



MEETING DATE: 6/18/07

ITEM NO:

7

## COUNCIL AGENDA REPORT

DATE: June 13, 2007

TO: MAYOR AND TOWN COUNCIL

FROM: DEBRA J. FIGONE, TOWN MANAGER

A handwritten signature in black ink, appearing to be "Debra J. Figone", written over the "FROM" line.

SUBJECT: ADOPT RESOLUTION AUTHORIZING TOWN MANAGER TO ENTER INTO AGREEMENTS WITH WEST COAST CODE CONSULTANTS, INCORPORATED AND SHUMS CODA ASSOCIATES FOR BUILDING PERMIT PLAN CHECK CONSULTANT SERVICES.

### RECOMMENDATION:

Adopt the resolution authorizing the Town Manager to enter into agreements with West Coast Code Consultants, Inc. and Shums Coda Associates, Inc. for building permit plan check consultant services.

### BACKGROUND:

The Town has contracted with outside consultants to provide building permit plan checking services for more than ten years. The Town currently contracts with Bureau Veritas North America, Inc. (BVNA), (formerly Linhart, Petersen, Powers and Associates, LP2A), for plan checking services. On June 30, 2007, the fourth amendment to the BVNA contract will expire. The BVNA contract has been extended the maximum allowed by the purchasing guidelines. The last plan check consultant contract approved by Council required staff to send out Request for Proposals (RFP) prior to expiration of the contract. The Town needs to retain consultant plan check and engineering services due to the defunding of the plan check engineer position. The plan check consultant contracts are unique in that all costs are borne by applicants and no costs to the Town are incurred.

### DISCUSSION:

BVNA has been providing Building Division plan check services to the Town for nearly eight years and provides both non-structural and structural code review of building permits. Recent changes to the BVNA organization and staff have made their historical relationship to the Town

PREPARED BY: Bud N. Lortz Director of Community Development

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Reviewed by: BS Assistant Town Manager OK Town Attorney  
\_\_\_\_ Clerk Administrator \_\_\_\_ Finance ✓ Community Development

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MAYOR AND TOWN COUNCIL

SUBJECT: ADOPT RESOLUTION AUTHORIZING TOWN MANAGER TO ENTER  
INTO AGREEMENTS WITH BUILDING PLAN CHECK CONSULTANTS

*June 14, 2007*

less significant than one would anticipate. Staff sent out RFP's to four plan check consultants and three proposals were received from BVNA, West Coast Code Consultants, Inc. (WC3) and Shums Coda Associates. All proposals were very competitive; however, WC3 and Shums Coda are able to provide substantial staff experience and competitive pricing. WC3 and Shums Coda are spin-off companies from BVNA and many of the employees of these two firms have worked directly with Los Gatos over the last seven years while employed with BVNA and are familiar with the Town. Most notable would be Ms. Susan O'Brien who had been the primary plan checker and liaison for BVNA until she resigned from BVNA and started working for WC3. Ms. O'Brien has more than seven years experience with BVNA as the Town's primary plan checker. WC3 has assigned Ms. O'Brien as the project manager for this contract.

The Town had contracted with one plan check consultant firm over the past seven years. Staff believes that contracting with two firms will provide staff with greater plan checking resources during peak permitting periods and potentially faster plan check turn-around times

CONCLUSION:

Staff has worked with principals of all three firms, but believes that WC3 and Shums Coda provide the most highly qualified and experienced plan checkers.

Staff recommends that the Council adopt the attached resolution authorizing the Town Manager to enter into agreements with West Coast Code Consultants, Inc. and Shums Coda Associates for building permit plan check consultant services.

ENVIRONMENTAL ASSESSMENT:

This is not a project as defined under CEQA.

FISCAL IMPACT: None.

Attachments:

1. Draft Resolution
2. Agreement for West Coast Code Consultants (12 pages)
3. Agreement for Shums Coda Associates (11 pages)
4. Proposal from West Coast Code Consultants (22 pages)
5. Proposal from Shums Coda Associates (18 pages)
6. Proposal from Bureau Veritas (36 pages)

BNL:AG:mdc

cc: West Coast Code Consultants, Inc., Giyan Senaratne, 2400 Camino Ramon, Suite #240,  
San Ramon, CA 94583;  
Shums Coda Associates, David Bassinger, 5776 Stoneridge Mall Road, Suite #180,  
Pleasanton, CA 94588

**RESOLUTION 2007-**

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS  
AUTHORIZING TOWN MANAGER TO ENTER INTO AN AGREEMENT WITH  
WEST COAST CODE CONSULTANTS INCORPORATED AND SHUMS CODA  
ASSOCIATES FOR BUILDING PERMIT PLAN CHECK CONSULTANT SERVICES.**

**WHEREAS**, Town Council desires to continue to utilize consultant services for Building Permit Plan Check; and

**WHEREAS**, due to the exceptional service and expert knowledge; qualifications and experience required to provide these services noted, and the inability of the Town to provide these services due to lack of professional staff, the Town desires to contract with West Coast Code Consultants Incorporated and Shums Coda Associates to provide Building Permit Plan Checking.

**RESOLVED**, by Town Council that TOWN OF LOS GATOS enter into agreements with West Coast Code Consultants Incorporated and Shums Coda Associates to provide building permit plan checking services; and

**FURTHER RESOLVED**, by the Town Council that Town Manager is authorized and directed to execute the attached agreement Building Permit Plan Check Consultant Services in the name and in behalf of TOWN OF LOS GATOS.

**PASSED AND ADOPTED** at a regular meeting of the Town Council/Redevelopment Agency of the Town of Los Gatos, California, held on the       day of June, 2007, by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

SIGNED:

\_\_\_\_\_  
MAYOR OF THE TOWN OF LOS GATOS  
LOS GATOS, CALIFORNIA

ATTEST:

\_\_\_\_\_  
CLERK ADMINISTRATOR  
OF THE TOWN OF LOS GATOS  
LOS GATOS, CALIFORNIA

## AGREEMENT FOR BUILDING PERMIT PLAN CHECK CONSULTANT SERVICES

THIS AGREEMENT is entered into this \_\_\_\_ day of July, 2007, by and between Town of Los Gatos, State of California, herein called "Town", and West Coast Code Consultants, Inc. (WC<sup>3</sup>), engaged in providing building plan check consulting services herein called "Consultant".

### RECITALS

- A. Town is considering undertaking activities to supplement its ability to review building plan checks and enhance customer service and efficiency.
- B. Town desires to engage a building plan check Consultant to provide consulting services to assist in the processing of plan check's, because of Consultant's experience and qualifications to perform the desired work.
- C. Consultant represents and affirms that it is qualified and willing to perform the desired work pursuant to this Agreement.

### AGREEMENTS

NOW, THEREFORE, THE PARTIES HERETO AGREE AS FOLLOWS:

1. Scope of Services. Consultant shall provide the services listed in the Consultant's Scope of Work, attached hereto as Exhibit "A" and by this reference incorporated herein, and the services listed below.

- Administrative Duties

- I. As needed by Town, provide Building Permit Plan Check Services, including, but not limited to:
  - Providing initial plan check comments on submitted applications plans,
  - Providing resubmittal plan check comments on revised plans,
  - Providing written copies of initial and resubmittal plan check comments.
- II. As requested by Town, provide copies of work products of all comments, reports, and studies prepared for Town. Consultant shall provide electronic file copies of these documents in a WordPerfect 6.0 or approved word processing software format via a 3 1/2 inch floppy disk medium on an as-needed basis.
- III. Provide a weekly updated listing/status report of all Building Permit Plan Checks reviewed for Town of Los Gatos on Consultant's Company Web Site.

- IV. When needed by Town, Plan Check Consultant and/or Building Official shall attend staff level meetings with Town staff, public officials, community leaders, developers, contractors and the general public (maximum of 4 additional meetings per month).
2. Time of Performance. The services of Consultant are for a term of two (2) years that will commence upon the execution of this contract. Should Town not renew a contract, the award and authorization of the contract shall automatically expire. Town shall give Consultant at least 15 days notice, prior to the cancellation or expiration of the contract.
  3. Compliance with Laws. Consultant shall comply with all applicable laws, codes, ordinances, and regulations of governing federal, state and local laws. Consultant represents and warrants to Town that it has all licenses, permits, qualifications and approvals of whatsoever nature which are legally required for Consultant to practice its profession. Consultant represents and warrants to Town that Consultant shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Agreement any licenses, permits, and approvals which are legally required for Consultant to practice its profession. Consultant shall maintain a Town of Los Gatos business license pursuant to Chapter 14 of the Code of Town of Los Gatos.
  4. Sole Responsibility. Consultant shall be responsible for employing or engaging all persons necessary to perform the services under this Agreement.
  5. Information/Report Handling. All documents furnished to Consultant by Town and all reports and supportive data prepared by Consultant under this Agreement are Towns property and shall be delivered to Town upon the completion of Consultant's services or at Town's written request. All reports, information, data, and exhibits prepared or assembled by Consultant in connection with the performance of its services pursuant to this Agreement are confidential until released by Town to the public, and Consultant shall not make any of the these documents or information available to any individual or organization not employed by Consultant or Town without the written consent of Town before such release. Town acknowledges that the reports to be prepared by Consultant pursuant to this Agreement are for the purpose of evaluating a defined project, and Town's use of the information contained in the reports prepared by Consultant in connection with other projects shall be solely at Town's risk, unless Consultant expressly consents to such use in writing. Town further agrees that it will not appropriate any methodology or technique of Consultant, which is and has been confirmed in writing by Consultant to be a trade secret of Consultant.
  6. Compensation. Compensation for Consultant's professional services shall be based upon Town's pre-approval of each task as noted in the Scope of Services. Compensation for each task shall not exceed the amount per task noted in Consultant's Schedule of Fees (attached hereto as Exhibit "B" and incorporated by reference herein) or as noted in Consultant's Schedule of Charges (attached hereto as Exhibit "C" and incorporated by reference herein). Fees will be reviewed on an annual basis.

Billing shall be accompanied by a detailed explanation of the work performed by whom at what rate and on what date. Billing invoices submitted for payment must reference Town Purchase Order #, and if applicable, the appropriate project address and Town Application Number (e.g. 110 E. Main St./Building Permit, B07-0001). Also, plans, specifications, documents or other pertinent materials shall be submitted for Town review, even if only in partial or draft form.

Payment shall be net thirty (30) days.

Only one (1) purchase order number per invoice will be accepted. All invoices and statements to Town shall reference Town's purchase order number and be addressed as follows:

Invoices: Town of Los Gatos  
Attn: Accounts Payable  
P.O. Box 949  
Los Gatos, CA 95030

Statements: Town of Los Gatos  
Attn: Accounts Payable  
P.O. Box 949  
Los Gatos, CA 95030

7. Availability of Records. Consultant shall maintain the records supporting this billing for not less than three (3) years following completion of the work under this Agreement. Consultant shall make these records available to authorized personnel of Town at Consultant's offices during business hours upon written request of Town.
8. Project Manager. Project Manager for Consultant for the work under this Agreement shall be Giyan Senaratne, S.E. or Susan C. O'Brien, P.E.
9. Assignability and Subcontracting. The services to be performed under this Agreement are unique and personal to Consultant. No portion of these services shall be assigned or subcontracted without the written consent of Town.
10. Notices. Any notice required to be given shall be deemed to be duly and properly given if mailed postage prepaid, and addressed to:

To Town: Bud Lortz  
Director of Community Development  
Town of Los Gatos  
110 E. Main Street  
Los Gatos, CA 95032  
Fax: (408) 354-7593  
Phone: (408) 354-6874

To Consultant: Giyan Senaratne /Susan O'Brien  
West Coast Code Consultants, Inc.  
2400 Camino Ramon, Suite, #240  
San Ramon, CA 94583  
Fax: (925) 725-0600  
Phone: (925) 275-1700

or personally delivered to Consultant to such address or such other address as Consultant designates in writing to Town,

11. Independent Contractor. It is understood that Consultant, in the performance of the work and services agreed to be performed, shall act as and be an independent contractor and not an agent or employee of Town. As an independent contractor he/she shall not obtain any rights to retirement benefits or other benefits which accrue to Town employee(s). With prior written consent, Consultant may perform some obligations under this Agreement by subcontracting, but may not delegate ultimate responsibility for performance or assign or transfer interests under this Agreement.

Consultant agrees to testify in any litigation brought regarding the subject of the work to be performed under this Agreement. Consultant shall be compensated for its costs and expenses in preparing for, traveling to, and testifying in such matters at its then current hourly rates of compensation, unless such litigation is brought by Consultant or is based on allegations of Consultant's negligent performance or wrongdoing.

12. Conflict of Interest. Consultant understands that its professional responsibilities are solely to the Town. Consultant has and shall not obtain any holding or interest within Town of Los Gatos. Consultant has no business holdings or agreements with any individual member of the Staff or management of Town or its representatives nor shall it enter into any such holdings or agreements. In addition, Consultant warrants that it does not presently and shall not acquire any direct or indirect interest adverse to those of Town in the subject of this Agreement, and it shall immediately disassociate itself from such an interest should it discover it has done so and shall, at Town's sole discretion, divest itself of such interest. Consultant shall not knowingly and shall take reasonable steps to ensure that it does not employ a person having such an interest in this performance of this Agreement. If after employment of a person, Consultant discovers it has employed a person with a direct or indirect interest that would conflict with its performance of this Agreement, Consultant shall promptly notify Town of this employment relationship, and shall, at Town's sole discretion, sever any such employment relationship.

13. Equal Employment Opportunity. Consultant warrants that it is an equal opportunity employer and shall comply with applicable regulations governing equal employment opportunity. Neither Consultant nor its subcontractors do and neither shall discriminate against persons employed or seeking employment with them on the basis of age, sex, color, race, marital status, sexual orientation, ancestry, physical or mental disability, national origin, religion, or medical condition, unless based upon a bona fide occupational qualification pursuant to the California Fair Employment & Housing Act.

14. Insurance.

A. Minimum Scope of Insurance:

- i. Consultant agrees to have and maintain, for the duration of the contract, General Liability insurance policies insuring him/her and his/her firm to an amount not less than: one million dollars (\$1,000,000) combined single limit per occurrence for bodily injury, personal injury and property damage.
- ii. Consultant agrees to have and maintain for the duration of the contract, an Automobile Liability insurance policy ensuring him/her and his/her staff to an amount not less than one million dollars (\$1,000,000) combined single limit per accident for bodily injury and property damage.
- iii. Consultant shall provide to Town all certificates of insurance, with original endorsements effecting coverage. Consultant agrees that all certificates and endorsements are to be received and approved by Town before work commences.
- iv. Consultant agrees to have and maintain, for the duration of the contract, professional liability insurance in amounts not less than \$1,000,000 which is sufficient to insure Consultant for professional errors or omissions in the performance of the particular scope of work under this agreement.

B. General Liability:

- i. Town, its officers, officials, employees and volunteers are to be covered as insured as respects: liability arising out of activities performed by or on behalf of Consultant; products and completed operations of Consultant, premises owned or used by Consultant. This requirement does not apply to the professional liability insurance required for professional errors and omissions.
- ii. Consultant's insurance coverage shall be primary insurance as respects Town, its officers, officials, employees and volunteers. Any insurance or self-insurances maintained by Town, its officers, officials, employees or volunteers shall be excess of Consultant's insurance and shall not contribute with it.



- iii. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to Town, its officers, officials, employees or volunteers.
  - iv. Consultant's insurance shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- C. All Coverages: Each insurance policy required in this item shall be endorsed to state that coverage shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to Town. Current certification of such insurance shall be kept on file at all times during the term of this agreement with Town Clerk..
- D. In addition to these policies, Consultant shall have and maintain Workers' Compensation insurance as required by California law and shall provide evidence of such policy to Town before beginning services under this Agreement. Further, Consultant shall ensure that all subcontractors employed by Consultant provide the required Workers' Compensation insurance for their respective employees.
15. Indemnification. Consultant shall save, keep and hold harmless indemnify and defend Town its officers, agent, employees and volunteers from all damages, liabilities, penalties, costs, or expenses in law or equity that may at any time arise or be set up because of damages to property or personal injury received by reason of, or in the course of performing work which may be occasioned by a willful or negligent act or omissions of Consultant, or any of Consultant's officers, employees, or agents or any subconsultant.
16. Waiver. No failure on the part of either party to exercise any right or remedy hereunder shall operate as a waiver of any other right or remedy that party may have hereunder, nor does waiver of a breach or default under this Agreement constitute a continuing waiver of a subsequent breach of the same or any other provision of this Agreement.
17. Governing Law. This Agreement, regardless of where executed, shall be governed by and construed to the laws of the State of California. Venue for any action regarding this Agreement shall be in the Superior or Municipal Court of the County of Santa Clara.
18. Termination of Agreement. Town and Consultant shall have the right to terminate this agreement with or without cause by giving not less than fifteen (15) days written notice of termination. In the event of termination, Consultant shall deliver to Town all plans, files, documents, reports, performed to date by Consultant. In the event of such termination, Town shall pay Consultant an amount that bears the same ratio to the maximum contract price as the work delivered to Town bears to completed services contemplated under this Agreement pursuant to the noted Scope of Services and Exhibit A hereto, unless such

termination is made for cause, in which event, compensation, if any, shall be adjusted in light of the particular facts and circumstances involved in such termination.

19. Amendment. No modification, waiver, mutual termination, or amendment of this Agreement is effective unless made in writing and signed by Town and Consultant.
20. Disputes. In any dispute over any aspect of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees, including costs of appeal.
21. Entire Agreement. This Agreement, including Exhibits A, B and C constitutes the complete and exclusive statement of the Agreement between Town and Consultant. No terms, conditions, understandings or agreements purporting to modify or vary this Agreement, unless hereafter made in writing and signed by the party to be bound, shall be binding on either party.

WEST COAST CODE CONSULTANTS, Inc.:

Signature \_\_\_\_\_

Giyan Senaratne  
WC<sup>3</sup> Principal

Date: \_\_\_\_\_

TOWN OF LOS GATOS:

\_\_\_\_\_

Debra Figone, Town Manager

Date: \_\_\_\_\_

DEPARTMENT APPROVAL:

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

Randy Tsuda,  
Assistant Community Development Director

Date: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_

Orry Korb, Town Attorney

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Jackie Rose, Clerk Administrator

Date: \_\_\_\_\_

## **Exhibit A**

### **Consultant's Scope of Work**

#### **Plan Review**

**Key Plan Review Staff:** WC<sup>3</sup> will assign Ms. Susan O'Brien, P.E., as the project manager for the Town of Los Gatos. She has worked in this position for the last seven (7) years and is looking forward to providing the Town of Los Gatos with the same high quality service. Mr. Giyan Senaratne, S.E., P.E., Ms. Ana Akin, P.E. and Mr. Jess Villar, P.E. (Mechanical) will be assisting Ms. O'Brien in performing plan reviews on an as-needed basis.

**On-Site Plan Review Services:** Ms. Susan O'Brien, P.E., will be assigned one (1) or two (2) days a week at the Town of Los Gatos' office to perform various duties, including performing on-site plan reviews. Additionally, WC<sup>3</sup>'s other staff members Mr. Giyan Senaratne, S.E., P.E., Ms. Ana Akin, P.E. and Mr. Jess Villar, P.E., who have experience in performing plan reviews for projects in various Bay Area jurisdictions, will be made available to serve on an as-needed basis to help Ms. O'Brien in performing plan reviews in the Town of Los Gatos.

#### **Plan Review Process / Comment Lists and Pick-up/Delivery:**

- WC<sup>3</sup>'s plan reviews result in type written lists of comments, which always refer to specific details, drawing sheets and applicable code sections.
- Plan review comment lists will be sent directly to the Town Building Official either by email, fax or U.S. mail.
- Once approved, all documents will be forwarded directly to the jurisdiction with an approval stamp.
- Plans and documents can be transported in person by WC<sup>3</sup>'s staff members or by FedEx ground services.

#### **Technical and Miscellaneous Support:**

Ms. Susan O'Brien, P.E., WC<sup>3</sup>'s Project Manager, will assist the Building Official, in any and all assignments. As she has done for the last seven (7) years, she will be committed to managing all projects, attend pre-construction or pre-design meetings, perform field visits, communicate with design team members, and provide support for field inspection personnel. As in the past, if needed, she will also be able to perform the duties of the building official on an interim basis. In addition to Ms. O'Brien, P.E., WC<sup>3</sup>'s principal, Mr. Giyan Senaratne, S.E., P.E., will be made available to serve as a Project Manager.

#### **Turn-Around Schedules:**

- For most project types, including commercial and residential, plan reviews will be completed and returned to the jurisdiction within ten (10) working days of the date the plans are received by WC<sup>3</sup>.
- Resubmittals and revisions will be returned within five (5) working days.
- Large or unusually complex plan review projects may require up to a fifteen (15) working days turn-around.
- When requested by the Building Official, or his designee, we will complete plan reviews in an expedited manner to comply with the Town's request.

## Exhibit B Consultant's Schedule of Fees

Fees for comprehensive plan reviews, performed at WC<sup>3</sup> offices, will be equal to seventy five percent (75%) of the plan review fees as calculated per the jurisdiction. The Town will provide WC<sup>3</sup> with jurisdiction review fees (project by project) for use in calculating WC<sup>3</sup>'s fees.

The above fee covers all services associated with the typical plan review, including:

- The review of plans and related documents for compliance to the State of California Building Laws as generally contained in Title 24, Parts 2, 3, 4, 5, 6, 8, and 12, which covers structural, fire and life safety, disabled access, plumbing, mechanical, electrical and energy conservation requirements, as modified by the Town of Los Gatos.
- Delivery of design documents to the jurisdiction.
- First, second, and third quick reviews, if necessary, to approve projects. Reviews that are not completed within these review cycles will be charged at the hourly rates listed below.

### On-Site Plan Review Services

| <u>WC<sup>3</sup> Staff Member</u> | <u>Title / Task Description</u> | <u>Hourly Billing Rate</u> |
|------------------------------------|---------------------------------|----------------------------|
| Susan O'Brien -                    | Supervising Plan Check Engineer | \$125.00                   |
| Ana Akin -                         | Supervising Plan Check Engineer | \$125.00                   |
| Jess Villar -                      | Senior Plan Check Engineer      | \$115.00                   |
| Giyan Senaratne -                  | Senior Structural Engineer      | \$140.00                   |

These rates are effective from July 1, 2007 through June 30, 2008. These hourly rates will be reviewed and compared to the Bay Area Cost of Living Adjustment percentage on an annual basis in June of each year.

Overtime will be charged at 125% of the standard hourly rates. Overtime will not be charged without prior authorization by client. \*\*

Mileage Reimbursement - Government Mileage Rate + 15%  
(Currently \$ 0.445 \* 1.15 = \$ 0.518 per mile)

Outside Consultants - Cost plus 15%

\*\* Hours for in-house services and inspections in excess of 8 hours (per day) will be billed at the overtime rate shown above. When in-house services or inspection overtime is requested on weekends or holidays, these overtime services will be provided in 4-hour minimum segments.

## Exhibit C

### Consultant's Schedule of Charges

#### Hourly Rate Schedule

| <u>Personnel Description</u>               | <u>Hourly Billing Rate</u> |
|--|----------------------------|
| Principal                                  | \$ 160.00                  |
| Acting Building Official                   | \$ 140.00                  |
| Senior Structural Engineer                 | \$ 140.00                  |
| Supervising Plan Review Engineer/Associate | \$ 125.00                  |
| Senior Plan Review Engineer/Architect      | \$ 115.00                  |
| Plan Review Engineer/Architect             | \$ 100.00                  |
| Senior Plans Examiner                      | \$ 95.00                   |
| Plans Examiner                             | \$ 80.00                   |
| Permit Technician                          | \$ 65.00                   |
| Clerical Support                           | \$ 50.00                   |
| Supervising Inspector                      | \$ 110.00                  |
| Senior Inspector                           | \$ 95.00                   |
| Inspector II                               | \$ 85.00                   |
| Inspector I                                | \$ 75.00                   |
| Inspector in Training                      | \$ 45.00                   |

These rates are effective through June 30<sup>th</sup>, 2008.

Overtime will be charged at 125% of the standard hourly rates. No overtime will be charged without prior authorization by client. \*\*

Mileage Reimbursement - Standard Government Mileage Rate + 15%  
(Currently \$ 0.485 \* 1.15 = \$ 0.558 per mile)

Outside Consultants - Cost plus 15%

*\*\* Hours for in-house services and inspections in excess of 8 hours (per day) will be billed at the overtime rate shown above. When in-house services or inspection overtime is requested on weekends or holidays, these overtime services will be provided in 4-hour minimum segments.*

## **Exhibit C**

### **Consultant's Schedule of Charges – cont'd**

Personnel charges are for technical work. Charges are made for technical typing and for time and costs of compiling and printing reports. Direct charges are not made for general secretarial services, office management, accounting and maintenance since these items are included in overhead.

#### **MISCELLANEOUS CHARGES**

WC3 will provide back up documentation (e.g. receipts, invoices, logs, etc.) for any invoiced miscellaneous charges. The following charges are in addition to personnel charges:

##### **Charge/Service**

Car Mileage, per mile

(Incurred mileage within jurisdiction only)

##### **Printing & Reproduction Services : Per Sheet, Photocopies**

##### **Charges for Special Pre-approved Outside Services:**

Examples of such services include:

Telegrams or Long Distance Calls

Meals & Lodging

Transportation on Public Carriers

Shipping Charges

##### **Cost**

\$.31 /mile

\$.15/sheet, Cost plus 10

## AGREEMENT FOR BUILDING PERMIT PLAN CHECK CONSULTANT SERVICES

THIS AGREEMENT is entered into this \_\_\_\_ day of July, 2007, by and between Town of Los Gatos, State of California, herein called "Town", and Shums Coda Associates, engaged in providing building plan check consulting services herein called "Consultant".

### RECITALS

- A. Town is considering undertaking activities to supplement its ability to review building plan checks and enhance customer service and efficiency.
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  4. Sole Responsibility. Consultant shall be responsible for employing or engaging all persons necessary to perform the services under this Agreement.
  5. Information/Report Handling. All documents furnished to Consultant by Town and all reports and supportive data prepared by Consultant under this Agreement are Towns property and shall be delivered to Town upon the completion of Consultant's services or at Town's written request. All reports, information, data, and exhibits prepared or assembled by Consultant in connection with the performance of its services pursuant to this Agreement are confidential until released by Town to the public, and Consultant shall not make any of these documents or information available to any individual or organization not employed by Consultant or Town without the written consent of Town before such release. Town acknowledges that the reports to be prepared by Consultant pursuant to this Agreement are for the purpose of evaluating a defined project, and Town's use of the information contained in the reports prepared by Consultant in connection with other projects shall be solely at Town's risk, unless Consultant expressly consents to such use in writing. Town further agrees that it will not appropriate any methodology or technique of Consultant, which is and has been confirmed in writing by Consultant to be a trade secret of Consultant.
  6. Compensation. Compensation for Consultant's professional services shall be based upon Town's pre-approval of each task as noted in the Scope of Services. Compensation for each task shall not exceed the amount per task noted in Consultant's Schedule of Fees (attached hereto as Exhibit "B" and incorporated by reference herein) or as noted in Consultant's Schedule of Charges (attached hereto as Exhibit "C" and incorporated by reference herein). Fees will be reviewed on an annual basis.

Billing shall be accompanied by a detailed explanation of the work performed by whom at what rate and on what date. Billing invoices submitted for payment must reference Town Purchase Order #, and if applicable, the appropriate project address and Town Application Number (e.g. 110 E. Main St. /Building Permit, B07-0001). Also, plans, specifications, documents or other pertinent materials shall be submitted for Town review, even if only in partial or draft form.

Payment shall be net thirty (30) days.

Only one (1) purchase order number per invoice will be accepted. All invoices and statements to Town shall reference Town's purchase order number and be addressed as follows:

Invoices: Town of Los Gatos  
Attn: Accounts Payable  
P.O. Box 949  
Los Gatos, CA 95030

Statements: Town of Los Gatos  
Attn: Accounts Payable  
P.O. Box 949  
Los Gatos, CA 95030

7. Availability of Records. Consultant shall maintain the records supporting this billing for not less than three (3) years following completion of the work under this Agreement. Consultant shall make these records available to authorized personnel of Town at Consultant's offices during business hours upon written request of Town.
8. Project Manager. Project Manager for Consultant for the work under this Agreement shall be David J. Basinger, Architect or Talat Abbasi, P.E.
9. Assignability and Subcontracting. The services to be performed under this Agreement are unique and personal to Consultant. No portion of these services shall be assigned or subcontracted without the written consent of Town.
10. Notices. Any notice required to be given shall be deemed to be duly and properly given if mailed postage prepaid, and addressed to:

To Town: Bud Lortz  
Director of Community Development  
Town of Los Gatos  
110 E. Main Street  
Los Gatos, CA 95032  
Fax: (408) 354-7593  
Phone: (408) 354-6874

To Consultant: David J. Basinger, Architect  
Shums Coda Associates  
5776 Stoneridge Mall Rd., Suite 180  
Pleasanton, CA 94588  
Fax: (925) 463-0691  
Phone: (925) 463-0651

or personally delivered to Consultant to such address or such other address as Consultant designates in writing to Town,

11. Independent Contractor. It is understood that Consultant, in the performance of the work and services agreed to be performed, shall act as and be an independent contractor and not an agent or employee of Town. As an independent contractor he/she shall not obtain any rights to retirement benefits or other benefits which accrue to Town employee(s). With prior written consent, Consultant may perform some obligations under this Agreement by subcontracting, but may not delegate ultimate responsibility for performance or assign or transfer interests under this Agreement.

Consultant agrees to testify in any litigation brought regarding the subject of the work to be performed under this Agreement. Consultant shall be compensated for its costs and expenses in preparing for, traveling to, and testifying in such matters at its then current hourly rates of compensation, unless such litigation is brought by Consultant or is based on allegations of Consultant's negligent performance or wrongdoing.

12. Conflict of Interest. Consultant understands that its professional responsibilities are solely to the Town. Consultant has and shall not obtain any holding or interest within Town of Los Gatos. Consultant has no business holdings or agreements with any individual member of the Staff or management of Town or its representatives nor shall it enter into any such holdings or agreements. In addition, Consultant warrants that it does not presently and shall not acquire any direct or indirect interest adverse to those of Town in the subject of this Agreement, and it shall immediately disassociate itself from such an interest should it discover it has done so and shall, at Town's sole discretion, divest itself of such interest. Consultant shall not knowingly and shall take reasonable steps to ensure that it does not employ a person having such an interest in this performance of this Agreement. If after employment of a person, Consultant discovers it has employed a person with a direct or indirect interest that would conflict with its performance of this Agreement, Consultant shall promptly notify Town of this employment relationship, and shall, at Town's sole discretion, sever any such employment relationship.

13. Equal Employment Opportunity. Consultant warrants that it is an equal opportunity employer and shall comply with applicable regulations governing equal employment opportunity. Neither Consultant nor its subcontractors do and neither shall discriminate against persons employed or seeking employment with them on the basis of age, sex, color, race, marital status, sexual orientation, ancestry, physical or mental disability, national origin, religion, or medical condition, unless based upon a bona fide occupational qualification pursuant to the California Fair Employment & Housing Act.

14. Insurance.

A. Minimum Scope of Insurance:

- i. Consultant agrees to have and maintain, for the duration of the contract, General Liability insurance policies insuring him/her and his/her firm to an amount not less than: one million dollars (\$1,000,000) combined single limit per occurrence for bodily injury, personal injury and property damage.
- ii. Consultant agrees to have and maintain for the duration of the contract, an Automobile Liability insurance policy ensuring him/her and his/her staff to an amount not less than one million dollars (\$1,000,000) combined single limit per accident for bodily injury and property damage.
- iii. Consultant shall provide to Town all certificates of insurance, with original endorsements effecting coverage. Consultant agrees that all certificates and endorsements are to be received and approved by Town before work commences.
- iv. Consultant agrees to have and maintain, for the duration of the contract, professional liability insurance in amounts not less than \$1,000,000 which is sufficient to insure Consultant for professional errors or omissions in the performance of the particular scope of work under this agreement.

B. General Liability:

- i. Town, its officers, officials, employees and volunteers are to be covered as insured as respects: liability arising out of activities performed by or on behalf of Consultant; products and completed operations of Consultant, premises owned or used by Consultant. This requirement does not apply to the professional liability insurance required for professional errors and omissions.
- ii. Consultant's insurance coverage shall be primary insurance as respects Town, its officers, officials, employees and volunteers. Any insurance or self-insurances maintained by Town, its officers, officials, employees or volunteers shall be excess of Consultant's insurance and shall not contribute with it.

- iii. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to Town, its officers, officials, employees or volunteers.
  - iv. Consultant's insurance shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- C. All Coverages: Each insurance policy required in this item shall be endorsed to state that coverage shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to Town. Current certification of such insurance shall be kept on file at all times during the term of this agreement with Town Clerk..
- D. In addition to these policies, Consultant shall have and maintain Workers' Compensation insurance as required by California law and shall provide evidence of such policy to Town before beginning services under this Agreement. Further, Consultant shall ensure that all subcontractors employed by Consultant provide the required Workers' Compensation insurance for their respective employees.
15. Indemnification. Consultant shall save, keep and hold harmless indemnify and defend Town its officers, agent, employees and volunteers from all damages, liabilities, penalties, costs, or expenses in law or equity that may at any time arise or be set up because of damages to property or personal injury received by reason of, or in the course of performing work which may be occasioned by a willful or negligent act or omissions of Consultant, or any of Consultant's officers, employees, or agents or any subconsultant.
16. Waiver. No failure on the part of either party to exercise any right or remedy hereunder shall operate as a waiver of any other right or remedy that party may have hereunder, nor does waiver of a breach or default under this Agreement constitute a continuing waiver of a subsequent breach of the same or any other provision of this Agreement.
17. Governing Law. This Agreement, regardless of where executed, shall be governed by and construed to the laws of the State of California. Venue for any action regarding this Agreement shall be in the Superior or Municipal Court of the County of Santa Clara.
18. Termination of Agreement. Town and Consultant shall have the right to terminate this agreement with or without cause by giving not less than fifteen (15) days written notice of termination. In the event of termination, Consultant shall deliver to Town all plans, files, documents, reports, performed to date by Consultant. In the event of such termination, Town shall pay Consultant an amount that bears the same ratio to the maximum contract price as the work delivered to Town bears to completed services contemplated under this Agreement pursuant to the noted Scope of Services and Exhibit A hereto, unless such

termination is made for cause, in which event, compensation, if any, shall be adjusted in light of the particular facts and circumstances involved in such termination.

19. Amendment. No modification, waiver, mutual termination, or amendment of this Agreement is effective unless made in writing and signed by Town and Consultant.
20. Disputes. In any dispute over any aspect of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees, including costs of appeal.
21. Entire Agreement. This Agreement, including Exhibits A, B and C constitutes the complete and exclusive statement of the Agreement between Town and Consultant. No terms, conditions, understandings or agreements purporting to modify or vary this Agreement, unless hereafter made in writing and signed by the party to be bound, shall be binding on either party.

SHUMS CODA ASSOCIATES:

Signature \_\_\_\_\_

David J. Basinger, Architect  
Principal

Date: \_\_\_\_\_

TOWN OF LOS GATOS:

Debra Figone, Town Manager

Date: \_\_\_\_\_

DEPARTMENT APPROVAL:

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

Randy Tsuda,  
Assistant Community Development Director

Date: \_\_\_\_\_

APPROVED AS TO FORM:

Orry Korb, Town Attorney

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Jackie Rose, Clerk Administrator

Date: \_\_\_\_\_

## EXHIBIT A SCOPE OF SERVICES

### PLAN REVIEW SERVICES

**Plan Review:** SCA will perform plan reviews to cover one or more of the following disciplines: Architectural, structural, mechanical, electrical, plumbing, disabled access and energy requirements, for compliance with California Building Laws as generally found in Title 24 Parts 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 and 12, all as modified or amended by the Town of Los Gatos. SCA will provide a first check, and if needed, a second and quick third check for each review based on the attached Schedule of Fees (see Exhibit B). Extensive third reviews (or more) shall be billed on an hourly basis per the rate schedule (see Exhibit C).

**Comment Lists and Plans Delivery:** Plan reviews result in typed lists of comments which refer to specific details and drawings, and reference applicable code sections. SCA will transport plans and comments to Los Gatos in person, or via email, FAX, and/or reliable overnight carrier. Overnight delivery is available at no additional cost. When deemed beneficial by the Town of Los Gatos, to expedite or clarify plan review items, SCA will contact the applicant/designers directly to resolve these issues, but in no instance shall the plans be re-submitted directly to SCA. All reviewed and approved documents shall be returned to the Town after the plan review process is completed.

**Turn-Around Schedules:** In-house plan reviews will be completed at the Town of Los Gatos by SCA staff during the pre-determined day of these services. Plan reviews that are too large or complex to complete during the in-house plan review hours, will be taken to the SCA offices and generally be completed and returned to Jurisdiction within approximately ten (10) working days of the date the plans are received by SCA. Other turnaround schedules will be accommodated at request of the Town for special projects. Larger, and more unusually complex plan reviews may require up to a fifteen (15) working days turn-around, when mutually agreed upon by both parties, prior to the work commencing. Re-checks shall typically be completed in five (5) working days, unless major revisions to the original design have been re-submitted by the applicant – in those cases, the first review turnaround times may be used on the re-checks, but only when discussed and agreed upon with the Building Official.

**Technical / Miscellaneous Support:** When mutually agreed between the Jurisdiction and SCA as vital to project success, SCA staff will attend pre-construction or pre-design meetings, field visits or perform other special tasks as requested by the Jurisdiction. These special tasks shall be billed hourly per the rate schedule (Exhibit C).



## **EXHIBIT B**

### **SCHEDULE OF FEES**

#### **Building Plan Review Fees**

Fees for comprehensive plan reviews, performed at SCA offices, will be equal to Seventy percent (70%) of the plan review fees as calculated per the jurisdiction. The Town will provide SCA with jurisdiction plan review fees (project-by-project) for use in calculating SCA's fees, based on Table 1-A of the 2001 California Building Code.

The above fee covers all services associated with the typical plan review, including:

- Pick – up and delivery of design documents to the jurisdiction.
- First, second and quick third reviews to approve projects.

Additional plan reviews (longer third reviews or more) that may be required to be charged on an hourly rate (per attached Exhibit C – Schedule of Charges). Further, smaller projects that take one or more reviews may also be charged at an hourly rate when agreed upon with the Town of Los Gatos Building Official. Pre-application, pre-construction, or additional meeting attendance that is necessary for unusual or complex projects shall also be charged on an hourly rate (Exhibit C).

#### **Other Potential Fee Types for Building Departments**

For projects where percentage fees are not applicable, or for plan review projects requiring services far exceeding the normal expectations, the attached hourly rate listed in SCA's Schedule of Charges will be used. (Exhibit C)

## EXHIBIT C

### SCHEDULE OF CHARGES

#### Personnel Charges - Plan Review services

| <u>Personnel Description:</u>                   | <u>Hourly Billing Rate:</u> |
|---|-----------------------------|
| In-House/Counter Plan Review Engineer/Architect | \$100                       |
| Principal                                       | \$125                       |
| Senior Plan Review Engineer/Architect           | \$115                       |
| Plan Review Engineer/Architect                  | \$95                        |
| Senior Plans Examiner                           | \$85                        |
| Plans Examiner                                  | \$75                        |
| Permit Technician                               | \$55                        |
| Clerical Support                                | \$45                        |

These rates are effective through July 1, 2008, and may be increased every year thereafter, but only with prior approval from the City of Los Gatos.

***Proposal to Provide***

- ✓ Plan Review Services
- ✓ On-Site Plan Review Services

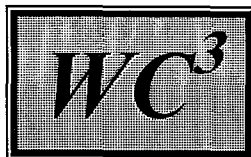
**Prepared For:**

**Anthony Ghiossi, CBO**  
*Building Official*

**Town of Los Gatos**  
110 East Main Street  
Los Gatos, CA 95030

**Prepared By:**

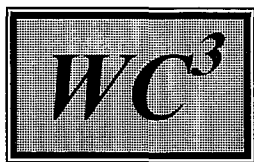
**WEST COAST CODE CONSULTANTS, Inc.**



2400 Camino Ramon, Suite #240  
San Ramon, CA 94583

**May 9<sup>th</sup>, 2007**

***Customized  
Service to  
the Local  
Community***



**WEST COAST CODE CONSULTANTS, Inc.**  
2400 Camino Ramon, Suite #240  
San Ramon, CA 94583

Tel: (925) 275-1700 Fax: (925) 275-0600  
Cell Phone # (925) 766-5600

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| Ana Akin, P.E. (Civil) .....                           | 13, 14 & 15 |
| Jess Villar, P.E. (Mech.) .....                        | 16 & 17     |
| Prabhath Silva – Plan Check Engineer.....              | 18 & 19     |
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## General Qualifications

**West Coast Code Consultants, Inc (WC<sup>3</sup>)** has been specifically created to provide local jurisdictions with Building Department Services. WC<sup>3</sup> acts as an extension to the jurisdiction by working with their staff to maintain a professional, effective and timely service to the community. We understand the challenge of providing the public with safety of persons and property, while maintaining efficiency of service. By working in conjunction with the department's staff, WC<sup>3</sup> is able to combine efforts and serve the community with the technical knowledge of building regulations, structural engineering, project management, combination inspections and permit services. Key staff members have held positions such as Chief Building Official, Plan Check Division Manager, Plan Check Engineer and Building Inspector.

WC<sup>3</sup>'s experience is not only founded on knowledge, but also the ability to work with applicants and provide them with a problem-solving approach. Applicants today are confronted with a multitude of regulations from various disciplines. WC<sup>3</sup> is committed to working with the applicant to sort through the maze and resolve the problem at hand. Our experienced team of engineers and inspectors are known for their professional and positive directive and are comfortable in making such a commitment.

Enclosed is a list of references. We encourage you to contact these references and discuss our ability and dedication to delivering quality services to your community.

### Corporate Information

California "S" Corporation – Incorporated on April 22<sup>nd</sup>, 2006

Location:

2400 Camino Ramon, Suite #240  
San Ramon, CA – 94583  
(925) 275-1700 - Office  
(925) 766-5600 - Cell  
(925) 275-0600 - Fax

### Sub Contractor Information

None. West Coast Code Consultants, Inc. (WC<sup>3</sup>) does not intend to use sub contractors. All on-site, plan check, project management and field staff are WC<sup>3</sup> employees.

### Insurance

WC<sup>3</sup> will provide their clients with required insurance coverage including worker's compensation, comprehensive general, automobile, and professional liability.

## Detailed Description of Services

### Plan Review

**Key Plan Review Staff:** WC<sup>3</sup> will assign Ms. Susan O'Brien, P.E., as the project manager for the Town of Los Gatos. She has worked in this position for the last seven (7) years and is looking forward to providing the Town of Los Gatos with the same high quality service.

Mr. Giyan Senaratne, S.E., P.E., Ms. Ana Akin, P.E. and Mr. Jess Villar, P.E. (Mechanical) will be assisting Ms. O'Brien in performing plan reviews on an as-needed basis.

**On-Site Plan Review Services:** Ms. Susan O'Brien, P.E., will be assigned **one (1) or two (2) days a week** at the Town of Los Gatos' office to perform various duties, including performing on-site plan reviews. Additionally, WC<sup>3</sup>'s other staff members Mr. Giyan Senaratne, S.E., P.E., Ms. Ana Akin, P.E. and Mr. Jess Villar, P.E., who have experience in performing plan reviews for projects in various Bay Area jurisdictions, will be made available to serve on an as-needed basis to help Ms. O'Brien in performing plan reviews in the Town of Los Gatos.

### Plan Review Process / Comment Lists and Pick-up/Delivery:

- WC<sup>3</sup>'s plan reviews result in type written lists of comments, which always refer to specific details, drawing sheets and applicable code sections.
- Plan review comment lists will be sent directly to the Town Building Official either by email, fax or U.S. mail.
- Once approved, all documents will be forwarded directly to the jurisdiction with an approval stamp.
- Plans and documents can be transported in person by WC<sup>3</sup>'s staff members or by FedEx ground services.

### Technical and Miscellaneous Support:

Ms. Susan O'Brien, P.E., WC<sup>3</sup>'s Project Manager, will assist the Building Official, in any and all assignments. As she has done for the last seven (7) years, she will be committed to managing all projects, attend pre-construction or pre-design meetings, perform field visits, communicate with design team members, and provide support for field inspection personnel. As in the past, if needed, she will also be able to perform the duties of the building official on an interim basis. In addition to Ms. O'Brien, P.E., WC<sup>3</sup>'s principal, Mr. Giyan Senaratne, S.E., P.E., will made available to serve as a Project Manager.

**Turn-Around Schedules:**

- For most project types, including commercial and residential, plan reviews will be completed and returned to the jurisdiction within ten (10) working days of the date the plans are received by WC<sup>3</sup>.
- Resubmittals and revisions will be returned within five (5) working days.
- Large or unusually complex plan review projects may require up to a fifteen (15) working days turn-around.
- When requested by the Building Official, or his designee, we will complete plan reviews in an expedited manner to comply with the Town's request.

**Plan Check  
Turn-Around  
Times**

**West Coast Code Consultants, Inc. (WC<sup>3</sup>)** provides services only to public agencies. WC<sup>3</sup> staff has considerable experience providing contract services to building departments and have the additional advantage of prior direct employment with public agencies. WC<sup>3</sup> staff is currently working with the following jurisdictions, or have worked for the following jurisdictions, while they were with previous employers.

| <b>CLIENT</b> | <b>SERVICES PROVIDED</b> |
|---------------|--------------------------|
|---------------|--------------------------|

|                    |   |
|--------------------|---|
| Alameda County     | Plan Review, On-Site Plan Review  |
| American Canyon    | Plan Review   |
| Avon, CO           | Plan Review   |
| Berkeley           | Plan Review,  |
| Belmont            | On-Site Plan Review   |
| Brentwood          | Plan Review   |
| Burlingame         | Plan Review, On-Site Plan Review  |
| Clark County, NV   | Plan Review   |
| Concord            | Plan Review, Inspections  |
| Daly City          | On-Site Plan Review   |
| Dublin             | Plan Review, Inspections, On-Site Services  |
| Danville           | Plan Review   |
| Emeryville         | Plan Review, Inspections, On-Site Services,<br>Project Management, Counter Services |
| Goodyear, AZ       | Plan Review   |
| Fremont            | Inspections   |
| Hayward            | Plan Review   |
| Humboldt County    | Plan Review   |
| Los Angeles County | Plan Review   |
| Los Gatos          | Plan Review, On-Site Plan Review  |
| Marana, AZ         | Plan Review   |
| Menlo Park         | Plan Review   |
| Millbrae           | Plan Review   |
| Monterey           | Plan Review   |
| Mountain View      | Plan Review, On-Site Services   |
| Murray City, UT    | Plan Review   |
| Newark             | Plan Review   |
| Oakland            | Plan Review   |
| Oro Valley, AZ     | Plan Review   |
| Pacifica           | Third Party Plan Review   |
| Palo Alto          | Plan Review   |
| Pinal County, AZ   | Plan Review   |
| Pittsburg          | Plan Review   |
| Pleasant Hill      | On-Site Plan Review   |
| Sahuarita, AZ      | Plan Review   |
| San Jose           | Plan Review   |
| San Mateo          | Plan Review, Building Official  |
| Santa Cruz         | Plan Review   |
| Seaside            | Plan Review   |
| Stockton           | Plan Review   |
| Tracy              | Plan Review   |
| Union City         | Plan Review   |
| Vacaville          | Plan Review   |
| Vail, CO           | Plan Review   |
| Watsonville        | Plan Review   |
| Woodside           | On-Site Plan Review   |

## Experience



## Rate Schedule

### Plan Review

Fees for comprehensive plan reviews, performed at WC<sup>3</sup> offices, will be equal to seventy five percent (75%) of the plan review fees as calculated per the jurisdiction. The Town will provide WC<sup>3</sup> with jurisdiction review fees (project by project) for use in calculating WC<sup>3</sup>'s fees.

The above fee covers all services associated with the typical plan review, including:

- The review of plans and related documents for compliance to the State of California Building Laws as generally contained in Title 24, Parts 2, 3, 4, 5, 6, 8, and 12, which covers structural, fire and life safety, disabled access, plumbing, mechanical, electrical and energy conservation requirements, as modified by the Town of Los Gatos.
- Delivery of design documents to the jurisdiction.
- First, second, and third quick reviews, if necessary, to approve projects. Reviews that are not completed within these review cycles will be charged at the hourly rates listed below.

### On-Site Plan Review Services

| <u>WC<sup>3</sup> Staff Member</u> |   | <u>Title / Task Description</u> |   | <u>Hourly Billing Rate</u> |
|------------------------------------|---|---------------------------------|---|----------------------------|
| Susan O'Brien                      | - | Supervising Plan Check Engineer | - | \$125.00                   |
| Ana Akin                           | - | Supervising Plan Check Engineer | - | \$125.00                   |
| Jess Villar                        | - | Senior Plan Check Engineer      | - | \$115.00                   |
| Giyan Senaratne                    | - | Senior Structural Engineer      | - | \$140.00                   |

These rates are effective from July 1, 2007 through June 30, 2008. These hourly rates will be reviewed and compared to the Bay Area Cost of Living Adjustment percentage on an annual basis in June of each year.

Overtime will be charged at 125% of the standard hourly rates. Overtime will not be charged without prior authorization by client. \*\*

|                       |   |   |
|-----------------------|---|---|
| Mileage Reimbursement | - | Government Mileage Rate + 15%<br>(Currently \$ 0.445 * 1.15 = \$ 0.518<br>per mile) |
| Outside Consultants   | - | Cost plus 15%   |

\*\* Hours for in-house services and inspections in excess of 8 hours (per day) will be billed at the overtime rate shown above. When in-house services or inspection overtime is requested on weekends or holidays, these overtime services will be provided in 4-hour minimum segments.

### Billing Procedures

At the beginning of each month, West Coast Code Consultants, Inc. (WC<sup>3</sup>) will furnish to the Town of Los Gatos an invoice and a statement of the work performed for compensation during the preceding month. Such statement will also include a detailed record of the month's actual reimbursable expenditures.

## Contacts and References

WC<sup>3</sup> is a newly established company. Our employees are well known in the building industry. They have been providing plan reviews, building inspections, counter support services and project management services for many years. It is WC<sup>3</sup>'s staff, with their experience, work ethic and reputation that will take WC<sup>3</sup> into the future. Our current client list is as follows:

**WC<sup>3</sup> has contracts for providing plan reviews for the following:**

Mr. Victor Gonzales, Chief Building Official

**CITY OF EMERYVILLE**

1333 Park Avenue

Emeryville, CA 94608

(510) 596-4394

Mr. Ron Geary, Chief Building Official

**CITY OF MOUNTAIN VIEW**

500 Castro Street

Mountain View, CA 94039

(650) 903-6313

Ms. Margaret Elliott, Building Official

**CITY OF HAYWARD**

777 B Street, 1st, Floor

Hayward, CA – 94541

(510) 583-4137

Mr. Val Mandapat, Chief Building Supervisor

Department of Economic and Community Development

**CITY OF DALY CITY**

333 90th Street

Daly City, CA 94015

(415) 991-5787

Mr. Kevin Jorgensen, Chief Building Official

Development and Engineering Services

**CITY OF TRACY**

520 Tracy Boulevard

Tracy, CA 95376

(209) 831-4600

Mr. Curtis Smith, Chief Building Official

**CITY OF PITTSBURG**

65 Civic Ave. – 1st Floor,

Pittsburg, CA 94565

(925) 252-4910

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Mr. Peter Shultz Allen, Environmental Analyst  
**CITY OF EMERYVILLE,**  
Public Works Department  
1333 Park Avenue  
Emeryville, CA 94608  
(510) 596-3728  
Plan review services for C-3 Storm Water projects.

Mr. Michael Angel, Chief Building Official  
**CITY OF PACIFICA**  
(3<sup>RD</sup> Party Plan Reviews)  
170 Santa Maria Avenue  
Pacifica, CA 94044  
(650) 738-7344

Mr. Louis Kidwell, Chief Building Official  
**CITY OF BRENTWOOD**  
104 Oak Street  
Brentwood, CA – 94513  
(925) 516-5405

**WC<sup>3</sup> is working as an Independent Contractor (IC) to the following:**

Mr. Kevin Powers, P.E., Principal  
Bureau Veritas / LP<sup>2</sup>A  
6088 Sunol Blvd.,  
Pleasanton, CA – 94566

**WC<sup>3</sup> has plan review contract commitments from the following:**

Mr. Jay Salazar, P.E. , Chief Building Official  
**CITY OF VACAVILLE**  
650 Merchant Street  
Vacaville, CA 95688  
(707) 249-9457

Mr. Stephan Kiefer, Building Official  
Building Division  
**CITY OF LIVERMORE**  
1052 South Livermore Avenue  
Livermore, CA 94550  
(925) 960-4410

Please feel free to contact any of these individuals listed above to review the quality and responsiveness of WC<sup>3</sup> staff.

## Contacts and References

(continued)

## **WC<sup>3</sup> Summary of Staff Qualifications**

*(Please see attachments for complete staff resumes)*

### WC<sup>3</sup> Principal:

**Mr. Giyan A. Senaratne, S.E., P.E.**

Licensed Structural Engineer – State of California.

Licensed Structural Engineer – State of Arizona.

Licensed Civil Engineer – State of California.

ICBO & ICC Certified Plans Examiner.

Has experience working as a project manager/plan check engineer for various Bay Area jurisdictions for over 19 years.

### WC<sup>3</sup> Employees:

**Ms. Ana N. Akin, P.E.**

Licensed Civil Engineer – State of California.

ICBO & ICC Certified Plans Examiner.

Has experience working as a plan check engineer for various Bay Area jurisdictions for over 22 years.

**Mr. Jess B. Villar, P.E.**

Registered Mechanical Engineer, State of California

I.C.C./I.B.C. Certified Building, Mechanical, Plumbing, Electrical Inspector

I.C.C./I.B.C. Certified Plans Examiner

Certified California HERS Rater

Has experience working as a plan check engineer for various Bay Area jurisdictions for over 13 years.

**Ms. Susan O'Brien, P.E.**

Registered Civil Engineer, State of California

I.C.C./I.B.C. Certified Plans Examiner

Has experience working as a plan check engineer for various Bay Area jurisdictions for over 14 years.

**Mr. H. Prabhath Silva, EIT**

Engineer-In-Training (EIT) - Board for Professional Engineers and Land Surveyors, California

ICBO Certified Plans Examiner # 4141025545

Chartered Engineer - Institute of Engineers, Sri Lanka

Has experience working as a plan check engineer for various Bay Area jurisdictions for over 1 year.

WC<sup>3</sup> Agents: None.

WC<sup>3</sup> Sub-Consultants: None.

## **WC<sup>3</sup> Summary of Staff Qualifications**

# Susan C. O'Brien, P.E.

## Senior Plan Check Engineer Project Manager

## Resumes

SUSAN C. O'BRIEN

### LICENSES & CERTIFICATIONS:

- Registered Civil Engineer, State of California, License Number: C-56658
- ICBO/ICC Certified Plans Examiner, Number 0879129
- Member: ICC, ASCE

### EDUCATION:

- Bachelor of Science, Civil Engineering – San Jose State University, 1993

### WORK EXPERIENCE:

May 2007 - Present - **West Coast Code Consultants, Inc. (WC<sup>3</sup>)**

#### Senior Plan Check Engineer / Project Manager

Senior Plan Review Engineer reviewing plans for various Bay Area jurisdictions. The scope of reviews included the review of residential and commercial plans for Structural, Life-Safety, Plumbing, Mechanical and Electrical, T-24 Energy and T-24 Accessibility compliance.

January 1999 to April 2007 - **LP2A/Bureau Veritas** - Pleasanton, CA  
Director of Plan Review

- Joined LP2A as a Plan Review Engineer and through numerous promotions became the Director of Plan Review in June 2006.
- Provided complete plan reviews of complex projects, including high rise (Spieker Tower, Emeryville), several garage podium structures with apartments above (Gateway, Los Gatos, and numerous in Emeryville), movie theater (Bay Street, Emeryville), and OSHPD3 clinics (Los Gatos).
- Instrumental in establishing plan review intern program. Trained interns to understand work-flow process; mentored interns to perform plan review rechecks and non-structural plan reviews.
- Provide in-house plan review to multiple jurisdictions, including Los Gatos and Mountain View
- Manage staff of approximately 20 individuals consisting of plan reviewers and support staff. Manage operations, ensuring high quality on-time reviews and profitability with emphasis on superior customer service.
- Received Employee of the Year Customer Service Award in 2003
- Received Outstanding Leadership Award in 2007
- Reviewed plans, details, calculations for code compliance to fire and life safety, accessibility, energy compliance, mechanical, plumbing, electrical, T-24 Energy & structural.
-

*( continued from previous page )*

November 1992 – December 1998, **Town of Los Gatos Building  
Department**

Senior Plan Review Engineer

- Joined Los Gatos as an engineering intern and through several promotions became the Senior Plan Review Engineer
- Provided complete plan reviews for all projects, including new large single family dwellings, new commercial buildings, and tenant improvements.
- CIP Project Management included Energy Efficient Lighting Retrofit Project Manager; Town Sidewalk Replacement Program administrator; Town Police Department remodel design engineer and project manager; Town CNG Station project manager.
- Developed Town Public Works Department Standard AutoCAD details for streets and sidewalks and accessibility in the public right-of-way.
- Received Employee of the Quarter Award in 1997

## Resumes

*Continued:*

**SUSAN C. O'BRIEN**

# Giyan Senaratne, S.E, P.E

## Principal

## Senior Structural Engineer

GIYAN A.  
SENARATNE

### LICENSES & CERTIFICATIONS:

- Registered Structural Engineer, State of California. Lic. No. S-4457
- Registered Civil Engineer, State of California. Lic. No. C-046194
- Registered Structural Engineer, State of Arizona. Lic. No. 41242
- ICBO. & ICC Certified Plans Examiner

### EDUCATION:

- M.S., Structural Engineering, 1990, San Jose State University
- B.S., Civil Engineering, 1985, San Jose State University

### WORK EXPERIENCE:

May 2006-Present - **West Coast Code Consultants, Inc. (WC<sup>3</sup>)**

#### Principal - CEO

Managing Principal and Senior Structural Engineer performing plan reviews, building department services, managing contract inspection services and contract management for various client jurisdictions in Northern California.

2005-May 2006 – **Bureau Veritas / LP<sup>2</sup>A**

#### Business Unit Manager

Senior Structural Engineer managed the plan review and inspection services for the City of Emeryville. Actively involved in the integration of staff from various acquisitions by Bureau Veritas in North America. In addition, reviewed plans for several jurisdictions in Utah, Nevada and Arizona.

2004-2005 – **Linhart Petersen Powers Associates – LP<sup>2</sup>A**

#### Principal – Minority Share Holder

Senior Structural Engineer managing the plan review and inspection services for the City of Emeryville. Principle in charge of LP2A's operations in Arizona. In addition, reviewed plans for several jurisdictions in Utah and Nevada.

1995 – 2004 - **Linhart Petersen Powers Associates – LP<sup>2</sup>A**

#### Senior Plan Check Engineer, Supervising Plan Check Engineer, Associate and Senior Associate

Managed the Plan Review and Inspection services for the City of Emeryville and reviewed residential, commercial and industrial plans for UBC, IBC, UPC, IPC, UMC, IMC, T-24 Energy and T-24 Accessibility compliance for numerous jurisdictions in California as well as several other states. . Assisted jurisdictions with in-house plan and over-the-counter plan reviews. Performed building official duties on an interim basis.

*( continued from previous page )*

1994 - 1995     **I.C.B.O.- Pleasanton, CA**

Regional Engineer

Reviewed plans of proposed buildings for structural, non-structural, energy and accessibility requirements. Provided verbal and written code opinions for Conference.

1993 - 1994     **City of San Mateo, CA**

Building Official

Managed a full range of building services, including public service, plan check, and inspection for a population of 87,000 with a yearly budget of \$850,000. Coordinated with numerous other City agencies such as planning, fire, police and public works in the construction of buildings. Established goals and standards for customer service, staff training, quality control, turn-around times, streamlining building processes and staff cross-training. Drafted and presented ordinances to the City Council. Represented the City in litigation issues. Reviewed and recommended ADA compliance options for City-owned facilities.

1991 - 1993     **BSI Consultants, Inc. - San Ramon, CA**

Plan Review Manager

Building Safety Services for Northern California Region. Provided full service consultant building safety services, including interim Building Official services on a contract basis for jurisdictions in Northern California. Responsibilities included plan checking, inspections, interpretations, interacting with the public, coordinating development activities with other City departments, and supervising building division employees..

1987 - 1991     **BSI Consultants, Inc. - San Ramon, CA**

Plan Review Engineer.

Reviewed building plans for structural, nonstructural, plumbing, mechanical, electrical, energy, and accessibility.

1985 - 1987     **Dynasty Industry - South El Monte, CA**

Permit Engineer.

Obtained all necessary permits for the installation of water purification, space heating and solar water heating systems. Assisted field personnel in difficult and complex installations. Resolved building department issues.

**PROFESSIONAL AFFILIATIONS:**

- Structural Engineers Association of California
- CALBO.

## Resumes

*Continued:*

**GIYAN A.  
SENARATNE**



# Ana Najarro Akin, P.E

## Senior Plan Check Engineer Project Manager

### LICENSES & CERTIFICATIONS:

- Registered Civil Engineer/Land Surveyor, State of California. License. No. C-31399 (1979)
- ICBO & ICC Certified Plans Examiner (1990)
- ICBO & ICC Certified Building Code Accessibility/Usability Specialist (1994)
- Structural Drafting Diploma (1971) S.F. Heald Engineering College

### EDUCATION:

- B.S., Civil Engineering (1977), University of California, Berkeley.

### WORK EXPERIENCE:

August 2006-Present - **West Coast Code Consultants, Inc. (WC<sup>3</sup>)**

#### Senior Plan Check Engineer

Senior Plan Review Engineer managing the in-house plan review and over-the-counter services for the City of Daly City. She is also reviewing plans for the City of Pacifica on a third party basis. The scope of review included the review of residential and commercial plans for Structural, Life-Safety, Plumbing, Mechanical and Electrical, T-24 Energy and T-24 Accessibility compliance.

March 1995 to Present – **LP2A/Bureau Veritas**

#### Senior Plan Review Engineer/Project Manager

Senior Plan Review Engineer managed the in-house plan review and over-the-counter services for the City of Belmont and the City of Burlingame as well as performing in-house plan review on a short-term basis for other jurisdictions such as the City of Woodside and the City of Pleasant Hill (filling in for city plan checkers). She has also reviewed plans for the City of Gilroy and third party plan reviews for the City of Pacifica. In addition, reviewed plans for several jurisdictions for overflow projects as required. Reviewed residential and commercial plans for Structural, Life-Safety, Plumbing, Mechanical and Electrical, T-24 Energy and T-24 Accessibility compliance for numerous jurisdictions.

*( continued on next page )*

## Resumes

ANA N. AKIN

*( continued from previous page )*

**July 1993-January 1995 - Community Service Consulting Group-CSG**  
**Senior Plan Review**

Assigned as Project Manager of the Genentech's new construction and remodeling projects. Coordinated with the City of South San Francisco's Building Division to expedite the issuance of Genentech's building permits of fast track projects by complete review of all engineering documentation including structural calculations and soils reports. Reviewed Genentech plans for conformance with model codes, prepared correction lists for all resubmittals, available on-site for code consultation. Performed all duties necessary for project tracking without clerical assistance. Coordinated with Genentech's project managers, engineers, contractor and on-site field inspector. Additional duties included attending preliminary design meetings and performing a variety of engineering functions of public works projects for other jurisdictions.

**June 1990 to June 1993 - City of South San Francisco in CA**  
**Associate Civil Engineer**

Performed complete engineering functions including preparation of plans and specification for public work capital improvement projects, was responsible for and coordinated all phases of assigned projects from preliminary design to construction, including multi-jurisdiction project, prepared Request for Proposals (RFP), responsible in the selection of consultants and coordination of their work, reviewed and checked plans and specification submitted by outside consultants, provided technical engineering information and assistance to other departments and the public, updated the city's five (5) Capital Improvement Program of general city projects for future years, was a member of the Americans with Disabilities (AD) Committee, was responsible for and prepared all transportation grants including Federal ISTEA, State TSM, R-TSOP, Enhancement, AB-434 grants, and various other grant applications.

**June 1985 to June 1990 - City of Pacifica in CA**  
**Engineering Technician**

Performed professional engineering work in connection with a variety of office and field engineering duties involving municipal and public improvements, provided technical engineering and assistance to the public, reviewed and approved building plans for commercial building and single family residences for conformance with the code and all engineering requirements, such as grading and street improvements, reviewed geotechnical reports of proposed developments for completeness and adequacy, reviewed tentative and final maps for compliance with the Subdivision Map Act for recordation of maps, made regular engineering inspection of public works construction in progress for conformity to established plans and specifications.

*( continued on next page )*

## **Resumes**

***Continued:***

**ANA N. AKIN**

## Resumes

*( continued from previous page )*

September 1982 to October 1983

**Pacifica Gas and Electric Company, PG&E, San Francisco, CA.**

Design Engineer

Computer application including TSO and CADD training, designed transmission towers, microwave lattice structures, substations and foundations

July 1980 to August 1981 - **W.J. Engineers – San Bruno, CA.**

Design Engineer

Structural design of reclaim tunnels for 45,000-ton live stockpile, conveyor and service decline portals, surface building foundations and equipment foundations. Designed various steel building and miscellaneous superstructures, including the cold storage building, fan houses, conveyor transfer building and conveyor for Climax Moly No 7 Crusher Project in Colorado.

July 1978 to August 1980 - **Davy McKee Corp. – San Mateo, CA.**

Design Engineer

Structural design of the primary crusher underground concrete structure for the Cobriza Mine Expansion and Contractor Project in Lima, Peru, designed the coarse ore pond and the lime storage building, prepare the translation of the terminology for Davy McKee Spanish-English Glossary, designed the steel and concrete foundation for the yellow cake product building of the copper plant for the Anamax Project in Suhuarita, Arizona, participated in the study of tailings disposal and site planning for the Codelco-Division of El Teniente in Rancagua, Chile, designed and drafted structural support systems for hoppers, shuttle conveyors, bag houses, elevator and exhaust gas systems for the Phosphorous Emission Control Project, FMC Corporation in Pocatello, Idaho.

Summers 1974 to 1977

Pacifica Gas and Electric Company, PG&E, San Francisco, CA.

Student Engineer

Assisted with various phases of engineering projects under the directions of structural and geotechnical engineers.

**PROFESSIONAL AFFILIATIONS:**

Structural Engineers Association of California (SEAOC)-2004

Peninsula Chapter of the International Code Council (ICC) -1995

American Institute of Steel Construction (AISC)-2006

*Continued:*

**ANA N. AKIN**

# **Jess B. Villar, P.E.**

## **Senior Plan Check Engineer**

## **Project Manager**

### **LICENSES & CERTIFICATIONS:**

- Registered Mechanical Engineer, State of California, Lic. No. M-24615
- I.C.C./I.B.C. Certified Building, Mechanical, Plumbing, Electrical Inspector
- I.C.C./I.B.C. Certified Plans Examiner
- Certified California HERS Rater

### **EDUCATION:**

- B.S., Mechanical Engineering, Feati University, Philippines
- Refrigeration & A/C Technician, NRI, Washington, D.C.

### **WORK EXPERIENCE:**

December 2006-Present - **West Coast Code Consultants, Inc. (WC<sup>3</sup>)**

#### **Senior Plan Check Engineer**

Senior Plan Review Engineer reviewing plans for the Cities of Emeryville, Mountain View and Hayward various other Bay Area jurisdictions. The scope of reviews included the review of residential and commercial plans for Structural, Life-Safety, Plumbing, Mechanical and Electrical, T-24 Energy and T-24 Accessibility compliance.

February 1995 to Dec. 2006 - **LP2A/Bureau Veritas** - Pleasanton, CA

#### **Senior Plan Check Engineer/Project Manager**

Performed plan reviews for commercial, industrial, residential buildings for several Cities. Project manager for the Cities of Pleasanton, Brentwood, American Canyon, Suisun City, Roseville, Rocklin, Napa and Suisun. In addition, reviewed plans for mechanical, plumbing and energy code compliance for other jurisdictions. Specialty in reviewing refrigeration machinery rooms, A/C, duct layout, fire/smoke dampers, furnaces, ducts, chimneys, water heaters, grease traps/interceptors, environmental and product conveying ducts, refrigeration piping and machinery room, DWV, gas, domestic water piping, data processing/computer room, co-generation and process piping. Reviewed the smoke control systems for Atria and high rise projects in Vail, Colorado, West Sacramento, Roseville, and Emeryville.

Reviewed plans, details, calculations for code compliance to fire and life safety, accessibility, energy compliance, mechanical, plumbing, electrical, T-24 Energy & structural.

*( continued on next page )*

## **Resumes**

**JESS B. VILLAR**

*( continued from previous page )*

1998 to Present - **AIA Eastbay**, Oakland, CA

Review Class Instructor

Instructor for review class on mechanical, plumbing, electrical and lighting subjects for residential, commercial and industrial buildings for students preparing for California Architects licensed examination.

1994 - 1995 **City of Dublin, CA**

Building Inspector/ Plan checker trainee

Performed plan checks of commercial, industrial and residential buildings. Performed building inspection of commercial, industrial and residential building, involving building, mechanical, plumbing, electrical, T-24 energy regulations and T-24 disabled access regulations from foundation, under floor, rough, sheetrock and final.

1980 - 1993 **ABB - Impell Corporation** - San Ramon, CA

Senior Engineer

Senior Engineer. Pipe stress analysis and design including the pipe supporting structures for new design. Structural evaluation of existing piping layout and its supporting structure, pressure vessel supporting structures, existing welding and base-plate design, electrical cable trays and its supporting structures, monorails for equipment maintenance. Pipe whip analysis and design. Conducted feasibility study of the modification of existing domestic water system for the Arizona Power plant Evaluated the capacity and distribution capability of the existing domestic water system.

**Related seminars attended:**

- Alameda County Waste Management, Green Building Workshop. (May 2002 & June 2006)

**PROFESSIONAL AFFILIATIONS:**

- American Society of Mechanical Engineers
- International Conference of Building Officials
- American Society of Heating and Refrigerating Engineers, Inc.
- American Society of Plumbing Engineers.

## Resumes

*Continued:*

**JESS B. VILLAR**

# H. Prabhath Silva

## Plan Checker

### LICENSES & CERTIFICATIONS:

- Engineer-In-Training (EIT) - Board for Professional Engineers and Land Surveyors, California – EIT No. 121152
- ICBO Certified Plans Examiner # 4141025545
- Chartered Engineer - Institute of Engineers, Sri Lanka

### EDUCATION:

- BS. in Civil Engineering, 1994 - University of Moratuwa, Sri Lanka
- Post Graduate Diploma in Construction Project Management, 1995 - University of Moratuwa, Sri Lanka

### WORK EXPERIENCE:

July 2006-Present - **West Coast Code Consultants, Inc. (WC<sup>3</sup>)**

#### Plan Review Engineer

Plan Review Engineer performing in-house plan review and over-the-counter services for the City of Emeryville. He is also reviewing plans for the City of Mountain View. The scope of review included the review of residential and commercial plans for Structural, Life-Safety, Plumbing, Mechanical and Electrical, T-24 Energy and T-24 Accessibility compliance.

January 2006 – June 2006 - **Bureau Veritas / LP<sup>2</sup>A** – Pleasanton.

#### Plan Review Engineer

- Plan Checker for residential, commercial and industrial buildings for UBC, UPC, UMC, T-24 Energy and T-24 accessibility compliance. Assisted jurisdictions with in-house plan and over-the-counter plan reviews.

**June 2004 – Jan 2006** - Project Engineer - Morillo Construction Inc, Pasadena

- Prepared updates of construction schedules using Primavera-P 3 software.
- Prepared delay impact analysis (fragnets) for schedule impacts.
- Processed change orders and reviewed submittals.
- Prepared estimates for bidding.
- Coordinated construction issues with superintendents, subcontractors and designers.

**Jan. 2004- June 2004** – Estimator - Ecology Construction Inc. Canoga Park, CA

- Reviewed project specifications and prepared cost estimates for bids.

*( continued on next page )*

## Resumes

**H. PRABHATH  
SILVA**

*( continued from previous page )*

**Dec. 1996 – Oct. 2003** – Divisional Engineer - Engineering Dept.  
Sabaragamuwa Provincial Council, Government of Sri Lanka, Sri Lanka

- Divisional engineer in charge for civil engineering works.
- Project Management for construction & Maintenance of Public Buildings & Roads.

**Aug.1994 – Dec.1996** – Structural Engineer – Site Superintendent - Design Consortium Ltd. Colombo, Sri Lanka (Architectural & Engineering Consultant Firm)

- Performed structural analysis, structural design and structural detailing for buildings. Checked shop drawings and reviewed specifications. Monitored construction schedules.

## **Resumes**

*Continued:*

**H. PRABHATH  
SILVA**

# Joe Davi

## Senior Building Inspector

### CERTIFICATION:

- I.C.B.O. - Certified Building Inspector #16404
- I.C.B.O. - Certified Plans Examiner #40120

### EDUCATION:

- Associate of Arts Degree, Diablo Valley College (DVC)
- Butte College – Advanced Plan Check Seminar
- I.C.B.O. – Advance Plan Check Seminar – Whittier, CA

### WORK EXPERIENCE:

July 2006-Present - **West Coast Code Consultants, Inc. (WC<sup>3</sup>)**

Contract Senior Building Inspector - City of Emeryville Inspector

**April 1999-June 2006: Bureau Veritas / LP<sup>2</sup>A**

Contract Senior Building Inspector - City of Emeryville Inspector

Combination Inspector on the following jobs:

- Marriott Hotel – 11 story type I construction
- Bay St. Complex – Theatre Complex with retail and condos
- IKEA – 300,000 sq. ft. tilt-up
- Emery Station I, II, III – six story office and condos
- Chiron & Pixar Complexes
- Ryerson Multi Residential Complex

**July '97-April '99: LP2A City of Dublin- Contract Inspector/Plan Checker**

- Senior Plans Examiner/Inspector
- Plan check both commercial and residential projects.
- Coordinate with City Departments and outside agencies

**1980-1997: City of Concord - Senior Building Inspector**

- Plan Check and provide Building Inspection for both residential and commercial projects.

**1977-1980: City of Pittsburg - Building Inspector**

- Provide combination inspections for single family residences. Provide inspections for unsafe buildings. Provided municipal code enforcement.

### Other Related Experience

- Appointed by City of Concord to assist City of Watsonville after October 17, 1989 earthquake damage to infrastructure
- Experience with computerized building permit processing and inspection scheduling

## Resumes

JOE D. DAVI



# John Vails

## Senior Building Inspector

### CERTIFICATION:

- I.C.B.O. - Certified Building Inspector # 0841341-10
- I.C.B.O. - Certified Plumbing Inspector #019967

### WORK EXPERIENCE:

July 2006-Present - **West Coast Code Consultants, Inc. (WC<sup>3</sup>)**

Contract Senior Building Inspector - City of Emeryville Inspector

November 2005 - June 2006: **Bureau Veritas / LP<sup>2</sup>A**

Contract Senior Building Inspector - City of Emeryville Inspector

Combination Inspector on the following jobs:

- Bay St. Complex – Apartments and condos
- Andante Multi Residential Complex
- Blue Star Corner Multi Residential Complex

**October 2002 – Nov 2005:** Linhart Petersen, Powers and Associates

Contract Senior Building Inspector – Oakley, Vallejo and Dublin.

- Performed field inspections for simple to complex residential, commercial and industrial plans for UBC, IBC, UPC, IPC, UMC, IMC, T-24 Energy and T-24 Accessibility compliance.

**Oct 2003 to August 2004 :** Linhart Petersen, Powers and Associates

Contract Senior Building Inspector – Solano County Administration Building, Fairfield CA.,

- Performed field inspections for UBC, UPC, UMC, T-24 Energy and T-24 Accessibility for CalPers state owned six story steel office building and five story parking garage.

**1990 - 2002:** City of Fremont – Combination Building Inspector

- Performed field inspections for UBC, UPC, UMC, T-24 Energy and T-24 accessibility for commercial buildings, residential buildings, big box retail, industrial, manufacturing, warehousing, R & D technology, hazardous process piping, custom homes, additions and remodels.

**1978 - 1990:** City of Fremont – Public Works Senior Construction Inspector

- Performed inspections on roadways for housing tracts, public roadways, over-passes, bridge structures, performed soils tests, worked with soils testing firms, sampled concrete samples, inspected underground utilities, communication systems, drainage lines for sewer and storm, water mains and gas mains.
- Worked on special projects with San Francisco Water District, Cal Trans and Highway Patrol

**1966 - 1978** City of Oakland – Public Works Utility Inspector

- Worked with utility companies and private contractors performing inspections in city right of ways and easements,
- Inspected pressure lines, gravity drains, curb & gutters
- Inspected sidewalks, street paving, street lighting and signal lighting.

## Resumes

JOHN F. VAILS

**WC<sup>3</sup>  
Standard  
Rate  
Schedule**

**Hourly Rate Schedule**

| <u>Personnel Description</u>               | <u>Hourly Billing Rate</u> |
|--|----------------------------|
| Principal                                  | \$ 160.00                  |
| Acting Building Official                   | \$ 140.00                  |
| Senior Structural Engineer                 | \$ 140.00                  |
| Supervising Plan Review Engineer/Associate | \$ 125.00                  |
| Senior Plan Review Engineer/Architect      | \$ 115.00                  |
| Plan Review Engineer/Architect             | \$ 100.00                  |
| Senior Plans Examiner                      | \$ 95.00                   |
| Plans Examiner                             | \$ 80.00                   |
| Permit Technician                          | \$ 65.00                   |
| Clerical Support                           | \$ 50.00                   |
| Supervising Inspector                      | \$ 110.00                  |
| Senior Inspector                           | \$ 95.00                   |
| Inspector II                               | \$ 85.00                   |
| Inspector I                                | \$ 75.00                   |
| Inspector in Training                      | \$ 45.00                   |

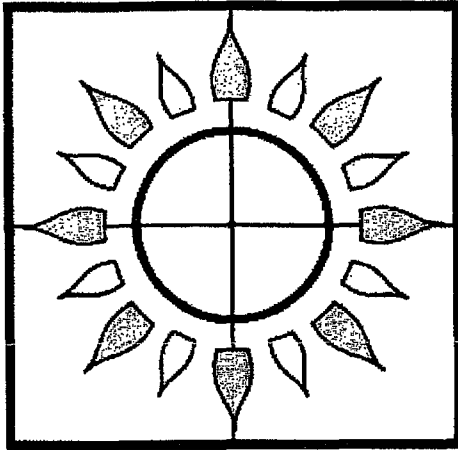
These rates are effective through June 30<sup>th</sup>, 2008.

Overtime will be charged at 125% of the standard hourly rates. No overtime will be charged without prior authorization by client. \*\*

Mileage Reimbursement - Standard Government Mileage Rate + 15%  
(Currently \$ 0.485 \* 1.15 = \$ 0.558 per mile)

Outside Consultants - Cost plus 15%

*\*\* Hours for in-house services and inspections in excess of 8 hours (per day) will be billed at the overtime rate shown above. When in-house services or inspection overtime is requested on weekends or holidays, these overtime services will be provided in 4-hour minimum segments.*



# Shums Coda Associates

## Request for Proposal

Town of Los Gatos

May 11, 2007

### Authorized Officers:

Talat Abbasi, P.E.

925.463.0862 (direct)

925.580.4012 (cell)

[talat.abbasi@shumscoda.com](mailto:talat.abbasi@shumscoda.com)

David Basinger, Architect

925.463.0825 (direct)

925.413.5626 (cell)

[david.basinger@shumscoda.com](mailto:david.basinger@shumscoda.com)

Robert Sullivan, C.F.O.

925.463.0651 (direct)

510.908.3984 (cell)

[robert.sullivan@shumscoda.com](mailto:robert.sullivan@shumscoda.com)

### Office Address/phone numbers:

5776 Stoneridge Mall Rd., Ste. #180  
Pleasanton, CA 94588

Phone: 925.463.0651

Fax: 925.463.0691

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Certificates of Insurance - Available Upon Request



May 11, 2007

**Mr. Anthony Ghiossi**  
Building Official  
Town of Los Gatos  
110 E. Main St.  
Los Gatos, CA 95030

**Re: RFP to Provide Building Division Plan Review Services**

Dear Mr. Ghiossi:

It is with great pleasure that we submit the following proposal for building plan review services to the Town of Los Gatos. We have provided these requested services under previous contract, while we were employed by another consultant firm. But the constraints of a corporate environment did not allow us the freedom to provide all of the service that could be utilized by the Town of Los Gatos. Thus, we have now formed our own company that is dedicated to provide customer service to you, your staff and Town residents that is beyond reproach.


To that end, we intend to have one of our principals, Mr. David Basinger, provide the approximate eight hours a week of in-house plan review services, and be the point of contact to the Town for this contract. Mr. Basinger has provided this service in the past, and is very familiar with the types of projects, and attention to detail required for the Town of Los Gatos plan reviews process. We also believe that there is an added benefit in having redundancy with our services, so we will also propose another principal in the company, Mr. Talat Abbasi, will be available to provide in-house plan review services whenever needed (i.e., during peak demand periods, illness, vacation schedules, etc.). Both of these men have an extensive and diverse background of plan review experience, which should bring a definite confidence that the Town of Los Gatos will be provided with the best possible service we can produce for this contract. But more importantly, as these are two of three principal/owners of the company, they will have the ability to correct any issue that may arise without delay.

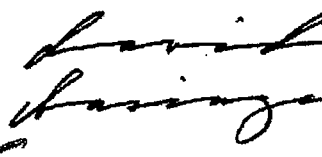
In addition to the weekly in-house plan review services, both David and Talat (or any of our staff) will be available to attend pre-construction or pre-design meetings, field visits, support field inspection personnel, and assist staff on an as-needed basis. We are a growing organization, but remain horizontal in our organization to provide the best person for any task that may arise in the future.


Please review the rest of this proposal, as we believe it will provide the rest of the information requested for this project. We look forward to your positive response to this submittal, and once again working together at the Town of Los Gatos.

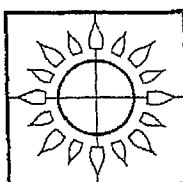
Sincerely,

**SHUMS CODA ASSOCIATES**

  
Talat A. Abbasi, P.E.  
Principal

  
David J. Basinger, Architect  
Principal

  
Robert Sullivan, C.F.O.  
Principal

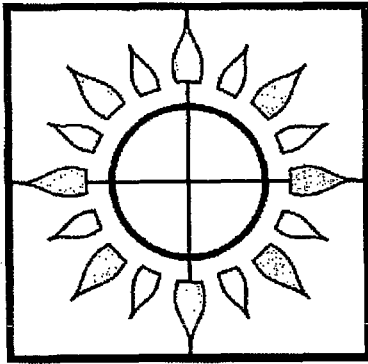


**Shums Coda Associates**

5776 Stoneridge Mall Rd., Ste. 180  
Pleasanton, CA 94588

Tel 925.463.0651

Fax 925.463.0691



## Company History

*Shums – (noun): 1. Sun; 2. light; 3. brilliance; 4. knowledge*

*Coda - (noun): 1. final section of musical piece – a final section that adds dramatic energy to the work as a whole, usually through intensified rhythmic activity;*

Shums Coda Associates is a seasoned group of professionals that provide Building Safety services to jurisdictions in Northern California. We are comprised of a small, but diverse group of licensed architects, engineers, I.C.C. Certified building officials, plans examiners and inspectors. Our beginnings were as contractors and designers, but the majority of our professional careers have been focused on jurisdictional building safety reviews and inspections. Yet the combination of design and code compliance has produced a better understanding of how to achieve the code compliance aspects of our jurisdictional clients in a manner that is cognizant of the design professional's budget and time constraints.

We have all been senior staff members with other organizations that provided similar services, but Shums Coda Associates is viewed as an opportunity for us to create a corporation that returns to the core values – exceptional customer service and maintaining superior client relationships – that has been lost in larger corporations. The services are intended to provide the support to the Town of Los Gatos through alleviating the pressures of tight construction schedules, or supplementing the department during times of peak demands. Our offices are located in close proximity to the Town of Los Gatos, making us a local building and safety consultant. Further, our size and desire to expand our business makes us motivated to provide those specialized services (i.e., meetings, counter coverage, jobsite visits, etc.) that are sometimes needed to bring projects to a conclusion. These services are often the intangible extras that are needed with current high-profile and time sensitive developments.

In addition, Shums Coda Associates has over sixty years of experience providing building and safety services, where we have seen nearly every type of building construction and use imaginable. We have conducted these reviews under the Uniform and International versions of the model building codes, as well as special ordinances and under disaster relief programs. This wealth of knowledge forms the foundation of the corporation, and provides the expertise to successfully manage issues that may arise at the Town of Los Gatos. With our highly qualified and experienced staff, we expect our plan review to be technically superior, and able to cite applicable code sections for reference to all information requested. Yet we strongly encourage feedback on each project, as it greatly improves our abilities to expeditiously customize our services to match the Town of Los Gatos's requirements.

**Shums Coda Associates**



Finally, it is equally important for Shums Coda Associates to be a long-term partner with the Building Departments we serve. As consultants, we understand that our role can be instrumental in the public perception of jurisdictional effectiveness, and a gauge for our inclusion in the development process. We strive to provide services that are considered seamless, and to be counted as a valuable extension of the actual building department staff. However, this trust must be earned through each and every interaction we have with clients and the public, and then tested over time. Therefore, we take the approach that this will be a long-term relationship that will change with the expectations and needs of the Town of Los Gatos. Shums Coda Associates will not be fixated on the present, but rather focused on reaching the future horizon together with the Town of Los Gatos.

#### Los Gatos Contract Team/Project Involvement:

The following is a list of the Shums Coda Associates employees that will be available to assist with the services we plan to provide the Town of Los Gatos. The resumes of the individuals follow this list.

#### Primary In-House Plans Examiner and Point of Contact:

David Basinger, Principal/Architect

#### Secondary In-House Plans Examiner:

Talat Abbasi, Principal/P.E.

#### Additional Staff Available As Needed:

Gene Brown, Plans Examiner  
Steve Wogsland, Plans Examiner  
Lisa Beaver, Plan Examiner  
John Canestro, P.E., CBO  
Robert Sullivan, Principal/C.F.O.

Electrical Specialist  
Mechanical / Plumbing Specialist  
Fire Specialist  
Director of Marketing  
Contract Administration



**Talat Abbasi, P.E.**  
**Principal**

Mr. Abbasi has nearly four decades of experience as a structural designer and plans examiner. He has performed over ten thousand plan reviews, including residential single-family construction, complex multi-story buildings of residential, commercial, office, medical and industrial uses. Mr. Abbasi has also reviewed specialized structures (such as bridges, towers, power plants and high-rises) or even provided peer reviews for larger projects or construction techniques. He will be the Principal in charge of all structural plan reviews, as well as the primary contact for all third-party plan review services.

Linhart Petersen Powers Associates  
Supervising Senior Structural Plans Examiner/Senior Associate  
Pleasanton, CA

Senior Plan Check Engineer performing plan review of commercial and industrial buildings in addition to plan reviews of residential dwellings. Mr. Abbasi was the Structural Plan Check supervisor and liaison to large-project clients, developers, architects and engineers. His structural plan reviews cover a broad range of project types and sizes, from single family dwellings to high-rise steel mount and concrete frame, and shear wall office buildings. Larger projects that he has been responsible for include the structural reviews for the large scale mixed use commercial projects in the jurisdictions of San Jose (Santana Row, Cisco Campus, etc.) and Santa Clara.

Wildan Associates  
Pleasanton, CA

Senior Plan Check Engineer responsible for compliance of residential, commercial and industrial building plan reviews, in conformance to appropriate model and state building codes.

DES Architects + Engineers  
Fremont, CA

Plan Check Engineer responsible for structural design and plan checking of residential, commercial and industrial buildings.

Charles Poston Associates

Structural Design Engineer responsible for the preparation of plans and details such as banks and office buildings.

**Education:**

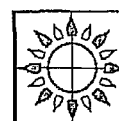
B.E., Civil Engineering  
Sind University Engineering College

M.S. Civil Engineering California State  
University - Sacramento

**Licenses/Certifications:**

Registered Civil Engineer, California,  
No. C36022  
Registered Civil Engineer, Nevada,  
No. 016970

ICC Certified Plans Examiner and  
Building Inspector





**David J. Basinger, Architect**  
**Principal**

David Basinger has 18 years of professional experience associated with architectural design and as a plans examiner. He has a Bachelor of Architecture from California Polytechnic University at San Luis Obispo and is a licensed Architect in the State of California. Mr. Basinger has reviewed both complex commercial projects and variety of residential construction, and projects such as commercial, medical, industrial and high-rise construction. He has been a manager of both plan review and inspection services for numerous jurisdictions in Northern California, such as the City of Mountain View, City of Dublin and the Town of Danville, and has been a Regional Manager in the State of Arizona. Dave will serve as the Principal in charge of non-structural plan review services, as well as director of marketing efforts for the new corporation.

**Education:**  
Bachelor of Architecture  
California Polytechnic State University at  
San Luis Obispo, CA

**Licenses/Certifications:**  
Registered Architect, State of California.  
License No. C25605

I.C.C. Certified Plans Examiner

**Linhart Petersen Powers Associates**  
**Arizona Regional Office Manager**  
**Phoenix, AZ**

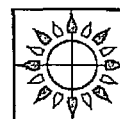
Regional Manager of the three company offices in Arizona: Phoenix, Tucson and Window Rock, providing and assisting with plan reviews, inspection services, jurisdiction counter reviews and assistance, and special projects supervisor. Mr. Basinger was influential in taking a Arizona Regional Office from a single client to over two dozen clients in a two year period, and managing eleven employees and three business lines.

**Senior Plans Examiner/Senior Associate**  
**Pleasanton, CA**

Plan review, jurisdiction counter reviews and assistance, special project supervisor, and architectural consultant for a variety of projects – primarily based as project manager for the jurisdictions of Mountain View, Danville and Dublin, California. Projects reviewed include campus structures for Microsoft, Veritas, Google, Alza and other high-tech or bio-tech businesses, as well as several multi-family and high-rise complexes.

**Linhart Engineering**  
**Livermore, CA**

David completed architectural and engineering design for residential, commercial and light industrial structures in the San Francisco Bay Area. Duties included design, drafting, structural calculations, building surveys, jobsite visits and structural reviews.



**Robert Sullivan, C.F.O.**  
Principal

For over 20 years, Robert Sullivan has been a senior finance and accounting professional for various construction industry related businesses. His specific experience has been with corporate finance in architectural, engineering and environmental firms in San Francisco Bay Area. His primary objective at Shums Coda Associates is to work closely with jurisdictional finance departments to ensure that all accounting requirements are continually achieved and customized. Further, Bob will supervise SCA communications and information systems, to make certain that our communication is always open, direct and timely.

Education

Masters of Business Administration.  
Golden Gate University, San Francisco

Bachelors of Science in Business  
Administration, California State  
University, Hayward

**Linhart Petersen Powers Associates**  
Controller  
Pleasanton, CA

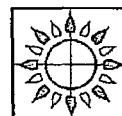
As Controller, Robert's responsibilities included the management of the Accounting, Finance and Administration Departments. Major projects included the development and implementation of corporate budgets, and tracking cash needs for multiple entities, while identifying and controlling variances. Additionally, Mr. Sullivan researched and selected software to integrate corporate and project management accounting, as well as training 180 employees on use of the web-based product. He also was the contact to several outside regulatory agencies for company related certification and State accreditation of Inspector Training Institute.

**T.Y. Lin International - Engineer**  
Controller  
San Francisco, CA

Robert's responsibility in addition to the general ledger and project cost accounting included contract administration and bid preparation. He also audited Federal and State related projects to ensure accuracy of billings and cost. Mr. Sullivan was instrumental in the implementation of accounting software for this international engineering firm, as well as providing technical assistance and training to employees and management.

**Brand Environmental Services**  
Western Regional Controller  
Oakland, CA

Mr. Sullivan directed job cost accounting and implemented procedures to monitor costs for this environmental remediation corporation. He supervised a staff of ten accountants that were responsible for the planning and conducting of internal audits for major jobs (over \$10 million), as well as SEC reporting.



**John C. Canestro**  
**Director of Marketing**

John brings over 26 years of experience as a building official along with multiple Honors and awards during his career in the Industry, from the President of the California Building Officials to the Board of Directors of the California Architects board.

Shums Coda Associates  
 Director of Marketing 2006 - Current  
 Pleasanton, CA

Relevant Project Experience  
 City of Orinda - Building Official, Consultant  
 City of Hayward - Building Official  
 City of El Cerrito - Building Official

**Honors and Awards**

|  |      |
|--|------|
| Educator of the Year Award, California Building Codes Institute    | 1993 |
| California Building Officials, Inducted into Hall of Fame          | 1992 |
| International Conference of Building Officials, Phil Roberts Award | 1991 |
| California Building Officials, Building Official of the Year       | 1984 |

**Training**

|  |           |
|--|-----------|
| Instructor, Contra Costa College, Construction Technology    | 1966-1973 |
| Instructor, Diablo Valley College, Construction Technology   | 1967-1969 |
| Course Coordinator, University of Calif., Berkeley extension | 1969-1978 |
| Course Instruction, California Building Codes Institute      | 1990-1996 |

**Affiliations**

|  |                 |
|--|-----------------|
| Board of Directors - Member, California Architects Board     | 1997-2001       |
| Joint Mechanical Code Committee - Chairman                   | 1987-1990       |
| International Conference of Building Officials - President   | 1983-1983       |
| Planning Commission, El Cerrito - Chairman                   | 1973-1978       |
| California Building Officials - President                    | 1973-1974       |
| International Conference of Building Officials - President   | 1969            |
| Board of Directors - Member, Building Seismic Safety Council | 1989-1993       |
| Fire Council - Member, Underwriters Laboratories             | 1982 to present |

**Education:**

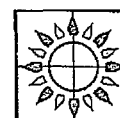
B.S. Physics, University of California, Berkeley

Public Administration Certificate, California State University, Hayward

**Professional Certification:**

Registered Engineer, State of California

Certified Building Official, Council of American Building officials since 1978



**Eugene L. Brown**  
**Plans Examiner – Electrical Specialist**

Gene has been providing consulting plans review and inspection services for over four decades. He has both professional contracting experience, as well as numerous years working his way through the ranks of the Palo Alto Building Department. His expertise is centered in a strong working knowledge of the National Electrical Code, but he is also extremely capable in the rest of the model building code requirements.

**River City Building Services**  
**Principal**  
**Sacramento, CA**

Mr. Brown provide various building plan review, inspection and code interpretation services to third-party plan review projects throughout Northern California.

**City of Palo Alto**  
**Palo Alto, CA**

Gene worked for twenty-two years at the City of Palo Alto Building Department, during which he served time as an Inspector, Inspector Specialist, Plans Examiner, Supervising Building Inspector and Assistant Building Official. During this time there was a tremendous amount of growth at Palo Alto, and Mr. Brown was involved with overseeing or supervising many of the projects for the city.

**Electrical Contractor**  
**Principal**  
**Palo Alto, CA**

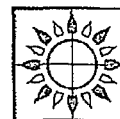
Mr. Brown was the owner of an electrical contracting company specializing in residential wiring, with a small amount of commercial work. The firm's work force fluctuated between two to nine employees.

**Licenses/Certifications:**

California Electrical Contractor, C-10  
(inactive)  
I.C.C. Certified Plans Examiner  
I.C.C. Certified Building Inspector  
I.C.C. Certified Electrical Inspector  
Certified Construction Inspector

**Professional Affiliations:**

I.A.E.I. - Sacramento Valley Chapter  
Board (1995)  
I.A.E.I. - No. Calif. Chairman (1983)  
Electrical Recommendations Committee  
of Santa Clara County (1973 - 1978)



Stephen A. Wogsland, P.E.

Plans Examiner – Mechanical/Plumbing Specialist

Steve Wogsland has nearly two decades of mechanical, plumbing and electrical design where he has been responsible for numerous complex designs related to specialized high-tech and bio-tech construction projects in numerous locations throughout the Western United States. Although Mr. Wogsland is able to perform complete building plan reviews, as a consultant to Shums Coda Associates he specializes in complex mechanical and plumbing reviews. Steve is a California Registered Mechanical Engineer, with an expertise in mechanical, plumbing and energy design and plan reviews.

#### Education

B.S. Engineering Technology  
California Polytechnic State University at  
San Luis Obispo

#### Licenses

Registered Mechanical Engineer, State of  
California, License No. M029559

#### SW Engineering

Principal and Lead Engineer

Pleasanton, CA

SW Engineering provides construction project consulting support services in both design and plan review. Projects have varied, but there has been an emphasis on complex process loads associated with industrial and electronic industries, as well as office and retail uses. Of note was a 14-month project, serving as owner representative and project manager for Qualcomm's research and development fabrication plant in San Jose, CA.

#### Intel Corporation

Senior Project Manager

Santa Clara, CA

Mr. Wogsland served as the Senior Project Manager for semiconductor facilities, test labs and general purpose buildings in California, Washington, Oregon and Arizona. Steve oversaw work on projects with \$100,000 to \$50 million construction valuations, and was responsible for developing design criteria, standardization and budget tracking, in addition to all facets of building construction.

#### Homan Engineering Corporation

Project/Design Engineer

Pleasanton, CA

Steve's primary duties were to design mechanical and plumbing systems for new construction, renovations and upgrades to office buildings, computer rooms, data centers and retail spaces. Typical systems included HVAC, plumbing, building automation controls, fuel storage/delivery, emergency generators and fire protection. The project construction costs at the high-end were \$3 million, but there was a high volume of projects.

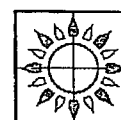
#### Husmann Corporation

Junior Engineer

San Jose, CA

Mr. Wogsland supported design and installation of refrigeration and systems for cold storage warehouse, grocery storage and food service industries.

**Shums Coda Associates**



**Lisa M. Beaver**  
**Consultant Fire Protection / Inspector**

Lisa was over 17 years of experience working for private Fire Protection companies in the Sacramento Area. She has also given instructional classes to local authorities and outside consultants for over 5 years, such as Automatic Fire Sprinkler Systems for Inspectors, Fire Alarm Signaling Systems for Inspectors, Fire and Life Safety Plan Review and Fire Alarm Signaling Systems for Plan Reviewers.

Lisa has also been had the privilege to be a member of several Professional Committees and Code Development which include: Regional Pump Committee, 2000; Regional Fire Sprinkler Committee, 2004; Regional Fire Code Adoption Committee 1997 – 2001; and the High Rise Standard Development Committee, 2000 – 2004.

**Employment History:**

Fire and Life Safety Consultant, Self Employed  
Engineering Manager, Grinnell Fire Protection Systems Inc.  
Engineering Manager, General Automatic Fire Protection, Elk Grove, CA.  
Fire Protection Design Engineer, Capital Fire Protection Engineering Inc., Rio Linda, CA.  
Fire Protection Design Engineer, West Coast Fire Protection, Auburn, CA.  
Fire Protection Design Engineer, Grinnell Fire Protection Systems Inc., North Highlands, CA.

**Licenses**

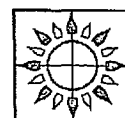
Certified Engineer (NICET) Tech Level III  
Certification-Engineering Technologies (NICET) # 91772  
Certified Fire Protection Specialist  
ICBO Certified Bldg Plans Examiner  
ICC Bldg Plans Examiner

**Professional Affiliations:**

National Fire Protection Assoc.  
ICBO  
National Institute for Certified Engineering Technologies  
CALBO  
ASHRAE Associate Member

**Education**

Associate of Science Degree (A.S.), Building Inspection Technologies, Cosumnes River College  
Certificate in Building Inspection Technology, Cosumnes River College  
Certificate in Fire protection, University of California Davis



### Shums Coda Associates Specific Projects

We provide the following list of projects we have been associated with through the past year, providing plan review and/or inspection services. There are additional projects that can be added to this list from our previous employment that can be provided upon request.

#### DeVries Senior Housing Milpitas, CA

This project consisted of three stories of residential senior apartments (type V-1 Hour construction type) on top of a first floor parking garage. The parking structure was type I construction, with the manager's apartment unit/office and assembly area community rooms within the first floor structure. The upper floors were primarily residential, but encompassed a large courtyard and roof deck for use by the tenants. The entire project had an enclosed useable floor area of 111,164-sq. ft., but there was an additional 3,776-sq. ft. second floor courtyard, and a 716-sq. ft. roof deck area.

#### Centria East and West - Large Scale Multi-Family Housing Milpitas, CA

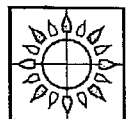
The East portion of this large scale, neighborhood development, was recently approved and the first plan review comments for the West phase of the project were recently returned to the applicant. The project site near the Great Mall in Milpitas consists of two separate parking structures that are completely surrounded by large scale multi-family apartment/condominiums. The parking structure on the East portion of the project consisted of 169,220-sq. ft. of four-story, type V-1 Hour constructed apartment/condominiums, with an additional 5,000-sq. ft. of office and community use rooms. These circled a four-story S-4 parking structure of type I construction previously reviewed by others, but with the unusual wrinkle of the parking access traveling through the residential construction via alternative materials and methods of construction. The West complex is much larger at 437,185-sq. ft. and is five-stories tall of type III-1 Hour construction, again located around a parking structure to be reviewed separately. As each of these projects is comprised of smaller buildings for allowable area purposes, there are numerous issues related to area separation walls, exiting and disabled access.

#### Paragon - Multi-Family Housing Milpitas, CA

This project is in the final stages of plan review and is a large-scale, neighborhood development, comprised of nineteen separate three-story apartment/condominium structures with basement parking. The buildings are primarily 3-, 6- and 9-unit buildings and incorporate the recent SB1025 changes to accessibility within the complex. There is also a community recreation building and pool that we have approved ahead of the residential units. Total area of construction will be 234,391-sq. ft. of residential, with 79,932-sq. ft. of U-1 basement parking, all in type V-1 Hour construction.

#### Emerald Place - Large-Scale Commercial/Retail Dublin, CA

Shums Coda Associates has completed the plan reviews for eight of the nine new shell retail structures at Emerald Place in Dublin, California. These structures are a mix of type V-N and V-1 Hour construction, of both single- and two-story buildings, to be used for future retail and restaurant tenants. The largest structure is 32,853-sq. ft., while the smallest is 7,000-sq. ft., for a total of slightly over 132,000-sq. ft. of future retail space. Two of the buildings have been approved, but due to a recent sale of the adjacent Ikea property to the developers of Emerald Place, we expect to review all buildings again, due to a redesign of the overall complex, as well as future tenant improvement plans over the following years.



**Standard Pacific – Barrington Home Sites  
Brentwood, CA**

We have completed and begun to approve the master plans for five different sub-divisions to be constructed by Standard Pacific Homes on the Barrington home sites in Brentwood, California. These one- and two-story single family homes varied in size and layout over five different locations of the sub-division, with smaller homes in the 2,000-sq. ft. range to the larger homes at 4,243-sq. ft. (not including the garages).

**Residential Addition, Remodels, and New Custom Homes – Various Sites  
Danville, CA**

Through our current contract with the Town of Danville, we have provided begun again to provide residential plan reviews. The projects are typically large and complex custom homes, with high-end design features, retaining walls and various landscape features. We had provided similar services for over a decade with our previous employer, and have now provided similar services with Shums Coda Associates.

**Rocky Mountain Hardware  
Hailey, ID**

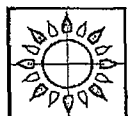
The Rocky Mountain Hardware project consisted of a two-story mixed use building with a basement, that provided parking, office space, industrial manufacturing as well as a small hazardous use. The project was reviewed under the 2003 International Building Codes, and dealt with major issues related to exterior wall protection, separated uses and accessibility under the 2006 ANSI guidelines. Further, the main space was classified as an atrium, so more complex smoke control was required in the manufacturing and assembly areas of the building. The total project was 31,138-sq. ft. of F-1 manufacturing, 16,753-sq. ft. of parking, 12,592-sq. ft. of office and 200-sq. ft. of H-4 use.

**Google Headquarters  
Mountain View, CA**

As Google continues to expand its workforce, so has there been the need for additional office space. To date, we have completed plan reviews on nearly one dozen existing buildings of one, two and three stories, with major renovations to accommodate the new high-tech office uses associated with the Google service lines. Most of the structures have included major renovations to exiting systems, as well as installations of A-3 occupancy "Tech Talk" Cafes and complete A-2.1 assembly area Cafeteria upgrades. There have also been specialty reviews of the largest photovoltaic array in the Western United States, and renovation of an old city school site into a Daycare facility for the campus. As Google continues to expand the boundaries of there present campus, we continue to provide additional plan review services.

**Camino Medical Center  
Mountain View, CA**

This 252,600-sq. ft., three-story medical office building contained B, A-3 and I-1.2, OSHPD 3 surgical clinic located at the first floor. There were numerous specialized exiting features, as well as a modified atrium space. The medical office building was attached (with I use at the first floor) as well as a large-scale two-story parking structure. This project is currently under construction and shall be completed in 2007, and there are preliminary reviews to discuss construction of an H-2 medical gas storage room within the building.





Shums Coda Associates offers the following list of jurisdictional clients as reference to the quality of our work. Please feel free to contact them directly to inquire about the quality and types of services we provide:

Ron Geary  
Chief Building Official  
Deputy Developmental Director  
City of Mountain View  
500 Castro St.  
Mountain View, CA 94041  
(650) 903-6313

Keyvan Irannejad  
Chief Building Official  
City of Milpitas  
455 E. Calaveras Blvd.  
Milpitas, CA 95035  
(408) 586-3240

Fereydoun Shehabi  
Building and Inspection Division  
City of Redwood City  
1017 Middlefield Road  
Redwood City, CA 94064  
(650) 465-4610

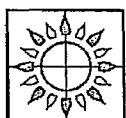
Mark Matthews, Sr.  
Building Official  
City of Millbrae  
621 Magnolia Ave.  
Millbrae, CA 9403

Gary West  
Building Official  
City of Vallejo  
555 Santa Clara St.  
Vallejo, CA 94590  
(707) 648-4387

Gregory Shreeve  
Building Official  
City of Dublin  
100 Civic Plaza  
Dublin, CA 94568  
(925) 833-6620

Mike Leontiades  
Building Official  
Town of Danville  
510 La Gonda Way  
Danville, CA 95616  
(925) 314-3373

Mack Saberi  
Building Inspection  
City of Palo Alto  
285 Hamilton Ave.  
Palo Alto, CA 94303  
(650) 329-2339



## **EXHIBIT A**

### **SCOPE OF SERVICES**

#### **PLAN REVIEW SERVICES**

Plan Review: SCA will perform plan reviews to cover one or more of the following disciplines: Architectural, structural, mechanical, electrical, plumbing, disabled access and energy requirements, for compliance with California Building Laws as generally found in Title 24 Parts 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 and 12, all as modified or amended by the Town of Los Gatos. SCA will provide a first check, and if needed, a second and quick third check for each review based on the attached Schedule of Fees (see Exhibit B). Extensive third reviews (or more) shall be billed on an hourly basis per the rate schedule (see Exhibit C).

Comment Lists and Plans Delivery: Plan reviews result in typed lists of comments which refer to specific details and drawings, and reference applicable code sections. SCA will transport plans and comments to Los Gatos in person, or via email, FAX, and/or reliable overnight carrier. Overnight delivery is available at no additional cost. When deemed beneficial by the Town of Los Gatos, to expedite or clarify plan review items, SCA will contact the applicant/designers directly to resolve these issues, but in no instance shall the plans be re-submitted directly to SCA. All reviewed and approved documents shall be returned to the Town after the plan review process is completed.

Turn-Around Schedules: In-house plan reviews will be completed at the Town of Los Gatos by SCA staff during the pre-determined day of these services. Plan reviews that are too large or complex to complete during the in-house plan review hours, will be taken to the SCA offices and generally be completed and returned to Jurisdiction within approximately ten (10) working days of the date the plans are received by SCA. Other turnaround schedules will be accommodated at request of the Town for special projects. Larger, and more unusually complex plan reviews may require up to a fifteen (15) working days turn-around, when mutually agreed upon by both parties, prior to the work commencing. Re-checks shall typically be completed in five (5) working days, unless major revisions to the original design have been re-submitted by the applicant – in those cases, the first review turnaround times may be used on the re-checks, but only when discussed and agreed upon with the Building Official.

Technical / Miscellaneous Support: When mutually agreed between the Jurisdiction and SCA as vital to project success, SCA staff will attend pre-construction or pre-design meetings, field visits or perform other special tasks as requested by the Jurisdiction. These special tasks shall be billed hourly per the rate schedule (Exhibit C).

## **EXHIBIT B SCHEDULE OF FEES**

### **Building Plan Review Fees**

Fees for comprehensive plan reviews, performed at SCA offices, will be equal to Seventy percent (70%) of the plan review fees as calculated per the jurisdiction. The Town will provide SCA with jurisdiction plan review fees (project-by-project) for use in calculating SCA's fees, based on Table 1-A of the 2001 California Building Code.

The above fee covers all services associated with the typical plan review, including:

- Pick – up and delivery of design documents to the jurisdiction.
- First, second and quick third reviews to approve projects.

Additional plan reviews (longer third reviews or more) that may be required to be charged on an hourly rate (per attached Exhibit C – Schedule of Charges). Further, smaller projects that take one or more reviews may also be charged at an hourly rate when agreed upon with the Town of Los Gatos Building Official. Pre-application, pre-construction, or additional meeting attendance that is necessary for unusual or complex projects shall also be charged on an hourly rate (Exhibit C).

### **Other Potential Fee Types for Building Departments**

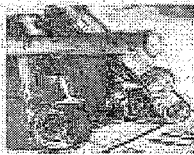
For projects where percentage fees are not applicable, or for plan review projects requiring services far exceeding the normal expectations, the attached hourly rate listed in SCA's Schedule of Charges will be used. (Exhibit C)

**EXHIBIT C  
SCHEDULE OF CHARGES**

**Personnel Charges – Plan Review services**

| <b><u>Personnel Description:</u></b>            | <b><u>Hourly Billing Rate:</u></b> |
|---|------------------------------------|
| In-House/Counter Plan Review Engineer/Architect | \$100                              |
| Principal                                       | \$125                              |
| Senior Plan Review Engineer/Architect           | \$115                              |
| Plan Review Engineer/Architect                  | \$95                               |
| Senior Plans Examiner                           | \$85                               |
| Plans Examiner                                  | \$75                               |
| Permit Technician                               | \$55                               |
| Clerical Support                                | \$45                               |

These rates are effective through July 1, 2008, and may be increased every year thereafter, but only with prior approval from the City of Los Gatos.



**Proposal to Provide  
Building Plan Review Services**

to

**Anthony Ghiossi, CBO**  
Building Official

**Town of Los Gatos**  
110 E. Main Street  
Los Gatos, CA 95030

contact

**Joe Nicolas, PE**  
Project Manager

[joe.nicolas@us.bureauveritas.com](mailto:joe.nicolas@us.bureauveritas.com)

**Bureau Veritas**  
6150 Stoneridge Mall Road, Suite 370  
Pleasanton, CA 94588

Phone 925.468.7400  
Fax 925.468.7413

[www.bvbuildingsafety.com](http://www.bvbuildingsafety.com)  
[www.us.bureauveritas.com](http://www.us.bureauveritas.com)

May 11, 2007





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Town of Los Gatos— Proposal for Building Plan Review Services

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BUREAU  
VERITAS

Move Forward with Confidence



May 11, 2007

Anthony Ghiossi, CBO  
Building Official  
Town of Los Gatos  
110 E. Main Street  
Los Gatos, CA 95030

**Re: Letter of Intent to Provide Building Plan Review Services**

Dear Mr. Ghiossi:

It is a pleasure to submit our proposal to provide Building Review Services to the Town of Los Gatos. Bureau Veritas takes great pride in our ability to provide exemplary services to our clients through experienced Building Safety professionals.

Bureau Veritas, a successful, longstanding building safety services firm, has been providing plan review services to the Town, in-house, and off-site for the last eight years, and our staff is thoroughly familiar with the local codes and standards, as well as the building safety issues that affect the community of Los Gatos.

Bureau Veritas is qualified to assist the Town of Los Gatos in meeting your building department services needs. Our past experience with the Town as well as our experience providing building department support to other local jurisdictions makes Bureau Veritas the right choice for the Town's needs.

I believe the capability of our proposed Project Manager, Joe Nicolas, his success with providing building safety services to other municipalities, and the support of our proposed Project Team, which includes California Registered Civil, Structural Engineers and Architects, and ICC/ICBO certified plans examiners, brings together a team of experts that will contribute to meeting the Town's Building Department goals.

We will work closely with you and the Town staff to exceed your expectations. We are diligently training and recruiting to make progress as an organization to increase the quality, focus and consistency of our plan review work product. Joe Nicolas and I will personally commit to work directly with you to this end.

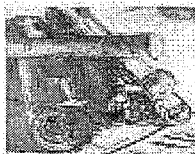
Please contact me at 925.965.2200 to discuss this further. We are excited about the opportunity to continue providing Plan Review Services to the Town of Los Gatos.

Sincerely,  
**Bureau Veritas North America, Inc.**

Dennis Richardson, PE, CBO  
Vice President

**Bureau Veritas North America, Inc.**

6150 Stoneridge Mall Road, Suite 370  
Pleasanton, CA 94588  
925.468.7400 925.468.7413



# Firm Qualifications

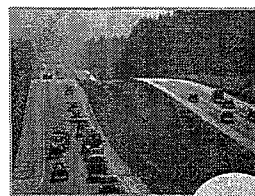
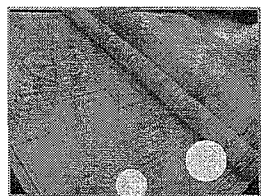
Town of Los Gatos— Proposal for Building Plan Review Services

## Firm Profile

Bureau Veritas is a multi-national firm with a 180-year proven track record of meeting its client's needs in the field of quality assurance and conformity. Bureau Veritas has extensively demonstrated its expertise through the completion of projects of various complexities, and consistently applies innovative time and cost-saving technical solutions to meet each client's specific challenges.

### Innovation Driven Performance

From the first conformity assignment, Bureau Veritas has been developing ground-breaking methods that have revolutionized the way we provide services to our clients in the areas of code compliance, building safety, and engineering, services that are now part of the core services Bureau Veritas North America, Inc. offers to hundreds of public sector clients. Our technology and tracking procedures allow us to maintain consistent, up-to-date records of all your projects, and offer a professional, easy-to-read format that complies with the unique requirements of each project.



### The Right People Doing the Job Right

Bureau Veritas North America, Inc. has a combined team of over 500 professionals, extensive resources and a large pool of certified building safety experts, equipped to handle all types of projects and tailor solutions specific to your agency. Our project teams also deliver other related services, such as construction materials testing, and environmental engineering and assessment. This wide array of professional services, backed by many years of combined experience with public sector clients, allows Bureau Veritas to bring you one integrated source to meet your needs.

### Commitment to Your Success

Good client service is not an off-the-shelf product. Our team members use their intuition to continuously develop creative solutions, taking into consideration our client's present and future needs. Bureau Veritas proves its commitment to clients every day through focused application of resources, including major investment in forming project teams with top notch experts in the fields of plan review, inspections, engineering, and building safety support.

### Understanding Your Needs

Bureau Veritas has succeeded in consolidating the confidence of the industry, and public sector agencies by living and promoting a business philosophy centered on quality, integrity, and proficiency. We assist our clients in overcoming one of the most difficult challenges facing our governmental clients: being responsive to the communities they serve, in an environment that requires an attitude of facilitation and quick decision-making.







# Firm Qualifications

Town of Los Gatos— Proposal for Building Plan Review Services

## Office Locations and Contact Information

To optimize government service relationships and maximize response to clients needs, Bureau Veritas has strategically located offices nationwide. Bureau Veritas delivers services through a team of qualified staff of professional engineers, building officials, certified inspectors, certified plans examiners, and administrative personnel.

The entire staff of Bureau Veritas is totally committed to providing the most timely, highest quality, and most cost-effective building safety and fire protection services, and all have many years of plan review and inspection experience. We will adapt our staff and approach for optimum service and supply all material and labor required in a manner as further directed by the client.

### **Pleasanton Office**

6150 Stoneridge Mall Road  
Suite 370  
Pleasanton, CA 94588

Phone 925.468.7400  
Fax 925.468.7413

**Joe Nicolas, PE**  
Project Manager

[joe.nicolas@us.bureauveritas.com](mailto:joe.nicolas@us.bureauveritas.com)

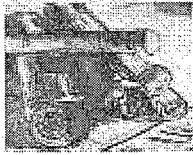
**Dennis Richardson, PE, CBO**  
Principal-in-Charge

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[www.us.bureauveritas.com](http://www.us.bureauveritas.com)





# Firm Qualifications

Town of Los Gatos— Proposal for Building Plan Review Services

## Services Overview

### Building Department Support Services

Bureau Veritas specializes in full range municipal building and safety services, tailored to the particular needs of client jurisdictions. Our variety of professional personnel and resources, allows us to provide complete building department administration for small to medium-sized jurisdictions. Staffing for jurisdictions is available, from field inspectors to building officials.

We partner with existing jurisdiction staff in a way that best complements their efforts and talents. In some instances providing a plan review engineer "behind the counter" for two days a week is enough, while in other jurisdictions, the need may be a complete building department staff onsite for three to four years.



Bureau Veritas has an extensive background in building department administration. Our range of experience in this unique arena covers literally every key area of service defining a building department in today's industry. We are skilled at helping existing building departments augment or refine their current level of client service or is capable of crafting a department from the ground up.

We are intimately familiar with the procedures and policies necessary for building and maintaining a thriving building department, in selecting and managing administrative to key management personnel, and are adept at using creative and leading-edge approaches to reaching successful solutions to tough problems.

One of our key assets is the depth of experience in our staff. Professional personnel with years of industry experience coupled with a wide-ranging collection of business resources allows Bureau Veritas to uniquely customize and focus on our client jurisdiction's specific needs and requirements. Our selected project team has worked directly with jurisdictions in a variety of capacities and is familiar and comfortable working at the fast-changing pace of a growing city and within evolving City departments.





# Firm Qualifications

Town of Los Gatos—Proposal for Building Plan Review Services

## Building Plan Review

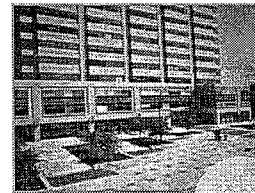
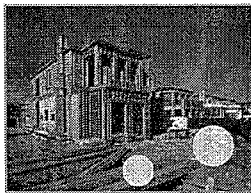
It is our goal to meet and exceed the service levels required from our municipal clients. Our team provides plan reviews for compliance with a variety of codes, including compliance with International Building Codes, the Uniform family of codes (UBC, UMC, UPC, and NEC), and various state and local regulations throughout the United States.

Our professional staff has extensive experience reviewing all types of construction and building occupancies:

Single Family Dwellings  
Office Buildings  
Theaters and Stadiums  
Detention Facilities  
Recreation/Gymnasium Buildings  
Custom Designed Residential  
Commercial Tenant Improvements  
Steel Buildings  
Medical Institutions

Tract Development  
High Rises  
Schools  
Parking Structures  
Hotels  
Foundation Underpinning  
Industrial/Storage Warehouse  
Industrial Warehouses  
Grocery Warehouse Centers

2-3-Story Multi-Family Residences  
Malls  
Restaurants  
Hazardous Chemical Facilities  
Hospitals  
Subterranean Garage - Residential  
Gas Stations with Metal Canopy  
Metal Forge Building  
Seismic Retrofits



All plan reviews cover one or more of the following disciplines: architectural, structural, fire and life safety, disabled access, mechanical, plumbing, electrical, and energy conservation requirements—all as modified by the local jurisdiction.

Our staff reviews plans in accordance to the currently adopted uniform codes, including:

ICC International Residential Code

ICC Mechanical Code

ICC Standard Plumbing Code

ICC Model Energy Code

ICC Model Standard Gas Code

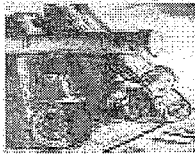
International/Uniform Fire Code (as needed)

National Electric Code

2001 Building Code

Local Codes, Ordinances, Regulations and Standards





# Firm Qualifications

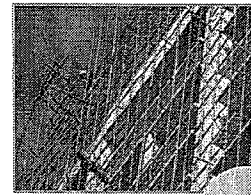
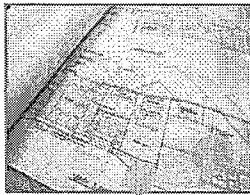
Town of Los Gatos- Proposal for Building Plan Review Services

## Expedited Plan Check

At your request, we can expedite plan review upon request to accelerate project construction schedules. The turnaround time for initial reviews will be five (5) working days, and three (3) working days for rechecks. Other turnaround times are negotiable.

## Fast Track Plan Check

At your request, Bureau Veritas can provide plan review activities on a fast-track basis (Third Party). Turnaround times for each submittal will relate to the size and nature of the submittal and its impact on the project construction schedule. To reduce turn around times for plan review, we can use electronic submittals, phased submittals, overnight delivery, conference calling, and visits by plan review staff to design offices of the Owner's engineer and architect and to points of fabrication.



## Specialty Plan Review

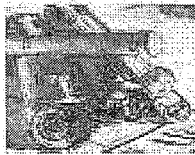
### Fire Plan Review

Bureau Veritas has assisted municipalities in support of their building code compliance pertaining to Fire Plan Review. We have provided complete review of plans for compliance with California Fire Code and California Building Code requirements including commercial and residential fire sprinkler and fire alarm systems, and have also provided as-needed California Building Code plan review services.

A fire plan review will consist of all or part of the following aspects depending upon the scope and complexity of the project:

- Site Review
- Life Safety Review
- Automatic Fire Suppression Sprinkler Systems
- Fire Alarm Systems
- Other Alternate and/or Specialized Systems





# Firm Qualifications

Town of Los Gatos— Proposal for Building Plan Review Services

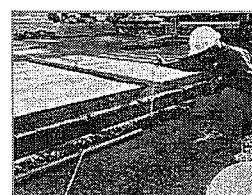
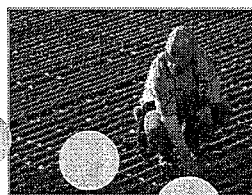
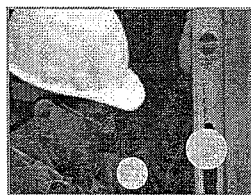
## Building Inspection

Bureau Veritas provides full building inspection services for agencies. We can provide inspection services for a single project that may be complex or unique due to its type of construction or size, or we can provide staff to handle all inspection services for the jurisdiction.

Our building inspection can be adjusted on fast track projects to provide a high level of coordination specifically suited to the design build concept and to gain compliance with all applicable codes required by the local Jurisdiction. Our inspectors are ICBO/ICC-certified and have extensive experience in the construction trades as well. Fast track projects may be built into small phases based on incremental design and fabrication steps. In such cases, our inspection team keeps daily logs to track corrections and plan review changes.

Our Inspection Team also provides On-Call Building Inspection services to cover staff vacation time, peak work loads, specialized inspection activities and others as needed. These activities may include:

- Next-day inspections.
- Same-day response to uniquely important or urgent inspection requests.
- Inspections of a clearly urgent nature (urgent life-safety concerns).



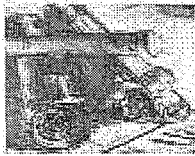
Typically, our building inspection services consist of the required inspections as identified in the Uniform Building Code, Section 108:

- Foundation Inspections
- Framing Inspections
- Concrete Slab Under-Floor Inspections
- Energy Code Inspections (includes Insulation)
- Electrical, Mechanical and Plumbing Inspections
- Final Inspection (Certificate of Occupancy)

Additional inspections will be provided in accordance with the City's policies and procedures, and may include the following:

- Non-Structural Fire and Life Safety Inspections
- Structural Inspections
- Barrier Free Inspections





# Firm Qualifications

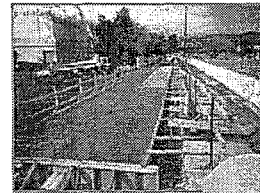
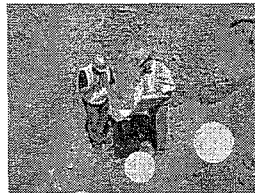
Town of Los Gatos— Proposal for Building Plan Review Services

## Development Plan Review Services

Bureau Veritas is able to provide full-service plan review for all public improvement and private development designs for conformance to local and state standards and specifications. Our attention to detail and the experience of our staff can help reduce change orders for developers and improve constructability in the field. Having expertise in the review process, our team can provide thorough and timely plan review services to our clients.

Prompt turnaround of quality plan reviews, including review for conformance with tentative map and local ordinances, regulations and standards, has earned our staff a reputation for thorough and prompt service. Our staff's knowledge and experience has allowed us to develop a system to control the work and to assure rapid turnaround of plans while meeting client standards.

Considering our continuing involvement with municipal and county clients, we believe we are uniquely qualified to meet our client's civil plan review needs. We can also assist clients during the preliminary plan and/or pre-annexation stage. Our services include formulating alternatives and developing standard conditions of approval.



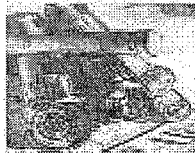
Bureau Veritas offers comprehensive public works assistance. We supply plan review for improvement plans and maps, as well as assistance in developing capital improvement programs. Our staff of experienced civil engineers has worked within public works departments of many large jurisdictions and understands the need for public service, technical accuracy and timely turnaround.

Bureau Veritas provides public works department administration for various jurisdictions throughout California. We furnish complete public works review for many of the offsite improvements for energy plants, and overflow civil plan review services as well.

Bureau Veritas offers temporary, short or long-term, part or full-time engineering services to municipalities. Our engineering team provides public agencies design and project coordination services including:

- Project management
- City infrastructure design
- Project coordination with utility companies, public agencies, and stakeholders
- Public meetings and public outreach
- Project correspondence and documentation
- Project progress reports and meetings
- Project schedule and budget management
- Construction administration





# Firm Qualifications

Town of Los Gatos— Proposal for Building Plan Review Services

## Project Experience

### Plan Review Services Town of Los Gatos, CA

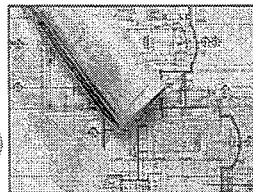
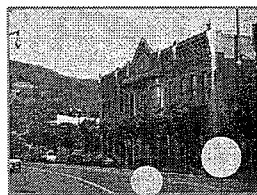
#### Client

Town of Los Gatos Building Department

#### Services Provided

Plan Review

Bureau Veritas provides plan review services to the Town of Los Gatos, including structural and non-structural, architectural, mechanical, electrical, plumbing, and accessibility reviews for a variety of residential, commercial, and industrial projects.



Projects consist of approximately 85% residential and the remaining projects are small tenant improvements and new commercial buildings. Reviews are performed at our Bureau Veritas office, as well as in-house plan review for smaller projects (small additions, remodels, retaining walls, small tenant improvements).





# Firm Qualifications

Town of Los Gatos— Proposal for Building Plan Review Services

## **Santana Row and Hotel Valencia San Jose, CA**

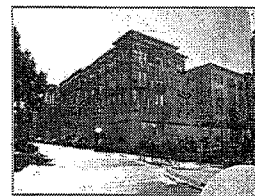
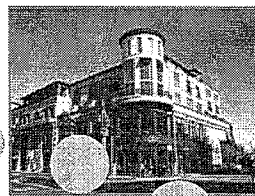
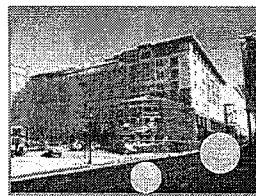
### **Client**

Federal Realty Investment Trust

### **Services Provided**

Plan Review

Bureau Veritas staff performed the plan review services for the Santana Row Project located in San Jose, California. One of the largest single urban development projects in the history of San Jose (and likely the entire Bay Area)

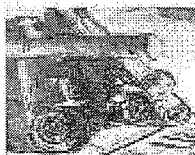


This Mediterranean-style project including a mix of retail, commercial and residential components with 36 retail shops, 236 rental housing units, 1,200 luxury residences, hotels, outdoor cafes, farmer's market, a 12-screen cinema, indoor and outdoor parking for more than 5000 vehicles, and a shopping area big enough to hold 14 football fields.

The developers had a vision to create an entire urban neighborhood which has turned-out to be amazingly successful. The total valuation for this project approached one billion dollars.







# Firm Qualifications

Town of Los Gatos— Proposal for Building Plan Review Services

## Bay Street Outdoor Mall Emeryville, CA

**Client**  
City of Emeryville

**Services Provided**  
Plan Review  
Inspection



Bureau Veritas provided both plan review and inspection services for this mixed use development consisting of retail, restaurant, garage, theater and residential uses. The development consisted of five separated buildings, and over two-million square feet.

The retail mall developer had an extremely aggressive construction schedule to allow the anchor stores to open prior to holiday shopping in November. To accommodate the schedule, Bureau Veritas provided expedited plan reviews, phased construction permits and a project inspector for the majority of the project.





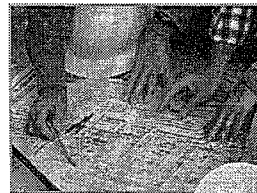
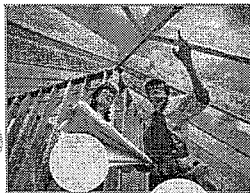
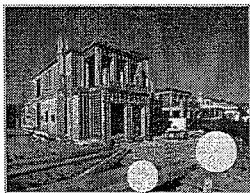
# Firm Qualifications

Town of Los Gatos— Proposal for Building Plan Review Services

## Residential Plan Review and Inspection Services for Jurisdictions

Bureau Veritas provides extensive plan review for single family and multi family residential projects for local county and city governments and as an independent plan review agency for many developers. The plan review office has reviewed literally hundreds of custom homes, master plans, apartments and condo's plans for compliance with the Building Codes, Fire Codes and local requirements for clients in Northern California.

We have also developed personal relationships with developers of large, high-density single family subdivisions, such as DR Horton, Richmond American, Signature Homes, and many custom home builders. We have expedited the plan review for the Sacramento BIA Dream Home Showcase for the City of Folsom and City of Lincoln consisting of 5,000 to 10,000 square foot multi-million dollar homes. These homes showcase all the latest construction techniques and materials. Recent projects include the following:



## Building Inspection Services for Citation Homes City of San Leandro, CA

Bureau Veritas has provided third party structural inspection services of the lateral force systems in a new residential development. The project consisted of 350 two-story detached single-family wood-frame homes located on the shores of the San Francisco Bay. The inspections included checking for compliance with the engineering design for holdowns, plate attachment at the base of shear walls, shear wall nailing, collectors and top-plate splices, floor and roof diaphragms.

## Production Housing Services City of Elk Grove, CA

Bureau Veritas provided services for two large subdivisions, Gilliam Meadows, consisting of 153, and 691 lots; and Elk Grove Meadows, consisting of 143 acres, and 676 lots. The highlights of our plan review and inspection services include:

- Rapid turn around. Plan reviews are completed in 10 business days or less.
- 4 options are allowed on each base plan.
- Plans examiner meets with client to clarify difficult points.
- Next day inspections
- Consistency-same inspectors to the project

## Plan Review Services City of Folsom, CA

Lakeshore Condo Conversion

Lesson Condo

Sutter Mixed Use Residential/Commercial, Historic District

John Laing Homes – Condo Development - Approximately 40 buildings, eight units per building.





# Firm Qualifications

Town of Los Gatos- Proposal for Building Plan Review Services

## **Building Plan Review and Third Party Plan Review Services**

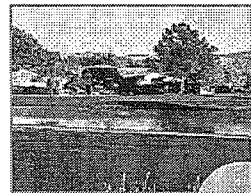
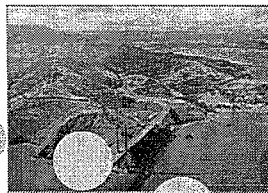
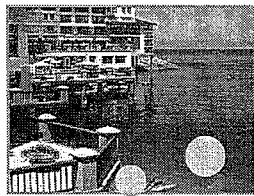
### **County of Marin, CA**

Bureau Veritas has provided on-call building plan check services for the County of Marin, CA since 1997. Our plan check services cover the full range of compliance, including plumbing, mechanical and electrical code reviews, as well as checking for compliance with energy conservation and disabled access laws. We have developed procedures to work uniformly with those of the County to provide timely and cost-effective plan check services.

## **Building Plan Review Services**

### **City of Rohnert Park, CA**

Bureau Veritas plan review services cover building, plumbing, mechanical and electrical code reviews, as well as energy conservation and disabled access regulation reviews. Timely, quality review of plans is essential to the City of Rohnert Park, and Bureau Veritas provides that service.



## **Building Plan Review Services**

### **City of Cupertino, CA**

Bureau Veritas provides on-call building plan check services for the City of Cupertino, CA. Our plan check services cover building, plumbing, mechanical and electrical code requirement reviews, as well as energy conservation and disabled access regulation reviews. Our staff also reviews for compliance with local ordinances and policies and has adapted our operational procedures to work uniformly with those of the City.

## **Building Plan Review Services**

### **City of Monterey, CA**

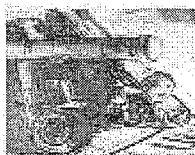
Bureau Veritas has been providing plan review services to the City of Monterey for over five years. Projects include: Monterey Peninsula Hotel Addition, Centennial Gardens, Monterey Sports Center, Century Theatres, Santa Catalina School Swimming Pool and Gymnasium, Monterey Orthopedic & Sports Medicine Institute, Whole Foods Store.

## **Plan Review and Inspection Services**

### **City of Mountain View, CA**

Bureau Veritas has provided both commercial and residential plan review and inspection services to the City of Mountain View for the past ten years. The majority of the residential plan reviews we have provided have been for multi-family units, and often reflected the higher density and complex building conditions associated with redevelopment of older housing elements.





# Firm Qualifications

Town of Los Gatos-- Proposal for Building Plan Review Services

## Client References

**Mr. John Kuehl**  
Building Official  
**City of Monterey**  
580 Pacific Street  
City Hall  
Monterey, CA 93940

(831) 646-3890

**Mr. Ron Geary**  
Deputy Community Development Director  
**City of Mountain View**  
500 Castro Street  
Mountain View, CA 94041

(650) 903-6313

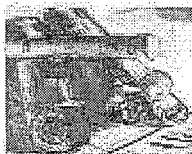
**Mr. Victor Gonzales**  
Chief Building Official  
**City of Emeryville**  
1333 Park Avenue  
Emeryville, CA 94608

(510) 596-4310

**Mr. Bhu Patel**  
Chief Building Official  
**City of West Sacramento**  
110 West Capitol Avenue  
West Sacramento, CA 95691

(916) 617-4683





# Staff Qualifications

Town of Los Gatos- Proposal for Building Plan Review Services

## Summary of Key Personnel

Bureau Veritas embraces the concept of a fully integrated team. We are committed to providing the personnel and resources necessary to help you succeed in your projects. Our staff members have dealt with the issues and challenges encountered on many municipal projects, and are familiar with municipal agencies operations and processes, therefore, we are able to foresee and prepare for project challenges rather than react to them.

Our qualified project management team maintains clear and effective communications between the client, the Project Team, and other key project participants. To achieve this, our approach is to maintain a flexible organization with a single point of contact. Our main goal is to provide a cohesive, experienced team from the beginning through the completion of all your projects.

As **Principal-in-Charge, Dennis Richardson, PE, CBO** will be managing the QA/QC process and making sure that the Town's requirements are met in a timely and efficient manner. Dennis Richardson has 22 years of experience as a professional engineer with extensive experience in municipal development review and inspections as the building official for major jurisdictions in Northern California including the cities of San Jose, Sacramento, and Santa Rosa. He also has several years of private sector structural design and general civil engineering design experience for a variety of private and public projects.

**Joe Nicolas, PE**, our proposed **Project Manager**, will be responsible for monitoring the quality of the services we will provide for the Town's projects and general oversight of the plan review processes to make sure that the needs of the Town are adequately met. He will attend internal status meetings with the staff, as needed, and will assist in coordinating efforts between the Town of Los Gatos and Bureau Veritas. Joe Nicolas brings 20 years of experience providing engineering services to both the public and private sectors. As a professional engineer, Joe has supervised structural plan reviews for various commercial and residential projects, including large multi-story education and healthcare facilities.

**Steve Mitchell, CBO**, will serve as our **Client Relations Manager** for the Town of Los Gatos. He will support our proposed Project Manager in coordinating efforts to assure the quality and timeliness of our services. Steve has over 25 years of experience providing municipal services to a variety of jurisdictions in Northern California. He has served as the Building Official for the Cities of El Cerrito, and Pinole, where he managed the Building Services Division, and the Inspection Services Division.

Joe will be supported by a wide network of professionals specialized in diverse areas of plan review and inspection services, who are **ICC certified** and have extensive experience working with various jurisdictions throughout California. In the following pages you will find detailed information about the breadth and depth of our plan review and inspection resources.





# Staff Qualifications

Town of Los Gatos— Proposal for Building Plan Review Services

## Dennis Richardson, PE, CBO Principal-in-Charge

### Education

Bachelor of Science  
Civil Engineering  
University of California, Davis  
1981

### Certifications/License

Registered Civil Engineer  
California, No. 38680

ICBO Certified Plans Examiner

ICBO Certified Building  
Inspector

CABO Certified Building  
Official

### Professional Affiliations

International Code Council

American Society of Civil  
Engineers

National Fire Protection  
Association

California Building Officials

Peninsula Chapter of ICC

2003 Presidents Award:  
California Preservation  
Foundation

Dennis Richardson has 22 years of experience as a professional engineer with extensive experience in municipal development review and inspections as the building official for major jurisdictions in Northern California including the cities of San Jose, Sacramento, and Santa Rosa. He also has several years of private sector structural design and general civil engineering design experience for a variety of private and public projects.

As a building official or assistant building official, his jurisdictions reviewed and inspected over \$9 Billion in construction value for a variety of building projects including numerous high-rise office and residential towers, high-tech industrial tool and clean room installations, an NBA arena, major hotel and public assembly projects, historical building retrofits, small business and infill projects, a 1.7 million cubic yard landslide repair, FEMA floodplain administration, municipal capital improvement project inspections, and a wide variety of commercial, retail, industrial and residential projects.

### Bureau Veritas Pleasanton, CA

Dennis serves as the Vice President of Operations for Code Compliance in the Western United States. In addition to the management of operations in numerous city and county jurisdictions throughout the west, he is active on a variety of code development efforts including the Balanced Fire Protection / Height and Area Study Group of the ICC Code Technology Committee and the State Code Adoption Committee of California Building Officials.

### Chief Building Official City of San Jose, CA 10<sup>th</sup> Largest US City and Capital of Silicon Valley

Dennis started the **Industrial Tool Installation Program** to help high tech companies expedite complex tools for manufacturing, research and development in San Jose and the **Small Business Ambassador Program** to help small business owners locate, operate and expand their business.

### California EPA Building Sacramento, CA

Chief Building Official for the construction of a City owned 1.1 MD SF high rise steel framed office.

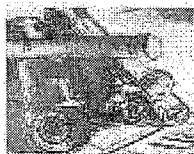
### Sheraton Grand Sacramento, CA

Chief Building Official for the plan review and construction of, redevelopment agency owned, post-tensioned concrete high rise hotel and the historic Julia Morgan Public Market Building Ball Room.

### Arco Arena Sacramento, CA

Assistant Building Official for construction of privately owned Sacramento Kings NBA Arena.





# Staff Qualifications

Town of Los Gatos-- Proposal for Building Plan Review Services

## Joseph M. Nicolas, PE Plan Review Services Manager

### Education

BS in Architectural Engineering,  
School of Architecture and  
Environmental Design  
California Polytechnic State  
University, San Luis Obispo, CA

### Certifications/License

California Registered Civil  
Engineer # 58139

### Professional Affiliations

Member of Structural Engineers  
of Northern California

Joe Nicolas has 20 years of experience providing engineering services to both the public and private sectors. As a professional engineer, Joe has supervised structural plan reviews for various commercial and residential projects, including large multi-story education and healthcare facilities.

### Bureau Veritas Pleasanton, CA

Joe serves as the Plan Review Services Manager for both the Pleasanton, and Sacramento Offices. He is responsible for supervising and coordinating building safety services for residential and commercial projects for various jurisdictions in Northern California.

### Project Manager/ Supervising Engineer Sacramento, CA

Responsible for supervising the staff during the production of steel fabrication drawings, provided structural engineering calculations to support the fabrication division, and consulted with developers, contractors, architects and engineers regarding various project needs.

### Supervising Engineer City of Sacramento Building Department Sacramento, CA

Responsible for supervising the commercial and residential Plan Review staff on projects needing permits in the City of Sacramento. Prepared and administered the division's budget, consulted with developers, architects and engineers regarding structural and life safety codes, and designed and implemented process changes that would result in production efficiencies.

### Associate Engineer/Architect County of Sacramento Building Department Sacramento, CA

Responsible for structural plan review for residential and commercial projects, and supervised the structural plan review staff in the absence of the lead Supervising Associate Engineer/Architect.

### Senior Associate Engineer Sacramento, CA

Responsible for designing multi-story schools, hospitals, residential and commercial structures, also managed the construction of all engineered structures. Supervised staff engineers and CADD Operators, performed computer drafting tasks and utilized structural analysis programs.

### Project Manager Palo Alto, CA

Responsible for supervising the construction of tenant improvement projects, generated bid documents necessary for creating a projects budget, and prepared contracts, reviewed and implemented construction documents and specifications.





# Staff Qualifications

Town of Los Gatos— Proposal for Building Plan Review Services

## Steve Mitchell, CBO Client Liaison

### Education

Associates Degree  
Diablo Valley College  
(In Progress)

Certificate in construction  
technology  
Diablo Valley College

### Certifications/License

ICC  
Building inspector  
Plumbing inspector  
  
UPC certified Plumbing inspector

### Professional Affiliations

CALBO

Steve Mitchell has over 25 years of experience providing municipal services to a variety of jurisdictions in Northern California. He has served as the Building Official for the Cities of El Cerrito, and Pinole, where he managed the Building Services Division, and the Inspection Services Division.

### Relevant Project Experience

#### Permit Center Manager City of Livermore, CA

Supervised a staff of eight for the new Permit Center. Duties included developing procedures and guide lines with staff to reduce the time to process applications and permits. Processing permits by fax and the internet were also implemented to enhance Customer Services to residences, licensed professions, and developers. Oversaw more than 100 million dollars in commercial and industrial development, not including 20 subdivisions of single family homes and low income residential housing.

#### Interim Community Development Director City of El Cerrito, CA

Coordinated the day to day functions of the Community Development Department overseeing the operations of planning building and engineering divisions. Attended City Council and Planning Commission meetings to provide the status of City sponsored projects. Prepared staff reports and monitored the operating budget for Planning, Building, and Engineering Divisions.

#### Building Official City of El Cerrito, CA

Managed the Building Services Division within the Community Development Department. Developed the one-stop permit counter for timely internal review by Building, Planning, Engineering, Police and Fire. Reorganized the Rental Housing Inspection Program to increase participation by property managers and owners to voluntarily comply with the Rental Housing Inspections Program every two years.

#### Building Official City of Pinole, CA

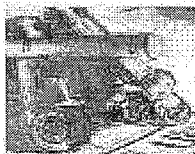
Managed the Building Inspection Division within the Department of Public Works. Reorganized the division to improve customer service and plan check review times by Planning, Engineering and Fire. Oversaw the development and construction of two major shopping centers and four subdivisions of housing.

#### Building Inspector/Rehabilitation Specialist City of Vallejo, CA

Under direction by the Redevelopment Manager, assisted property owners in rehabilitating residential and commercial buildings in designated areas that were considered blight. Also abated structures that were deemed a public nuisance by demolition.







# Staff Qualifications

Town of Los Gatos— Proposal for Building Plan Review Services

## Marco Italia, SE Plan Review Engineer

### Education

Master of Science in  
Structural Engineering  
University of Illinois  
Urbana, IL

Bachelor of Science in Civil  
Engineering  
San Jose State University  
San Jose, CA

### Registrations

California Civil Engineer  
No. C54232

California Structural Engineer No.  
S4317

### Professional Affiliations

Structural Engineers Association of  
California

International Code Council

California Office of Emergency  
Services

Marco Italia has more than 15 years of experience in structural engineering. He has extensive experience in the design, seismic evaluation, and seismic retrofit of various types of building and non-building structures using concrete, steel, masonry, wood, and light-gage metal.

His strengths include knowledge earthquake-engineering principles as incorporated into the building code, behavior of structural systems under various loading conditions, and application of fundamental engineering principles to new challenges. His experience with earthquake engineering includes application of building code requirements as well as FEMA and ASCE national standards. His skills include managing and leading teams for meeting fast-track and design-build schedules.

### Relevant Project Experience

#### Industrial

**Hyundai E4 Fabrication Building and Central Utility Building**  
Eugene, OR

**Northrop Grumman Corporation Building 41 Crane Supports**  
Sunnyvale, California

**Steam Vacuum System Support Structure Seismic Retrofit**  
Ames Research Center  
Mountain View, CA

**Palomar Escondido Energy Center**  
Escondido, CA

#### Government / Civic

**San Mateo County Forensic Laboratory (35,000 sf)**  
San Mateo, CA

**Fontana Library (\$23 Million valuation)**  
Fontana, CA

**Band Shell at Fontana Civic Center Park (\$5 Million valuation)**  
Fontana, CA

**Capitol Area East (\$20 Million valuation)**  
Sacramento, CA

**Waterfront Entertainment Center Complex – Covered Arena,  
Ballpark, Parking Structures**  
Stockton, CA

#### Commercial

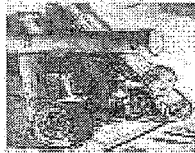
**ACM Aviation Hangar, Terminal and Parking Garage (\$22 Million valuation)**  
San Jose International Airport, San Jose, CA

**611 & 681 Gateway Blvd Parking Garage (6-stories, concrete)**  
South San Francisco, CA

**North Pointe Business Park, Buildings 9 and 18 (1 story & 4 stories, steel)**  
San Jose, CA

**Mission Bay Block 26A (8 stories, concrete)**  
San Francisco, CA





# Staff Qualifications

Town of Los Gatos— Proposal for Building Plan Review Services

## David Bartholomew PE/ME Plans Examiner Engineer

### Education

B.S. Civil Engineering,  
University of Washington,  
Seattle, WA

B.S. Mechanical Engineering,  
Heald Engineering College,  
San Francisco, CA

Certificate for Automatic Fire  
Protection Seminar

### Licenses/Certifications

Registered Civil Engineer,  
California # C37873

Registered Mechanical  
Engineer,  
California # M20412

Registered Civil Engineer,  
Hawaii # 11813-PE

Professional Affiliations  
International Code Council  
(ICC)

American Society of Heating,  
Refrigeration and Air-  
Conditioning Engineers

Mr. Bartholomew is a registered Professional Engineer with over twenty years of industry experience in building code plan review, structural and mechanical building code interpretation, value engineering, and Civil, Structural, Fire Protection, Plumbing, and Mechanical design. He currently serves as Bureau Veritas Plans Examiner doing Structural, Civil, Mechanical, Plumbing, Fire Protection (sprinklers, fire flow), and Title 24 energy review. He works with architects, building officials, engineers, land developers, and contractors in Northern California to ensure compliance to adopted building codes and ordinances. He has examined commercial buildings statewide as well as very large residential subdivisions for the City of Sacramento.

### Civil and Mechanical Engineer Sacramento, CA

As a civil and mechanical engineer, Mr. Bartholomew was the Plans Examiner for commercial development projects, government buildings including city halls and juvenile detention, acute care hospitals, State prisons, city parks, fine arts centers, schools (K-12) and colleges. During his six years at Kitchell, he worked on the following school projects: (2) Indian Boarding Schools, (10) Universities, (9) Junior Colleges, (42) High Schools, (23) Middle Schools and (107) Elementary Schools. He also performed building condition assessments for these projects, feasibility studies; value engineering and cost estimating.

### Field Engineer Sacramento Municipal Utility District

On a cogeneration plant construction site, Mr. Bartholomew provided field design changes for structures and mechanical systems. Several years before, he provided piping support inspection for Rancho Seco Nuclear Generating Station.

### Senior Mechanical Engineer Statewide Health (OSHPD), Sacramento, CA

Mr. Bartholomew was the mechanical building official eight years for acute care hospital and nursing home designs in California to ensure these buildings are in compliance with the State, fire, mechanical and plumbing Codes. He also reviewed HVAC, plumbing, fire sprinkler, fire main, standpipe, and chemical extinguishing designs.

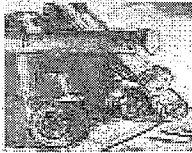
### Associate Mechanical Engineer Department of Corrections, Sacramento, CA

Mr. Bartholomew performed mechanical and structural designs for 3 years of projects for the State Prisons as well as all duties of a plans examiner for the department.

### Plant Engineer Pan Am, Aerojet, General Dynamics & Boeing, CA

Mr. Bartholomew performed civil, mechanical and structural designs of projects being installed in or around manufacturing facilities such as the installation of new manufacturing machinery or a new process. Such designs included the necessary HVAC, plumbing or industrial piping necessary to support each project.





# Staff Qualifications

Town of Los Gatos— Proposal for Building Plan Review Services

## Steven E. Block, PE Electrical Engineer

### Education

Bachelor of Science  
Electrical Engineering  
Bachelor of Science  
Physics  
California State University,  
Northridge  
1989

### Licenses/Certifications

Registered Professional Engineer,  
Electrical, California, No. E014716

Registered Professional Engineer,  
Electrical, Nevada, No. 12080

Registered Professional Engineer,  
Electrical, Arizona, No. 30474

### Professional Affiliations

National Society of Professional  
Engineers

Steven Block has over 15 years of experience in electrical engineering. His expertise includes plan review and field inspection for compliance with the National Electrical Code, California Electrical Code, California Energy Code, local ordinances, National Electrical Safety Code, OSHA and other applicable laws, ordinances, regulations and standards (LORS). Projects reviewed include commercial power plants, wastewater treatment plants, cement plants, industrial and commercial buildings, parking structures, hotels and municipal utilities. He also performed plan review and field inspection of power plants for code compliance. He designed and provided construction support for traffic signals, highway lighting, closed circuit television, traffic monitoring stations, maintenance stations, and storm water pumping stations.

### Selected Project Experience

#### Bureau Veritas

Pleasanton, CA  
Plan check engineer.

#### BJY Inc.

Plan review engineer; providing review of electrical systems such as power, lighting, communications and fire protection for code compliance.

#### California Department of Transportation

Electrical engineer; in charge of design, plan review of electrical systems for large and complex facilities. Duties included, writing specifications, estimating and providing construction inspection for pumping stations, movable bridges, maintenance stations and sewage lift stations.

#### United States Air Force

Electronics engineer; performing electrical system design, contract monitoring and inspection, wrote test reports and procedures.

#### Government / Civic

Waterfront Entertainment Center Complex – Covered Arena,  
Ballpark, Parking Structures  
Stockton, CA

#### Commercial, Residential, and Light Industrial Facilities

John Jones Water Treatment Plant  
Tracy, CA  
Hamptons Village Subdivision  
Sacramento, CA





# Staff Qualifications

Town of Los Gatos— Proposal for Building Plan Review Services

## Suzanne Park, PE Plan Review Engineer

### Education

Bachelor of Science  
Civil Engineering  
California Polytechnic University  
Pomona, CA

### Licenses/Certifications

Registered Civil Engineer, State  
of California, License No. C49608

Registered Civil Engineer, State  
of Nevada

I.C.B.O. Certified Plans Examiner,  
License No. 89059

### Professional Affiliations

International Conference of  
Building Officials

National Association of Women in  
Construction

Suzanne Park has 15 years of experience serving as a Plan Review Engineer for various Building Departments. She is responsible for performing structural plan review of commercial and industrial buildings in addition to complete plan reviews of residential dwellings. She served in the City of West Sacramento providing as the Co-Building Official and Plan Review Engineer.

### Bureau Veritas North America, Inc. Sacramento, CA

Senior Plan Review Engineer performing structural plan review of commercial and industrial buildings in addition to complete plan reviews of residential dwellings. Plan review coordinator and liaison with clients and architects. Some of her project experience with the City of West Sacramento include:

#### City Hall

Responsible for providing plan review services for this landmark building in the City of West Sacramento. This project was completed on time and under budget.

#### River Cats Stadium

Responsible for providing plan review services for sports facility, which provides low-cost fun and builds community pride not only for the City of West Sacramento citizen's but for the entire Sacramento area.

#### Fuel Cell Facility

Responsible for providing plan review services for this facility, which is on the cutting edge of automotive fuel technology that finds alternative efficient methods of fuel without exploiting the existing petroleum supplies throughout the world.

#### IKEA Store

This 330,000+ sq. ft. retail facility has complicated exiting facility, many mixed uses, and is designed with strict European guidelines that do not always match ICBO requirements.

#### Harbor Park Apartments

This 296 apartment complex has undergone a code enforcement and building department review to upgrade the complex to meet minimum code requirements. Based on the original state of the complex, half of the buildings were red-tagged. These buildings are slowly being repaired and violations eliminated.

#### City of Santa Clarita

##### Santa Clarita, CA

Associate Engineer for the Building and Safety Division. Worked closely with staff to provide excellent customer service and complete plan reviews.





# Staff Qualifications

Town of Los Gatos— Proposal for Building Plan Review Services

**Ann Rosendale  
Plan Reviewer**

## **Education**

Bachelor of Science in Civil  
Engineering  
University of the Pacific

Ann Rosendale has provided building plan review services to a variety of jurisdictions in Northern California. Her experience includes Green Building review and on-site plan review for jurisdictions such as the Town of Los Gatos.

## **Bureau Veritas North America Pleasanton, CA**

Responsible for providing plan review services for residential and commercial projects throughout the various towns and cities for compliance with the CBC, CPC, CPC, CEC, and California Energy Codes.

## **Certifications/License**

CABEC Certified Energy  
Plans Examiner (CEPE) –  
Residential

## **Residential Plan Review Experience**

Engineer in Training (EIT)

Towns of Los Gatos  
Town of Danville  
City of Pleasanton (including Green Building Review)  
City of Santa Clarita,  
City of Downey,  
City of Millbrae  
City of Santa Cruz  
City of Palo Alto  
City of San Jose  
City of Tracy





# Staff Qualifications

Town of Los Gatos— Proposal for Building Plan Review Services

## Vincent Rodriguez Electrical Plans Examiner

### Education

Building Code Training  
Fullerton College, CA  
2001-2002

4 year college  
Azusa Pacific University, CA

### Certifications/License

President IAEI, Northern California  
Chapter

Certified Electrical Inspector-IAEI  
and ICC

Supervision  
Training  
Dealing with difficult/upset  
employees and public  
Updating/creating informational  
handouts for the public  
Electrical inspection  
Electrical plan review  
NEC interpretation and enforcement  
policies

T-24 electrical energy codes and  
Solar system plan review and  
inspections

Code Violations and Enforcement

### Professional Affiliations

IAEI and ICC

Vincent Rodriguez has 30 years of experience in the electrical field of construction, and worked in a variety of projects for both, the public and private sector. He has seven years of jurisdictional electrical plan review.

### Relevant Project Experience

#### Construction Projects (Electrical Expertise)

- Stanford University projects
- OSHPD 3 medical facilities
- Hydrogen fueling and vehicle maintenance facilities
- Calif. Electrical energy code and solar systems
- Variety of commercial and residential buildings

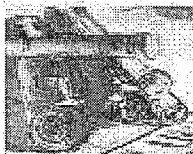
#### Senior Building Inspector/ Electrical County of Santa Clara, CA

- Supervising electrical and combination inspection
- In house electrical code training
- Policy making for electrical code interpretation and enforcement
- Permit counter supervision
- Completed County Leadership program

#### Electrical Inspector City of Culver City, CA

Responsible for providing electrical inspections for a variety of projects.





# Staff Qualifications

Town of Los Gatos— Proposal for Building Plan Review Services

## **Dale Tobias Plans Examiner**

### **Education**

Associate of Arts.  
Liberal Arts, 1992

Diablo Valley College  
Pleasant Hill, CA

Construction Technology, 1992  
Diablo Valley College  
Pleasant Hill, CA

Certified Building Official  
ICBO/ICC Certified

Building Plans Examiner

Accessibility Inspector

Plans Examiner

Building Inspector

Electrical Inspector

Mechanical Inspector

Plumbing Inspector

Combination Inspector

Dale Tobias has 34 years of experience in plan review, inspection, and construction. He has considerable experience in nonstructural plan review and inspection. He has performed plan review and inspections for multiple jurisdictions including Daly City, Hercules, San Ramon and Dublin. He worked with FEMA on disaster recovery for the Loma Prieta Earthquake and Oakland Fire. Dale has personally performed the plan reviews of thousands of buildings and miscellaneous structures, of all types and complexities. Prior experience includes 17 years of experience in construction with the major emphasis on electrical construction. He supervised commercial, industrial and residential installations including David Grant Medical Center at Travis Air Base and Kaiser Hospitals in Northern California.

### **Selected Project Experience**

#### **Bureau Veritas Pleasanton, CA**

Plans Examiner for a variety of commercial and residential projects, for compliance with State and local Codes and regulations. Dale has provided LEED/Sustainable Design reviews for the Cities of Dublin and Pleasanton on various residential projects.

#### **Plan Check / Plans Examiner City of Dublin, CA**

Senior Plans Examiner for City of Dublin, responsible for all plan checks through the City. Major commercial and residential projects were reviewed and sent to consultants as needed, most tenant improvements, small commercial and single family residential reviews were done in-house

#### **Inspection / Senior Inspector City of Dublin, CA**

Performed commercial new construction, tenant improvements, and additions; including multi-family and single family residential inspections.

#### **Supervising Building Inspector City of San Ramon, CA**

Supervised all building inspectors, over saw training of the inspectors. He also performed commercial electrical plans checks, commercial and residential inspections. He trained front counter (permit specialist), maintained computer software (HTE), and was responsible for web site development for building department.

#### **Building Inspection City of Daly City, CA**

Served as a residential and commercial inspector and electrical plans examiner.



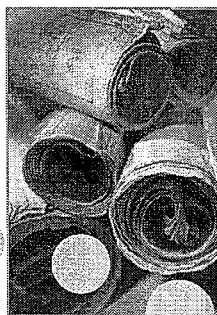
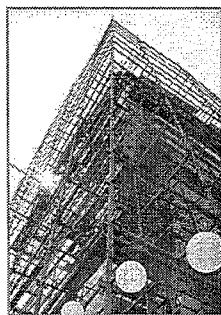


# Approach to Services

Town of Los Gatos— Proposal for Building Plan Review Services

## Understanding the Needs of the Town of Los Gatos

The Town of Los Gatos is looking to retain a Consultant to provide building plan review services. The Town's Building Inspection Division does not have a plan check engineer on staff, therefore plan check services are required to provide structural and non-structural code review, and to maintain acceptable plan check timelines. Bureau Veritas proposes to support the Town by providing professional staff to complement the talents of the current staff, and assist the Town in providing full services to the applicants and the community of Los Gatos.



Bureau Veritas anticipates your project needs and responds with specific, immediate solutions to the challenges associated with engineering, plan review, and inspection projects. Our professional and administrative members are dedicated to meeting the highest standard of public service, crucial to effective delivery of municipal regulatory services. Consistency, responsiveness, efficiency, and a positive attitude are key components of our approach.

Partnering with your professional staff, Bureau Veritas teams utilize their collective experience in working as professionals within municipalities. As seasoned governmental staff members, they understand the unique challenges a public agency faces and complement the talents of an existing jurisdiction management and staff. Our success lies in putting into action services that enhance the value of, and highlights the unique personality of each individual client.







# Approach to Services

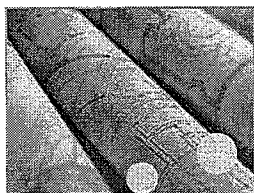
Town of Los Gatos— Proposal for Building Plan Review Services

## Approach and Methodology

Bureau Veritas has specialized in bringing our clients integrated services. We are your “One Stop Shop” for all your municipal consulting needs. Our methodologies and approaches work together as needed to provide you with sound, timely, and cost-effective solutions to your project challenges.

### Proposed Professional Team

We have learned over time that in addition to providing high quality municipal services, relationships, and team building are also an important key to success. In the following pages you will see how our staff capabilities can help you meet the Town’s goals. In the following pages you will find our proposed project team, and their role in providing services for the Town of Los Gatos.



### Building Plan Review

Bureau Veritas provides plan reviews for compliance with a variety of codes. The majority of our work involves reviewing documents for compliance with the International Code Council (ICC) codes, and the California Building Laws based on the Uniform family of codes (UBC, UMC, UPC, and NEC) contained in Title 24, Parts 2, 3, 4, 5, 6, 8, and 12.

The Town will be fully supported by a network of professional engineers and plan reviewers who will provide off-site building and civil plan review for large or complex projects, as assigned by the Building Official.

All plan reviews cover one or more of the following disciplines: structural, fire and life safety, disabled access, mechanical, plumbing, electrical, and energy conservation requirements—all as modified by the local jurisdiction.

For each plan check submittal, Bureau Veritas maintains complete records related to all plans, calculations, and documents received. For plan review, Bureau Veritas provides the client a complete list in an approved format of those items needing correction, clarification, or change to achieve compliance with applicable building laws, ordinances, and regulations.





# Approach to Services

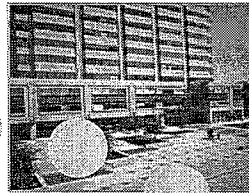
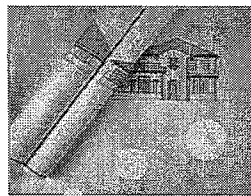
Town of Los Gatos— Proposal for Building Plan Review Services

In addition to the review of submitted documents, Bureau Veritas is prepared to visit the project sites, review shop drawings, work with other employees and consultants, and perform other tasks pertaining to the plan review and approval process, as needed for your projects.

Bureau Veritas will provide plan review services to match the service goals established with the Town for its community. Plan review services will include:

## Over-the-Counter Plan Reviews and Approvals

Bureau Veritas will establish, consistent with service goals desired by the Town, a class of applications that will be plan checked over-the-counter. Whenever practically possible, over-the-counter projects such as tenant improvements, room additions, remodels, repairs, and similar minor construction projects, will be reviewed and approved when submitted. Handouts and checklists will be developed to establish a routine set of guidelines to streamline these kinds of project applications. It is Bureau Veritas intent to establish, via early dialogue with the Town, the types of projects that will qualify for over-the-counter service. **Bureau Veritas will provide approximately eight (8) hours per week of on-site plan review services.**



## Project Plan Reviews that Cannot Be Completed Over-the-Counter

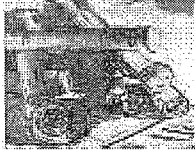
Many projects are too large and/or complex for over-the-counter plan check service. These types of project submittals can be reviewed at our office in Pleasanton. Off-site plan reviews will be performed according to a turn-around schedule that is agreeable to the Town's desired level of service. Ordinarily, major residential remodels, single-family dwellings, and large tenant improvements will be reviewed with a schedule that results in a 10 working day turnaround for initial review, and 5 working days for subsequent reviews.

Larger projects, such as apartment buildings or condominiums, shopping centers, office buildings, industrial plants, and similar, may require 10 or more working days depending upon the size and complexity of submitted projects. Plan review comments will be provided in a word-processed form, then appropriately faxed, emailed, or mailed, etc., to the applicant and/or their designated agents (e.g., designers and contractors).

Off-site plan review will be provided by our Plan Review Services Team, conformed of certified Engineers, and ICC Plan Reviewers. They will be responsible for timely review of plans and specifications for compliance with state and local building codes. In the following pages you will find the qualifications of our Project Team for your review and consideration.

Bureau Veritas staff will provide prompt pick-up and delivery of plans and documents to and from the Town.





# Approach to Services

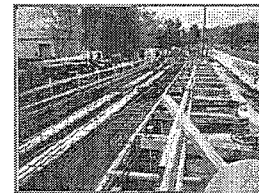
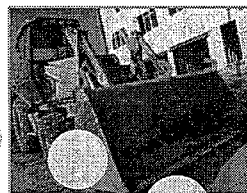
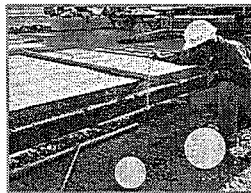
Town of Los Gatos– Proposal for Building Plan Review Services

Additional plan review support services off-site will be provided by our Customer Service Team. Their responsibilities include answering status questions that arise from public agency staff, applicants, contractors, and designers during the plan check process. The Customer Service Team will keep track of plans as they are received at the Pleasanton office, and will provide status updates as required by the Town.

## As-Needed Services

### Civil Plan Review

Bureau Veritas is able to provide full-service plan review for all public improvement and private development designs for conformance to local and state standards and specifications. Prompt turnaround of quality plan reviews, including review for conformance with tentative map and local ordinances, regulations and standards, has earned our staff a reputation for thorough and prompt service. Our staff's knowledge and experience has allowed us to develop a system to control the work and to assure rapid turnaround of plans while meeting client standards.



### Fire Code Review

Bureau Veritas can provide complete review of plans for compliance with California Fire Code and California Building Code requirements including commercial and residential fire sprinkler and fire alarm systems, and have also provided as-needed California Building Code plan review services.

Plan review includes detailed plan check of fire and life safety requirements, and fire sprinkler and alarm systems. A fire plan review will consist of all or part of the following aspects depending upon the scope and complexity of the project:

- Site Review
- Life Safety Review
- Automatic Fire Suppression Sprinkler Systems
- Fire Alarm Systems





# Approach to Services

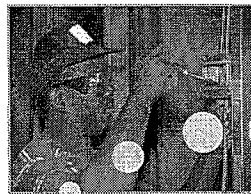
Town of Los Gatos— Proposal for Building Plan Review Services

## Building and Field Inspection

Bureau Veritas provides full building inspection services for agencies. We can provide inspection services for a single project that may be complex or unique due to its type of construction or size, or we can provide staff to handle all inspection services for the jurisdiction. In any case, our staff will be dedicated to providing the highest level of customer service and ensuring that all work is in conformance with the requirements of the Town and all other applicable codes.

Our building inspection can be adjusted on fast track projects to provide a high level of coordination specifically suited to the design build concept and to gain compliance with all applicable codes required by the local Jurisdiction. Our inspectors are ICBO/ICC-certified and have extensive experience in the construction trades as well.

The need to track and assess design changes in the field has created a need for inspectors on these projects to be especially aware. Fast track projects may be built into small phases based on incremental design and fabrication steps. In such cases, our inspection team keeps daily logs to track corrections and plan review changes.



Our Inspection Team also provides On-Call Building Inspection services to cover staff vacation time, peak work loads, specialized inspection activities and others as needed. These activities may include:

- Next-day inspections.
- Same-day response to uniquely important or urgent inspection requests.
- Inspections of a clearly urgent nature (generally these are requests that pertain to serious and urgent life-safety concerns).

Typically, our building inspection services consist of the required inspections as identified in the Uniform Building Code, Section 108:

- Foundation Inspections
- Framing Inspections
- Concrete Slab Under-Floor Inspections
- Energy Code Inspections (includes Insulation)
- Electrical, Mechanical and Plumbing Inspections
- Final Inspection (Certificate of Occupancy)

Additional inspections will be provided in accordance with the City's policies and procedures, and may include the following:

- Non-Structural Fire and Life Safety Inspections
- Structural Inspections
- Barrier Free Inspections





# Approach to Services

Town of Los Gatos— Proposal for Building Plan Review Services

## ..... Turnaround Times Schedule

Bureau Veritas maintains an efficient turnaround time on all code compliance services as a key measurement of our performance for your projects.

Turnaround time is determined according to the project size and the applicant's specific needs and will be agreed upon before the start of project.

Typical turnaround time for plan reviews is **ten (10)** working days for initial review, and **five (5)** working days for subsequent reviews. Extremely large or complex structures would be as agreed upon in advance. Bureau Veritas can also accommodate preliminary reviews to facilitate fast track or accelerated projects at the time of the formal submittal for plan check.

Our Inspection Team also provides On-Call Building Inspection services to cover staff vacation time, peak work loads, specialized inspection activities and others as needed. These activities may include:

- Next-day inspections.
- Same-day response to uniquely important or urgent inspection requests.
- Inspections of a clearly urgent nature (generally these are requests that pertain to serious and urgent life-safety concerns).





# Fee Schedule

Town of Los Gatos— Proposal for Building Plan Review Services

## Building Plan Review Fees

Fees for comprehensive plan reviews, performed at our Bureau Veritas offices, will be equal to seventy-five percent (75%) of the plan review fees as calculated per the jurisdiction. The jurisdiction will provide Bureau Veritas with jurisdiction plan review fees (project by project) for use in calculating our fees.

The above fee covers all services associated with the typical plan review, including:

- Delivery of design documents to the jurisdiction.
- First, second, and third quick reviews, if necessary, to approve projects
- Pre-application, pre-construction, or additional meeting attendance that is necessary for unusual or complex projects.

### **Partial Plan Reviews for Building Departments**

Structural-only plan review fees will be thirty-five percent (35%) of the plan review fees as calculated per the jurisdiction. Special project fees (e.g., plumbing / mechanical / electrical-only, URM) can be based on a percentage of the plan review fee, hourly rate or other fee methods mutually agreeable to both parties.

### **Other Potential Fee Types for Building Departments**

For projects where percentage fees are not applicable, or for plan review projects requiring services far exceeding the normal expectations, the attached hourly rate listed in our Schedule of Rates will be used.

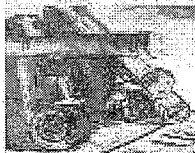
### **Inspection Fees for Building Departments**

On-site field inspection related support services are performed on an hourly fee basis as listed in the attached Personnel Charges. Overtime hours are assessed at an additional twenty-five percent (25%) of the hourly rate. When requested by the jurisdiction, Bureau Veritas will provide transportation for inspection services at a rate of \$0.50 per mile within the jurisdiction.

### **Public Works Support and Inspections**

Public Works design, plan review, maps checking or field inspection can be supplied on an hourly basis. See the following pages for the rates and reimbursable costs associated with this type of work.





# Fee Schedule

Town of Los Gatos- Proposal for Building Plan Review Services

## Hourly Rates

### Personnel Charges – Plan Review and Inspection Services

| <u>Personnel Description</u> | <u>Hourly Billing Rate</u> |
|------------------------------|----------------------------|
|------------------------------|----------------------------|

|  |       |
|--|-------|
| Principal                                  | \$160 |
| Building Official                          | \$150 |
| Supervising Plan Review Engineer/Associate | \$125 |
| Senior Plan Review Engineer/Architect      | \$115 |
| Plan Review Engineer/Architect             | \$100 |
| Senior Plans Examiner                      | \$95  |
| Plans Examiner                             | \$80  |
| Permit Technician                          | \$55  |
| Fire Plans Examiner                        | \$85  |
| Code Enforcement Officer                   | \$80  |
| Clerical Support                           | \$50  |
| Supervising Inspector                      | \$110 |
| Senior Inspector/Project Manager           | \$95  |
| Inspector II                               | \$85  |
| Inspector I                                | \$75  |

Travel and Mileage (for client requested meetings) T & M

These rates are effective from January 1, 2007 through December 31, 2007. Overtime will be charged at 125% of the standard hourly rates. No overtime will be charged without prior authorization by client.

### Reimbursable Expenses

Reimbursable expenses shall include, but not be limited to, the following:

|  |                               |
|--|-------------------------------|
| Mileage  | Per IRS Rate Plus 15%         |
| Domestic Travel Per Diem   | (\$45./day plus lodging)      |
| Outside Consultants  | (at cost plus 15%)            |
| Other Direct Project Expenses  | (at cost plus 15%) including: |
| <ul style="list-style-type: none"><li>Public transportation, charter, or rental</li><li>Printing, graphics, photography, and reproduction</li><li>Rental or purchase of special equipment and materials</li><li>Long distance telephone and special shipping</li></ul> |                               |

*\*\* Hours for inspections in excess of 8 hours (per day) will also be billed as overtime at the rate shown above. When inspection overtime is requested (on days when inspector has not already performed inspections on the site), inspection overtime services will be provided in 4-hour minimum segments. When the inspection overtime services (on days when inspector has not previously performed inspection on the site) are in excess of 4 hours they will be billed as an eight hour day.*





# Fee Schedule

Town of Los Gatos— Proposal for Building Plan Review Services

## Personnel Charges – Public Works Support Services

| <u>Personnel Description</u> | <u>Hourly Billing Rate</u> |
|------------------------------|----------------------------|
|------------------------------|----------------------------|

|                                  |       |
|----------------------------------|-------|
| Principal                        | \$175 |
| Senior Project Manager           | \$155 |
| Project Manager                  | \$145 |
| Project Engineer                 | \$135 |
| Senior Engineer                  | \$125 |
| Associate Engineer               | \$115 |
| Assistant Engineer               | \$105 |
| Construction Manager             | \$145 |
| Senior Public Works Inspector    | \$105 |
| Public Works Inspector           | \$95  |
| Assistant Public Works Inspector | \$85  |
| CADD Draftsman                   | \$75  |
| Senior CADD Draftsman            | \$85  |
| Survey Manager                   | \$145 |
| Project Surveyor                 | \$135 |
| Associate Office Surveyor        | \$110 |
| Assistant Office Surveyor        | \$95  |
| 3-Man Crew                       | \$260 |
| 2-Man Crew                       | \$205 |
| 1-Man Crew                       | \$110 |
| Word Processor                   | \$50  |
| Clerical                         | \$50  |

Reimbursable expenses shall include, but not be limited to, the following:

- Mileage Per IRS Rate Plus 15%
- Construction Inspection Vehicle \$600/month plus mileage
- Outside Consultants (at cost plus 15%)
- Other Direct Project Expenses (at cost plus 15%), including:
  - Public transportation, charter, or rental
  - Printing, graphics, photography, and reproduction
  - Rental or purchase of special equipment and materials
  - Long distance telephone and special shipping
  - Models, perspectives, and renderings

These rates are effective from January 1, 2007 through December 31, 2007. Overtime work requested by the client will be charged at 125% of the standard hourly rates, however, no overtime will be charged without prior authorization by client.

