PD	6739	05/24/22	KAISER FOUNDATION HEALTH PLAN	SLAC 2021 PM 1515 VERMONT ROOFING	1515 N. VERMONT AVENUE	LOS ANGELES	90027	\$ 627,469.36
SJ	6509S	05/24/22	TURNER CONSTRUCTION	WELLS FARGO ATRIUM PROJECT	330S HOPE STREET	LOS ANGELES	90071	\$ 777,537.00
PD	6711	05/24/22	KAISER FOUNDATION HEALTH PLAN	SFNT 2017 MLF OMC HOSPITAL INFILL 5th FL	2295 SOUTH VINEYARD	ONTARIO		\$ 42,378.31
PD	6794	06/03/22	KAISER FOUNDATION HEALTH PLAN	WHD UPGRADE TRUTER ROOMS WHMC	5601 DE SOTO AVENUE	WOODLAND HILLS	91367	\$ 15,400.00
JSC	6723	06/06/22	A.O. REED & CO.	KAISER MORENO VALLEY INPATIENT PHARM	27300 IRIS AVENUE	MORENO VALLEY	92555	\$ 16,872.00
LC	6687	06/06/22	CHAPMAN UNIVERSITY	CHAPMAN ARGYROS NORTH PATIO WP	ONE UNIVERSITY DRIVE	ORANGE	92866	\$ 370,539.00
PD	6754	06/06/22	KAISER FOUNDATION HEALTH PLAN	SRIV 2019 PM MRV HEACOCK ELEVATOR	12815 HEACOCK STREET	MORENO VALLEY	92555	\$ 5,354.00
JR	6450	06/08/22	TURNER CONSTRUCTION	LB MEMORIAL SEISMIC UPGRADE	2801 ATLANTIC AVENUE	LONG BEACH	90806	\$ 22,000.00
PD	6792	06/08/22	THE WHITING TURNER	KP RIVERSIDE CAMPUS GC MOB	10800 MAGNOLIA AVENUE	RIVERSIDE	92505	\$ 14,854.00
JRA	6802	06/08/22	COMPASS SERVICES	MOBIL GAS STATION OCEANSIDE	477 HARBOR ROAD	OCEANSIDE	92054	\$ 65,660.00
JR	6803	06/14/22	WPH HOLDINGS, LLC	WASHINGTON APARTMENTS SOLAR PROJECT	720 WASHINGTON BLVD	LOS ANGELES	90015	\$ 14,850.00
PD	6698	06/22/22	KAISER FOUNDATION HEALTH PLAN	SBSA 2019 PH MLF SSBC REPL ELECT PH EQUIP	25825 VERMONT AVENUE	HARBOR CITY	90710	\$ 8,790.00
OM	6811S	06/24/22	CBRE, INC	RUSH MOB	26600 CACTUS AVENUE	MORENO VALLEY	92555	\$ 24,200.00
PD	6766	06/28/22	RAWLINGS MECHANICAL CORPORATION	KAISER CORONA ELEVATOR T.I.	2055 KELLOGG AVENUE	CORONA		\$ 4,082.00
PD	6668	07/06/22	KAISER FOUNDATION HEALTH PLAN	SLAC 2019 PM P 4950 SUNSET PARTIAL ROOF	4950 W SUNSET BLVD	LOS ANGELES	90027	\$ 653,253.72
TO	6586	07/08/22	McCARATHY BUILDING COMPANY	SKECHERS OFFICES	330 S. SEPULVEDA BLVD	MANHATTAN BEACH	90266	\$ 495,475.00
SJ	6566S	07/08/22	McCARATHY BUILDING COMPANY	SKECHERS OFFICES	330 S. SEPULVEDA BLVD	MANHATTAN BEACH	90266	\$ 490,234.00

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2021 COMPLETED JOBS

PM	JOB #	CLOSING DATE	CONTRACTOR	JOB NAME & LOCATION	JOB ADDRESS	CITY	ZIP CODE	FINAL CONTRACT AMOUNT
MS	8601	1/3/2022	AMP UNITED LLC - CANCELLED	ALAMITOS TANK & REPAIR PROJECT	3627 EAST PACIFIC COAST HWY	LONG BEACH	92625	\$ -
JRA	8503	1/1/2022	TILDEN-COIL CONSTRUCTION	FREMONT ELEMENTARY SCHOOL HVAC	4000 4TH STREET	LONG BEACH	90814	\$ 148,769.95
SH	8433	1/20/2022	MILLER CONSTRUCTION	PACIFICA HIGH SCHOOL ATHLETICS FACILITY	6851 LAMPSON AVENUE	GARDEN GROVE	92845	\$ 397,000.00
JR	8621	1/21/2022	CONEJO VALLEY UNIFIED SCHOOL DISTRICT	WESTLAKE HIGH SCHOOL ROOFING	100 LAKEVIEW CANYON ROAD	THOUSAND OAKS	91362	\$ 93,900.00
JRA	8305	1/24/2022	SOUTH WHITTIER SCHOOL DISTRICT	LOMA VISTA ELEMENTARY SCHOOL	13463 MEYER ROAD	WHITTIER	90605	\$ 396,491.00
JSU	8522	1/25/2022	SWINERTON BUILDERS	UCR STUDENT SUCCESS CENTER	900 UNIVERSITY AVENUE	RIVERSIDE	92521	\$ 440,903.00
DA	8522S	1/25/2022	SWINERTON BUILDERS	UCR STUDENT SUCCESS CENTER	900 UNIVERSITY AVENUE	RIVERSIDE	92521	\$ 1,305,615.00
SHII	8555	1/31/2022	KEMP BROS CONSTRUCTION	RANCHO LOS AMIGOS RCC & RTP 16 BLDGS	7601 E. IMPERIAL HIGHWAY	DOWNEY	90242	\$ 351,544.00
DA	8521S	1/31/2022	MT SAN ANTONIO COLLEGE	MT SAC LOT 5 PARKING STRUCTURE PROJECT	1100 NORTH GRAND AVENUE	WALNUT	91789-1399	\$ 1,597,000.00
JR	8211	1/31/2022	ARMOND BAGHRAMIAN	SAN MIGUEL ELEMENTARY SCHOOL	9801 SAN MIGUEL	SOUTH GATE	90280	\$ 405,195.00
KF	8020	2/9/2022	MCCARTHY BUILDING COMPANIES	LLUMC CTP	11234 ANDERSON STREET	LOMA LINDA	92354	\$ 3,179,607.00
PB	8020S	2/9/2022	MCCARTHY BUILDING COMPANIES	LLUMC CTP	11234 ANDERSON STREET	LOMA LINDA	92354	\$ 170,140.00
SHII	8670	2/10/2022	VICTOR VALLEY COLLEGE	VVC GYM ROOF REPAIR	18422 BEAR VALLEY ROAD	VICTORVILLE	92395	\$ 14,200.00
GG	8606	2/10/2022	MAGNOLIA SCHOOL DISTRICT	MATTIE LOU MAXWELL SCHOOL	2613 W. ORANGE AVENUE	ANAHEIM	92804	\$ 536,520.00
SJ	8239S	2/10/2022	SUNDT CONSTRUCTION	CAL STATE POLY STUDENT HOUSING	3801 W. TEMPLE AVENUE	POMONA	91768	\$ 1,756,050.00
JRA	8250	2/14/2022	SANTA CLARITA/LUNDGREN	COC CANYON COUNTRY CAMPUS SCIENCE ELECT	26455 ROCKWELL CANYON ROAD	SANTA CLARITA	91335	\$ 574,000.00
DA	8250S	2/14/2022	SANTA CLARITA/LUNDGREN	COC CANYON COUNTRY CAMPUS SCIENCE ELECT	26455 ROCKWELL CANYON ROAD	SANTA CLARITA	91335	\$ 415,595.00
DA	8113S	02/15/22	BERNARDS	SMC - NEW STUDENT SERVICES BUILDING	1900 PICO BLVD	SANTA MONICA	90405	\$ 1,342,688.00
SJ	8284S	02/16/22	HENSEL PHELPS	UCI MIDDLE EARTH HOUSING EXPANSION	529 E. PELTASON DRIVE	IRVING	92617	\$ 850,514.00
JR	8579	2/16/2022	FREDRICK TOWER, INC	MACLAY MIDDLE SCHOOL ROOF REPAIR	12540 PIERCE STREET	PACOIMA	91331	\$ 22,062.00
JR	8580	2/23/2022	ALIGN BUILDERS, INC.	UCIMC B3 3RD FL CONVERT TO MED SURG	101 THE CITY DRIVE	ORANGE	92668	\$ 884,477.00
JRA	8605	2/23/2022	GARVEY SCHOOL DISTRICT	ROOFING AT VARIOUS SITES	VARIOUS SITES	ROSEMEAD	91770	\$ 100,000.00

2021 COMPLETED JOBS

PM	JOB #	CLOSING DATE	CONTRACTOR	JOB NAME & LOCATION	JOB ADDRESS	CITY	ZIP CODE	FINAL CONTRACT AMOUNT
RO	4989	2/28/2022	MATT CONSTRUCTION CORP	ACADEMY MUSEUM OF MOTION PICTURES	6067 WILSHIRE BLVD	LOS ANGELES	90036	\$2,299,802.00
RO	8611	2/28/2022	HUNT CONSTRUCTION GROUP	LA MEMORIAL COLISEUM WATER STORAGE	3911 SOUTH FIGUEROA STREET	LOS ANGELES	90037	\$27,015.00
JR	8656	3/8/2022	ARGEER CONSTRUCTION, INC	LEFFINGWELL E.S. MODERNIZATION	10625 SANTA GERTRUDES AVENUE	WHITTIER	90603	\$14,320.00
SH	8502	3/15/2022	BEAUMONT USD	SUMMERWIND K-8 PROJECT	1020 POINSETTIA CIRCLE	CALIMESA	92320	\$1,756,723.00
JL	8502S	3/15/2022	BEAUMONT USD	SUMMERWIND K-8 PROJECT	1020 POINSETTIA CIRCLE	CALIMESA	92320	\$1,501,000.00
SH	8434	3/15/2022	MILLER CONSTRUCTION	LA QUINTA HIGH SCHOOL	10372 McFADDEN AVENUE	WESTMINSTER	92883	\$285,786.00
JR	8518	3/15/2022	ART CENTER COLLEGE OF DESIGN	ART CENTER COLLEGE ROOF IMPROVEMENTS	1700 STREET	PASADENA	91103	\$708,575.00
TO	8209	3/15/2022	BERNARDS	IVY STATION	8824 NATIONAL BLVD	CULVER CITY	90232	\$8,978,332.00
JR	8197	3/25/2022	S & W INVESTMENT / SAGE CONST / ARMOND	MACLAY MIDDLE SCHOOL DISTRICT	12450 PIERCE AVENUE	PACOIMA	91331	\$ 654,067.00
GG	8649	3/31/2022	COAST COMMUNITY COLLEGE DISTRICT	OCC CHILDRENS CENTER ROOF REPAIR	2701 FAIRVIEW ROAD	COSTA MESA	92626	\$ 65,000.00
GG	8584	3/31/2022	ARCHIBALD SHEETMETAL	K-8 STEAM ACADEMY BLDG A & c	35780 ABELIA STREET	WINCHESTER	92596	\$ 186,071.99
JR	8456	4/8/2022	TECHNION CONTRACTORS TCI, INC	MANHATTAN E.S. ACCESSIBLE PASSENGER	1850 W. 96TH STREET	LOS ANGELES	90047	\$ 77,703.17
JSC	8453	4/11/2022	CUCAMONGA SCHOOL DISTRICT	RANCHO CUCAMONGA M.S. BLDG	10022 FERON BLVD	RANCHO CUCAMONGA	91730	\$ 563,700.00
JL	8453S	4/11/2022	CUCAMONGA SCHOOL DISTRICT	RANCHO CUCAMONGA M.S. BLDG	10022 FERON BLVD	RANCHO CUCAMONGA	91730	\$ 510,365.65
SH	8501	4/22/2022	TECHNICAL ASSURANCE, INC	LLNL 19-4 ROOF REPLACEMENT	7000 EAST AVENUE	LIVERMORE	94550	\$ 3,807,566.00
GG	8440	05/01/22	MORENO VALLEY USD	CANYON SPRINGS HS NEW CLASSROOM	23100 COUGAR CANYON ROAD	MORENO VALLEY	92557	\$ 507,415.12
JL	8440S	05/01/22	MORENO VALLEY USD	CANYON SPRINGS HS NEW CLASSROOM	23100 COUGAR CANYON ROAD	MORENO VALLEY	92557	\$ 244,000.00
JSU	8549	5/1/2022	McCARATHY BUILDING COMPANIES	ADVANCED TECHNOLOGY AND APP SCIENCE 101	28000 MARGUERITE PARKWAY	MISSION VIEJO	92692	\$ 707,437.00
JSU	8550	5/1/2022	McCARATHY BUILDING COMPANIES	SOCCCD SADDLEBACK COLLEGE ATAS BLDG 105	28000 MARGUERITE PARKWAY	MISSION VIEJO	92692	\$ 88,841.00
JL	8438S	5/1/2022	MORENO VALLEY USD	MORENO VALLEY H.S. PERFORMANCE ARTS	23300 COTTONWOOD AVENUE	MORENO VALLEY	92553	\$ 306,444.00
TO	8495	5/1/2022	McCARATHY BUILDING COMPANIES	CSULA STUDENT HOUSING EAST BLDG 53	5151 STATE UNIVERSITY DRIVE	LOS ANGELES	90032	\$ 1,496,350.36
SJ	8495S	5/1/2022	McCARATHY BUILDING COMPANIES	CSULA STUDENT HOUSING EAST BLDG 53	5151 STATE UNIVERSITY DRIVE	LOS ANGELES	90032	\$ 1,597,309.50

2021 COMPLETED JOBS

PM	JOB #	CLOSING DATE	CONTRACTOR	JOB NAME & LOCATION	JOB ADDRESS	CITY	ZIP CODE	FINAL CONTRACT AMOUNT
JR	8652	5/24/2022	SAN GABRIEL USD	WASHINGTON E.S. ROOFING	300 N. SAN MARINO AVENUE	SAN GABRIEL	91775	\$ 252,974.00
GG	8540	5/31/2022	CHINO VALLEY USD	CANYON HILLS JHS/TOWNSEND JHS	2500 MADRUGADA DR/15359 ILEX DR	CHINO HILLS	91709	\$ 176,118.00
JL	8540S	5/31/2022	CHINO VALLEY USD	CANYON HILLS JHS/TOWNSEND JHS	2500 MADRUGADA DR/15359 ILEX DR	CHINO HILLS	91709	\$ 40,000.00
GG	8451	5/31/2022	BALFOUR BEATTY CONSTRUCTION	ROOSEVELT E.S. AESD	1600 E. VERMONT AVENUE	ANAHEIM	92805	\$ 888,255.00
DA	8451S	5/31/2022	BALFOUR BEATTY CONSTRUCTION	ROOSEVELT E.S. AESD	1600 E. VERMONT AVENUE	ANAHEIM	92805	\$ 383,807.00
GG	8486	6/1/2022	RIVERSIDE USD	JACKSON ES ADDITION & ALTERATION	4585 JACKSON STREET	RIVERSIDE	92503	\$ 1,204,879.00
JSU	8265	6/6/2022	USS CAL BUILDERS, INC	HOUGHTON PARK COMMUNITY CENTER	6301 MYRTLE AVENUE	LONG BEACH	90805	\$ 137,500.00
DA	8265S	6/6/2022	USS CAL BUILDERS, INC	HOUGHTON PARK COMMUNITY CENTER	6301 MYRTLE AVENUE	LONG BEACH	90805	\$ 117,151.00
JR	8406	6/8/2022	CONSTRUCT 1 ONE. CORP	SMITH ELEMENTARY SCHOOL MOD PHASE 1	770 17TH STREET	HUNTINGTON BEACH	92648	\$ 949,781.00
JR	8603	6/14/2022	EAST WHITTIER CITY SCHOOL DISTRICT	LEFFINGWELL ELEMENTARY SCHOOL	10625 SANTA GERTRUDES AVENUE	WHITTIER	90603	\$940,112.00
JR	8223	6/14/2022	ANGELES CONTRACTOR	STAUFFER MIDDLE SCHOOL MOD	11985 OLD RIVER SCHOOL ROAD	DOWNEY	90242	\$ 1,040,520.20
LC	8619	6/23/2022	HAMILTON CONSTRUCTION	TMC & JWS STAGE PROJECT	3450 WATT WAY	LOS ANGELES	90007	\$ 124,358.00
TO	8597	6/23/2022	McCARATHY BUILDING COMPANIES	SAN BERNARDINO COUNTY BLDG 323	323 WEST COURT STREET	SAN BERNARDINO	92415	\$ 344,948.00
GG	8593	06/24/22	CITY OF TWENTY NINE PALMS	PHOENIX COMMUNITY CETNER PROJECT	6547 & 6533 YUCCA AVENUE	TWENTY NINE PALMS	92277	\$ 423,800.00
JSU	8561	6/24/2022	COAST COMMUNITY COLLEGE DISTRICT	COASTLINE COMMUNITY COLLEGE STUDENT SERV	11460 WARNER AVENUE	FOUNTAIN VALLEY	92708	\$ 450,999.00
JL	8561S	6/24/2022	COAST COMMUNITY COLLEGE DISTRICT	COASTLINE COMMUNITY COLLEGE STUDENT SERV	11460 WARNER AVENUE	FOUNTAIN VALLEY	92708	\$ 564,383.00
MS	8658	6/29/2022	HOUSING AUTHORITY OF THE CITY OF LA	ROOF REST OF GYM BLDG JORDAN DOWNS	9800 GRAPE STREET	LOS ANGELES	90002	\$ 114,500.00
JSC	8634	7/5/2022	MEADOWS MECHANICAL	CSULBN NGAI ALUMNI CENTER	1250 BELLFLOWER BLVD	LONG BEACH	90840	\$ 37,350.00
GG	8699	7/11/2022	PRIDE INDUSTRIES	64-E1 SANTA ANA COURTHOUSE ROOFING PROJECT	601 WEST SANTA ANA BLVD	SANTA ANA		\$ 727,728.00
SHII	8630	7/12/2022	WOODCLIFF CORPORATION	HAYDEN & MEARS E.S. MOD INTERM HOUSING	14782 EDEN ST/8441 TRASK AVE	MIDWAY CITY/GARDEN GROVE		\$ 1,362,223.86
JSC	8566	7/13/2022	THE PENTA GROUP	CSULB NGAI ALUMNI CENTER PROJECT	1250 BELLFLOWER BLVD	LONG BEACH	90840	\$ 120,843.12
LC	8443	7/28/2022	FLATIRON WEST	REDLANDS PASSENGER RAIL	SAN BERNARDINO & REDLANDS	SAN BERNARDINO		\$ 150,135.00

2021 COMPLETED JOBS

PM	JOB #	CLOSING DATE	CONTRACTOR	JOB NAME & LOCATION	JOB ADDRESS	CITY	ZIP CODE	FINAL CONTRACT AMOUNT
JSC	6636	01/15/21	THE PENTA BUILDING GROUP - CANCELLED	SAN MANUEL 2020 CAPEX				
TO	6671	01/18/21	DICKINSON CAMERON	FLEMING'S PRIME STEAKHOUSE TI WORK	1050 WEST KATELLA AVENUE	ANAHEIM	92802	\$ 11,550.00
RO	6658	01/21/21	CONDOR, INC.	NEW CENTURY PLAZA SCULPTURE WATER FEATURE	2025 AVENUE OF THE STARS	LOS ANGELES	90067	\$ 33,750.00
TO	6479	01/25/21	HEALTHCARE DESIGN & CONSTRUCTION	C-33217 SJMC MRI PLANTERS	101 LAGUNA ROAD	FULLERTON	92831	\$ 18,600.00
SJ	6470S	02/01/2021	MCCARTHY BUILDING COMPANIES	PROVIDENCE TARZANA MD CENTER REIMAGINED	18321 CLARK STREET	TARZANA	91356	\$ 174,970.00
DA	6548S	02/01/21	SWINERTON BUILDERS	RADISSON HOTEL - ANAHEIM	1601 S. ANAHEIM BLVD	ANAHEIM	92805	\$ 2,127,724.64
JSU	6552	02/03/21	SWINERTON BUILDERS	RADISSON HOTEL - ANAHEIM - ROOFING	1601 S. ANAHEIM BLVD	ANAHEIM	92805	\$ 607,013.72
PD	6539	02/09/21	JOHN MANVILLE	KAISER ANAHEIM - BLISTER REPAIR	3460 E LA PALMA AVENUE	ANAHEIM	92806	\$ 56,866.10
RO	6501	02/09/21	MCCARTHY BUILDING COMPANY	WATER'S EDGE III PROJECT	LOCATED CORNER JEFFERSON & LINCOLN	LOS ANGELES		\$ 1,108,893.00
DA	6501S	02/09/21	MCCARTHY BUILDING COMPANY	WATER'S EDGE III PROJECT	LOCATED CORNER JEFFERSON & LINCOLN	LOS ANGELES		\$ 3,226,392.00
RO	6350	02/28/21	MATT CONSTRUCTION	CENTER OF EARLY EDUCATION	563 N. ALFRED STREET	WEST HOLLYWOOD	90048	\$ 1,697,030.00
PB	6350S	2/28/2021	MATT CONSTRUCTION	CENTER OF EARLY EDUCATION	563 N. ALFRED STREET	WEST HOLLYWOOD	90048	\$1,083,985.00
PD/LC	6635	2/28/2021	H&H RETAIL OWNER, LLC	DOLBY THEATER ROOF MAINTENANCE & REPAIRS	6801 HOLLY WOOD BLVD	LOS ANGELES	90010	\$ 91,400.00
PD	6639	3/8/2021	KAISER FOUNDATION HEALTH PLAN	SFNT 2018 REMODEL FMC MOB 3 MRI UPGRADE	9961 SIERRA AVENUE	FONTANA		\$ 15,000.00
RO	6594	03/10/21	MATT CONSTRUCTION	LOYOLA HIGH SCHOOL XAVIER HALL	1901 VENICE BLVD	LOS ANGELES	90006	\$ 534,290.00
RO	6513	03/16/21	MORLEY CONSTRUCTION/BENCHMARK	HBO-8777 WASHINGTON PROJECT	8777 WASHINGTON	CULVER CITY	90232	\$ 1,406,092.00
PD	6679	03/26/21	KAISER FOUNDATION HEALTH PLAN	SOCC 2019 PM IMC UPGRADE HALF OF COOLING	6660 ALTON PARKWAY	IRVINE		\$ 7,925.00
PD	6675	3/31/2021	SWINERTON BUILDERS	KAISER BP INFRASTRUCTURE GRS	1011 BALDWIN PARK BLVD	BALDWIN PARK	91706	\$ 7,600.00
RO	6645	4/30/2021	MATT CONSTRUCTION	PORCUPINE CREEK VILLAS 7&8 AND FITNESS PAVILION	42765 DUNES VIEW ROAD	RANCHO MIRAGE	92270	\$ 348,388.00
PB	6645S	4/30/2021	MATT CONSTRUCTION	PORCUPINE CREEK VILLAS 7&8 AND FITNESS PAVILION	42765 DUNES VIEW ROAD	RANCHO MIRAGE	92270	\$ 137,434.00

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PM	JOB #	CLOSING DATE	CONTRACTOR	JOB NAME & LOCATION	JOB ADDRESS	CITY	ZIP CODE	FINAL CONTRACT AMOUNT
RO	6648	05/12/21	HOWARD BUILDING CORP	NETFLIX EPIC PROJECT	5901 SUNSET BLVD	HOLLYWOOD	90028	\$ 23,874.00
KF	6631	05/13/21	MCCARTHY BUILDING COMPANY	KAISER WOODLAND HILLS 17014 ROOF REPLACEMENT	5601 DE SOTO AVENUE	WOODLAND HILLS	91367	\$ 1,025,029.00
JSC	6665	05/31/21	A.O. REED & CO	KAISER MORENO VALLEY ONCOLOGY PHARMACY	27300 IRIS AVENUE	MORENO VALLEY	92555	\$ 34,717.00
RO	6543	06/04/21	CP CONSTRUCTION WEST, INC.	CUMULUS TOWER	3321 S. LA CIENEGA BLVD	LOS ANGELES	90016	\$ 1,499,783.00
PB	6543S	06/04/21	CP CONSTRUCTION WEST, INC.	CUMULUS TOWER	3321 S. LA CIENEGA BLVD	LOS ANGELES	90016	\$ 1,335,664.50
PD	6607	06/09/21	DPR CONSTRUCTION	CORE SITE LA 3 DATA CENTER	920 N. ALAMEDA	LOS ANGELES	90012	\$ 258,742.00
PD	6515	06/09/21	DPR CONSTRUCTION	CORE SITE NEW DATA CTR BLDGS LA -3	920 N. ALAMEDA	LOS ANGELES	90012	\$ 886,440.00
RO	6489	06/16/21	MATT CONSTRUCTION	EL RANCHO ESCONDIDO PHASE 2	1 EL RANCHO ESCONDIDO ROAD	SANTA CATALINA	90704	\$ 1,398,929.00
PB	6489S	06/16/21	MATT CONSTRUCTION	EL RANCHO ESCONDIDO PHASE 2	1 EL RANCHO ESCONDIDO ROAD	SANTA CATALINA	90704	\$ 1,048,532.46
SH	6395	07/01/21	DPR CONSTRUCTION-CANCELLED	ELS ATRIUM EXPANSION	ONE EDWARDS WAY	IRVINE	92614	\$ -
JSU	6577	07/01/21	GEORGE C., HOPKINS	MACARTHUR EAST PROJECT	607 PARK VIEW STREET	LOS ANGELES	90057	\$ 16,748.00
TO	6673	07/01/21	GCX, LLC	WARNER MEDIA @ IVY STATION	8900 VENICE BLVD	LOS ANGELES	90232	\$ 28,278.00
RO	6697	07/19/21	HOWARD BUILDING CORP	NETFLIX EPIC POST PROJECT	5901 SUNSET BLVD	HOLLYWOOD	90028	\$ 2,080.00
JR	6431	07/28/21	RUDOLPH AND SLETTEN, INC	CSMC MDN THE ANGELES CLINIC	11800 WILSHIRE BLVD	LOS ANGELES	90025	\$ 329,190.00
JR	6612	08/30/21	2221 PARK PLACE PARTNERS	2221 PARK PLACE PROJECT	2221 PARK PLACE	EL SEGUNDO	90245	\$ 670,964.00
JSC	6705	08/31/21	B.FOSTER CONSTRUCTION	LWV ROOF REPAIRS	VARIOUS BLDGS	LAGUNA WOODS		\$ 41,785.59
PD/LC	6640	08/31/21	BOWE CONTRACTORS, INC	SW CARPENTERS HALL TENANT IMPROVEMENTS	6147 RIVER CREST DRIVE	RIVERSIDE	92507	\$ 516,206.00
RO	6685	08/31/21	TERRA NOVA INDUSTRIES, INC.	MUSEUM RESTAURANT (AMMP)	6067 WILSHIRE BLVD 5TH FLOOR	LOS ANGELES	90036	\$ 73,000.00
JL	6714S	10/01/21	DPR CONSTRUCTION	CAPSIDA GTF PROJECT	1300 RANCHO CONEJO	NEWBURY PARK	91320	\$ 10,939.00
RO	6738	10/01/21	CALIFORNIA SOLAR INTEGRATORS	ONE WESRTSIDE REPAIR SOLAR STANCHION	10800 WEST PICO BLVD	LOS ANGELES	90064	\$ 18,150.00

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PM	JOB #	CLOSING DATE	CONTRACTOR	JOB NAME & LOCATION	JOB ADDRESS	CITY	ZIP CODE	FINAL CONTRACT AMOUNT
RO	6734	10/01/21	MATT CONSTRUCTION	HERALD EXAMINER PHASE 2	1111 S. BROADWAY	LOS ANGELES	90015	\$ 10,444.00
PD	6657	10/01/21	KAISER FOUNDATION HEALTH PLAN	SRIV 2020 PM TM CORNICE UPGRADE	27309 MADISON AVENUE	TEMECULA		\$ 34,367.00
TO	6463	10/01/21	MCCARTHY BUILDING COMPANY	KAISER WOODLAND HILLS 10086 ED-OR	5601 DE SOTO AVENUE	WOODLAND HILLS	91367	\$ 904,902.00
SJ	6463S	10/01/21	MCCARTHY BUILDING COMPANY	KAISER WOODLAND HILLS 10086 ED-OR	5601 DE SOTO AVENUE	WOODLAND HILLS	91367	\$ 1,873,057.00
TO	6703	11/01/21	BOGART CONSTRUCTION	BLOSSOM CAFÉ-ANAHEIM	1020 W. KATELLA AVENUE	ANAHEIM	92802	\$ 4,600.00
PD	6745	11/01/21	GRAYCON, INC	KAISER RIVERSIDE DECOMMISSIONING	10689 MAGNOLIA AVENUE	RIVERSIDE	92505	\$ 3,800.00
TO	6590	11/01/21	MORTENSON	CITIZENM DTLA HOTEL	361 SOUTH SPRING STREET	LOS ANGELES	90013	\$ 453,596.00
SJ	6590S	11/01/21	MORTENSON	CITIZENM DTLA HOTEL	361 SOUTH SPRING STREET	LOS ANGELES	90013	\$ 2,211,374.00
LC	6720	11/01/21	DISNEYLAND RESORT	OUTDOOR VENDING BLDG 221	1313 SOUTH HARBOR BLVD	ANAHEIM	92803	\$ 94,975.00
LC	6721	11/01/21	DISNEYLAND RESORT	BOARDWALK PIZZA & PASTA ROOF 342	1313 SOUTH HARBOR BLVD	ANAHEIM	92803	\$ 37,000.00
LC	6722	11/01/21	SWINERTON BUILDERS	PARADISE GARDEN GRILL- ROOF 230	1313 SOUTH HARBOR BLVD	ANAHEIM	92803	\$ 71,720.00
PD	6656	11/10/21	KAISER FOUNDATION HEALTH PLAN	SOCC 2018 MLK KM2 2ND FL CONSTRUCT NEW IR LAB	3430 E. LA PALMA	ANAHEIM		\$ 6,115.01
RO	6575	11/12/21	MATT CONSTRUCTION	WBT EVENTS AND PROGRAM BUILDING	3643 WILSHIRE BLVD	LOS ANGELES	90010	\$ 702,553.00
LC	6727	11/12/21	DISNEYLAND RESORT	MONSTERS INC. ROOF PROJECT	1313 SOUTH HARBOR BLVD	ANAHEIM	92803	\$ 265,211.00
PD	6682	11/18/21	GRAYCON, INC	KAISER MORENO VALLEY AHU#5 REPLACE	27300 IRIS AVENUE	MORENO VALLEY	92555	\$ 19,000.00
LC	6676	11/19/21	BUILD GROUP	136 EL CAMINO BLDG RENOVATION PROJECT	136 EL CAMINO DRIVE	BEVERLY HILLS	90212	\$ 215,900.00
LC	6670C	11/23/21	DPR CONSTRUCTION	AREE 1280 RANCHO CONEJO - CO EXTRA WORK	1280 RANCHO CONEJO	NEWBURY PARK	91320	\$ 45,385.00
PD/LC	6644	11/24/21	MAYFIELD SENIOR SCHOOL	MAYFIELD SENIOR SCHOOL ROOFING PROJECT	500 BELLEFOUNTAINE STREET	PASADENA	91105	\$ 79,737.00
PD	6744	11/30/21	MATA CONSTRUCTION SERVICES	21-105 ALFA TECH OFFICE	421 E. HUNTINGTON DRIVE	MONROVIA	91016	\$ 7,400.00
PD	6746	11/30/21	THE WHITING-TURNER CONTRACTING	CORESITE LA3 - PHASE 2	200 BAUCHET STREET	LOS ANGELES	90025	\$ 7,798.00

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PM	JOB #	CLOSING DATE	CONTRACTOR	JOB NAME & LOCATION	JOB ADDRESS	CITY	ZIP CODE	FINAL CONTRACT AMOUNT
PD	6707	12/21/21	UNIVERSITY MECHANICAL	KAISER ORCHARD MOB UPGRADE CHILL WATER	9449 IMPERIAL HIGHWAY	DOWNEY	90242	\$ 17,900.00
TO	6677	12/27/21	ELLIS CONTRACTING, INC.	ETTA ROOF PATCHING	8801 WASHINGTON BLVD STE 100	CULVER CITY	90232	\$ 10,320.00
RO	6624	12/27/21	CONDOR, INC.	NEW CENTURY PLAZA CONDO TOWER PERMIT 3	2025 AVENUE OF THE STARS	LOS ANGELES	90067	\$ 56,250.00
LC	6664	12/27/21	DAVID OKUN	3525 E 16TH STREET ROOF REPAIRS	3525 E 16TH STREET	LOS ANGELES	90023	\$ 26,300.00
PD	6712	12/28/21	MCCARTHY BUILDING COMPANY	KAISER LAMC CONSTRUCTION	4867 SUNSET BLVD.	LOS ANGELES	90027	\$ 40,000.00
LC	6666	12/31/21	CHAPMAN UNIVERSITY	CHAPMAN LASTINGER STADIUM NEW TRAFF	ONE UNIVERSITY DRIVE	ORANGE	92866	\$ 552,857.00
LC	6724	12/31/21	CHAPMAN UNIVERSITY	TRAFFICE COATING LASTINGER POOL SEATING	ONE UNIVERSITY DRIVE	ORANGE	92866	\$ 195,264.00
PD	6650	12/31/21	SYSTECON	CORESITE LA3 SV8 TPO ROOFING	920 N. ALAMEDA	LOS ANGELES	90012	\$ 55,800.00
PD	6651	12/31/21	KAISER FOUNDATION HEALTH PLAN	KP SREG 2020 CORONA MSCC HVAC RESTORATION	1840 CALIFORNIA	CORONA	92881	\$ 976,406.00
PD/LC	6652	12/31/21	TM ROOFS, INC	CONEXION BUILDING ROOFING PROJECT	300 E. MAGNOLIA BLVD	BURBANK	91502	\$ 95,016.00
LC	6662	12/31/21	KAISER FOUNDATION HEALTH PLAN	KP CORONA CC CANOPIES CAULKING REPLAC	1840 CALIFORNIA	CORONA	92881	\$ 35,300.00
PD	6663	12/31/21	KAISER FOUNDATION HEALTH PLAN	SREG 2019 PM SHL EAST CENTRAL AHU 4 RENEWAL	11666 SHERMAN WAY	NORHT HOLLYWOOD	91605	\$ 22,056.00
PD/LC	6667	12/31/21	MAYFIELD SENIOR SCHOOL	MAYFIELD SENIOR SCHOOL ROOFING PROJECT	500 BELLEFONTAINE STREET	PASADENA	91105	\$ 66,300.00
PD	6699	12/31/21	MARLBOROUGH SCHOOL	MARLBOROUGH SCHOOL ROOFING PROJECT	250 SOUTH ROSSMORE AVENUE	LOS ANGELES	90004	\$ 188,480.00
JRA	6672	12/31/21	RESMED, INC	RESMED ROOFING REPAIR PROJECT	9001 SPECTRUM CENTER BLVD	SAN DIEGO	92123	\$ 82,050.00
RO	6709	12/31/21	HACKMAN CAPITAL PARTNERS	THE CULVER STUDIOS SOUTH LOG VAULTS	9336 WEST WASHINGTON BLVD	CULVER CITY	90232	\$ 75,000.00

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SJ	8439S	1/11/2021	LAYTON CONSTRUCTION CO. LLC	LLUMC BULK O2 PROJECT	11330 ANDERSON STREET	LOMA LINDA	92354	\$ 17,830.00
GG	8537	1/13/2021	MURRIETA VALLEY USD	MURRIETA VALLEY HIGH SCHOOL	42200 NIGHTHAWK WAY	MURRIETA	92562	\$ 15,276.00
KF	8080	1/21/2021	CLARK CONSTRUCTION	LONG BEACH CIVIC CENTER PROJECT	NEW CONSTRUCTION	LONG BEACH		\$ 7,499,553.00
JRA	8467	2/3/2021	CORONA-NORCO USD	DISTRICT WIDE REPAIRS	VARIOUS SITES	NORCO	92860	\$ 29,342.00
PD	8554	2/5/2021	CITY OF MORENO VALLEY	RIVERSIDE COUNTY FIRE STATION #99	13400 MORRISON STREET	MORENO VALLEY	92555	\$ 22,680.00
JRA	8485	2/5/2021	TORRANCE REFINING CO.	TORRANCE REFINING(HINZIE BLDG ROOF)	3700 WEST 190TH STREET	TORRANCE	90504	\$ 59,200.00
GG	8457	2/8/2021	CHINO VALLEY USD	BRIGGS K-8 NEW SCIENCE LAB BUILDING	11880 ROSEWELL AVENUE	CHINO	91710	\$ 381,967.00
GG	8351	2/9/2021	CHINO VALLEY USD	AYALA HIGH SCHOOL NEW SCIENCE & LAB BUILDING	14255 PEYTON DRIVE	CHINO	91709	\$ 573,113.00
SH	8567	2/9/2021	GARDEN GROVE USD	HILL ELEMENTARY SCHOOL ROOFING	9681 11TH STREET	GARDEN GROVE	92844	\$ 69,641.00
JR	8504	2/10/2021	SAUGUS UNION SCHOOL DISTRICT	HIGHLAND ELEMENTARY SCHOOL	27332 CATAL AVENUE	SANTA CLARITA	91350	\$ 468,199.00
JL	8196S	2/18/2021	GROSSMONT-CUYAMACA COMM COLLEGE	GROSSMONT COLLEGE ARTS & COMM COMPLEX	8800 GROSSMONT COLLEGE DRIVE	EL CAJON	92020	\$ 1,232,242.00
DA	8255S	2/28/2021	TILDEN-COIL CONSTRUCTION	EL CAMINO COLLEGE-NATATORIUM & CLASSROOM	16007 CRENSHAW BLVD	TORRANCE	90506	\$ 433,333.91
JRA	8541	2/28/2021	RIVERSIDE USD	PACHAPPA-MONROE CRC ROOFING PROJECT	66200 RIVERSIDE AVE/8535 GARFIELD	RIVERSIDE	92504	\$ 162,700.00
SH	8491	2/28/2021	MILLER CONSTRUCTION	BROOKHURST ELEMENTARY HVAC PROJECT	9821 WILLIAM DALTON WAY	GARDEN GROVE	92841	\$ 404,532.00
SH	8492	2/28/2021	MILLER CONSTRUCTION	COOK ELEMENTARY HVAC PROJECT	9802 WOODBURY AVENUE	GARDEN GROVE	92844	\$ 47,000.00
JRA	8558	2/28/2021	TILDEN-COIL CONSTRUCTION	RUHS EMERGENCY DEPT CONVERSION	26520 CACTUS AVENUE	MORENO VALLEY	92555	\$ 194,331.00
JL	8558S	2/28/2021	TILDEN-COIL CONSTRUCTION	RUHS EMERGENCY DEPT CONVERSION	26520 CACTUS AVENUE	MORENO VALLEY	92555	\$ 200,878.00
GG	8417	6/23/2020	BALFOUR BEATTY CONSTRUCTION	EL TORO HIGH SCHOOL-ALTERATION	25255 TOLEDO WAY	LAKE FOREST	92630	\$ 73,603.00
JL	8417S	6/23/2020	BALFOUR BEATTY CONSTRUCTION	EL TORO HIGH SCHOOL-ALTERATION	25255 TOLEDO WAY	LAKE FOREST	92630	\$ 82,000.00
SH	8363	3/8/2021	WEST COAST AIR CONDITIONING	ORANGE COUNTY DATA CENTER	BILLED AS AN SWO - NO JOB SHEET			\$ 8,843.29
JL	8529S	3/10/2021	BRAVO CONCRETE CONSTRUCTION	HARVEST HILL STEAM ACADEMY ADDITION	31600 PAT ROAD	WINCHESTER	92596	\$ 45,800.00
SH	8458	3/10/2021	RIVERSIDE USD	GRANT EDUCATION CENTER MODERNIZATION	4011 14TH STREET	RIVERSIDE	92501	\$ 482,736.00

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SH	8489	3/15/2021	MILLER CONSTRUCTION	MARSHALL ELEMENTARY HVAC PROJECT	15791 BUSHARD	WESTMINSTER	92683	\$387,000.00
SH	8525	3/15/2021	MILLER CONSTRUCTION	LAWRENCE E.S. HVAC PROJECT	12521 MONROE STREET	GARDEN GROVE	92841	\$99,000.00
JSU	8326	3/26/2021	COAST COMMUNITY COLLEGE DISTRICT	O.C. COLLEGE STUDENT UNION	2701 FAIRVIEW ROAD	COSTA MESA	92626	\$2,294,202.00
DA	8326S	3/26/2021	COAST COMMUNITY COLLEGE DISTRICT	O.C. COLLEGE STUDENT UNION	2701 FAIRVIEW ROAD	COSTA MESA	92626	\$3,606,300.00
GG	8508	3/26/2021	MURRIETA VALLEY USD	AVAXAT E.S./COLE CANYON E.S. ROOFING PROJECT	24300 LAS BRISAD RD/23750 VIA ALISOL	MURRIETA	92563	\$899,900.00
SHI	8530	3/31/2021	AMG ASSOCIATES, INC.	EL SEGUNDO MSIEL SEGUNDO HS	332 CENTER STREET/840 MAIN STREET	EL SEGUNDO	90245	\$19,892.00
JRA	8557	4/9/2021	GARVEY SCHOOL DISTRICT	RICE ELEMENTARY SCHOOL REPAIRS	2150 ANGELUS AVENUE	ROSEMEAD	91770	\$24,000.00
SJ	8404S	4/14/2021	BENCHMARK CONTRACTORS, INC.	FLOR 401 LOFTS	401 E. 7TH STREET	LOS ANGELES	90014	\$528,794.00
LC	8435	4/14/2021	BENCHMARK CONTRACTORS, INC.	FLOR 401 LOFTS	401 E. 7TH STREET	LOS ANGELES	90014	\$ 183,115.00
GG	8368	4/30/2021	BALFOUR BEATTY CONSTRUCTION	LA JOLLA HIGH SCHOOL WSM	750 NAUTILUS STREET	SAN DIEGO	92106	\$ 458,983.00
JSU	8266	4/30/2021	McCARATHY BUILDING COMPANIES	RSCCD SANTA ANA COLLEGE SCIENCE CENTER	1530 W. 17TH STREET	SANTA ANA	92706	\$ 545,881.00
JSU	8376	4/30/2021	MOSS & ASSOCIATES, LLC	OCC STUDENT HOUSING	2701 FAIRVIEW ROAD	COSTA MESA	92626	\$ 964,458.86
DA	8676S	4/30/2021	MOSS & ASSOCIATES, LLC	OCC STUDENT HOUSING	2701 FAIRVIEW ROAD	COSTA MESA	92626	\$ 3,407,797.14
SH	8595	5/24/2021	KG AXIS, INC	LACC DA VINCI ELEVATOR PROJECT	855 N. VERMONT	LOS ANGELES	90029	\$ 15,000.00
RO	8478	5/31/2021	MATT CONSTRUCTION	LOS ANGELES COUNTRY CLUB PH 2	10101 WILSHIRE BLVD	LOS ANGELES	90024	\$ 1,471,466.00
SH	8490	6/5/2021	MILLER CONSTRUCTION	MITCHELL ELEMENTARY SCHOOL	13451 TAFT AVENUE	GARDEN GROVE	92843	\$ 385,000.00
SH	8559	6/5/2021	JL COBB PAINTING AND CONSTRUCTION	JORDAN ATP EMERGENCY WORK	9915 WOODBURY AVENUE	GARDEN GROVE	92844	\$ 75,033.00
TO	8345	6/9/2021	KCS WEST	THE WESTIN ANAHEIM RESORT	1030 W. KATELLA AVENUE	ANAHEIM	92802	\$ 3,607,539.00
PB	8345S	6/9/2021	KCS WEST	THE WESTIN ANAHEIM RESORT	1030 W. KATELLA AVENUE	ANAHEIM	92802	\$ 2,605,521.00
JRA/JR	8493	6/16/2021	LONG BEACH UNIFIED SCHOOL DISTRICT	REST RENOV MILLIKAN HS & ROGERS MS	2800 SNOWDEN AVE/365 MAGNOLIA	LONG BEACH	90803	\$ 1,472,999.00
LC	8599	6/17/2021	MTM CONSTRUCTION	HOR ROOFING REPAIR	320 W. TEMPLE STREET	LOS ANGELES	90012	\$ 5,200.00

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PM	JOB #	CLOSING DATE	CONTRACTOR	JOB NAME & LOCATION	JOB ADDRESS	CITY	ZIP CODE	FINAL CONTRACT AMOUNT
JRA	8544	6/30/2021	O'CONNELL ENGINEERING & CONSTRUCTION	OCS D PLANT 2 DIGESTERS ROOF REPLACEMENT	36572 DEAUVILLE ROAD	WINCHESTER	92596	\$ 111,700.00
SH	8609	7/1/2021	GARDEN GROVE USD	PETERS E.S. PORTABLES	13162 NEWPORT STREET	GARDEN GROVE	92843	\$ 59,800.00
JRA	8562	7/1/2021	ALHAMBRA USD	GRANADA E.S. ROOFING PROJECT	100 S. GRANADA AVENUE	ALHAMBRA	91803	\$ 542,449.00
RO	8321	7/1/2021	HATHAWAY DINWIDDIE	VERMONT CORRIDOR DMH HQ SITE 1	510 S. VERMONT AVENUE	LOS ANGELES	90020	\$ 1,095,681.00
SH	8600	7/1/2021	GARDEN GROVE USD	POST ELEMENTARY BLDG L-BLOW OFF	14641 WARD STREET	WESTMINSTER	92683	\$ 91,783.00
JSC	8590	7/1/2021	CITY OF LOS ANGELES	WABASH RECREATION CENTER ROOFING	2785 WABASH AVENUE	LOS ANGELES	90033	\$ 183,340.00
JR	8533	7/1/2021	ERICKSON HALL CONSTRUCTION	OLITA E.S. ROOFING PROJECT	950 BRIERCLIFF DRIVE	LA HABRA	90631	\$ 969,128.00
JL	8424S	7/1/2021	MENIFEE UNION SCHOOL DISTRICT	HARVEST HILL ESTEAM ACADEMY	31600 PAT ROAD	WINCHESTER	92596	\$ 352,350.00
SH	8624	7/1/2021	SANTA ANA USD-CANCELLED	IRVINE/NEWPORT DREAMS ACADEMY	2495 CAMPUS DRIVE	IRVINE	92612	\$0.00
JL	8624S	7/1/2021	SANTA ANA USD-CANCELLED	IRVINE/NEWPORT DREAMS ACADEMY	2495 CAMPUS DRIVE	IRVINE	92612	\$0.00
JRA	8538	7/1/2021	O'CONNELL ENGINEERING & CONSTRUCTION	12KV DISTR CTR B & EAST RAS PUMP STATION ROOFING	10844 ELLIS AVENUE	FOUNTAIN VALLEY	92708	\$ 394,424.00
GG	8426	7/1/2021	CHALMERS CONSTRUCTION SERVICES	GABRIELINO H.S. MUSIC PE BUILDING	1327 SAN GABRIEL BLVD	SAN GABRIEL	91776	\$ 248,397.92
GG	8499	7/7/2021	TEMECULA VALLEY USD	MARGARITA MS ROOFING REPLACEMENT	30600 MARGARITA ROAD	TEMECULA	92591	\$ 505,725.00
PD	8586	07/19/21	COUNTY OF SAN BERNARDINO	SAN BERNARDINO JUVENILE ROOF 4 MAIN BLDG	900 EAST GILBERT STREET	SAN BERNARDINO	92415	\$ 50,000.00
SH	8463	7/31/2021	TECHNICAL ASSURANCE, INC	LLNL 19-1 ROOF REPLACEMENT PROJECT	7000 EAST AVENUE	LIVERMORE	94550	\$ 2,673,452.00
JSC	8594	8/9/2021	GARLAND/DBS, INC	CITY OF TUSTIN DEL AMOS ROOF REPLACEMENT	1517 DEL AMO AVENUE	TUSTIN	92780	\$ 108,307.00
JSU	8474	8/13/2021	LENDEASE CONSTRUCTION-CANCELLED	8TH AND FIGUEROA PROJECT	744 S. FIGUEROA	LOS ANGELES	90017	\$ -
LC	8448	8/25/2021	DPR CONSTRUCTION	OCEANSIDE BEACHFRONT RESORT	MISSION AVENUE & PACIFIC STREET	OCEANSIDE	92054	\$ 600,218.00
GG	8573	8/25/2021	ERICKSON HALL CONSTRUCTION	MACY ELEMENTARY SCHOOL ROOFING	2301 WEST RUSSEL STREET	LA HABRA	90631	\$ 893,810.00
SH	8367	8/3/2021	MCCARTHY BUILDING COMPANIES	RSCCD JOHNSON STUDENT CENTER	1530 W. 17TH STREET	SANTA ANA	92706	\$ 1,048,167.00
SJ	8367S	8/31/2021	MCCARTHY BUILDING COMPANIES	RSCCD JOHNSON STUDENT CENTER	1530 W. 17TH STREET	SANTA ANA	92706	\$ 2,373,848.00

2021 COMPLETED JOBS

PM	JOB #	CLOSING DATE	CONTRACTOR	JOB NAME & LOCATION	JOB ADDRESS	CITY	ZIP CODE	FINAL CONTRACT AMOUNT
GG	8570	9/1/2021	REDLANDS UNIFIED SCHOOL DISTRICT	ROOFING AT VARIOUS SITES	VARIOUS LOCATIONS	REDLANDS	92373	\$ 2,392,132.58
SH	8454	9/16/2021	MILLER CONSTRUCTION	DYSINGER E.S. SCHOOL CENTRAL KITCHEN	7770 CAMELLIA DRIVE	BUENA PARK	90620	\$ 180,656.00
JSC	8536	10/1/2021	WM C. BUSTER	MARCH VETERANS VILLAGE BLDG #1	15301 6TH STREET	RIVERSIDE	92518	\$ 111,493.00
GG	8627	10/1/2021	CAPISTRANO USD	SAN JUAN HILLS H.S. ROOF REPLACEMENT BLDG H	29211 STALLION RIDGE	SAN JUAN CAPISTRANO	92675	\$ 70,750.00
RO	8517	10/1/2021	MORLEY/BENCHMARK	UCR NORTH DISTRICT PHASE 1	733 & 755 W. LINDEN STREET	RIVERSIDE	92507	\$ 424,593.00
GG	8614	11/01/21	ANAHEIM UNION HIGH SCHOOL DISTRICT	GILBERT H.S. GUTTER REPLACEMENT	1800 W BALL ROAD	ANAHEIM	92804	\$ 151,929.00
SH	8446	11/01/21	BERNARDS BROS	YORBA LINDA LIBRARY AND ARTS CENTER	4802 & 4852 LAKEVIEW AVENUE	YORBA LINDA	92886	\$ 721,145.00
JSU	8360	11/01/21	TUSTIN UNIFIED SCHOOL DISTRICT	LEGACY MAGNET SCHOOL	NEW CONSTRUCTION	TUSTIN		\$ 599,482.00
DA	8360S	11/01/21	TUSTIN UNIFIED SCHOOL DISTRICT	LEGACY MAGNET SCHOOL	NEW CONSTRUCTION	TUSTIN		\$ 1,842,614.00
JR	8535	11/01/21	HARIK CONSTRUCTION, INC.	LIVE OAK ELEMENTARY SCHOOL PROJECT	9522 LIVE OAK AVENUE	FONTANA	92335	\$ 174,469.00
RO	8315	11/01/21	MATT CONSTRUCTION	ST. MICHAEL'S ABBEY	27977 SILVERADO CANYON ROAD	SILVERADO	92676	\$ 1,489,489.00
PB	8315S	11/01/21	MATT CONSTRUCTION	ST. MICHAEL'S ABBEY	27977 SILVERADO CANYON ROAD	SILVERADO	92676	\$ 1,114,076.00
JRA	8582	11/01/21	ANGELES CONTRACTOR, INC	MID VALLEY CHC REPLACE ROOFING	7515 VAN NUYS BLVD	VAN NUYS	91405	\$ 12,500.00
GG	8604	11/01/21	CITY OF SANTA FE SPRINGS	AQUATICA CENTER ROOF REPLACEMENT	10145 PIONEER BLVD	SANTA FE SPRINGS	90670	\$ 245,702.00
JR	8465	11/10/21	LOS ANGELES USD-CANCELLED	CITY TERRACE ELEMENTARY	4350 CITY TERRACE DRIVE	LOS ANGELES	90063	
JRA	8645	11/16/21	CANNON DESIGN BUILDERS/GKK WORKS	ED NEGATIVE AIR PRESSURE PROJECT	26520 CACTUS AVENUE	MORENO VALLEY	92555	\$ 9,750.00
JL	8645S	11/16/21	CANNON DESIGN BUILDERS/GKK WORKS	ED NEGATIVE AIR PRESSURE PROJECT	26520 CACTUS AVENUE	MORENO VALLEY	92555	\$ 8,400.00
SH	8631	11/17/21	THOMCO CONSTRUCTION	OCTA SANTA ANA BUS BASE LOCKER ROOM	4301 MACARTHUR BLVD	SANTA ANA	92704	\$ 2,000.00
SHI	8556	11/24/21	MASTERS CONTRACTING	LAVC SAFETY & SECURITY PH 1 STADIUM	5800 FULTON AVENUE	VALLEY GLEN	91401	\$ 30,000.00
JSU	8452	11/24/21	McGUIRE CONSTRUCTION	CERRITOS COLLEGE PERFORMING ARTS CENTER	11110 ALONDRA BLVD	NORWALK		\$ 245,612.64
GG	8572	11/24/21	ERICKSON HALL	EMORY ES MODERNIZATION	1915 CORONADO AVENUE	SAN DIEGO	92154	\$ 259,148.00

2021 COMPLETED JOBS

PM	JOB #	CLOSING DATE	CONTRACTOR	JOB NAME & LOCATION	JOB ADDRESS	CITY	ZIP CODE	FINAL CONTRACT AMOUNT
JRA	8548	11/24/21	CORONA-NORCO USD	CNUSD DISTRICT WIDE ROOF REPAIRS	VARIOUS SITES	NORCO	92860	\$ 6,650.00
JRA	8425	11/24/21	CORONA-NORCO USD	ROOFING PROJ AT VARIOUS SITES	VARIOUS SITES	NORCO	92860	\$ 3,850,700.00
JRA	8425S	11/24/21	CORONA-NORCO USD	ROOFING PROJ AT VARIOUS SITES - SIERRA VISTA	VARIOUS SITES	NORCO	92860	\$ 38,210.00
JR	8400	11/30/21	MASTERS CONTRACTING	FROST M.S. ROOFING	12314 BRANDFORD PLACE	GRANADA HILLS	91344	\$ 29,765.00
SHI	8596	11/30/21	MASTERS CONTRACTING	CPT OFFICE ROOF REPAIR	5800 FULTON AVENUE	VALLEY GLEN	91401	\$ 37,000.00
DA	8110S	11/30/21	CASTAIC HIGH SCHOOL CONSTRUCTION	CASTAIC HIGH SCHOOL INCREMENT 2	VALLEY CREEK RD AT ROMERO CANYON	CASTAIC	91384	\$ 2,228,889.00
TO	8483	12/28/21	AECOM/HUNT	UNITED AIRLINES LAX HANGER & GSE	6010 & 6020 AVION DRIVE	LOS ANGELES	90045	\$ 275,949.29
LC	8583	12/22/21	MTM CONSTRUCTION	HOR TEMPLE STREET PLAZA DM	320 W. TEMPLE STREET	LOS ANGELES	90012	\$ 139,992.00
LC	8583C	12/22/21	MTM CONSTRUCTION	HOR TEMPLE STREET PLAZA DM	320 W. TEMPLE STREET	LOS ANGELES	90012	\$ 16,794.00
JR	8647	12/27/21	EAST WHITTIER CITY SCHOOL DISTRICT	OCEAN VIEW EMERGENCY REPAIR	14359 2ND STREET	WHITTIER	90805	\$ 13,288.00
JR	8612	12/27/21	EAST WHITTIER CITY SCHOOL DISTRICT	LEFFINGWELL E.S. PORTABLE #24	10625 SANTA GERTRUDES AVE	WHITTIER	90830	\$ 52,376.00
JR	8459	12/27/21	CONSTRUCT 1 ONE CORP	SMITH ELEMENTARY SCHOOL MOD PHASE 2	770 17TH STREET	HUNTINGTON BEACH	92848	\$ 656,847.00
JRA	8633	12/27/21	ARCADIA UNIFIED SCHOOL DISTRICT	DEFERRED MAINTENANCE BUILDING ROOFING	VARIOUS LOCATIONS	ARCADIA	91006	\$ 110,700.00
SH	8568	12/27/21	NOVA PROBST A JOINT VENTURE	LLNL EXASCALE COMPUTING FAC MODERNIZATION	7000 EAST AVENUE	LIVERMORE	94550	\$ 159,994.46
DA	8374S	12/27/21	OHL, USA, INC	UNIONPATSOURAS PLAZA BUSWAY STATION	GATEWAY PLAZA	LOS ANGELES	90012	\$ 346,028.00
GG	8618	12/31/21	ABC USD	GONSALVES ELEMENTARY SCHOOL ROOFING	13650 PARK ST	CERRITOS	90703	\$ 551,400.00
SH	8482	12/31/21	ANGELES CONTRACTOR, INC	VILLA PARK H.S. INTERIM HOUSING & SCIENCE	18042 TAFT AVENUE	VILLA PARK	92861	\$ 271,000.00
JR	8534	12/08/21	ABBOTT CONSTRUCTION	OLIVE VIEW MEDICAL CENTER RCV PACKAGE A	14445 OLIVE VIEW DR	SYLMAR	91342	\$ 604,864.00
PB	8534S	12/08/21	ABBOTT CONSTRUCTION	OLIVE VIEW MEDICAL CENTER RCV PACKAGE A	14445 OLIVE VIEW DR	SYLMAR	91342	\$ 495,970.00
SH	8383	12/09/21	PINNER CONSTRUCTION CO., INC	SUNKIST E.S. RECONSTRUCTION MOD	500 SUNKIST ST.	ANAHEIM	92806	\$ 916,245.00
JR	8539	12/11/21	ABBOTT CONSTRUCTION	OLIVE VIEW MEDICAL CENTER RCV PACKAGE B	500 SUNKIST ST.	ANAHEIM	92806	\$ 621,434.00

2021 COMPLETED JOBS

PM	JOB #	CLOSING DATE	CONTRACTOR	JOB NAME & LOCATION	JOB ADDRESS	CITY	ZIP CODE	FINAL CONTRACT AMOUNT
SJ	4896S	12/13/21	CLARK CONSTRUCTION	MAINTENANCE BUILDING 61S	ONE GATEWAY PLAZA	LOS ANGELES	90012	\$ 2,140,105.00
JRA	8585	12/14/21	HAMEL CONTRACTING, INC	LOS OSOS H.S. GYM ROOFING PROJECT	6001 MILLIKEN AVENUE	RANCHO CUCAMONGA	91737	\$ 84,943.50
JRA	8589	12/21/21	HOUSING AUTHORITY OF THE COUNTY OF S. B.	FLUID ROOF SYSTEM CENTRAL & HPO OFFICE	672 S. WATERMAN / 715 E. BRIER DR	SAN BERNARDINO	92408	\$ 154,320.00
SHII	8615	12/22/21	MENEMSHA DEVELOPMENT GROUP, INC	OXNARD H.S. CTE MECHATRONIC RENO	3400 W. GONZALES ROAD	OXNARD	93036	\$ 67,812.00
DA	8280S	12/31/21	THE NAZERIAN GROUP	SMC EARLY CHILDHOOD EDUCATION CENTER	1802 4TH STREET	SANTA MONICA	90401	\$ 2,631,153.00
TO	8431	12/31/21	AECOM/HUNT	2900 WILSHIRE PROJECT	2801 W. SUNSET PLACE	LOS ANGELES	90005	\$ 957,474.42
JL	8468S	12/31/21	ALIGN BUILDERS, INC	MIRACOSTA COMMUNITY COLLEGE CLC/SSB	1831 MISSION AVENUE	OCEANSIDE	92058	\$ 264,963.00
JR	8475	12/31/21	WORLD WIDE CONSTRUCTION	EAST LOS ANGELES COLLEGE MENS GYM	1301 AVENIDA CESAR CHAVEZ	MONTEREY PARK	91754	\$ 204,354.00
LC	8506	12/31/21	GKKWORKS CONSTRUCTION SERVICES, INC	SUNLINE TRANSIT AGENCY REPLACE OPER FAC.	32-505 HARRY OLIVER TRAIL	THOUSAND PALMS	92276	\$ 137,824.51
JR	8547	12/31/21	HARRY H. JOH CONSTRUCTION, INC	NORTH HEALTH FAC TENANT IMPROVEMENTS	6335 MYRTLE AVENUE	LONG BEACH	90805	\$ 130,422.00
JSC	8560	12/31/21	LYONS CONSTRUCTION, INC	ROWLAND WATER DISTRICT WAREHOUSE RECOVER	3021 FULLERTON ROAD	ROWLAND HEIGHTS	91748	\$ 68,106.00
SH	8643	12/31/21	TREMCON INC	DYSINGER ELEMENTARY SCHOOL	7770 CAMELLIA DRIVE	BUENA PARK	90620	\$ 56,785.00
MS	8601	12/31/21	AMP UNITED, LLC - CANCELLED	ALAMITOS TANK 6 REHAB	3627 EAST PACIFIC COAST HWY	LONG BEACH		\$.

RESUME

Attach to this Bid the experience resume of the person who will be designated as General Construction Superintendent or on-site Construction Manager for the Project.

OSCAR QUEZADA

POSITION: SAFETY MANAGER

DUTIES: POLICY AND PROCEDURE IMPLEMENTATION AND ENFORCEMENT

- INCIDENT AND INJURY MANAGEMENT
- MANAGE CLAIMS AND EMPLOYEE TRAINING
- ASSEMBLE AND MANAGE SITE SPECIFIC SAFETY PLANS

PROFESSIONAL EXPERIENCE:

2005 – 2007	FOREMAN
2007 – 2013	SUPERINTENDENT
2019 – PRESENT	SAFETY MANAGER

PROJECTS:

AS A SUPERINTENDENT:	- COTTAGE HOSPITAL
	- CHINA LAKE NAVAL WEAPONS
	- SAN DIEGO HILTON
	- CAL STATE SANTA BARBARA

AS A SAFETY MANAGER:	- CAMP PENDLETON HOSPITAL
	- ST. JUDE HOSPITAL
	- D.O.E – LOS ALAMOS NATIONAL LABORATORY
	- D.O.E – LAWRENCE LIVERMORE NATIONAL LABORATORY
	- D.O.E – NEVADA NATIONAL SECURITY SITE
	- STANFORD HOSPITAL
	- LOS ANGELES METRO DIVISION 13
	- USC VILLAGE
	- PENDRY WEST HOLLYWOOD HOTEL AND RESIDENCE

INDUSTRY SKILLS

CONSTRUCTION SAFETY, INSTALLATION, SERVICE AND MAINTENANCE OF
BUILT UP, SINGLE PLY, MODIFIED, TILE ROOF, AND WATERPROOF SYSTEMS

EDUCATION:

PARAMOUNT HIGH SCHOOL.

ROOFERS AND WATERPROOFERS APPRENTICESHIP PROGRAM

DESIGNATION OF SUBCONTRACTORS
[Public Contract Code Section 4104]

List all Subcontractors who will perform Work or labor or render service to the Contractor in or about the construction of the Work or improvement, or a Subcontractor licensed by the State of California who, under subcontract to the Contractor, specially fabricates and installs a portion of the Work or improvement according to detailed drawings contained in the Plans and Specifications, in an amount in excess of one-half percent (0.5%) of the Contractor's total Bid or, in the case of bids or offers for the construction of streets or highways, including bridges, in excess of one-half percent (0.5%) of the Contractor's total Bid or \$10,000, whichever is greater. If all Subcontractors do not fit on this page, attach another page listing all information for all other Subcontractors.

Contractor must employ an asbestos abatement contractor for the asbestos abatement activities that has a California C22 Contractor's License in good standing with the Contractor's State License Board and is registered with the California Division of Occupational Safety & Health ('DOSH' or 'Cal/OSHA'). The registered asbestos abatement subcontractor must be listed on the below form where its work will exceed one-half of one percent (1/2%) of Bidder's total price offered).

Name under which Subcontractor is Licensed and Registered	CSLB License Number(s) and Class(es)	DIR Contractor Registration Number	Address and Phone Number	Type of Work (e.g., Electrical)	Dollar Amount
B&M Tear Off, Inc.	#769864 C21, C22, C39	1000009312	2531 Eden Plains Rd. Knightsen, CA 94548	Roof Demo	\$88,000.00

¹ The percentage of the total Bid shall represent the "portion of the work" for the purposes of Public Contract Code Section 4104(b).

Contractor shall perform, with its own organization (rather than with Subcontractors), Work amounting to at least fifty percent (51%) of the Contract Price.

Home



CONTRACTORS STATE LICENSE BOARD



Contractor's License Detail for License # 769864

DISCLAIMER: A license status check provides information taken from the CSLB license database. Before relying on this information, you should be aware of the following limitations.

- CSLB complaint disclosure is restricted by law (B&P 7124.6) if this entity is subject to public complaint disclosure click on link that will appear below for more information. Click here for a definition of disclosable actions.
- Only construction related civil judgments reported to CSLB are disclosed (B&P 7071.17).
- Arbitrations are not listed unless the contractor fails to comply with the terms.
- Due to workload, there may be relevant information that has not yet been entered into the board's license database.

Data current as of 8/14/2023 8:53:35 AM

Business Information

B & M TEAR OFF INC
P O BOX 262
KNIGHTSEN, CA 94548
Business Phone Number:(925) 679-8413

Entity Corporation
Issue Date 10/06/1999
Reissue Date 09/27/2011
Expire Date 09/30/2023

License Status

This license is current and active.

All information below should be reviewed.

Classifications

- ▶ C39 - ROOFING
- ▶ C22 - ASBESTOS ABATEMENT (Check DOSH Asbestos Registration)
- ▶ C21 - BUILDING MOVING, DEMOLITION

Bonding Information

Contractor's Bond

This license filed a Contractor's Bond with AMERICAN CONTRACTORS INDEMNITY COMPANY.
Bond Number: 100160757
Bond Amount: \$25,000
Effective Date: 01/01/2023
Contractor's Bond History

Bond of Qualifying Individual

The qualifying individual FELIPE BERNAL certified that he/she owns 10 percent or more of the voting stock/membership interest of this company; therefore, the Bond of Qualifying Individual is not required.
Effective Date: 09/21/2017
BQI's Bond History

Workers' Compensation

This license has workers compensation insurance with the STATE COMPENSATION INSURANCE FUND
Policy Number: 1979079
Effective Date: 10/13/2022
Expire Date: 10/13/2023
Workers' Compensation History

- ▶ 09/27/2011 - LICENSE REISSUED TO ANOTHER ENTITY
- ▶ 05/12/2015 - DOSH REGISTRATION VERIFIED FOR C22
- ▶ 05/04/2017 - DOSH REGISTRATION VERIFIED FOR C22
- ▶ 08/13/2021 - DOSH REGISTRATION VERIFIED FOR C22

Other

- ▶ Personnel listed on this license (current or disassociated) are listed on other licenses.

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Contractor Information

Legal Entity Name
B&M TEAR OFF INC

Legal Entity Type
Corporation

Status
Active

Registration Number
1000009312

Registration effective date
7/1/2022

Registration expiration date
6/30/2025

Mailing Address
PMB 280 2420 SAN CREEK RD BRENTWOOD 94513 CA United Stat...

Physical Address
2531 Eden Plains Raod Knightsen 94548 CA United States of Ameri...

Email Address

Trade Name/DBA
B&M TEAR OFF INC

License Number(s)
CSLB:769864

Registration History

Effective Date	Expiration Date
6/12/2018	6/30/2019
5/23/2017	6/30/2018
6/7/2016	6/30/2017
6/30/2015	6/30/2016
2/11/2015	6/30/2015
7/1/2019	6/30/2022
7/1/2022	6/30/2025

Legal Entity Information

Corporation Number:

Federal Employment Identification Number:

President Name:

Felipe Bernal

Vice President Name:

Treasurer Name:

Secretary Name:

CEO Name:

Agent of Service Name:

Felipe Bernal

Agent of Service Mailing Address:

2420 Sand Creek Rd PMB 280 Brentwood 94513 CA United States of America

Workers Compensation

Do you lease employees through No

Professional Employer

Organization (PEO)?:

Please provide your current

workers compensation insurance

information below:

PEO	PEO	PEO
PEO InformationName	Phone	Email

Insured by Carrier

Policy Holder Name:B&M TEAR OFF INC**Insurance Carrier:**STATE COMPENSATION INSURANCE FUND**Policy Number:**

9217099-18Inception date:10/13/2021**Expiration Date:**10/13/2022

INDUSTRIAL SAFETY RECORD FORM

Bidder's Name Danny Letner, Inc. dba Letner Roofing Company

	Current Year of Record	2022	2021	2020	2019	2018	Total
Number of contracts	200	300	325	300	350	300	1,775
Total dollar amount of contracts (in thousands of dollars)	\$90M	\$107,700, 603.00	\$105,561, 892.00	\$119,901, 760.00	\$123,620, 368.00	\$114,643, 704.00	\$661,428, 327.00
Number of fatalities	0	0	0	0	0	0	0
Number of lost workday cases	TBD	5	3	4	9	4	25
Number of lost workday cases involving permanent transfer to another job or termination of employment	0	0	1	0	0	1	2

The above information was compiled from the records that are available to me at this time and I declare under penalty of perjury under the laws of the State of California that the information is true and accurate within the limitations of those records.

Signature:

Title:
Stuart Hein, Secretary Treasurer

Date:
08/14/2023

Signature:

Title:
Assistant Vice President

Date:
8/14/2023

* SEE ATTACHED JURAT

BID

B-16

BIDDER SHALL COMPLETE AND SUBMIT ALL DOCUMENTS AND PAGES IN SECTION "BID"

JURAT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of Orange

Subscribed and sworn to (or affirmed) before me on this 14 day of August,

20 23 by Stuart Hein & German Gonzalez,

proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.


Signature

(Seal)



OPTIONAL INFORMATION

DESCRIPTION OF THE ATTACHED DOCUMENT

Industrial Safety Record Form

(Title or description of attached document)

(Title or description of attached document continued)

Number of Pages _____ Document Date _____

Additional information _____

INSTRUCTIONS

The wording of all Jurats completed in California after January 1, 2015 must be in the form as set forth within this Jurat. There are no exceptions. If a Jurat to be completed does not follow this form, the notary must correct the verbiage by using a jurat stamp containing the correct wording or attaching a separate jurat form such as this one with does contain the proper wording. In addition, the notary must require an oath or affirmation from the document signer regarding the truthfulness of the contents of the document. The document must be signed AFTER the oath or affirmation. If the document was previously signed, it must be re-signed in front of the notary public during the jurat process.

- State and county information must be the state and county where the document signer(s) personally appeared before the notary public.
- Date of notarization must be the date the signer(s) personally appeared which must also be the same date the jurat process is completed.
- Print the name(s) of the document signer(s) who personally appear at the time of notarization.
- Signature of the notary public must match the signature on file with the office of the county clerk.
- The notary seal impression must be clear and photographically reproducible. Impression must not cover text or lines. If seal impression smudges, re-seal if a sufficient area permits, otherwise complete a different jurat form.
 - ❖ Additional information is not required but could help to ensure this jurat is not misused or attached to a different document.
 - ❖ Indicate title or type of attached document, number of pages and date.
- Securely attach this document to the signed document with a staple.

Bond No. N / A

BID BOND

KNOW ALL PERSONS BY THESE PRESENTS that:

WHEREAS the City of Maywood ("City"), has issued an invitation for Bids for the Work described as follows: City Hall and Sheriff Reroofing Project

WHEREAS Danny Letner, Inc. dba Letner Roofing Company, 1490 N. Gassell St., Orange, CA 92867
(Name and address of Bidder)

("Principal"), desires to submit a Bid to City for the Work.

WHEREAS, Bidders are required to furnish a form of Bidder's security with their Bids.

NOW, THEREFORE, we, the undersigned Principal, and Western Surety Company
1000 Wilshire Blvd., Suite 1800, Los Angeles, CA 90017
(Name and address of Surety)

("Surety"), a duly admitted surety insurer under the laws of the State of California, as Surety, are held and firmly bound unto the City in the penal sum of FIFTY SIX THOUSAND TWO HUNDRED TWO DOLLARS.

Dollars (\$ 56,202.00), being not less than ten percent (10%) of the total Bid price, in lawful money of the United States of America, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT, if the hereby bounded Principal is awarded the Contract for the Work by the City and, within the time and in the manner required by the bidding specifications, enters into the written form of Contract included with the bidding specifications, furnishes the required Bonds (one to guarantee faithful performance and the other to guarantee payment for labor and materials), and furnishes the required insurance coverage, then this obligation shall become null and void; otherwise, it shall be and remain in full force and effect.

In case suit is brought upon this instrument, Surety further agrees to pay all court costs incurred by the City in the suit and reasonable attorneys' fees in an amount fixed by the court. Surety hereby waives the provisions of Civil Code Section 2845.

BID

B-17

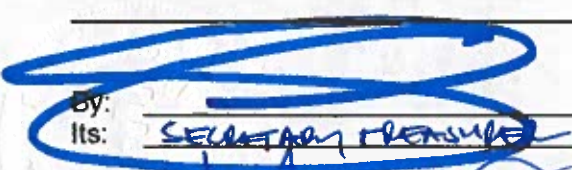
BIDDER SHALL COMPLETE AND SUBMIT ALL DOCUMENTS AND PAGES IN SECTION "BID"

IN WITNESS WHEREOF, this instrument has been duly executed by Principal and Surety, on the date set forth below, the name of each corporate party being hereto affixed and these presents duly signed by its undersigned representative(s) pursuant to authority of its governing body.

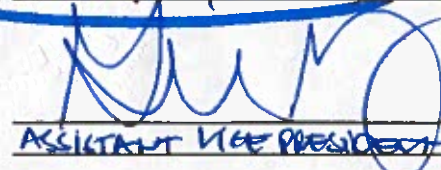
Dated: August 9, 2023

"Principal"

Danny Letner, Inc. dba Letner Roofing Company

By: 

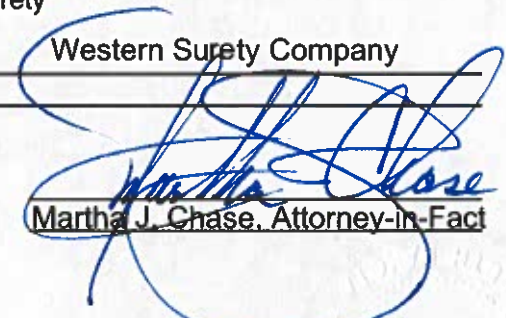
Its: SECRETARY TREASURER

By: 

Its: ASSISTANT VICE PRESIDENT

"Surety"

Western Surety Company

By: 

Its: Martha J. Chase, Attorney-in-Fact

By: _____

Its: _____

Note: This Bond must be dated, all signatures must be notarized, and evidence of the authority of any person signing as attorney-in-fact must be attached.

JURAT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of Orange

Subscribed and sworn to (or affirmed) before me on this 14 day of August,

20 23 by Stuart Hein & German Gonzalez,

proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.


Signature

(Seal)



OPTIONAL INFORMATION

DESCRIPTION OF THE ATTACHED DOCUMENT

BID BOND FORM

(Title or description of attached document)

(Title or description of attached document continued)

Number of Pages _____ Document Date _____

Additional information _____

INSTRUCTIONS

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- State and county information must be the state and county where the document signer(s) personally appeared before the notary public.
- Date of notarization must be the date the signer(s) personally appeared which must also be the same date the jurat process is completed.
- Print the name(s) of the document signer(s) who personally appear at the time of notarization.
- Signature of the notary public must match the signature on file with the office of the county clerk.
- The notary seal impression must be clear and photographically reproducible. Impression must not cover text or lines. If seal impression smudges, re-seal if a sufficient area permits, otherwise complete a different jurat form.
 - ❖ Additional information is not required but could help to ensure this jurat is not misused or attached to a different document.
 - ❖ Indicate title or type of attached document, number of pages and date.
- Securely attach this document to the signed document with a staple.

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA

)

)ss.

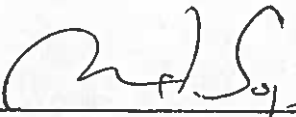
COUNTY OF LOS ANGELES

)

On August 9, 2023 before me, Rolando Lopez, Notary Public, personally appeared Martha J. Chase, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/~~are~~ subscribed to the within instrument and acknowledged to me that ~~he~~/she/~~they~~ executed the same in ~~his~~/her/~~their~~ authorized capacity(ies), and that by ~~his~~/her/~~their~~ signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Rolando Lopez, Notary Public (Seal)



Western Surety Company

POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

Know All Men By These Presents, That WESTERN SURETY COMPANY, a South Dakota corporation, is a duly organized and existing corporation having its principal office in the City of Sioux Falls, and State of South Dakota, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

Martha J. Chase, Individually

of Los Angeles, CA, its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

- In Unlimited Amounts -

and to bind it thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the corporation and all the acts of said Attorney, pursuant to the authority hereby given, are hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the By-Law printed on the reverse hereof, duly adopted, as indicated, by the shareholders of the corporation.

In Witness Whereof, WESTERN SURETY COMPANY has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed on this 23rd day of June, 2021.



WESTERN SURETY COMPANY

Paul T. Bruflat, Vice President

State of South Dakota }
County of Minnehaha } ss

On this 23rd day of June, 2021, before me personally came Paul T. Bruflat, to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is the Vice President of WESTERN SURETY COMPANY described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

My commission expires

March 2, 2026



M. Bent, Notary Public

CERTIFICATE

I, L. Nelson, Assistant Secretary of WESTERN SURETY COMPANY do hereby certify that the Power of Attorney hereinabove set forth is still in force, and further certify that the By-Law of the corporation printed on the reverse hereof is still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 9th day of August, 2023



WESTERN SURETY COMPANY

L. Nelson, Assistant Secretary

NONCOLLUSION DECLARATION FORM
TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID
[Public Contract Code Section 7106]

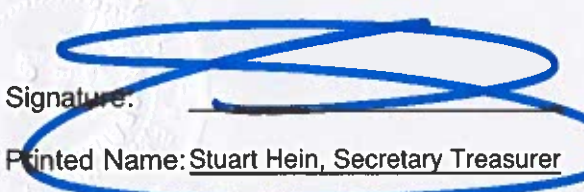
The undersigned declares:

I am the Secretary Treasurer of Danny Letner, Inc. dba Letner Roofing Company, the party making the foregoing Bid.

The Bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The Bid is genuine and not collusive or sham. The Bidder has not directly or indirectly induced or solicited any other Bidder to put in a false or sham Bid. The Bidder has not directly or indirectly colluded, conspired, connived, or agreed with any Bidder or anyone else to put in a sham Bid, or to refrain from bidding. The Bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the Bid price of the Bidder or any other Bidder, or to fix any overhead, profit, or cost element of the Bid price, or of that of any other Bidder. All statements contained in the Bid are true. The Bidder has not, directly or indirectly, submitted his or her Bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, Bid depository, or to any member or agent thereof, to effectuate a collusive or sham Bid, and has not paid, and will not pay, any Person or entity for such purpose.

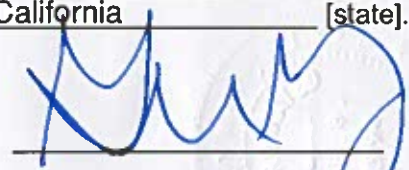
Any person executing this declaration on behalf of a Bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the Bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on 08/14/2023 [date], at Orange [city], California [state].

Signature: 

Printed Name: Stuart Hein, Secretary Treasurer

Date: 08/14/2023

Signature: 

Printed Name: GERMAN GONZALEZ, A.K.P

Date: 8/14/2023

X SEE ATTACHED JUDG

JURAT

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State of California

County of Orange

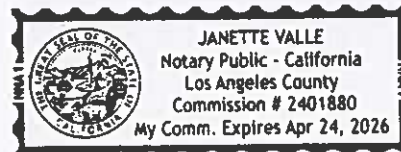
Subscribed and sworn to (or affirmed) before me on this 14 day of August,

20 23 by Stuart Hein & German Gonzalez

proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.


Signature

(Seal)



OPTIONAL INFORMATION

DESCRIPTION OF THE ATTACHED DOCUMENT

Non Collusion Declaration Form

(Title or description of attached document)

(Title or description of attached document continued)

Number of Pages _____ Document Date _____

Additional information _____

INSTRUCTIONS

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 - ❖ Additional information is not required but could help to ensure this jurat is not misused or attached to a different document.
 - ❖ Indicate title or type of attached document, number of pages and date.
- Securely attach this document to the signed document with a staple.

ACTION BY UNANIMOUS WRITTEN CONSENT OF DIRECTORS

OF

DANNY LETNER, INC.

IN LIEU OF ANNUAL MEETING

Pursuant to California *Corporations Code* § 307(b), the undersigned, constituting all of the directors of Danny Letner, Inc., a California corporation (the "Corporation"), hereby unanimously adopt, approve and consent to the following actions and resolutions without a meeting:

1. Ratification of Past Acts

RESOLVED, that all actions taken by the officers of the corporation in furtherance of its business during the preceding year are hereby confirmed, ratified and approved.

2. Election of Officers

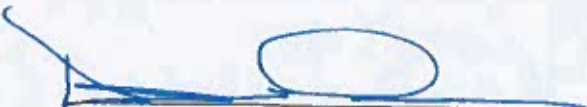
WHEREAS, the directors have determined that it is in the best interests of this Corporation to elect new officers;

RESOLVED, the following persons are duly nominated and unanimously elected to the offices indicated after their name:

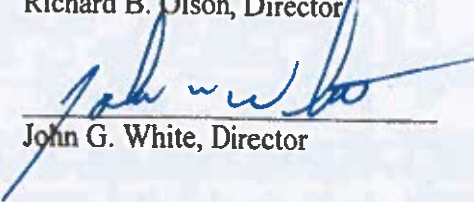
Dennis K. Olson	-	President/Chief Executive Office
Richard B. Olson	-	Vice President/Chief Financial Officer
German Gonzalez		Assistant Vice President
Stuart Hein	-	Secretary

IN WITNESS WHEREOF, the undersigned have executed this Action by Unanimous Written Consent of Directors on the date below written.

Dated: April 20, 2018

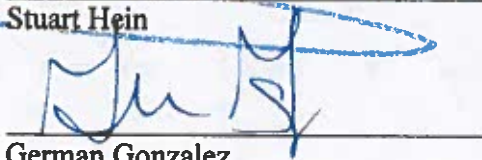

Dennis K. Olson, Director


Richard B. Olson, Director


John G. White, Director



Stuart Hein



German Gonzalez

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AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 13.

DATE: August 23, 2023

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: MIGUEL LEON, ADMINISTRATIVE ANALYST

SUBJECT: CONSIDERATION OF RESOLUTION NO. 6317 OF THE CITY OF MAYWOOD AUTHORIZING THE SUBMITTAL OF A GRANT APPLICATION AND OTHER RELATED APPROVALS UNDER THE COMMUNITY RESILIENCE CENTER PROGRAM AS ADMINISTERED BY CALIFORNIA STRATEGIC GROWTH COUNCIL

RECOMMENDATION:

Staff recommends that the City Council adopt Resolution No. 6317 authorizing the submission of grant funding applications under the Community Resilience Center program offered by the California Strategic Growth Council, and authorize the City Manager or designee to execute all documents related to the application and grant.

BACKGROUND:

The Community Resilience Center (CRC) Program will fund planning, implementation activities, development, construction, and upgrades of neighborhood-level Community Resilience Centers to provide shelter and resources during climate and other emergencies, such as extreme heat events and poor air quality days. The build community resilience initiative through the CRC Program involves strategies and projects that enable the implementation of community services and programs, such as food distribution and workforce development training.

CRC is funded through the State of California Climate Budget Package with an allocated amount of \$100 million to SGC for a new Community Resilience Centers (CRC) program. Maywood meets the eligibility criteria for the CRC program.

DISCUSSION:

The California Strategic Growth Council provides three types of grant funding under the CRC Program for planning, project development and implementation grants. The proposed resolution will approve the City's application for this grant funding and approves the City as the "lead applicant." Certain grants require the inclusion of a "Collaborative Stakeholder Structure," which formalizes local partnerships in the community and may also include the inclusion of co-applicants. Accordingly, the resolution recognizes this structure. Finally, the resolution authorizes the City Manager or her designee to complete all documents including the grant agreement if the City is provided grant funding.

LEGAL REVIEW:

The City Attorney has reviewed this report.

FISCAL IMPACT:

This action does not require any funds from the City and thus will not impact the City's General Fund.

ATTACHMENT(S)

AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 14.

DATE: August 23, 2023

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: ROXANNE DIAZ, CITY ATTORNEY

SUBJECT: SECOND READING AND ADOPTION OF ORDINANCE NO. 23-07, AN ORDINANCE OF THE CITY OF MAYWOOD ADDING A NEW CHAPTER 21 TO TITLE 8 OF THE MAYWOOD MUNICIPAL CODE TO ESTABLISH A RENT STABILIZATION REGULATION

RECOMMENDATION:

Staff recommends that the City Council adopt Ordinance No. 23-07 to add a new Chapter 21 to Title 8 of the Maywood Municipal Code to establish rent stabilization regulations.

BACKGROUND:

On July 26, 2023, the City Council introduced Ordinance No. 23-07 for first reading. Ordinance No. 2307 establishes a rent stabilization program in the City of Maywood.

DISCUSSION:

Ordinance No. 23-07 establishes permanent rent stabilization regulations in the City of Maywood. This ordinance follows the urgency ordinance that was adopted in February 2023 and subsequently extended that established an interim prohibition on rent increases on certain residential properties in the City and direction by the City Council to return with a draft ordinance related to rent stabilization.

LEGAL REVIEW:

The City Attorney drafted this report.

FISCAL IMPACT:

There is no fiscal impact at this time.

ATTACHMENT(S)

1. Ordinance No. 23-07 Rent Stabilization Regulations

ORDINANCE NO. 23-07

**AN ORDINANCE OF THE CITY OF MAYWOOD ADDING A NEW
CHAPTER 21 TO TITLE 8 OF THE MAYWOOD MUNICIPAL CODE TO
ESTABLISH RENT STABILIZATION REGULATIONS**

**THE CITY COUNCIL OF THE CITY OF MAYWOOD DOES ORDAIN AS
FOLLOWS:**

Section 1. Title 8 (Building Regulations) is hereby amended by adding a new Chapter 21 entitled “Rent Stabilization” to read as follows:

“Chapter 20. Rental Stabilization

- 8-21.01 Purpose.
- 8-21.02 Definitions.
- 8-21.03 Applicability.
- 8-21.04 Exemptions.
- 8-21.05 Excess Rents Unlawful.
- 8-21.06 Permissible Rental Rate Increases.
- 8-21.07 Reasonable Rate of Return.
- 8-21.08 Pass-Through of Capital Improvement Costs.
- 8-21.09 Landlord Application for Rent Adjustment.
- 8-21.10 Tenant Petition for Rent Adjustment.
- 8-21.11 Security Deposit.
- 8-21.12 Rental Unit Registration.
- 8-21.13 Rent Increases Ineffective.
- 8-21.14 Notices to Tenants.
- 8-21.15 Enforcement.
- 8-21.16 Administrative Review and Appeals.
- 8-21.17 Administrative Citations.
- 8-21.18 Additional Remedies.
- 8-21.19 Waiver of Provisions of this Chapter Prohibited.
- 8-21.20 Implementation and Rulemaking.

8-21.01 Findings and Purpose.

The City Council of the City of Maywood finds:

A. Rents throughout the Los Angeles County region continue to rise despite the Tenant Protection Act of 2019. Market pressures, such as increasing real estate costs, has led to a decrease of the affordability and stability of the housing stock. As a result, it is increasingly difficult for Tenants to find adequate, safe, and habitable housing at reasonable rents.

B. According to the Maywood Housing Element, nearly twenty percent of Maywood's households are experiencing poverty. This is more than double the household poverty rate in the Southern California Association of Governments region. Many elderly households are also experiencing poverty. Nearly 80% of Maywood's elderly families earn less than 50% of the Housing and Urban Development Area Median Family Income. Of these elderly families, 57.7% are living in extreme poverty as they earn less than 30% of the Housing and Urban Development Area Median Family Income.

C. According to the Maywood Housing Element, nearly three-quarters of Maywood's housing is renter-occupied. Approximately 63.2 % of Maywood renters are "rent burdened," which is defined by the U.S. Department of Housing and Urban Development (HUD) as a renter-household spending more than 30% of its household income on rent. An additional 30.7% are excessively rent burdened spending 50% or more of their gross income on rent. This is higher than other cities in the Southern California Association of Governments region.

D. The purposes of this Chapter are to promote long-term stability and certainty for Tenants in the rental market while providing Landlords an ability to receive a fair and reasonable return with respect to the operation of their property. This Chapter regulates rents and requires Landlords to register rental property, establishes an administrative hearing process, and provides for procedures, regulations and guidelines for the implementation and enforcement of this Chapter.

8-21.02. Definitions. For purposes of this Chapter, unless the context requires otherwise, the following definitions shall apply:

A. "Administrative Procedures, Regulations and Guidelines" means the administrative procedures, regulations and guidelines adopted by the City Manager pursuant to Section 8-21.20 of this Chapter.

B. "Capital improvement" means the addition, substantial repair or replacement of any improvements to dwelling units, buildings, or common areas, which materially adds to the value of the property, appreciably prolongs its useful life or adapts it to new uses, provided such improvement has a useful life expectancy of more than five years and is the same type of improvement as those allowed to be amortized over the

useful life of the improvement in accordance with the Internal Revenue Code and its regulations or similar improvements as determined by the department and as specified in Section 8-21.08 and in the Administrative Procedures, Regulations and Guidelines. "Capital improvement" does not include normal or routine maintenance or repair or repairs covered by insurance.

C. "Covered Rental Unit" means any Rental Unit that is not designated as exempt pursuant to 8-21.04.

D. "Department" means the Building and Planning Department or other department designated by the City Manager to administer the provisions of this Chapter.

E. "Director" means the Director of Building and Planning or designee.

F. "Hearing Officer" means the person designated by the City Manager or designee to conduct a review hearing and decide petitions and appeals under this Chapter.

G. "Housing Services" means all services provided by the Landlord related to the use or occupancy of a Rental Unit, including, water, heat, utilities, insurance, maintenance, repairs, painting, elevator service, laundry facilities, janitorial service, refuse removal, furnishings, window shades and screens, parking, storage, security services, recreational areas, right to have specified number of Tenants or occupants, allowing pets, communications technologies (internet, cable and satellite services), and any other benefit, privilege or facility that has been provided by the Landlord to the Tenant with use or occupancy of a Rental Unit. Services to a Rental Unit shall include a proportionate part of services provided to common facilities of the building or residential complex in which a Rental Unit is contained.

H. "Landlord" means an owner, lessor, sublessor, or any other person entitled to offer any Rental Unit for Rent or entitled to receive Rent for the use and occupancy of a Rental Unit, and the agent, representative, or successor of any of the foregoing.

I. "Rent" means the sum of all periodic payments and all nonmonetary consideration demanded or received by a Landlord from a Tenant for the use or occupancy of a Rental Unit, including Tenant's access to and use of housing services. "Rent" includes, without limitation, the fair market value of goods accepted, labor performed, or services rendered. "Rent" does not include any of the following: security deposits, utility charges billed separately to the Tenant by the utility company, and pass-through fees and charges authorized pursuant to this chapter.

J. "Rental agreement" means an agreement, oral, written, or implied, between a Landlord and Tenant for the use or occupancy of a Rental Unit and related housing services.

K. "Rental Unit" means any dwelling unit, as defined under California Civil Code Section 1940(c), located in the City and that is used or occupied for human habitation in consideration of payment of rent, whether or not the residential use is legally permitted, including, and accessory dwelling units.

L. "Residential Real Property" includes any parcel of land containing one or more dwelling units intended for human habitation.

M. "Service Reduction" means any decrease or diminution in the level of housing services provided by the Landlord on or after the effective date of this chapter, including, but not limited to, services the Landlord is required to provide pursuant to: (a) California Civil Code Section 1941 et seq.; (b) a Rental Agreement between the Landlord and the Tenant; and (c) the level of service as implied by the condition of improvements, fixtures, and equipment, and their availability for use by the Landlord at the time of execution of the Rental Agreement with the Landlord.

N. "Tenancy" means the lawful right or entitlement of a Tenant to use or occupy a Rental Unit. This includes a lease or a sublease.

O. "Tenant" means a Tenant, subtenant, lessee, sublessee, or any other person entitled, under the terms of a Rental Agreement, to the use or occupancy of any Rental Unit.

8-21.03. Applicability. This Chapter shall apply to all Rental Units within the City, unless otherwise exempt pursuant to the provisions of this Chapter or State or federal law. This Chapter shall be known as the "Rent Stabilization Ordinance."

8-21.04. Exemptions. This Chapter shall not apply to any dwelling units expressly exempt pursuant to any provision of state or federal law, and such units shall be exempt from the provisions of this Chapter, with the exception of the requirements of Section 8-21.12. The following dwelling units are also specifically exempt from this Chapter, with the exception of the requirements of Section 8-21.12:

A. Any dwelling unit that has a certificate of occupancy or equivalent permit issued after February 1, 1995. For this purpose, certificate of occupancy or the equivalent permit, is the certificate first issued before the property is used for any residential purpose.

B. Any dwelling unit that is alienable separate from the title to any other dwelling unit, including single family residences, condominiums and townhomes, but excluding mobile homes offered for rent by the owner of the mobilehome, or is a subdivided interest in a subdivision, as specified in California Business and Professions Code Section 11004.5 (b), (d) or (f).

C. Any dwelling unit restricted by deed, regulatory for which the Landlord receives federal, state or local housing subsidies, but excluding any dwelling unit for which a Landlord receives federal housing assistance vouchers issued under Section 8 of the United States Housing Act of 1937.

D. Any dwelling unit for which rental rates are separately governed by deed restriction, regulatory restriction, a contract or other recorded document with or required by a governmental or non-profit entity, for use as affordable housing pursuant to Health and Safety Code Section 50093.

E. Accommodations in a hotel, motel, inn, tourist home, or rooming and boarding house or other facilities, for which the City has received or is entitled to receive payment of transient occupancy tax pursuant to Article 3 of Chapter 5 of the Maywood Municipal Code.

F. A dwelling unit that the Landlord or the Landlord's immediate family occupies as their principal place of residence at the beginning of the Tenancy so long as the Landlord or the Landlord's immediate family continues in occupancy.

Any person with an ownership interest in a Rental Unit may claim an exemption from this Chapter by filing with the Department an application of exemption on a form approved by the Department.

8-21.05. Excess Rents Unlawful. It shall be unlawful for a Landlord to charge, demand, extract, accept, receive or retain any Rent in excess of the maximum amount which may be validly charged as set forth in this Chapter.

8-21.06. Permissible Rental Rate Increases.

A. **Applicability.** As of September 22, 2023, no Landlord may request, receive, or retain rent for a Covered Rental Unit from an existing Tenant whose Tenancy began on or before September 22, 2023, in an amount that exceeds the monthly rent that was in effect on September 22, 2023, plus any Rent increase authorized by this Section 8-21.06. No Landlord may request, receive, or retain rent for a Covered Rental Unit from a Tenant whose Tenancy began after September 22, 2023, which amount exceeds the initial monthly rent charged for the Covered Rental Unit, plus any increase authorized by this Section 8-21.06, if applicable.

B. **Annual Permissible Rent Increases.** On or after September 22, 2023, Rent for a Covered Rental Unit may be increased no more than four percent (4%) or the change in the Consumer Price Index, whichever is less, subject to the following provisions:

1. For purposes of this paragraph, "change in CPI" means the percentage change in the Consumer Price Index for All Urban Consumers for the Los Angeles-Long Beach-Anaheim region over the previous 12-month period ending in April

of each year or such other month as provided for in the Administrative Procedures, Regulations and Guidelines.

2. No more than one Rent increase for a Covered Rental Unit may be imposed in any twelve (12) month period following the effective date of the ordinance adopting this Chapter.

3. A reduction in Housing Services is considered an increase in Rent.

4. No Landlord shall be obligated to decrease the Rent in the event of a negative percentage change in CPI. .

5. A Landlord may set an initial Rent for a Covered Rental Unit without restriction at the commencement of a new Tenancy where no Tenant or a member of Tenant's household is an occupant of the Covered Rental Unit in question. After the Landlord sets the initial Rent for such Covered Rental Unit, the Landlord may only increase the rent as provided by this Chapter.

6. A Landlord may impose an annual Rent increase for any Covered Rental Unit, as allowed in this section, only after providing at least 30 days' written notice to the Tenant of the rent increase pursuant to California Civil Code Section 827.

7. A Landlord may impose an annual Rent increase only upon registering the Rental Unit with the City and paying any required annual registration fee.

C. The Department shall announce the maximum allowable annual Rent increase effective as of July 1 of the same year or at such other date as set forth in the Administrative Procedures, Regulations and Guidelines.

D. A Landlord who does not impose an annual Rent increase or a portion of the permitted annual Rent increase waives that annual Rent increase or the remaining portion of that permitted annual rent increase for the remainder of the Tenancy. A Landlord shall not bank any waived or unused permitted annual rent increases for use in future years.

E. This chapter does not supersede a Landlord's right to set the initial Rent for new tenancies under state law.

F. A Tenant of a Covered Rental Unit subject to this section shall not enter into a sublease that results in a total Rent for the Rental Unit that exceeds the allowable Rent authorized by this section. Nothing in this section authorizes a Tenant to sublet or assign the Tenant's interest where otherwise prohibited.

G. A Tenant may refuse to pay a Rent increase which is in violation of this Chapter. Such refusal to pay the unallowed increased amount in excess of permitted Rent

charges shall be an affirmative defense in any action brought to recover possession of a Rental Unit or to collect the Rent increase owed.

H. Notwithstanding the provisions of this Section 8-21.07, any rent increase may not be imposed until after the 60th day from the effective date of this Chapter and as long as the Landlord is in compliance with the other provisions of this Chapter.

8-21.07. Reasonable Rate of Return. This Chapter allows for an annual adjustment of Rent for any of up to CPI or four percent (4%), whichever is less, as set forth in Section 8-21.06. The City finds such an increase provides a just and reasonable return on a Landlord's property, and has been adopted to encourage good management, reward efficiency, and discourage the flight of capital, as well as to be commensurate with returns on comparable investments, but not so high as to defeat the purpose of curtailing excessive rents and rental increases. Notwithstanding the foregoing, however, any Landlord who contends that the limit on rental increases set forth in this Chapter above will prevent a Landlord from receiving a fair and reasonable return on their property may petition for relief from the cap set forth in Section 8-21.06 under the procedures set forth in section 8-21.09 and under applicable laws.

8-21.08. Pass-Through of Capital Improvements Costs.

A. A Landlord may pass through fifty percent (50%) of Capital Improvement costs to existing Tenants in Covered Rental Unit in accordance with this Section and the Administrative Procedures, Regulations and Guidelines.

B. Capital Improvements must be for the primary benefit, use and enjoyment of Tenants, cost-factored, and amortized over a useful life of at least five (5) years, and permanently fixed in place or relatively immobile and appropriate to the use of the rental property. A Landlord must file an application for recover of Capital Improvement costs within twelve (12) months from the date of completion of the Capital Improvement.

C. If a Landlord's application is approved by the Director, the Landlord may pass-through approved costs of Capital Improvements to Tenants in Covered Rental Units only if: (1) the Landlord has provided written notice to the Tenant of the approved pass-through costs to Tenants in accordance with California Civil Code Section 827; (2) the Landlord has registered each Rental Unit, and is current on payment of registration fees pursuant to Section 8-21.12.

D. The Director's decision may be appealed to a hearing officer in accordance with Section 8-21.15.

8-21.09. Landlord Application for Rent Adjustment.

A. If a Landlord desires to increase the Rent for a Covered Rental Unit in an amount greater than allowed in Section 8-21.06, and the Landlord contends that the limitations on Rent increases in Section 8-21.06 will prevent the Landlord from receiving

a fair and reasonable return with respect to the operation of the property containing the Rental Unit, the Landlord may file a rent adjustment application with the Community Development Department to request an increase in Rent beyond the amount permitted under Section 8-21.06. The application for the Rent increase shall be processed in accordance with the provisions herein and the Administrative Procedures, Regulations and Guidelines.

B. Nothing in this Section shall be interpreted to authorize a Rent increase for a Covered Rental Unit in excess of the amount authorized pursuant to California Civil Code Section 1947.12.

C. If a Landlord's application for a rent increase is approved by the Director, the rent increase is effective only if: (1) the Landlord has provided written notice to the Tenant of the approved Rent increase for the Covered Rental Unit in accordance with California Civil Code Section 827; and (2) the Landlord has registered each Rental Unit in the Rental Property, and is current on payment of registration fees pursuant to Section 8-21.12.

D. The Director's decision may be appealed to a hearing officer in accordance with Section 8-21.15.

8-21.10. Tenant Petition for Rent Adjustment.

A. If a Tenant contends that a proposed or actual rent increase is not in compliance with this Chapter or that there has been a reduction in Housing Services, the Tenant may file a petition with the Department within one-hundred eighty (180) days from the date the Tenant knew, or reasonably should have known, of the Landlord's potential violation. The Tenant shall mail a copy of the petition by first class mail, postage prepaid, to the Landlord within five calendar days after the date the petition is filed. Within ten calendar days after the date the petition is filed, the Tenant shall file a proof of service signed under penalty of perjury stating that a copy of the petition was mailed to the Landlord. The petition shall include a statement indicating the basis on which the Tenant contends that a proposed or actual rent increase or a proposed or actual reduction in housing services is in violation of this Chapter, together with any evidence that the Tenant wants the Director to consider. The Tenant shall bear the burden of proving by a preponderance of the evidence at the hearing that the rent increase or reduction in housing services is not in compliance with this Chapter.

B. Tenant petitions will be considered and determined by the Director in accordance with Administrative Procedures, Regulations and Guidelines. The Director's decision may be appealed to a hearing officer, in accordance with the procedures set forth in Section 8-21.16

8-21.11. Security Deposit.

A. Landlord may not demand or receive a security deposit, however denominated, in an amount or value in excess of the security deposit charged or received at the initiation of the Tenancy.

B. As used in this section, security deposit means any “security” as defined in California Civil Code Section 1950.5.

8-21.12. Rental Unit Registration.

A. Registration Required. No Landlord shall demand or accept rent for a Covered Rental Unit without first registering the Covered Rental Unit and serving on the Tenant or displaying in a conspicuous place, proof of registration.

B. Registration Process.

1. Within 60 days after the effective date of this Chapter for the initial registration, and on or before September 30th of each subsequent year, a Landlord must register with the department each Rental Unit that is rented or available for rent for a term exceeding 30 consecutive days by filing a rental registration in a form approved by the City. The Landlord shall provide the Rent amount and Tenancy information for every Rental Unit on the rental registration form. Registration is complete only when any and all fees under this Chapter have been paid and all of the following information is provided: ownership information; property information; year built; certificate of occupancy date or the date the final permit was issued by the City; the number of total Rental Units in the rental property; the number of bedrooms and bathrooms for each Rental Unit; Tenant information, including names and move-in dates; the amount of rent in effect at the time of registration and the date and amount of the last rent increase; and a description of the housing services.

2. After the initial Rental Unit registration, the Landlord shall: (i) update the rental registration annually; (ii) update the rental registration within 30 days of the start of a new tenancy; (iii) update the rental registration if there is any subsequent change in tenancy or ownership (i.e. change in ownership or management or change in owner's or manager's contact information).

3. A Landlord of a Rental Unit which is not registered with the City because of a claim of exemption, shall provide the City, on a form approved by the City and accompanied by supporting documentation, a written declaration stating the facts upon which the Landlord bases a claim of exemption from this Chapter. If a Landlord fails to submit a written declaration and supporting documents by September 30, 2023 and September 30 of each year thereafter, the Rental Unit shall be deemed to be subject to the provisions of this Section 8-21.06. If a Landlord declares that the Rental Unit is not subject to the registration requirements of this Section because the Rental Unit is vacant,

the Landlord shall provide a certification to the Department declaring that the Rental Unit is and shall remain vacant, and the Rental Unit shall be secured against unauthorized entry.

4. For every Rental Unit for which a Landlord is required to register pursuant to this Section, the Landlord shall post a notice in a form provided by the City, providing information about this Chapter and the Department's contact information. Notices must be posted in a conspicuous location in the common area, at the entry or entries to the building or units, or other similar location or locations as necessary to provide Tenants a reasonable opportunity to view the notice. If there is no common area or similar location, this requirement may be satisfied by mailing the notice to each Tenant of the building, by certified mail, return receipt requested. The notice shall be written in English and Spanish, and in any other languages as required by the City.

C. Failure to Comply; Appeals and Final Administrative Decision.

1. The Department shall provide written notification to the Landlord of a failure to comply with this Section and allow 15 calendar days to respond. The Landlord is deemed not in compliance until the Landlord provides the rental information as required by Section 8-21.12.B.1.

2. Any Landlord disputing the Department's notification of deficient registration may file a written appeal with the City Clerk within ten calendar days of the date of the notice of deficiency. The City Manager shall provide a written notice within 30 calendar days of its appeal decision, which shall be a final administrative decision.

D. Registration fee.

1. A Landlord must pay an annual registration fee for each Rental Unit in the amount established by resolution of the City Council. Such fees are intended to recover the city's reasonable costs associated with the administration and enforcement of the rent stabilization and Tenant eviction protection regulations as set forth in this Chapter 8-21 and Chapter 8-17.

2. A Landlord may recover fifty percent (50%) of the registration fee from the Tenant for the registration of Tenant's Rental Unit (the "pass-through fee"). A Landlord may only collect one pass-through fee at a time and only if the Landlord provides the Tenant with thirty (30) days' notice before collecting the pass-through fee. The pass-through fee is not considered rent and should appear as a separate line item on the rent statement. A Tenant's payment to the Landlord for the pass-through fee shall be paid in twelve (12) equal monthly installments, unless otherwise agreed to by the Tenant.

8-21.13. Rent Increases Ineffective.

A. No Rent increase shall be effective if the Landlord:

1. Fails to substantially comply with all provisions of this Chapter, as it may be amended from time to time, and with any other applicable policies, regulations or resolutions concerning Rent, including without limitation the service of the Tenant with a legally required notice of a rent increase under State law, the registration of all Rental Units within the City, and the payment of all fees; or

2. Fails to maintain the residential real property in compliance with California Civil Code Sections 1941.1 et seq. and California Health and Safety Code sections 17920.3 and 17920.10; or

3. Fails to make repairs ordered by the City or court of competent jurisdiction.

B. Any waiver or purported waiver by a Tenant of rights granted under this article prior to the time when such rights may be exercised shall be void as contrary to public policy.

8-21.14. Notices to Tenants.

A. Mandatory Notices to Tenants. Landlords must provide to each Tenant, prior to, or at the time of, agreeing to rent or lease a Covered Rental Unit, a notice of Tenant rights under this Chapter. The Department shall publish a form notice of Tenant rights in English and Spanish and any other language as needed. Landlords must provide the form notice in the following circumstances.

1. When entering into a rental agreement, by including a copy of the form notice as an exhibit or attachment to the written rental agreement;

2. When renewing a rental agreement; and

3. When providing notice of a rent increase or decrease in a Covered Rental Unit.

B. Notice Regarding Potential Pass-Through Costs and Fees. A Landlord shall include language in the rental agreement that Tenant may be subject to pass-through costs and fees that have been reviewed and approved by the Department.

C. If the rental agreement is negotiated or written in a language other than English, the Landlord must also provide the form notice of Tenant rights and notice regarding potential pass-through costs and fees in English and the language in which the rental agreement was negotiated or written.

8-21.15 Enforcement. The Department is authorized to take appropriate steps it deems necessary to administer and enforce this Chapter.

8-21.16 Administrative Review and Appeals.

A. Administrative Review.

1. The Director's decision on a Rent Adjustment Application, Pass-Through Cost Recovery Application or a Tenant Petition for Adjustment will be given in a notice of decision. In the case of a decision on a Rent Adjustment Application or Pass-Through Cost Recovery Application, the Landlord shall, within five calendar days after the decision date identified in a notice of decision that approves an increase in rent or a pass-through of capital improvement costs or other pass-through, deliver a copy of the notice to each affected Tenant. In the case of a decision on a Tenant Petition for Adjustment, the Director shall serve the notice of decision on the Tenant and the Landlord concurrently.

2. The Director shall review and evaluate applications pursuant to this chapter and issue a notice of decision in accordance with adopted procedures and regulations.

3. The Director may request documents, interview witnesses and affected parties, and gather necessary evidence to review and make appropriate conclusions and findings.

4. The Director's decision may be appealed to a hearing officer in accordance with the following procedures set forth herein.

B. Appeal. A Landlord or an affected Tenant who wishes to contest the Director's decision on a Rent Adjustment Application or Pass-Through Cost Recovery Application, or a Landlord or Tenant who wishes to contest the Director's decision on a Tenant Petition for Adjustment, may file a request for appeal of the Director's decision with the City Clerk requesting a hearing, which will be heard in accordance with the procedures set forth in this Section.

1. Appeals shall be submitted in writing on a request for appeal form, along with the accompanying appeal fee, and filed with City Clerk within 30 calendar days after the decision date identified in the notice of decision ("final decision"). The hearing officer shall have no authority to consider matters not filed within thirty (30) days of the final decision. If the filing deadline falls on a weekend, holiday, or other day when city hall is officially closed, the filing deadline will extend to the following city hall business day.

2. The request for appeal shall specifically state the pertinent facts and the basis for the appeal and shall include:

a. A general statement, specifying the basis for the appeal and the specific aspect of the decision being appealed, and shall be based upon an error in fact or dispute of findings.

b. Supporting evidence substantiating the basis for the appeal.

c. Any other documentation or information the appealing party wants the hearing officer to consider.

C. Hearing Procedure.

1. Hearing Dates. A hearing on a request for appeal will be scheduled before a hearing officer for a date no sooner than 15 days and no later than 60 days after receipt of the request for appeal, unless the hearing officer determines that good cause exists for an extension of time. Upon setting the hearing date, the hearing officer shall send written notice to the appealing party of the date, time and place set for the hearing. Within five (5) calendar days of receipt of the notice of hearing, the appealing party shall deliver a copy of the notice to each affected Tenant or Landlord, as applicable, via personal service or certified mail return receipt requested.

2. Public Hearing. The appeal hearing shall be conducted at a hearing open to the public. At the hearing, the hearing officer shall review the record of the decision and hear testimony of the party requesting the appeal, representatives of the department, and any other interested party. The hearing officer may continue the hearing and request additional information from the Landlord or Tenant before issuing a written decision. The hearing officer shall have the power to issue orders to keep order and decorum during the hearing.

3. Application and Materials. At an appeal hearing, the hearing officer shall consider only the administrative record that was the subject of the department's final decision.

4. Hearing continuance. The hearing officer may, in his or her discretion, grant a continuance of the hearing date upon a request and a showing of good cause. The request must be made in writing and be received by the hearing officer at least five business days prior to the hearing date. If the Landlord is the party requesting an extension, the Landlord must personally deliver a copy of the request to the affected Tenant(s). If a Tenant is the party requesting an extension, the Tenant must personally deliver a copy of the request to the Landlord or Landlord's agent. In no event shall the continuance be longer than 15 calendar days from the originally scheduled hearing date.

D. Decision and Notice.

1. After the hearing, the hearing officer shall either: (a) affirm, modify, or reverse the department's decision and specify the reasons for its decision; or (b) refer the matter back to the department for further review.

2. A written decision shall be rendered within thirty (30) calendar days of the conclusion of the hearing. The hearing officer shall deny, affirm or modify the Director's decision and shall adopt written findings in support of that decision.

3. The written decision shall be served by first-class mail, postage prepaid on the appealing party and as applicable, the Landlord or affected Tenant within ten (10) days after the hearing officer renders its decision.

E. Final Decision. The decision of the hearing officer shall be final and not subject to further appeal.

F. Judicial Review of Hearing Officer Decision. Any person directly aggrieved by an administrative decision of a hearing officer pertaining to a request for appeal of a director's decision under this Chapter, may seek judicial review in the court pursuant to Government Code Section 53069.4 and/or Code of Civil Procedure Sections 1094.5 and 1094.6.

G. Hearing Officer. The City Manager shall establish procedures for the selection of a Hearing Officer. Hearing Officers shall be selected in a manner that avoids the potential for pecuniary or other bias. In no event shall the Hearing Officer be the Director. The compensation, if any, of the Hearing Officer shall be paid by the City. Compensation shall not be directly or indirectly conditioned upon whether or not decisions of the City are upheld by the Hearing Officer.

8-21.17 Administrative Citations. Administrative Citation. Any Landlord or Tenant who violates any provision of this chapter, or department's procedures and guidelines, is subject to an administrative citation and fine as provided for in Section 6-4.30 of this Code.

8-21.18 Additional Remedies.

A. Civil Liability. Any Tenant, or any other person or entity acting on behalf of the Tenant, who will fairly and adequately represent the Tenant's interest, including the city, is authorized to bring a civil action and/or proceeding in a court of competent jurisdiction for violation of this chapter, for civil penalties, injunctive, declaratory and other equitable relief, restitution and reasonable attorneys' fees and costs and may take such other steps as necessary to enforce this chapter. The court may award reasonable

attorneys' fees and costs to a Landlord who prevails in any such action if the court determines that the Tenant's action was frivolous.

B. Defense to Eviction. A Tenant may assert as an affirmative defense a Landlord's failure to comply with the provisions of this chapter in any action by a Landlord to recover possession of a Rental Unit.

C. Each violation of any provision of this chapter, and each day during which any such violation is committed, permitted or continued, shall constitute a separate offense.

D. The above remedies are not exclusive and do not preclude the city or any Tenant from seeking other remedies or penalties provided by applicable law.

8-21.19. Waiver of Provisions of this Chapter Prohibited. Any provision of a rental agreement or lease, including any amendment or extension, or any other agreement between a Landlord and a Tenant, which waives any provision of this Chapter, including but not limited to the provision relating to the maximum amount of rent to be paid for a Covered Rental Unit, shall be deemed to be against public policy and shall be void, unless expressly authorized by State law.

8-21.20. Implementation and Rulemaking.

A. The City Manager and City Attorney shall take all actions necessary to implement this Rent Stabilization Ordinance and effectuate the intent of the City Council in adopting this Rent Stabilization Ordinance, including the preparation of informational materials and forms.

B. To implement and enforce this Chapter, the City Manager may adopt administrative procedures, regulations and guidelines consistent with the provisions of this Chapter. These administrative procedures, regulations and guidelines shall have the force and effect of law and may be relied upon by the parties to determine their rights and responsibilities under this Chapter. Such administrative procedures, regulations and guidelines shall be posted at City Hall or on the City's website or made available by the City when so adopted.

Section 2. Severability. If any section, subsection, subdivision, sentence, clause, phrase, or portion of this Ordinance for any reason is held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted this Ordinance, and each section, subsection, subdivision, sentence, clause, phrase, or portion thereof, without regard to whether any one or more sections, subsections, subdivisions, sentences, clauses, phrases, or portions thereof be declared invalid or unconstitutional.

Section 3. Effective Date of Ordinance. This ordinance shall go into effect and be in full force and operation from and after thirty (30) days after its final passage and adoption.

Section 4. Certification and Publication. The City Clerk shall certify to the adoption of this Ordinance and shall cause the same to be published or posted in the manner prescribed by law.

PASSED, APPROVED, AND ADOPTED, this 23rd day of August, 2023.

AYES:

NOES:

ABSENT:

ABSTAIN:

Frank Garcia, Mayor

ATTEST:

Daisy Guerrero, Deputy City Clerk

APPROVED AS TO FORM:

Roxanne Diaz, City Attorney

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES)
CITY OF MAYWOOD)

I, Daisy Guerrero, Deputy City Clerk of the City of Maywood, County of Los Angeles, State of California, do hereby certify that the foregoing Ordinance, being Ordinance No. 23-07, was duly passed, approved by not less than four members of the City Council of the City of Maywood, signed by the Mayor of said City, and attested by the City Clerk, all at a regular meeting of the City Council held on the 23rd day of August, 2023, that it was duly posted and that the same was passed and adopted by the following vote, to wit:

AYES:

NAYES:

ABSENT:

ABSTAINED:

Daisy Guerrero, Deputy City Clerk

AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 15.

DATE: August 23, 2023

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: ANIL GANDHY

SUBJECT: CONSIDERATION OF RESOLUTION NO. 6318 OF THE CITY COUNCIL OF THE CITY OF MAYWOOD FIXING THE AMOUNT OF REVENUE FROM A PROPERTY TAX LEVY APPROVED BY THE VOTERS OF MAYWOOD CITY FOR THE CALIFORNIA PUBLIC EMPLOYEES RETIREMENT SYSTEM (CALPERS) AT THE SAME RATE OF SUCH TAXES AS LAST YEAR AND LEVYING SUCH TAXES FOR THE FISCAL YEAR BEGINNING JULY 1, 2023

RECOMMENDATION:

Staff recommends that the City Council adopt Resolution No. 6318 establishing the tax rate from a property tax levy approved by the voters for the purpose of paying the cost of the California Public Employees Retirement System (CalPERS) and maintaining the rate of such tax and levying such tax for fiscal year beginning July 1, 2023.

BACKGROUND:

In March 1974, Maywood voters approved a property tax levy of \$0.04 for every \$100 of assessed value as a means to pay for employee retirement benefits. Resolution No. 2670 established the tax initially. The City is required to set the tax rate annually by resolution. In order for the tax rate to be collected a resolution setting such tax rate must be submitted to the Los Angeles County Assessor's Office every year. On August 10, 2016, Resolution No. 5874 of the City Council of the City of Maywood fixed the tax rate to cover the cost of the Public Employees Retirement System (PERS) at \$0.100000 per \$100 of assessed value. The approved \$0.100000 per \$100 of assessed value has remained unchanged since its adoption in 2016.

DISCUSSION:

A - PROJECTED PENSION COSTS: The projected pension cost (expenditure) eligible to be paid from the "Retiree Pension Levy" to be collected for Fiscal Year 2023-24 was presented and approved at the June 28, 2023, City Council Meeting.

B - PROJECTED REVENUE - The projected revenue from the "Retiree Pension Levy" at current approved rates totals \$1,300,000 was presented and approved at the June 28, 2023, City Council Meeting from "Table 2 - City of Maywood, Subcategories of Major Revenue Categories, 01 - General Fund, Fiscal Year 2023-2024" under the section "Retiree Pension Levy" is \$1,300,000.

C. PENSION LEVY REVENUE VERSUS PENSION EXPENSES - The total pension revenue compared to pension expenses is as follows:

C1. Retiree Pension Levy REVENUE	\$1,300,000
C2. Series 2021 Pension Obligation Bond EXPENSE	<\$1,015,785>
C3. CalPERS Pre-Paid Employer Normal Costs EXPENSES	<\$197,082>
C4. C1 minus C2 plus C3	<u>\$87,133</u>

Considering that the Pension Tax Levy was increased from \$0.04 to \$0.100000 per \$100 of assessed value on August 10, 2016, for fiscal year 2016-17, and that the adopted budget for fiscal year 2023-24 anticipates surplus in the General Fund. These surplus funds will be applied towards prior years' accumulated deficit. Staff recommends that the pension levy tax remains unchanged for Fiscal Year 2023-24.

LEGAL REVIEW:

The City Attorney has reviewed this report.

FISCAL IMPACT:

This revenue has been budgeted for in the FY 2023-24 City budget for \$1,300,000. The proposed property tax levy of \$0.100000 per \$100 of the assessed value remains unchanged from fiscal year 2023-24.

ATTACHMENT(S)

1. Resolution No. 6318 Retirement Levy
2. 2023-24 Secured Tax Rates

RESOLUTION NO. 6318

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MAYWOOD FIXING THE AMOUNT OF REVENUE FROM A PROPERTY TAX LEVY APPROVED BY THE VOTERS OF MAYWOOD CITY FOR THE PURPOSE OF PAYING THE COST TO THE CITY OF THE PUBLIC EMPLOYEES RETIREMENT SYSTEMS (PERS) AT THE SAME RATE OF SUCH TAXES AS LAST YEAR AND LEVYING SUCH TAXES FOR THE FISCAL YEAR BEGINNING JULY 1, 2023

WHEREAS, the City of Maywood entered into a contract with the California Public Employees Retirement System (CalPERS) for the operation of a retirement program for Safety Personnel and Miscellaneous Employee; and

WHEREAS, a property tax for the purpose of raising sufficient revenue to fund the city's contribution to CalPERS was approved by more than two-thirds of the voters who cast ballots on a proposition to create such tax, which election was held on March 5, 1974; and

WHEREAS, the results of such voter approval were reported, canvassed and confirmed in Resolution No. 2670, dated March 12, 1974, incorporated herein by reference as if fully set forth; and

WHEREAS, such property tax was levied for the fiscal years commencing with July 1, 1974 and continuing for fiscal years commencing 1975 through 2020; and

WHEREAS, Article 13A, section (b) of the State Constitution, which was enacted by Proposition 13, provides that the 1% limit on the property tax rate is not applicable to ad valorem taxes or special assessments to pay the interest and redemption charges on any "indebtedness" approved by the voters prior to July 1, 1978. State courts have held that pension obligations in existence before that date are an Indebtedness, "and that a city may levy an additional property tax to fund those obligations. Such a tax is commonly referred to as a "property tax override."; and

WHEREAS, in implementing the provisions of Proposition 13, the State Legislature has enacted Revenue & Taxation code section 96.31, subsection (b) which limits the maximum property tax that a city may levy to fund pension obligations at the rate that the City levied such a tax in either fiscal year 1982-1983 or 1983-84, whichever is higher. The additional property tax rate levied for the City's public employee pension obligations in both the 1982-83 and 1983-84 fiscal years was 0.6162181 per \$100 of assessed value.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MAYWOOD HEREBY FINDS, DETERMINES AND RESOLVES AS FOLLOWS:

Section 1. The money necessary to be raised exceeds that amount to be collected by taxation upon the taxable properties in the City of Maywood to pay the cost of the Public Employees Retirement System expenses for the fiscal year beginning July 1, 2023, and numerous years prior.

Section 2. The current tax rate for support of the cost of the California Public Employees Retirement System is hereby fixed at \$0.100000 per \$100 assessed valuation.

Section 3. Resolution No. 6262, which was passed, approved and adopted by Maywood City Council on August 10, 2022, is hereby repealed.

Section 4. Severability Clause. The provisions of this Resolution are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutional, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the Resolution or their applicability to other persons or circumstances.

Section 5. The City Clerk shall certify to the adoption of this resolution and shall cause the same to be published in a newspaper of general circulation as required by law.

PASSED, APPROVED, AND ADOPTED this 23rd day of August, 2023.

Frank Garcia, Mayor

ATTEST:

APPROVED AS TO FORM:

Daisy Guerrero, Deputy City Clerk

Roxanne Diaz, City Attorney

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES)
CITY OF MAYWOOD)

I, Daisy Guerrero, Deputy City Clerk of the City Council of the City of Maywood, do hereby certify that foregoing Resolution No. 6318 was duly passed and adopted by the City Council of the City of Maywood, at a regular meeting of the City Council held on the 23rd day of August, 2023, by the following roll call vote, to wit:

AYES:

NAYES:

ABSENT:

ABSTAINED:

Daisy Guerrero, Deputy City Clerk

**COUNTY OF LOS ANGELES
AUDITOR-CONTROLLER,
PROPERTY TAX APPORTIONMENT DIVISION**

2023 - 24 SECURED TAX RATES

ACCT #	AGENCY NAME	TAX RATE
208.01	CITY-MAYWOOD TD #1	0.10000
208.02	CITY-MAYWOOD WESTSIDE RP	0.10000
208.03	CITY-MAYWOOD MAYWOOD RP 2	0.10000
208.04	CITY-MAYWOOD CITYWIDE RP	0.10000

I, Frank Garcia, AM A MEMBER OF THE CITY COUNCIL, A MEMBER OF THE GOVERNING BOARD, THE CHIEF EXECUTIVE OR THE CHIEF FINANCIAL OFFICER FOR THIS AGENCY AND I HEREBY CERTIFY THAT THE TAX RATES LEVIED HEREIN ARE IN ACCORDANCE WITH THE PROVISIONS OF THE ARTICLE XIII SECTION 1(b) OF THE CONSTITUTION OF THE STATE OF CALIFORNIA.

	Mayor	August 23, 2023
AUTHORIZED SIGNATURE	TITLE	DATE

AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 16.

DATE: August 23, 2023

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: ROXANNE DIAZ, CITY ATTORNEY

SUBJECT: ADOPTION OF AN UNCODIFIED URGENCY ORDINANCE 23-10-U OF THE CITY COUNCIL OF THE CITY OF MAYWOOD AMENDING AND EXTENDING URGENCY ORDINANCE 23-06-U, IMPOSING A TEMPORARY MORATORIUM ON NO FAULT-SUBSTANTIAL REMODEL EVICTIONS FOR CERTAIN RESIDENTIAL TENANCIES AND DECLARING THE URGENCY THEREOF

RECOMMENDATION:

Staff recommends that the City Council move to waive full reading of Urgency Ordinance No. 23-10-U, and adopt Urgency Ordinance No. 23-10-U amending and extending Urgency Ordinance 23-06-U, imposing a temporary moratorium on no fault, substantial remodel evictions and declare the urgency thereof.

BACKGROUND:

The City Council adopted Urgency Ordinance 23-06-U on June 28, 2023 to establish a temporary moratorium on evictions for "substantial remodels." Staff desires an extension of the Urgency Ordinance as it expires on September 28, 2023, in order to bring back permanent tenant protection regulations.

DISCUSSION:

The proposed Urgency Ordinance will extend the current sunset date of September 28, 2023 to November 30, 2023. This will provide the City staff with additional time to review the components of a renter protection program, including the provisions related to substantial remodels, and bring its recommendation to the City Council. Except for the revision to the sunset date, the remaining components of Urgency Ordinance No. 26-06-U will continue. As previously stated, a city has the ability and legal authority to regulate above the State's Statewide Rent Stabilization law (AB 1482).

As set forth in the Urgency Ordinance, the cost of housing continues to rise and homelessness has become more prevalent. There are direct tenant complaints and information available on a regional basis that tenants throughout the Los Angeles region are experiencing a surge of eviction notices and threats of eviction premised on AB 1482's Substantial Remodel Eviction exception. Vulnerable residents who are already rent burdened and struggling with high housing costs may be subject to displacement that can lead to homelessness to the detriment of the public health, safety and welfare if they are subject to eviction. Accordingly, there is an urgent need for the immediate preservation of the public peace, health and safety to enact this ordinance on an urgency basis and continue the temporary moratorium on no-fault substantial remodel evictions of certain residential tenants. Such action will require a four-fifths vote, as required pursuant to Government Code Section 36937(b). If the Urgency Ordinance is adopted, it will become effective immediately and the sunset period of Urgency Ordinance No. 23-06-U will be extended to November 30, 2023.

This temporary stop-gap will allow the City to bring back a comprehensive renter protection ordinance to complement the rent stabilization ordinance that was recently adopted.

LEGAL REVIEW:

The City Attorney has drafted this report.

FISCAL IMPACT:

There is no fiscal impact in adopting this Urgency Ordinance.

ATTACHMENT(S)

1. EVICTIONS URGENCY ORDINANCE NO. 23-10-U

URGENCY ORDINANCE NO. 23-10-U

AN UNCODIFIED URGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MAYWOOD AMENDING AND EXTENDING URGENCY ORDINANCE 23-06-U, IMPOSING A TEMPORARY MORATORIUM ON NO FAULT-SUBSTANTIAL REMODEL EVICTIONS FOR CERTAIN RESIDENTIAL TENANCIES AND DECLARING THE URGENCY THEREOF

THE CITY COUNCIL OF THE CITY OF MAYWOOD DOES ORDAIN AS FOLLOWS:

WHEREAS, the City of Maywood (“the City”) is a general law city, incorporated under the laws of the State of California; and

WHEREAS, pursuant to its police power, the City may enact and enforce laws within its boundaries that promote the public health, morals, safety, or general welfare of the community, and are not in conflict with general laws; and

WHEREAS, the Tenant Protection Act of 2019, Assembly Bill 1481 (“AB 1482”), among other things, prohibits an owner of residential real property from terminating a tenancy without “just cause” (“Eviction Control Provisions”);

WHEREAS, AB 1482’s Eviction Control Provisions are intended to “help families afford to keep a roof over their heads, and provide California with important new tools to combat our state’s broader housing and affordability crisis;” and

WHEREAS, AB 1482’s Eviction Control provisions expressly permit a landlord to evict a tenant in order to ‘substantially remodel’ the rental unit (Civil Code Section 1946.2(b)(2)(D)(i)) (hereinafter “Substantial Remodel Evictions”) and

WHEREAS, AB 1482’s Eviction Control Provisions define “substantially remodel” to mean:

“the replacement or substantial modification of any structural, electrical, plumbing, or mechanical system that requires a permit from a governmental agency, or the abatement of hazardous materials, including lead-based paint, mold, or asbestos, in accordance with applicable federal, state, and local laws, that cannot be reasonably accomplished in a safe manner with the tenant in place and that requires the tenant to vacate the residential real property for at least 30 days.”

WHEREAS, AB 1482, therefore, permits a landlord to evict a tenant to “substantially remodel” the rental unit and then raise rents above AB 1482’s rent caps when a new tenancy begins; and

WHEREAS, AB 1482’s Eviction Control Provisions expressly authorize local agencies like the City of Maywood to adopt local ordinance that are “more protective” than

AB 1482's Eviction Control Provisions, in which the "more protective" local ordinance will apply to non-exempt residential real property;

WHEREAS, like many cities in Los Angeles County, the City of Maywood has housing affordability issues and homelessness that would be exacerbated by the displacement of renters; and

WHEREAS, many of the City's renters are rent-burdened, paying over 30 percent of their income on rent, and some renters are severely rent-burdened, paying over 50 percent of their income on rent, which leaves less money for families to spend on other necessities like food, healthcare, transportation, and education; and

WHEREAS, in the City some tenants of residential real property have recently reported that their landlords have or are threatening to evict them for the alleged purpose of substantially remodeling their units; however, in one instance the City has not received applications for permits (i.e. building permits, grading permits, etc.) for remodeling work in those units; and

WHEREAS, the City is concerned that, without more "protective" local eviction control provisions, some landlords will exploit the Substantial Remodel Eviction exception to evict tenants and raise rent in a manner that is not consistent with current law and local ordinances; and

WHEREAS, on June 28, 2023, the City Council adopted Urgency Ordinance No. 23-06-U, and established a temporary moratorium on certain "no fault" evictions; and

WHEREAS, Urgency Ordinance No. 23-06-U will expire on its own terms, however, the City needs additional time to study and present to the City Council permanent local protections to prevent further homelessness and displacement; and

WHEREAS, this new Urgency Ordinance will amend and extend the sunset date of Urgency Ordinance No. 23-06-U to November 30, 2023;

WHEREAS, unless this ordinance take effect immediately as provided herein, there is a high likelihood that residential renters will be subject to economic hardship and potential displacement that may lead to homelessness to the detriment of the public health, safety and welfare;

WHEREAS, Government Code Sections 36934 and 36937 authorize the City to adopt an Urgency Ordinance for the immediate preservation of the public peace, health and safety, provided that such Urgency Ordinance is passed by a four-fifths vote of the City Council; and

WHEREAS, for all these reasons, *inter alia*, the City Council finds there is a current and immediate threat to the public peace, health and safety and that increases in rent for certain residential tenancies would result in that threat to the public peace, health and safety absent implementation of the restrictions contained in this ordinance. Accordingly,

there is an urgent need for the immediate preservation of the public peace, health, and safety to enact this ordinance on an urgency basis.

Section 1. Recitals. The recitals above are true and correct and incorporated herein by this reference as if set forth in full.

Section 2. Findings. Based on the findings set forth in the Recitals, and as set forth in Urgency Ordinance No. 23-06-U, the City Council finds and declares this Urgency Ordinance to be necessary for the immediate preservation of the public health, safety and welfare and upon that basis has determined that an urgency measure, pursuant to Government Code Section 36937(b) is warranted and shall take effect immediately upon adoption by a fourth-fifths vote of the City Council.

Section 3. Extension of Sunset Date. Section 6 of Urgency Ordinance No. 23-06-U is hereby amended to read as follows:

“This Urgency Ordinance shall expire by its own terms on November 30, 2023 unless otherwise extended or repealed by action of the City Council.”

Section 4. Uncodified. This Ordinance shall not be codified.

Section 5. Inconsistent Provisions. Any provision of the Maywood Municipal Code or appendices thereto that conflicts with the provisions of this Urgency Ordinance, to the extent of such conflict and no further, is hereby repealed or modified to the extent necessary to implement the provisions of this Urgency Ordinance and Urgency Ordinance No. 23-06-U.

Section 6. Severability. If any section, subsection, sentence, clause, or phrase of this Urgency Ordinance, or any part thereof, is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Urgency Ordinance. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase thereof, not declared invalid or unconstitutional without regard to whether any portion of the Ordinance would be subsequently declared invalid or unconstitutional.

Section 7. California Environmental Quality Act. The City Council finds and determines that this Urgency Ordinance is not subject to the requirements of California Environmental Quality Act (CEQA) pursuant to Section 15060(c)(2), constituting an activity that will not result in a direct or reasonably foreseeable indirect physical change in the environment, and pursuant to Section 15060(c)(3) constituting an activity that is not a project as defined in Section 15378.

Section 8. Effective Date. This Ordinance is an urgency ordinance for the immediate preservation of the public peace, health, and safety within the meaning of Government Code Section 36937(b), and therefore shall be passed immediately upon its introduction and shall become effective immediately upon its adoption.

Section 10. Certification and Publication. The City Clerk shall certify to the passage and adoption of this Urgency Ordinance and shall cause the same to be published or posted in the manner prescribed by law.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Maywood at the regular meeting of this 23rd day of August, 2023.

Frank Garcia, Mayor

ATTEST:

Daisy Guerrero, Deputy City Clerk

APPROVED AS TO FORM:

Roxanne Diaz, City Attorney

I, Daisy Guerrero, Deputy City Clerk of the City of Maywood, do hereby certify that the foregoing Urgency Ordinance 23-10-U was adopted at a regular meeting of the City Council of the City of Maywood held on the 23rd day of August, 2023 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Daisy Guerrero, Deputy City Clerk

AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 17.

DATE: August 23, 2023

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: NANCY RODRIGUEZ, HUMAN RESOURCE MANAGER

SUBJECT: CONSIDERATION OF RESOLUTION NO. 6319 APPROVING CHANGES TO THE COMPREHENSIVE SALARY SCHEDULE AND APPROVAL OF ESTABLISHING NEW POSITIONS AND AMENDING THE CLASSIFICATION PLAN; AND APPROVAL OF A BUDGET AMENDMENT IN THE AMOUNT OF \$84,487.46 FROM THE LOCAL FISCAL RECOVERY FUND FOR THE SALARY AND BENEFITS OF THE PROPOSED FULL-TIME HOUSING SPECIALIST POSITION

RECOMMENDATION:

Staff recommends that the City Council:

1. Adopt Resolution No. 6319 approving changes to the Classification Plan and the City's Fiscal Year 2023-2024 Comprehensive Salary Schedule.
2. Adopt the classification specifications for the following new positions: one (1) Full-Time Housing Specialist and one (1) Part-Time Recreational Leader.
3. Approve a budget amendment in the amount of \$84,487.46 from the local fiscal recovery fund for the salary and benefits of the Full-Time Housing Specialist.
4. Approve the updated classification specification change for the following position: Code Compliance Officer I.

BACKGROUND:

Housing Specialist - On February 6, 2023, the City Council adopted Urgency Ordinance No. 23-01-U to establish an interim prohibition on rent increases on certain residential properties. On May 24, 2023, the City Staff provided a report for City Council review and discussion regarding rent stabilization. Specifically, the Staff led the City Council in a discussion regarding the policy framework on the components for a rent stabilization ordinance. This would include the scope of the rental properties that would be included, the limits on rent increases, the implementation of the rent stabilization program, the registration of rental units. After a robust discussion, the City Council directed City Staff to further study the matter and return with a draft ordinance.

On July 26, 2023, the City Council introduced Ordinance No. 23-07 establishing a rent stabilization program. At that meeting, City Staff provided a framework and context as to what is rent stabilization and how that differs from "rent control" was provided. It was concluded that at this time, it is unknown what the rent stabilization and an eventual tenant eviction protection ordinance will fully cost the City of Maywood to administer and enforce. However, Ordinance No. 23-07 provides for rental registration fees to recover costs. Such fees are established by City Council resolution.

The City is undergoing the process to determine the full cost of administering and enforcing the new program. All initial costs will be appropriated from the City's General Fund, specifically the local fiscal recovery fund. At a minimum, City staff anticipates the addition of one (1) new full-time staff member, specifically a Housing Specialist.

Code Compliance Officer I – The City has been recruiting for a permanent Code Compliance Officer I this past year. However, with the current hiring challenges felt by many public sector employers, the City has been unable to fill the position. Based upon the position's skill requirements and pay scales in the region for this position, staff requests the City Council consider increasing the salary range which would place the position in a range that is more comparable with other regional cities to attract high qualified candidates.

Recreational Leader – Included in the City's Fiscal Year 2023-24 Budget was the inclusion of a part-time position in the Community Services Department.

The Human Resources department has worked closely with each department's staff to create new classification specifications. These classification specifications have been reviewed by the bargaining group.

DISCUSSION:

The following is a list of title and specification changes and new classifications:

- Building and Planning Department
 - Housing Specialist - This position will be coordinating and overseeing all aspects of the Rent Stabilization program and the homelessness programming in the City.
 - Code Compliance Officer I - This role involves inspecting commercial, industrial, and residential properties to ensure compliance with federal, state and local codes, maintaining records, investigating violations, addressing complaints and providing technical assistance to colleagues and the public.
- Community Services Department
 - Recreational Leader - This position will be assisting in coordinating a range of Community Services programs, such as the monthly Food Bank, Resources Fair, activities for various ages, including the youth committee. Responsibilities include program planning, registration and administrative tasks to ensure efficient operations.

Staff recommends that the City Council approve the updates to the current classification specifications for Code Compliance Officer I along with the new classification specifications for the Recreational Leader and Housing Specialist positions.

LEGAL REVIEW:

The City Attorney has reviewed this report.

FISCAL IMPACT:

It is proposed that the new Housing Specialist annual salary range is comparable with the surrounding cities; as such, the proposed range is \$62,244.00 to \$79,440.87. Also, to remain competitive, the Recreational Leader hourly range is proposed to be \$15.50 - \$19.78.

Lastly, the new annual range for Code Compliance Officer I is proposed to be \$56,788.59 to \$72,478.23. This is competitive within the surrounding area. The current range is \$42,766.32 to \$54,581.88.

The funding for each of these positions, with the exception of the Housing Specialist, was included in the approved Fiscal Year 2023-24 Budget. The additional salary and benefit costs for the Housing Specialist is anticipated to range between \$84,487.46 - \$90,000 annually, depending on experience, CalPERS membership status, and benefit selections. Additional budget appropriations are not requested at this time due to current vacancies and anticipated dates for filling positions. Salary and benefits savings are anticipated to be adequate

to cover additional costs from these positions.

It is recommended that the City Council appropriate \$84,487.46 for the salary and benefits from the available general fund, specifically the local fiscal recovery fund, as this position will oversee the implementation and ongoing programming of the new Rent Stabilization program, and homelessness programming in the City.

ATTACHMENT(S)

1. Attachment A - Resolution No. 6319 Changes to Classification Plan
2. Exhibit A - City of Maywood Classification Plan
3. Exhibit B - Comprehensive Salary Schedule
4. Attachment B - Housing Specialist
5. Attachment C - Recreational Leader
6. Attachment D - Code Compliance Officer I

RESOLUTION NO. 6319

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MAYWOOD APPROVING CHANGES TO THE COMPREHENSIVE SALARY SCHEDULE AND ESTABLISHING NEW POSITIONS AND AMENDING THE CLASSIFICATION PLAN

WHEREAS, the City Manager is appointed as the Personnel Officer and per the City's Personnel Rules and Regulations, shall prepare and maintain the classification plan; and

WHEREAS, the City Manager reviewed the current classification plan resulting in the development of new job classifications and titles based on the current and future needs of the City; and

WHEREAS, the City Manager is recommending the addition of Housing Specialist and Recreational Leader to the classification plan; and

WHEREAS, the City Council, per the City's Personnel Rules and Regulations, shall approve any additions or deletions to the classification plan.

WHEREAS, the City Council considered proposed position adjustments, requiring changes to the salary schedule; and

NOW, THEREFORE, THE CITY COUNCIL FOR THE CITY OF MAYWOOD DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The recitals set forth above are true and correct and incorporated herein as if set forth in full.

SECTION 2. The City Council adopts the amended Classification Plan by adding the Housing Specialist and Recreational Leader positions as set forth in Exhibit A.

SECTION 3. The City Council hereby established and approves the salary ranges for the newly added positions and the position adjustment as follows:

Position (Job Title)	Range
Housing Specialist	\$62,244.00 - \$79,440.87 (Annually)
Recreational Leader	\$15.50 - \$19.78 (Hourly)
Code Compliance Officer I	\$56,788.59 - \$72,478.23 (Annually)

SECTION 4. The City Council approves and adopts the changes to the Fiscal Year 2023-2024 Comprehensive Salary Schedule attached hereto as Exhibit B and incorporated herein by this reference.

SECTION 5. The City Council authorizes the City Manager to take all necessary steps to implement the Classification Plan and set the salary range for each position.

SECTION 6. This Resolution shall be effective immediately upon its passage and approval.

SECTION 7. The City Clerk shall certify the passage and adoption of this Resolution and shall enter it into the book of original resolutions.

PASSED, APPROVED AND ADOPTED, this 23rd day of August 2023.

Frank Garcia, Mayor

ATTEST:

Daisy Guerrero, Deputy City Clerk

APPROVED AS TO FORM

Roxanne Diaz, City Attorney

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF MAYWOOD

I, Daisy Guerrero, Deputy City Clerk of the City of Maywood, County of Los Angeles, State of California, do hereby certify that the foregoing Resolution, being Resolution No. 6319, was duly passed, approved by not less than four members of the City Council of the City of Maywood, signed by the Mayor of said City, and attested by the City Clerk, all at a regular meeting of the City Council held on the 23rd day of August, 2023, that it was duly posted and that the same was passed and adopted by the following vote, to wit:

AYES:

NAYES:

ABSENT:

ABSTAINED:

Daisy Guerrero, Deputy City Clerk

**EXHIBIT A
CITY OF MAYWOOD
CLASSIFICATION PLAN**

No.	Class Specification
1	Accounting Specialist I
2	Accounting Specialist II
3	Administrative Analyst
4	Administrative Assistance
5	Assistant Planner
6	Building Inspection/Code Compliance Supervisor
7	City Manager
8	Code Compliance Officer I
9	Community Development Analyst
10	Community Service Officer
11	Community Services Liaison
12	Community Services Supervisor
13	Customer Service Rep I
14	Customer Service Rep II
15	Deputy City Clerk/Executive Assistant To The City Manager
16	Director of Building and Planning
17	Executive Assistant
18	Finance Director
19	Finance Specialist
20	Housing Specialist
21	Human Resources Manager
22	Parking Enforcement Officer I
23	Parking Enforcement Officer II
24	Public Works Coordinator
25	Public Works Lead Maintenance Worker
26	Public Works Maintenance Worker
27	Public Works Superintendent
28	Recreational Leader
29	Secretary of Building and Planning
30	Senior Accountant*
31	Senior Parking Enforcement Officer

*Formerly labeled as Fund Accountant

April 26, 2023 – revised adoption – Resolution No. 6297
June 1, 2023 – revised adoption – Resolution No. 6300
August 23, 2023 – revised adoption – Resolution No. 6319

Exhibit B
City of Maywood Comprehensive Pay Schedule
Effective July 2, 2023 - Includes 2.5% COLA Increases

Position Titles Elected Officials	Monthly Base Stipend
Mayor	\$ 555.83
Mayor Pro-Team	\$ 555.83
Council Members	\$ 555.83
City Clerk	\$ 300.00
City Treasurer	\$ 50.00

Monthly Pay Rates

Position	Labor Group	Step A	Step B	Step C	Step D	Step E	Step F
Accounting Specialist I	AFSCME	\$4,501.72	\$4,726.80	\$4,963.14	\$5,211.30	\$5,471.87	\$5,745.46
Accounting Specialist II	AFSCME	\$4,876.86	\$5,120.70	\$5,376.74	\$5,645.58	\$5,927.86	\$6,224.25
Administrative Analyst	AFSCME	\$5,627.15	\$5,908.50	\$6,203.93	\$6,514.13	\$6,839.83	\$7,181.82
Administrative Assistance	AFSCME	\$4,126.57	\$4,332.90	\$4,549.55	\$4,777.03	\$5,015.88	\$5,266.67
Assistant Planner	AFSCME	\$5,311.96	\$5,577.56	\$5,856.44	\$6,149.26	\$6,456.72	\$6,779.56
Building Inspection/Code Compliance Supervisor	AFSCME	\$7,953.76	\$8,351.44	\$8,769.02	\$9,207.47	\$9,667.84	\$10,151.23
Code Compliance Officer I	AFSCME	\$4,732.38	\$4,969.00	\$5,217.45	\$5,478.32	\$5,752.24	\$6,039.85
Community Development Analyst	AFSCME	\$5,627.15	\$5,908.50	\$6,203.93	\$6,514.13	\$6,839.83	\$7,181.82
Community Services Liaison	AFSCME	\$4,501.72	\$4,726.80	\$4,963.14	\$5,211.30	\$5,471.87	\$5,745.46
Community Services Supervisor	AFSCME	\$6,240.60	\$6,552.63	\$6,880.26	\$7,224.27	\$7,585.49	\$7,964.76
Customer Service Rep I	AFSCME	\$3,751.43	\$3,939.00	\$4,135.95	\$4,342.75	\$4,559.89	\$4,787.88
Customer Service Rep II	AFSCME	\$3,939.00	\$4,135.95	\$4,342.75	\$4,559.89	\$4,787.88	\$5,027.28
Executive Assistant	AFSCME	\$4,689.29	\$4,923.75	\$5,169.94	\$5,428.44	\$5,699.86	\$5,984.85
Finance Specialist	AFSCME	\$4,501.72	\$4,726.80	\$4,963.14	\$5,211.30	\$5,471.87	\$5,745.46
Housing Specialist	AFSCME	\$5,187.00	\$5,446.35	\$5,718.67	\$6,004.60	\$6,304.83	\$6,620.07
Parking Enforcement Officer I	AFSCME	\$2,753.83	\$2,891.53	\$3,036.10	\$3,187.91	\$3,347.30	\$3,514.67
Parking Enforcement Officer II	AFSCME	\$3,751.43	\$3,939.00	\$4,135.95	\$4,342.75	\$4,559.89	\$4,787.88
Public Works Coordinator	AFSCME	\$5,627.15	\$5,908.50	\$6,203.93	\$6,514.13	\$6,839.83	\$7,181.82
Public Works Maintenance Worker	AFSCME	\$2,753.83	\$2,891.53	\$3,036.10	\$3,187.91	\$3,347.30	\$3,514.67
Public Works Lead Maintenance Worker	AFSCME	\$4,876.86	\$5,120.70	\$5,376.74	\$5,645.58	\$5,927.86	\$6,224.25
Public Works Superintendent	AFSCME	\$5,627.15	\$5,908.50	\$6,203.93	\$6,514.13	\$6,839.83	\$7,181.82
Secretary of Building and Planning	AFSCME	\$3,751.43	\$3,939.00	\$4,135.95	\$4,342.75	\$4,559.89	\$4,787.88
Senior Accountant*	AFSCME	\$5,627.15	\$5,908.50	\$6,203.93	\$6,514.13	\$6,839.83	\$7,181.82
Senior Parking Enforcement Officer	AFSCME	\$3,939.00	\$4,135.95	\$4,342.75	\$4,559.89	\$4,787.88	\$5,027.28
City Manager	Appointed	\$12,083.33					\$16,650.00
Deputy City Clerk / Assistant to the City Manager	MGMT	\$5,725.96	\$6,012.26	\$6,312.87	\$6,628.51	\$6,959.94	\$7,307.93
Director of Building and Planning	Dept Head	\$10,506.25	\$11,031.56	\$11,583.14	\$12,162.30	\$12,770.41	\$13,408.93
Director of Finance	Dept Head	\$10,506.25	\$11,031.56	\$11,583.14	\$12,162.30	\$12,770.41	\$13,408.93
Human Resources Manager	MGMT	\$7,004.17	\$7,354.38	\$7,722.09	\$8,108.20	\$8,513.61	\$8,939.29

*formerly labeled as Fund Accountant

Regular Part-Time Positions

Hourly Pay Rates

Position	Labor Group	Step A	Step B	Step C	Step D	Step E	Step F
Public Works Maintenance Worker (980 hrs.)	n/a	\$15.50	\$16.28	\$17.09	\$17.94	\$18.84	\$19.78
Parking Enforcement Officer (980 hrs.)	n/a	\$15.50	\$16.28	\$17.09	\$17.94	\$18.84	\$19.78
Recreational Leader (980 hrs.)	n/a	\$15.50	\$16.28	\$17.09	\$17.94	\$18.84	\$19.78
Community Service Officer (980 hrs.)	n/a	\$15.50	\$16.28	\$17.09	\$17.94	\$18.84	\$19.78

Revision History

February 9, 2022 - initial adoption - Resolution 6222
January 25, 2023 - revised adoption - Resolution 6284
August 23, 2023 - revised adoption Resolution 6319

City of Maywood	
Housing Specialist	
Probationary Period: One Year FLSA Status: Nonexempt	Bargaining Unit: AFSCME Approved by City Council: Resolution No.: 6319

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under general supervision, the Housing Specialist coordinates and provides services and activities pertaining to the City's housing and service programs, including, but not limited to, implementation of a rent stabilization ordinance, rental assistance, conducting workshops for persons experiencing homelessness or at-risk of homelessness, substance abuse consumers and those seriously and persistently mentally ill, implementation of first-time home buyer assistance program, and housing rehabilitation assistance. Coordination involves working with consultants administering the housing programs, working with external agencies to provide supportive services, and ensuring communication with the public via social media, workshops, etc.

ESSENTIAL JOB FUNCTIONS

As defined under the Americans with Disabilities Act, essential functions may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodation will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:

- Plan and prioritize the services and activities of assigned programs within the Housing Division, including tenant / landlord assistance programs, rental assistance program, Cal Home grant for first-time home buyer and housing rehabilitation assistance; duties will include being the liaison between the City's grant consultant, other resource agencies such as Stay Housed LA and the Los Angeles County Development Authority(LACDA), and the public to ensure the public is receiving every opportunity to connect and receive available housing resources.
- Represents the City at meetings with community-based organizations, other County departments, regional housing efforts and small businesses providing housing and supportive housing.
- Plan, develop, coordinate, manage, and evaluate housing services, events and workshops, and programs relating to eviction defense activities, these include but are not limited to programs relating to basic needs such as food, housing, and jobs, resource workshops such as renters' rights, eviction information, and financial literacy workshops.
- Provide on-going support and assistance to county case managers.
- Prepare and provide information on low-cost utility services and programs.
- Establish schedules and methods for providing assigned services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
- Participate in the development and implementation of goals and objectives as well as policies and procedures; make recommendations for changes and improvements to

existing standards, policies, and procedures; monitor work activities to ensure compliance with established policies and procedures.

- Develop procedures for new programs; develop and receive approval for policies and procedures to implement federal regulations and new programs; participate in development of new policies and procedures to improve service delivery.
- Provide information and resolve problems with applicants, tenants, owners, and the public as needed; coordinate and participate in the preparation of newsletters and outreach material.
- Participate in the selection of assigned staff, including consultants; provide or coordinate staff training as applicable; identify and bring in consultants to conduct quality control audits of tenant files to ensure accuracy of staff's work.
- Participate in the preparation and administration of the assigned program budget; submit budget recommendations; monitor expenditures.
- Monitor program compliance with federal law and regulations; monitor application procedures and processes; recommend revisions to City ordinances related to housing assistance; analyze and implement federal, state, and local guidelines related to a future Section 8 Housing Program if the City were to create a Housing Authority.
- Perform other related duties as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Principles and practices used in housing assistance programs;
- Case management techniques;
- Needs assessment principles and techniques;
- Counseling techniques; interviewing techniques;
- Fraud prevention strategies;
- Basic principles and practices of budget preparation and administration;
- Principles and procedures of record keeping;
- Principles of business letter writing and basic report preparation;
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases as well as specialized housing systems;
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Understand the organization and operation of the organization and of outside agencies as necessary to assume assigned responsibilities;
- Apply housing assistance program knowledge in the assessment of service delivery, including development of policies and procedures to improve and streamline service delivery;
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations;
- Prepare clear and concise reports; participate in the preparation and administration of assigned budgets;
- Plan and organize work to meet changing priorities and deadlines;
- Effectively represent the Community Development Department/Housing Division to outside individuals and agencies to accomplish the goals and objectives of the unit;

- Work cooperatively with other departments, government officials, and outside agencies;
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, staff, or other agencies on sensitive issues in area of responsibility; diffuse or intervene in threatening and emergency situations;
- Communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work.

Education and/or Experience:

Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Graduation from high school or equivalent and college level course work or specialized training in public administration, social services, or a related field; and at least one year of responsible experience in a housing assistance program; a Bachelor's degree is highly desirable. Ability to speak Spanish is highly desirable.

Licensing/Certification Requirements:

Possession of, or ability to obtain, a valid California driver's license.

Working Conditions:

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions on a case-by-case basis.

While performing the duties of this classification, an incumbent is regularly required to use hands and fingers to handle or feel. The employee is frequently required to talk, hear, and to sit and reach with hands and arms. The employee is occasionally required to stand, walk, climb or balance and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to ten (10) pounds, frequently lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

City of Maywood	
Recreational Leader	
FLSA Status: Nonexempt (Part-Time)	Bargaining Unit: N/A Approved by City Council: 08/23/2023 Resolution No.: 6319

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under general supervision, assists in overseeing and coordinating a variety of City program activities involved in the implementation of Community Services programs for the city including sports, special events, after-school programs, day camps, arts and crafts, and other Community Services programs and activities; provides onsite supervision for program implementation; sets up and issues equipment for Community Services activities; provides a variety of general and routine administrative tasks in support of recreation programs; maintains records and reports; and performs other related duties as required.

ESSENTIAL JOB FUNCTIONS

As defined under the Americans with Disabilities Act, essential functions may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodation will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:

- Assists in coordinating and overseeing operational activities for assigned Community Services programs, services, and activities for various ages, including the youth committee, sports, fee and charge classes, senior programs, specialty classes, day camps, special events, after-school programs, arts and crafts and related Community Services programs and activities; observes necessary precautions to ensure the safety of activity and program participants.
- Participates in program planning meetings and assists in developing program and activity plans and reviewing current programs; maintains a master calendar or a series of calendars.
- Assists with registrations for various citywide programs.
- Assists the general public in making park facility reservations and assessing community needs and interests.
- Provides work leadership at facilities or events by providing oversight and direction to interns, volunteers, or employees, as assigned; provides guidance and leadership for daily activities and assigned projects or tasks.

- Monitors and inspects assigned facilities for needed maintenance; cleans facilities as needed.
- Supervises and monitors the behavior of activity and program participants; enforces applicable program rules and regulations; and provides appropriate disciplinary measures as needed.
- Issues and collects recreation equipment and supplies for program participants; provides assistance in setting up for various program activities.
- Assists as directed in an instructional setting, including playground supervision, classroom work, and assisting children with a variety of problems and questions.
- Assists in the maintenance of records and the preparation of activity reports on assigned activities; participates in promoting assigned recreation programs and activities.
- Assists in preparing program, event, and facility marketing material, including news releases, flyers, schedules of events, pamphlets, and brochures.
- Performs a variety of general and routine administrative tasks in support of recreation programs; operates office equipment to perform tasks, including those involving the use of computers and supporting software applications, copiers, and telephones.
- Assists in the registration of community members for food distribution; and assist with the Food Bank.
- Responds to public inquiries in a courteous manner; and provides information within the area of assignment.
- Participates in cross training and provides back up to other city staff and departments.
- Establishes positive working relationships with city staff and the general public.
- Assumes responsibility for ensuring the duties of the position are performed in a safe and efficient manner.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Skill and Ability to:

- Plan, organize, promote, and supervise a variety of activities and programs at City Hall or YMCA or at school sites;
- assist in planning, organizing, and prioritizing tasks;
- recognize the basic needs of children involved in the program;
- exercise sound independent judgment within department guidelines;
- follow oral and written instructions;
- interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions;

- implement activities in support of an assigned Community Services program;
- effectively handle and diffuse disruptive behavior among program participants; respond to emergency situations and administer first aid and CPR as necessary;
- meet and deal tactfully and effectively with program participants and the public;
- respond to requests and inquiries from the general public; maintain records and prepare simple reports;
- communicate clearly and concisely, both orally and in writing;
- work effectively with city and school district staff, the community and especially youth;
- operate a telephone and copying machine;
- understand and respond to the public and staff's requests for assistance both on the telephone and in person;
- operate standard office equipment; operate various recreational equipment;
- multi-task and utilize strong organizational skills;
- utilize janitorial supplies and perform facility maintenance;
- meet and deal tactfully and effectively with program participants;
- work in a group setting;
- exhibit strong customer service skills.

Education and/or Experience:

Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

A typical way is graduation from high school or equivalent; and two (2) years of experience working in youth and/or community recreation or comparable setting. One (1) year of college course work in recreation, physical education, or a related field can be substituted for one (1) year of experience. Experience working in youth programs is desirable. The ability to speak Spanish is highly desirable, but not required.

Licensing/Certification Requirements: (positions in this class typically require)

Possession of a valid Class C motor vehicle operator's license from the State of California.

Working Conditions:

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions on a case-by-case basis.

While performing the duties of this classification, an incumbent regularly requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movements in the performance of daily duties. The position also requires both near and far vision, color vision, peripheral vision, depth perception, and the ability to adjust focus when performing and leading Community Services activities. The need to lift, carry, and push equipment, and supplies weighing 25 pounds or more may be required. Additionally, the incumbent may be assigned to perform activities in an indoor or outdoor setting, and when assigned to outdoor work, may be exposed to all weather conditions, including wet, hot, and cold. Work is performed in office and field environments.

City of Maywood	
Code Compliance Officer I	
Probationary Period: One Year FLSA Status: Nonexempt	Bargaining Unit: AFSCME Approved by City Council: 08/23/2023 Resolution No.: 6319

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under supervision of the Director of Building and Planning, performs the duties insuring community compliance of the Municipal Code; receive complaints; investigates and identify municipal code violations; take appropriate action related to the violations; keep an accurate record of all cases; perform field inspections; researches appropriate laws, codes, and regulations; work with the public at the counter; works with other Departments and Agencies such as, but not limited to, Building, Planning, Finance, Los Angeles County Public Health and Los Angeles County Sheriff's Department; and perform related duties as assigned.

ESSENTIAL JOB FUNCTIONS

As defined under the Americans with Disabilities Act, essential functions may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodation will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:

- Performs inspections of commercial, industrial, and residential properties and application of federal, state, and county codes, related regulations and restrictions, and municipal code requirements.
- Maintains related logs and records.
- Responds to oral and written inquiries; provides technical assistance to coworkers, contractors, and the public in regard to code interpretations, zoning enforcement, inspection requests, department policies and procedures.
- Conducts research and prepares reports regarding work unit activities, or regarding selected inspections, complaints and disputes.
- Provides instructions and answers questions; coordinates the scheduling and completion of projects by determining operational priorities and resolving workload problems; schedule

appointments, coordinate meetings and office conferences, coordinate filing of criminal charges and testify in court proceedings.

- Maintains communication with the Director of Building and Planning.
- Investigate complaints involving violations and illegal uses of private property or public right-of-way such as noise, vehicle storage, sign placement, littering, zoning.
- Address and resolve complaints regarding compliance with the enforcement of Zoning Code and other City Ordinances.
- Conduct field investigations.
- Issue correction notices and orders to comply.
- Attends various City Commission meetings and provides information of ordinances, proposed changes, policies and procedures; research proposed ordinances as directed; prepare statistical and photographic reports on a regular basis to resolve zoning enforcement issues; perform related duties as assigned. Weekends may be required.
- Works closely with various Department and Divisions to bring properties into code compliance.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- related federal and state laws, rules, regulations, policies and procedures
- building tools and materials; accepted safety methods
- principles and techniques of inspection
- methods of conducting zoning and substandard housing inspections.

Skill and Ability to:

- Read and interpret and explain building plans, specifications and federal, state, county and local codes.
- Comprehend and correctly use a variety of informational, technical, regulatory documents, including assessor's maps, tract maps, billing and invoices, policy and procedures, policy memos, resolutions, and municipal ordinances and codes.
- Analyze unusual situations and resolve through application of codes, related requirements and restrictions.
- Deal constructively with conflict and develop effective resolutions.
- Communicate effectively in a courteous and competent manner verbally and in writing with city administrators, officials, co-workers, contractors, citizens, other agency personnel, and engineers/contractors.
- Operate a variety of automated office machines including copier, fax machine, telephone, personal computer, cell phone and peripheral equipment.
- Establish and maintain cooperative and effective working relations.
- Prioritize daily duties, projects and assignments.

Education and/or Experience:

Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Examples of acceptable education and experience are graduation from high school or equivalent and three (3) years' experience, or its equivalent, relating to interpretation and enforcement of municipal rules and regulations, complaints procedures, zoning enforcement, code enforcement or related field. Experience in code enforcement in a governmental agency or closely related field of an investigative nature is preferred. A Bachelor's Degree in Public Administration, Planning, Criminology or related field is highly desirable. Ability to speak Spanish is highly desirable.

Licensing/Certification Requirements: (positions in this class typically require)

- Possession of a valid California Class C driver's license is required and must be retained without restrictions throughout employment.
- Successful completion of PC832 Arrest, Search and Seizure within one (1) year of employment.
- Completion of California Association of Code Enforcement Officers (CACEO) Modules 1-3 within three (3) years of employment.

Working Conditions:

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions on a case-by-case basis. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to and/or humid conditions, or airborne particles. The noise level in the work environment is usually quiet in the office, and moderate in the field.

- Work is performed in office and field environments.
- May be subject to repetitive motion such as typing, data entry, and vision to monitor.
- May be subject to exposure to extreme weather conditions, hazardous chemicals, fumes, infectious diseases, toxic waste, air and water borne pathogens, unsafe and unhealthy building conditions, and rough or unstable terrain.
- May be subject to extended periods of walking, standing, driving, pushing, pulling, bending, reaching, kneeling, climbing ladders, lifting or carrying building materials.
- Must be able to lift up to 50 pounds.
- Will be required to drive City vehicles.

AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 18.

DATE: August 23, 2023

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: DAISY GUERRERO, DEPUTY CITY CLERK/ASSISTANT TO THE CITY MANAGER

SUBJECT: CONSIDERATION OF APPROVING THE ESTABLISHMENT OF A UTILITY BOX ART PROGRAM AND AUTHORIZING STAFF TO ADVERTISE AND PUBLISH THE CALL FOR ARTIST REQUEST FOR PROPOSALS AND APPLICATIONS FOR THE PAINTING OF TRAFFIC CONTROL UTILITY BOXES IN THE CITY

RECOMMENDATION:

Staff recommends that the City Council approve the establishment of a Utility Box Art Program as outlined in the agenda report and authorize staff to advertise and publish the Call for Artist Request for Proposals for the painting of traffic control utility boxes in the City.

BACKGROUND:

Utility box art programs have become popular streetscape and public art projects throughout the United States. The objectives of utility box art projects typically are to beautify the public realm, create public art, and to deter graffiti "tags" from appearing on utility boxes. The utility box art program proposed in the City of Maywood would be implemented with these same objectives. The utility boxes that would be included are City-owned and maintained traffic signal boxes. Covering traffic signal boxes with art is a relatively inexpensive way to deliver public art to the area and turns them into positive assets for the neighborhood.

At the direction and request of the Council, City Staff has developed a Utility Box Art Program. This program is a public art beautification program designed to transform common traffic control utility boxes in the City into distinctive works of art, creating a more vibrant, attractive cityscape. The program also aims to celebrate local artists and their artwork, acts as a deterrent to graffiti, and involves the City and County residents in contributing to the beautification of the City.

DISCUSSION:

Staff has researched similar successful programs in other cities and recommends the following parameters for the program:

- All artists must reside in the City of Maywood;
- Artists must submit their application and design, which will be printed in the form of a wrap by a third-party vendor;
- City will provide a stipend of \$50, recognition during a City Council meeting, and include art on the City's website via an interactive map with a brief art piece description and artist's name;
- All entries must be original design and artwork suitable for viewing by all ages;
- All artists will be responsible for all art materials and supplies for the creation of the artwork. All artwork

will be enlarged and submitted to a third-party vendor for printing.

- Upon selection and execution of the Artist Agreement, artists' art will be displayed in an interactive map on our City's website with a brief description of their artwork;
- City Staff will form a review committee to review and select from the applications and designs submitted by artists; and,
- Follow the additional guidelines within the Utility Box Art Program (Attachment 1).

After the launch of the calling for artists campaign, staff will provide the City Council with updates on the development of this program. With respect to the review and selection of the artist and design, the City Manager will form a committee comprised of two Council Members, two City staff members, one resident and one youth from the City to be on this committee.

LEGAL REVIEW:

City Attorney has reviewed this report.

FISCAL IMPACT:

There is no fiscal impact should the City Council approve this item. Once the artists and designated areas are approved, staff will use Clean California Project grant funding money to incentivize participants.

ATTACHMENT(S)

1. Utility Box Art Program



Utility Box Art Program

The City of Maywood Utility Box Art Program is a public art beautification program designed to transform common traffic control utility boxes in the City into distinctive works of art, creating a more welcoming, vibrant, and attractive cityscape. The City is seeking original designs by local artists to cover designated utility boxes in Maywood.

The Program is Open to:

- Local artists residing in the City of Maywood.
- All will go through an application process and provide one original design proposal.

Artwork Execution Options:

- Artist will submit their design, and once selected, the design will be printed on vinyl and installed by a third-party vendor.

Stipend and Incentives:

- City will provide a stipend of \$50;
- Artists will also be recognized during a regular scheduled City Council meeting;
- Artists selected artwork will be uploaded to the City's website via an interactive map; and,
- Artists selected artwork will be posted on the City's social media platforms.

Calling Artists Flyer Information

- All artists must live in the City of Maywood.
- Project Timeline:
 - Application Submission Deadline: TBD
 - Artist(s) Selection Deadline: TBD
 - Final Design Deadline: TBD
 - Project Painted / Installed: TBD

Displaying the Artwork via the City's Website:

Dedicate a city webpage to this program and provide a City of Maywood Utility Box Art Program Map. The map will display the exact location of each utility box, a picture of the finished artwork, a description of the artwork, and the name of the artist.

Artist Guidelines and Requirements:

Artist Eligibility

- Artists must reside in the City of Maywood and is open to all ages.
- Application is open to both professional artists and students. Professional artists who are new to the field of public art are encouraged to apply.
- Artists must submit their application and design by the deadline date. No exceptions.
- Artists must submit one (1) artwork piece, which will be professionally printed and displayed on a local utility box.

Stipend / Incentive

- Selected artists will be awarded a \$50 stipend for their final design; this is inclusive of all artist design fees, supplies, and time spent.
- City staff must verify all information provided and present to the selected Ad Hoc Committee.

Artist Responsibilities

- It is the responsibility of the artist to submit a complete application by the due date listed on the application, as well as to include all required artwork.
- The artist must provide a final original design.
- The artist retains the copyright of the artwork, however the City is provided an irrevocable license for its non-commercial use.
- The artist must execute the City's Artist Agreement in the form approved by the City Attorney.

City Responsibilities

- The City will work with artists and/or a third-party vendor to install the selected designs as a graffiti-resistant vinyl wrap on each box.
- The City is responsible for the maintenance of artwork.
- The City has the right to copy, reproduce and adjust the artwork as it sees fit, in perpetuity.
- The City has the right to remove, replace or adjust the artwork as necessary for the duration of the project and/or the artwork.
- The City has the discretion to select or reject any artwork.

Design Guidelines

- All artwork must be original and created by the artist.
- Art should be bright, bold, and inviting.
- Art should be visible from a distance, creative, and innovative.
- Artwork must not contain:
 - Political statements or persons
 - Religious references, symbols, or numbers
 - Copyrighted or trademarked material
 - Corporate or organizational branding

- Offensive or obscene references or imagery
 - Representation of traffic signals or signs
- Only original artwork is accepted. Designs may not include any breach of intellectual property, trademarks, brands, images of illegal activity, or involve the attachment of objects to the utility box.

Items to be Determined by the Selection Committee:

- Placement of Artwork (Designated Sites)
- Evaluation Criteria
- Timeline

Site Specific Themes and Ideas

- Educational
- School Mascots
- Future Leaders
- Public Safety
- Public Works
- Maywood's Historical Background
- Industrial
- Family
- Economic Development

AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 19.

DATE: August 23, 2023

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: MIGUEL LEON, ADMINISTRATIVE ANALYST

SUBJECT: RECEIVE AND FILE PROJECT UPDATE ON THE RIVERFRONT PARK RENOVATION

RECOMMENDATION:

Staff recommends that the City Council receive and file this report and provide any direction as needed.

BACKGROUND:

Maywood Riverfront Park is a 6.6-acre site, formerly a superfund site, as part of the Los Angeles River Greenway Project, completed and opened in 2008 to re-establish natural areas, greenspaces, and parks along the river as a means of promoting economic viability and recreational amenities for the community. In 2018, an extension of the Maywood Riverfront Park was made available to the public. The Park is generally bounded by Slauson Avenue, Alamo Avenue, 59th Place, and Walker Avenue and includes a state-of-the-art playground for young children, basketball courts, native plant landscaping, picnic areas, green infrastructure elements, and a convenient access point to the bike path along the Los Angeles River.

This past year, the City, in collaboration with the National Fitness Campaign, installed a free and accessible fitness court at Riverfront to benefit the health and quality of life for the youth, seniors, and families. The project included the removal and disposal of grass and soil, forming and pouring the fitness court slab and access sidewalk, excavating and constructing shade structure footings, adjusting the sprinkler system, installation of fitness court anchors/hold down, installing fitness court wall and equipment, spraying floor marking and applying decals. This project was funded by the Los Angeles County Regional Park and Open Space District ("RPOSD") (Measure A funds) and the State of California Natural Resources Agency, a grant that was provided to the City as part of a direct State budget allocation from Assemblymember Anthony Rendon in fiscal year 21/22. This project is the beginning of the proposed park renovations.

DISCUSSION:

In the fiscal year 2022-2023, the City Manager's office submitted requests and partnered with the Los Angeles Neighborhood Land Trust for funding from several Grant Programs for improvements to the City of Maywood Riverfront Park. As a result, the project was selected and approved for funding by the California Department of Parks and Recreation, Los Angeles County Regional Parks and Open Space District, and the Rivers & Mountains Conservancy (RMC).

The Maywood Riverfront Park Renovation Project is currently included in the Capital Improvement Project

(CIP) for the fiscal year 2023-2024. A conceptual site plan for the renovation of the Park has been developed by Los Angeles Neighborhood Land Trust with input from City staff, Communities for a Better Environment (CBE), and the residents of Maywood to ensure the park represents and reflects the community's needs for park space.

The following major park components have been recommended for improvement:

- Playground layout and equipment – The proposed design includes new 2 to 12-year-old play equipment. The amenities include an expanded ADA-accessible playground with shade, water play areas, and new and larger picnic areas centrally located near the playground.
- Sports field/Restroom renovations/Picnic areas – The design includes installing a synthetic turf soccer field, volley court and adding an outdoor shaded picnic area. It also includes adding two new exercise areas, updating the restroom buildings, removing and upgrading lighting, and upgrading basketball and handball courts.
- Park landscape – Design includes updating the ADA walking path, seating, pedestrian bridge crossing, landscape planting, and adding bilingual art elements and signs to commemorate the Sleepy Hollow Memorial. Improve the irrigation system and central grassy lawn, add planting areas with California Native plants and shade trees, install a series of planted bioswales at the Sleepy Hollow Lagoon Memorial, and update wayfinding signage along the bike path.
- Heat-Island Reduction– The design includes the installation of a reflective surface on the parking lot and stormwater capture elements.

Budget

The park's renovation will be funded through various grant sources. The following funds have been secured for the CIP renovation project:

<u>Fiscal Year</u>	<u>Amount</u>	<u>Fund</u>
2022-2023	\$1,500,000	State of California, Budget Request (Assemblymember Anthony Rendon)
2022-2023	\$1,500,000	State of California, Budget Request (State Senator Lena Gonzalez)
2022-2023	<u>\$2,200,000</u>	Rivers & Mountains Conservancy (RMC) – LLAR Prop 1
Subtotal	\$5,200,000	
2022-2023	\$655,364	RPOSD Competitive Funding Grant
2022-2023	\$445,418.87	RPOSD Annual Allocation Measure A
2022-2023	\$177,952	State of California Per Capita Grant
2022-2023	\$ 16,684	State of California Per Capita Grant
2021-2022	<u>\$350,000</u>	State of California Special Grant (State Senator Lena Gonzalez)
Total	\$6,845,418.87	

Cost Estimate

The estimated total project cost (design, construction, and administration) is estimated to be above the total raised thus far. Due to this the City and Land Trust has submitted additional funding requests. It is imperative to note that the budget proposal is developed based on a conceptual site plan, project cost estimates, and grant awards. Therefore, the economic impact of various global and national events, coupled with inflation pressure, may significantly impact project costs at the time of project advertisement.

LEGAL REVIEW:

The City Attorney has reviewed this report.

FISCAL IMPACT:

There is no fiscal impact on the general fund. The Riverfront Park Renovation project budget is currently

estimated at \$6,845,418.87. The project will be funded with an appropriation from the City's Capital Improvement Program. Grants' revenue sources, including prior year balances, remain the primary source of funding for the renovation project.

Although this report is focused on the Riverfront renovations, it should also be noted that the City's significant renovations at Maywood Park have been due to additional parks/facilities grants through State budget allocations from Assemblymember Anthony Rendon. Such grants have been utilized to replaster and re-tile the city's pool, provide various upgrades at the Dodger Dreamfield, and this year's State budget includes a \$750,000 grant for the city to use on facilities/parks.

ATTACHMENT(S)

AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 20.

DATE: August 23, 2023

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: DAISY GUERRERO, DEPUTY CITY CLERK/ASSISTANT TO THE CITY MANAGER

SUBJECT: DISCUSSION AND DIRECTION REGARDING FILLING THE CITY CLERK VACANCY PURSUANT TO GOVERNMENT CODE SECTION 36512 CAUSED BY A RESIGNATION

RECOMMENDATION:

Staff recommends that the City Council discuss the options outlined in the staff report and provide staff with further direction.

BACKGROUND:

Former City Clerk, Andrea Aguilar, submitted a letter of resignation to the City Manager and City Council as she recently moved out of the City of Maywood. The effective date of her resignation was July 14, 2023. Pursuant to Government Code Section 1770(c), City Clerk Aguilar's resignation created a vacancy for the elected City Clerk position. Government Code Section 36512(b) outlines the options for the City Council with regard to the City Clerk vacancy.

DISCUSSION:

Government Code 36512(b) is the relevant code section and provides as follows: "If a vacancy occurs in an elective office provided for in this chapter, the Council shall, within 60 days from the commencement of the vacancy, either fill the vacancy by appointment or call a special election to fill the vacancy." The 60th day following the vacancy date is September 12, 2023. The following outlines the process to be followed for either an appointment or special election.

Process for Making an Appointment

Once the office is effectively vacant, the City Council has 60 days from the date of the vacancy to appoint a replacement City Clerk. State law does not specify a particular process for such selection and there are a variety of ways in which an appointee can be selected.

For example, the City Council may, but it is not required to, solicit resumes and statements of interest from residents who wish to be considered. The City Council could designate an ad hoc committee of the City Council to review these resumes and make a recommendation to the entire City Council. The City Council could also decide to have the entire City Council review the resumes and statements. In that case, the review of the resumes and statements would be conducted at a duly noticed meeting in accordance with the Brown Act. The City Council could, but it is not required to, have interviews of the applicants, but those interviews would also occur in open session. Alternatively, the City Council can seek out potential replacements without the formality of an application process or, if it desires to use an ad hoc committee process, it may direct the ad hoc committee to do so and the ad hoc committee can make a recommendation to the entire City Council.

It should be noted that the above are suggestions that have been followed by other cities when faced with a vacancy or their City Council--the process for filling the City Clerk position is the same. The City Council is not obligated to follow the procedures outlined above, nor is the City Council obligated to appoint a replacement from among the persons who filed resumes or statements or from those recommended by an ad hoc committee, should the City Council use an ad hoc committee. Regardless of the method, if the City Council desires to appoint, the City Council should discuss the manner in which it desires to solicit a potential appointee and provide direction to City staff.

The length of office for an appointed City Clerk is also provided for in Government Code Section 36512. In this case, because the City Clerk resigned in the second half of the term of office, Government Code Section 36512(b)(2)(B) states that the appointed City Clerk shall hold office for the unexpired term of the former incumbent, which ends in November 2024. The next general municipal election is November 5, 2024.

Calling a Special Election

Alternatively, the City Council could choose to call a special election to fill the remaining portion of City Clerk Aguilar's term. Under Government Code Section 36512(b)(1), that election shall be held on the next "regularly established election date" that is at least 114 days from the date the special election is called. Under Elections Code Section 1000, the next "regularly established election date" following the vacancy is March 5, 2024. The person elected at the election shall serve the remainder of City Clerk Aguilar's term until the election in November of 2024. If the City Council recalls, City Clerk Aguilar was elected to fill a partial term since the City Clerk previously resigned. If the City Council chooses to call a special election, the City Clerk position would remain vacant until then.

In conclusion, a decision must be made by September 12, 2023. There is no cost if the City Council chooses to appoint a new City Clerk until the office is filled at the next regular election in November 5, 2024. Alternatively, the City Council could leave the office vacant and hold a special election in March 2024. The person elected would serve the remaining term only for eight months until November 2024. There is also the cost of holding a special election that is not at the same time as the City's general election.

LEGAL REVIEW:

The City Attorney has reviewed this report.

FISCAL IMPACT:

If the City Council calls for a special election, there will be an additional cost to hold that election in March 2024 which is not at the same time as our general municipal election. This could be \$50,000-\$100,000.

ATTACHMENT(S)

AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 21.

DATE: August 23, 2023

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: CLAUDIA ZAVALA, COMMUNITY SERVICES LIAISON

SUBJECT: CONSIDERATION OF APPROVING THE COMMUNITY BENEFIT FUND APPLICATION FROM CSU FULLERTON/CREAL/CSFU PHILANTHROPIC FOUNDATION IN THE AMOUNT OF \$10,000.

RECOMMENDATION:

Staff recommends that the City Council approve the Community Benefit Fund Application from CSU Fullerton/CREAL/CSFU Philanthropic Foundation (Foundation) in the amount of \$10,000.

BACKGROUND:

The Application is dated July 18, 2023, and was received by email from the applicant. The City of Maywood has established a "Community Based Fund" to support community-based programs and activities. Applicant eligibility is determined by the City's Community Benefit Fund Guidelines and Procedures ("Guidelines") for the distribution of funds to eligible organizations that provide community-based programs, community activities and educational activities.

CSU Fullerton/C-REAL/CSFU Philanthropic Foundation (Foundation) has partnered with the City of Maywood, since 2009, to provide the Maywood Education Fair in the Maywood community. The Maywood Education Fair is led by master's students attending CSU Fullerton in the Educational Leadership program. Through CREAL, a research center on the CSU Fullerton campus, these students work through the CSUF Philanthropic Foundation to educate and develop a "college-going" culture in the community.

Over the past four years, the Foundation has been the recipient of a Community Benefit Grant from the City. In the previous year, the foundation granted scholarships to 39 graduating high school seniors. Among these, 33 students were presented with \$1,000 each, while six students received \$500, making a combined total of 39 deserving awardees. The City's grant was allocated exclusively towards these scholarships. Notably, a significant portion of these scholarships, specifically 20 out of the 39, were awarded to students from Maywood.

DISCUSSION:

Only an "Eligible Organization" may apply for this grant. Per the grant guidelines, this includes non-profit agencies that provide programs or services to residents of the city, a school or school-based/affiliated organization in the city or other city-based organizations. The Eligible Organization must also be in existence prior to submitting an application and have a record of successfully providing the services for which funding is requested. The City Council is authorized under the Guidelines to award grants up to \$10,000 under certain circumstances.

According to the requester's application, the Foundation has been in existence since 2009 and is a nonprofit organization based at Cal State Fullerton. This organization has provided scholarships to students within the City of Maywood and fits into a category that makes them eligible to receive funds.

The Guidelines also require that an Eligible Organization provide an eligible service or activity defined as a program, service, activity, event, or other similar activity that has a benefit to the residents of the City or a specified target group by: (i) enhancing the quality of life or the delivery of services in the City; or (ii) providing educational opportunities for the residents of the City.

The applicant states that the Foundation is requesting funds to be used to provide the following:

- Through a competitive process, we will offer eight (8) \$1000 college scholarships to qualified students in the community, which total \$8,000. Scholarships are provided for students that attend high schools in Maywood and/or live in Maywood.
- \$2000 of these funds will assist in paying for giveaways, prizes, gift certificates and food for the Education Fair, including the scholarship awards event and the Leadership Development Institute required of all scholarship recipients.

Accordingly, based on the documentation provided by the applicant in support of their application, the staff recommends that the City Council approve their request.

LEGAL REVIEW:

The City Attorney has not yet reviewed this report.

FISCAL IMPACT:

The City currently has budgeted \$75,000 in the Community Benefit Fund for fiscal year 2023/2024. To date, \$17,000 has been spent from this account. Therefore, there is an adequate budget and no additional budget appropriation is needed.

F.Y. 23-24 Impact: \$10,000	Current F.Y. Budget: \$75,000
Fund Impacted: 100 (General Fund)	Budget adjustment requested: \$0
Source of funds: 6301 (Community Benefit Fund)	Updated Account Budget: \$17,000
Account Number: 100-302-6201-9999	For fiscal year: 2023-2024

ATTACHMENT(S)

1. CSUF_CREAL CBFAApp_23-24
2. Community Benefit Fund Guidelines and Procedures12.2021

CITY OF MAYWOOD

COMMUNITY BENEFIT FUND APPLICATION

Please Type/Print Information
(attach additional pages as needed)

Date : July 18, 2023

Application Funding Cycle

- ☐ Q1: July 1 – September 30
☒ Q2: October 1- December 31
☐ Q3: January 1 - March 30
☐ Q4: April 1 - June 30

Application Due Date

June 1
September 1
December 1
March 1

Amount Requested: \$10,000

Organization Name: Maywood Education Fair--CSU Fullerton/CREAL/CSUF Philanthropic Foundation	Phone Number: 626 848-4800
Street Address: 2600 Nutwood Ave; College Park 620	Fax Number: n/a
City, State, Zip: Fullerton, CA 92831	Federal EIN: 33-0567945
Contact Person: Eugene Fujimoto	
Contact Email Address: efujimoto@fullerton.edu	

Provide a detailed description of your organization. For example, are you a school, school-based or affiliated entity, youth program, community based organization, etc.

The Masters degree program in Educational Leadership is at California State University Fullerton.

C-REAL is a research center on campus. We are a non-profit organization working through the CSUF

Philanthropic Foundation, committed to partnering with the City of Maywood toward developing a college-going culture.

Does your organization have non-profit status with the Internal Revenue Service?

Yes ☒ No ☐ (If yes, attach documentation)

How long has this organization been in existence (provide date)?

Since 2009

Is the organization located/based in Maywood or does it provide programs or services to Maywood residents? Yes ☒ No ☐ If yes, please explain.

Since 2009 we have partnered with the City of Maywood to provide the Maywood Education Fair in the Maywood community. Last year we were in person for the first time since the COVID pandemic. We awarded \$38,000 in college scholarships, with over 600 residents turning out for the event. This year we will be at MACES School in Maywood. 2023 will be our 14th year and and looking forward to being in person once more.

Describe how the requested funds will be used? Attach a proposed budget.

\$8,000 Through a competitive process, we will offer eight \$1000 college scholarships for qualified college going students.

\$2000 The funds will assist in paying for giveaways, prizes, gift certificates and food for the community members who attend the Fair.

What is the anticipated time-frame to provide the proposed program, service, event activity or goods and the expenditure of the requested funds?

We will order all supplies and materials for the Fair between now and Saturday, October 14, 2022.

All invoices will be paid before December 31, 2022.

Describe the organization's efforts in obtaining funding from other sources?

The students in the Masters of Science in Higher Education Program raise over \$10,000 each year to pay for food, supplies, and scholarships.

They also request funding from the CSUF Dean of the College of Education

as well as funds from the University Instructionally Related Activities budget.

How will the requested funds have a benefit to Maywood residents?

Our research reveals that 1) Community participation has increased ten-fold in 7 years,

2) Student participants report advanced outcomes in useful information provided, and 3) Parent/guardian participants show increased understanding of their role in their children's academic success.

How will the requested funds enhance the quality of life or the delivery of services for Maywood residents?

From 2000 to 2015 there was an increase in the number of Bachelor's degree or higher obtained from 2.3% to 4.7% (U.S. Census).

In the latest U.S. Census, from 2017-2021, 8.1% of Maywood residents had a Bachelor's degree or higher.

Dialogue with leaders who live in the community provide a level of confidence that this work we are engaged in is contributing positively to the difference

How will the requested funds provide educational opportunities for Maywood residents or students?

Nationally, out of 100 Latina/o students who begin elementary school, 52 will graduate from high school, and 10 will obtain a college degree. To increase this rate, we will offer workshops, free food, resource information, and scholarships to support the community cultural wealth that exists in Maywood by offering the information necessary to help the students from Maywood to get college degrees

Has your organization previously received funding from the City of Maywood?

Yes ☒ No ☐ If yes, identify the use of the funds, total amount, and fiscal year in which the funds were received.

We received \$10,000 in 2021-22. All funds were used for scholarships for Maywood students as well as operational supplies and rentals for the event..

Is a member of your organization's board or executive leadership a City employee, an elected or appointed City official, or a family member of a City employee or elected or appointed City official? Yes ☐ No ☒ If yes, please explain.

Eugene Fujimoto

Digitally signed by Eugene Fujimoto
Date: 2023.07.18 15:47:55 -07'00'

By my signature below, I hereby certify, under penalty of perjury, that I am qualified to sign for and bind the named organization and that the information contained within and submitted with this application is complete, true and accurate. I have received a copy of the Community Benefit Fund Guidelines and Procedures and agree to abide by its provisions. If awarded funding, an agreement will be required to be executed.

Date: July 18, 2023	Signature: <i>Eugene Fujimoto</i>			
Print Name and Title: Eugene Fujimoto, Associate Professor				
Date Received	Eligibility Verified	Date Approved	Date Denied	Amount Awarded

CITY OF MAYWOOD COMMUNITY BENEFIT FUND GUIDELINES AND PROCEDURES

I. BACKGROUND

The City of Maywood has established a "Community Benefit Fund" to support community based programs and activities.

II. PURPOSE

The purpose of this policy is to provide guidelines and procedures for the distribution of public funds, which will in turn fund community programs, activities and educational activities conducted by Eligible Organizations that meet the requirements and guidelines set forth by the City Council in this policy.

III. ELIGIBILITY AND POLICY

A. Eligible Organizations. The requesting organization must be: (1) a non-profit agency as defined by the Internal Revenue Service (IRS) with a tax exempt status of 501(c)(3) and is in good standing in the State of California based in the City or provides programs or services to residents of the City; a school or school-based/affiliated organization located in the City; or other City-based organization such as athletic organizations or community groups (collectively called "Eligible Organizations"); (2) must be in existence prior to submittal of an application; and (3) must have a record of successfully providing the type of service, activity or program for which funding is requested.

B. Eligible Services and Activities. To apply for a grant under the City Community Benefit Fund, the Eligible Organization must provide a program, service, activity, event or other similar activities that have a benefit to the residents of the City of Maywood or the specified target group within the City by: (i) enhancing the quality of life or the delivery of services in the City; or (ii) providing educational opportunities for the residents or students of the City. Categories of services and activities eligible for grants include but are not limited to educational programs, cultural activities (i.e. music, art, dance, recreation), youth athletics, civic projects, health and safety programs, services sponsored by Maywood community organizations and public services (i.e. senior services, youth programs, health services). If the request relates to a community event, the event must be advertised and open to the public. Grants will be awarded in maximum amounts of no more than \$5,000. In limited circumstances, the City Council has the discretion to award grants in an amount not to exceed \$10,000.

C. Restrictions and Ineligible Organizations

1. Grants shall not be used for religious activities or political campaigning purposes or activities.

2. A non-profit entity, a school or school-based/affiliated organization or other City-based organizations such as athletic organizations or community groups that have

CITY OF MAYWOOD COMMUNITY BENEFIT FUND GUIDELINES AND PROCEDURES

as a member of their board or executive leadership a City employee, a City elected or appointed official or members of their family, are not eligible to apply for a Community Benefit Fund grant. Family members include spouse or domestic partner, child, parent, grandparent, grandchild, cousin, aunt, uncle, sibling, niece, nephew, parent-in-law, brother-in-law or sister-in-law, as well as all step relationships.

D. City Projects. This policy does not preclude the City from undertaking and funding projects on its own initiative that would be a benefit to the community.

IV. APPLICATION PROCEDURES

A. Submittal of an Application. Applicants must use the Community Benefit Fund application form. Forms are available on the City website at www.cityofmaywood.org and at Maywood City Hall at 4319 E. Slauson Avenue, Maywood, CA 90270. Applications may be requested by email at claudia.zavala@cityofmaywood.org

B. Application Deadline. The City Council will have quarterly application cycles available to consider requests contingent upon monies being available under the program. The application cycles and deadlines are as follows:

	<u>Application Cycle</u>	<u>Application Deadline</u>
Quarter 1:	July 1 - September 30	June 1
Quarter 2:	October 1 - December 31	September 1
Quarter 3:	January 1 - March 30	December 1
Quarter 4:	April 1 - June 30	March 1

The application must be submitted by 5:00 p.m. on the applicable deadline date addressed to: City of Maywood, Attention: Community Benefit Fund via City Manager's Office, 4319 E. Slauson Avenue, Maywood, CA 90270.

C. General Information

1. Applicants may apply for funds during any application cycle. Notwithstanding, funds must be requested and spent during the same fiscal year in which the award was approved by the City Council.
2. Organizations may submit only one application per fiscal year.
3. Funding to an Eligible Organization will not constitute a precedent for contributions in subsequent fiscal years.

CITY OF MAYWOOD COMMUNITY BENEFIT FUND GUIDELINES AND PROCEDURES

V. EVALUATION OF APPLICATION AND SELECTION PROCESS

A. Review of Applications. Following the application deadline, City Staff will review the applications. Applicants may be contacted if further information is requested, to answer questions, clarify their application, etc. All applications will be evaluated to ensure that the applicant is an "Eligible Organization" and that purpose for which the grant is sought is consistent with this policy. Applications and recommendations of Staff, if any, will be presented to the City Council during a regular scheduled City Council meeting for the Council's consideration and approval.

B. City Council Action. The City Council will take final action on award of all grants and maintains the discretion to fund in whole or in part any request or not to fund any or all requests during the Application Cycle. Alternatively, the City Council may hold-over any application into the next Application Cycle. In the case of multiple applications that are competing for limited available funds, consideration may be given to applications based on the following criteria: (i) the number of residents who are expected to benefit, participate in or be positively impacted by the program; (ii) the performance of the applicant in prior years, including demonstrated fiscal responsibility and compliance with applicable requirements; (iv) the amount of funding previously award to the applicant or the program or event in prior years; and (v) the total amount of funding requested as a proportion of the total available funds for the applicable fiscal year.

VI. POST AWARD REQUIREMENTS

A. Agreement. All Eligible Organizations elected to receive funds will be required to sign and execute an agreement with the City of Maywood.

B. Reporting. Eligible Organizations must complete a report, within 45 days of fund expenditure, describing the use of the grant and amount expended, the number of participants in the event or program, copies of any publicity of the event or program, and a narrative regarding the benefit to the City of Maywood. The City reserves the right to conduct an audit and/or require additional back-up information to substantiate how funds received from the City were expended. Failure to submit this required report will make the Eligible Organization ineligible for allocation of future funds until the required report is submitted. These reports will be reviewed and taken into account for evaluating subsequent funding proposals from that entity.

C. Request for Funds. The Eligible Organization receiving the funds is responsible for submitting a funds request to the City's Finance Director and shall allow the City up to 30 days to process the request. If a third-party vendor is the recipient of the funds (i.e. bus company used for field trip), then the request shall include the information regarding that vendor including their Tax Identification Number and the check shall be made payable to that vendor. If the grant is to be used to purchase tangible goods or services, the City has the discretion to purchase the goods or services directly and

**CITY OF MAYWOOD
COMMUNITY BENEFIT FUND
GUIDELINES AND PROCEDURES**

pass-through the goods or services to the Eligible Organization rather than provide the funding.

D. Return of Funds to the City. Unexpended funds must be returned to the City at the end of the fiscal year. Funds must also be returned to the City if the City determines that the applicant has not performed in accordance with the approved application listing the use of the funds.

E. Failure to Abide by Policy. The failure of an Eligible Organization to abide by this Policy will result in the Eligible Organization being denied for funding in the future.

AGENDA REPORT

CITY OF MAYWOOD



AGENDA ITEM NO. 22.

DATE: August 23, 2023

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY MANAGER

BY: CLAUDIA ZAVALA, COMMUNITY SERVICES LIAISON

SUBJECT: CONSIDERATION OF APPROVING THE COMMUNITY BENEFIT FUND APPLICATION FROM SOUTHEAST RIO VISTA YMCA IN THE AMOUNT OF \$10,000

RECOMMENDATION:

Staff recommends that the City Council discuss and provide direction to staff regarding the Community Benefit Fund Application from Southeast Rio Vista YMCA in the amount of \$10,000.

BACKGROUND:

The Application is dated July 12, 2023 and was received by email from the applicant to provide Maywood families a chance to experience the YMCA's Winter Family Camp at Big Bear. . The City of Maywood has established a "Community Based Fund" to support community-based programs and activities. Applicant eligibility is determined by the City's Community Benefit Fund Guidelines and Procedures ("Guidelines") for the distribution of funds to eligible organizations that provide community-based programs, community activities and educational activities.

Most recently, on April 26, 2023, the City Council approved financial assistance for Maywood residents for Teen and Family Sleep Away Camp as an alternative to Sleep Away Camp which had low enrollment the previous year. Once again, there was low enrollment for the Teen Sleep Away Camp, whereas in Family Camp there were 22 families registered. Cost per family was \$645, which included breakfast, lunch and dinner and activities.

DISCUSSION:

Only an "Eligible Organization" may apply for this grant. Per the grant guidelines, this includes non-profit agencies that provide programs or services to residents of the city, a school or school-based/affiliated organization in the city or other city-based organizations. The Eligible Organization must also be in existence prior to submitting an application and have a record of successfully providing the services for which funding is requested. The guidelines provide that the City Council can award grants up to \$10,000.

According to the requester's application, Southeast Rio Vista YMCA has been in existence since 1882 and is located in the City. Due to the requestor being part of an organization that is located within the City, they fit into a category that makes them eligible to receive funds.

The Guidelines also require that an Eligible Organization provide an eligible service or activity defined as a program, service, activity, event, or other similar activity that has a benefit to the residents of the City or a specified target group by: (i) enhancing the quality of life or the delivery of services in the City; or (ii) providing

educational opportunities for the residents of the City.

The applicant states that the Southeast Rio Vista YMCA is requesting funds to be used to provide Maywood families a chance to experience the YMCA's Winter Family Camp at Big Bear. Families will experience the great outdoors at the YMCA's ACA-accredited YMCA Camp Whittle, located approximately two miles away from Big Bear Lake. Activities include hiking, a climbing course, swimming, field games and arts & crafts. There are three (3) date options for the Winter Family Camp.

The YMCA is requesting financial support to send 12 low-income Maywood families to Camp Whittle. The following is a breakdown of dates available and costs per family:

Dates – December 1–3, December 8–10, December 15-17, 2023.

Cost - \$645.00 per family, (includes breakfast, lunch and dinner for the weekend) for 12 families = **\$7,740.00**.

Fees do not include bus transportation.

- Bus fees for two (2) charter buses roundtrip service will be **\$3,400.00**.

Accordingly, based on the documentation provided by the applicant in support of their application, staff recommends that the City Council approve their request.

LEGAL REVIEW:

The City Attorney has not yet reviewed this report.

FISCAL IMPACT:

The City currently has budgeted \$75,000 in the Community Benefit Fund for fiscal year 2023/2023. To date, \$17,000 has been spent from this account. Therefore, there is an adequate budget and no additional budget appropriation is needed.

F.Y. 23-24 Impact: \$10,000	Current F.Y. Budget: \$75,000
Fund Impacted: 100 (General Fund)	Budget adjustment requested: \$0
Source of funds: 6301 (Community Benefit Fund)	Updated Account Budget: \$17,000
Account Number: 100-302-6301-9999	For fiscal year: 2023/2024

ATTACHMENT(S)

1. YMCA CBF Application 2023
2. Community Benefit Fund Guidelines and Procedures12.2021

CITY OF MAYWOOD

COMMUNITY BENEFIT FUND APPLICATION

Please Type/Print Information
(attach additional pages as needed)

Application Funding Cycle

Date of Application: July 12, 2023

- ☒ Q1: July 1 – September 30
☐ Q2: October 1- December 31
☐ Q3: January 1 - March 30
☐ Q4: April 1 - June 30

Amount Requested: \$10,000.00

Organization Name: Southeast Rio Vista YMCA	Phone Number: 323.588.2256
Street Address: 4801 E. 58th Street	Fax Number:
City, State, Zip: Maywood CA. 90270	Federal EIN: 95-1644052
Contact Person: Gerry Salcedo	
Contact Email Address: gerardosalcedo@ymcala.org	

Provide a detailed description of your organization. For example, are you a school, school-based or affiliated entity, youth program, community based organization, etc.

The mission of the Southeast-Rio Vista YMCA community-serving non-profit organization is to strengthen communities through youth development, healthy living, and social responsibility.

Does your organization have non-profit status with the Internal Revenue Service?

Yes ☒ No ☐ (If yes, attach documentation)

How long has this organization been in existence (provide date)?

139 years – since 1882

Is the organization located/based in Maywood or does it provide programs or services to Maywood residents? Yes ☒ No ☐ If yes, please explain.

The Southeast-Rio Vista YMCA (SERV Y) is one of the YMCA's Cradle to Career Success branches in the core of urban LA County where communities are among the most in need of health, fitness, and community programs for youth, families, and seniors. The SERV Y provides quality, year-round sports and fitness programming for youth, including those who could not otherwise access any; wellness programming to families who often lack access to nutrition education and safe, free play space; a variety of senior programs, including health and wellness activities, volunteer opportunities, and even meal support; services to immigrant populations via its New American Welcome Center (NAWC); and, more.

Describe how the requested funds will be used? Attach a proposed budget.

Funds will be used to send 12 families (96 total participants) to one of our Sleep away Camps in Big Bear during the month of December. Families will experience the great outdoors at our ACA-accredited YMCA Camp Whittle, located approximately two miles away from beautiful Big Bear Lake. Activities include hiking, a climbing course, swimming, field games, arts & crafts, and so much more! During a week of camp our campers will grow in their leadership skills, compassion, responsibility, teamwork, personal wellness, social engagement, and environmental stewardship. Over 80% of parents report that after a week of camp, their children have grown in confidence and responsibility. Why? Camp Whittle succeeds because it offers the greatest combination of: 1) caring counselors, educators and administrators; 2) programs that focus on health, STEM learning, self-confidence, and team-building; and 3) a location and facilities conducive to friendship, learning, and fun. All our campers, no matter where they come from, are given the chance to build on the educational skills they already possess, keeping them on track for academic success when they return to school.

What is the anticipated time-frame to provide the proposed program, service, event activity or goods and the expenditure of the requested funds?

The following dates are currently available December 1-3, 2023, December 8-10, 2023, or December 15-17, 2023

Describe the organization's efforts in obtaining funding from other sources?

The remainder of the budget will be supported by the YMCA of Metropolitan Los Angeles and SERV Y's board members, and other partners, donors, and foundations.

How will the requested funds have a benefit to Maywood residents?

The requested funds will be used to provide a unique experience at one of our Sleep away Camps in Big Bear. Families will experience the great outdoors at our ACA-accredited YMCA Camp Whittle, located approximately two miles away from beautiful Big Bear Lake. Activities include hiking, a climbing course, swimming, field games, arts & crafts, and so much more! We are requesting financial support to send 12 low-income Maywood families to Camp Whittle, who otherwise would not be able to take part of this high impact program.

How will the requested funds enhance the quality of life or the delivery of services for Maywood residents?

The Southeast-Rio Vista Y with the assistance of the City of Maywood would like to provide a unique experience at one of our Sleep away Camps in Big Bear. We understand the many of our Maywood families are low income and dealing with many financial difficulties. With this funds, we can provide this experience to families that may not be able to offered a weekend getaway to our local Mountains to experience the great outdoors. According to the CDC access to safe green space is a social-determinate of health. Providing access to Camp Whittle will increase positive health outcomes for those 12 Maywood low-income families.

How will the requested funds provide educational opportunities for Maywood residents or students?

Over the past decade, the Southeast-Rio Vista Y has placed a special focus on supporting the most under-resourced neighborhoods, where community members in Maywood are in profound need of access to affordable programs and services, and where more than half of all members depend on scholarships to cover program fees. Due to the location of this Y in a historically disinvested community, Maywood residents have had relatively limited access to private individuals and/or businesses who are able to invest significantly in their capacity. During school closures, camp experiences address learning loss provide educational and academic enrichment for youth and resources for parents/caregivers.

Has your organization previously received funding from the City of Maywood?

Yes ☒ No ☐ If yes, identify the use of the funds, total amount, and fiscal year in which the funds were received.

The Southeast-Rio Vista YMCA received support from the City of Maywood to support with COVID-19 relief efforts for City of Maywood community members through a \$20,000 grant in 2020, and a \$10,000 grant in 2021 and 2022

Is a member of your organization's board or executive leadership a City employee, an elected or appointed City official, or a family member of a City employee or elected or appointed City official? Yes ☐ No ☒ If yes, please explain.

By my signature below, I hereby certify, under penalty of perjury, that I am qualified to sign for and bind the named organization and that the information contained within and submitted with this application is complete, true and accurate. I have received a copy of the Community Benefit Fund Guidelines and Procedures and agree to abide by its provisions. If awarded funding, an agreement will be required to be executed.

Date: July 12, 2023	Signature: Gerry Salcedo			
Print Name and Title: Gerry Salcedo, Executive Director				
Date Received	Eligibility Verified	Date Approved	Date Denied	Amount Awarded

CITY OF MAYWOOD COMMUNITY BENEFIT FUND GUIDELINES AND PROCEDURES

I. BACKGROUND

The City of Maywood has established a "Community Benefit Fund" to support community based programs and activities.

II. PURPOSE

The purpose of this policy is to provide guidelines and procedures for the distribution of public funds, which will in turn fund community programs, activities and educational activities conduct by Eligible Organizations that meet the requirements and guidelines set forth by the City Council in this policy.

III. ELIGIBILITY AND POLICY

A. Eligible Organizations. The requesting organization must be: (1) a non-profit agency as defined by the Internal revenue Service (IRS) with a tax exempt status of 501(c)(3) and is in good standing in the State of California based in the City or provides programs or services to residents of the City; a school or school-based/affiliated organization located in the City; or other City-based organization such as athletic organizations or community groups (collectively called "Eligible Organizations"); (2) must be in existence prior to submittal of an application; and (3) must have a record of successfully providing the type of service, activity or program for which funding is requested.

B. Eligible Services and Activities. To apply for a grant under the City Community Benefit Fund, the Eligible Organization must provide a program, service, activity, event or other similar activities that have a benefit to the residents of the City of Maywood or the specified target group within the City by: (i) enhancing the quality of life or the delivery of services in the City; or (ii) providing educational opportunities for the residents or students of the City. Categories of services and activities eligible for grants include but are not limited to educational programs, cultural activities (i.e. music, art, dance, recreation), youth athletics, civic projects, health and safety programs, services sponsored by Maywood community organizations and public services (i.e. senior services, youth programs, health services). If the request relates to a community event, the event must be advertised and open to the public. Grants will be awarded in maximum amounts of no more than \$5,000. In limited circumstances, the City Council has the discretion to award grants in an amount not to exceed \$10,000.

C. Restrictions and Ineligible Organizations

1. Grants shall not be used for religious activities or political campaigning purposes or activities.

2. A non-profit entity, a school or school-based/affiliated organization or other City-based organizations such as athletic organizations or community groups that have

CITY OF MAYWOOD COMMUNITY BENEFIT FUND GUIDELINES AND PROCEDURES

as a member of their board or executive leadership a City employee, a City elected or appointed official or members of their family, are not eligible to apply for a Community Benefit Fund grant. Family members include spouse or domestic partner, child, parent, grandparent, grandchild, cousin, aunt, uncle, sibling, niece, nephew, parent-in-law, brother-in-law or sister-in-law, as well as all step relationships.

D. City Projects. This policy does not preclude the City from undertaking and funding projects on its own initiative that would be a benefit to the community.

IV. APPLICATION PROCEDURES

A. Submittal of an Application. Applicants must use the Community Benefit Fund application form. Forms are available on the City website at www.cityofmaywood.org and at Maywood City Hall at 4319 E. Slauson Avenue, Maywood, CA 90270. Applications may be requested by email at claudia.zavala@cityofmaywood.org

B. Application Deadline. The City Council will have quarterly application cycles available to consider requests contingent upon monies being available under the program. The application cycles and deadlines are as follows:

	<u>Application Cycle</u>	<u>Application Deadline</u>
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Quarter 2:	October 1 - December 31	September 1
Quarter 3:	January 1 - March 30	December 1
Quarter 4:	April 1 - June 30	March 1

The application must be submitted by 5:00 p.m. on the applicable deadline date addressed to: City of Maywood, Attention: Community Benefit Fund via City Manager's Office, 4319 E. Slauson Avenue, Maywood, CA 90270.

C. General Information

1. Applicants may apply for funds during any application cycle. Notwithstanding, funds must be requested and spent during the same fiscal year in which the award was approved by the City Council.
2. Organizations may submit only one application per fiscal year.
3. Funding to an Eligible Organization will not constitute a precedent for contributions in subsequent fiscal years.

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V. EVALUATION OF APPLICATION AND SELECTION PROCESS

A. Review of Applications. Following the application deadline, City Staff will review the applications. Applicants may be contacted if further information is requested, to answer questions, clarify their application, etc. All applications will be evaluated to ensure that the applicant is an "Eligible Organization" and that purpose for which the grant is sought is consistent with this policy. Applications and recommendations of Staff, if any, will be presented to the City Council during a regular scheduled City Council meeting for the Council's consideration and approval.

B. City Council Action. The City Council will take final action on award of all grants and maintains the discretion to fund in whole or in part any request or not to fund any or all requests during the Application Cycle. Alternatively, the City Council may hold-over any application into the next Application Cycle. In the case of multiple applications that are competing for limited available funds, consideration may be given to applications based on the following criteria: (i) the number of residents who are expected to benefit, participate in or be positively impacted by the program; (ii) the performance of the applicant in prior years, including demonstrated fiscal responsibility and compliance with applicable requirements; (iv) the amount of funding previously award to the applicant or the program or event in prior years; and (v) the total amount of funding requested as a proportion of the total available funds for the applicable fiscal year.

VI. POST AWARD REQUIREMENTS

A. Agreement. All Eligible Organizations elected to receive funds will be required to sign and execute an agreement with the City of Maywood.

B. Reporting. Eligible Organizations must complete a report, within 45 days of fund expenditure, describing the use of the grant and amount expended, the number of participants in the event or program, copies of any publicity of the event or program, and a narrative regarding the benefit to the City of Maywood. The City reserves the right to conduct an audit and/or require additional back-up information to substantiate how funds received from the City were expended. Failure to submit this required report will make the Eligible Organization ineligible for allocation of future funds until the required report is submitted. These reports will be reviewed and taken into account for evaluating subsequent funding proposals from that entity.

C. Request for Funds. The Eligible Organization receiving the funds is responsible for submitting a funds request to the City's Finance Director and shall allow the City up to 30 days to process the request. If a third-party vendor is the recipient of the funds (i.e. bus company used for field trip), then the request shall include the information regarding that vendor including their Tax Identification Number and the check shall be made payable to that vendor. If the grant is to be used to purchase tangible goods or services, the City has the discretion to purchase the goods or services directly and

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pass-through the goods or services to the Eligible Organization rather than provide the funding.

D. Return of Funds to the City. Unexpended funds must be returned to the City at the end of the fiscal year. Funds must also be returned to the City if the City determines that the applicant has not performed in accordance with the approved application listing the use of the funds.

E. Failure to Abide by Policy. The failure of an Eligible Organization to abide by this Policy will result in the Eligible Organization being denied for funding in the future.