

**AGREEMENT FOR PROFESSIONAL SERVICES**

This Agreement is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2025, by and between the **CITY OF MANTECA**, a public body, corporate and politic ("City") and **TRB AND ASSOCIATES, INC.** a California corporation ("Consultant").

**RECITALS**

- A. Consultant is specially trained, experienced, and competent to perform the professional services required by this Agreement.
- B. Consultant possesses the skill, experience, ability, background, certification, and knowledge to provide the services described in this Agreement on the terms and conditions specified herein.
- C. City desires to retain Consultant to render the professional services set forth in this Agreement.

**AGREEMENT**

1. Scope of Services. Consultant shall perform the building safety plan review, inspection and staff support services described in the attached Attachment 1 that is incorporated by this reference, and pursuant to the Proposal submitted by Consultant dated January 15, 2025, and attached hereto as Attachment 2. Consultant shall provide these services at the time, place, and in the manner specified in Attachment 1, subject to the direction of the City through its staff that may be provided from time to time. Performance of the building safety plan review, inspection and staff support services is sometimes referred to herein as “the Project.”

2. Work Through City Staff. Consultant shall perform its services pursuant to this Agreement solely through City staff. No communications, information or documentations shall be made directly to any applicant to the City without the prior written consent of the City. This shall not apply to the sole request of information or clarification of information by Consultant from the applicant. All requests shall be noted to City in an expeditious manner.

3. Time of Performance. Consultant’s services will commence upon execution of this Agreement and shall be completed in accordance with the Schedule of Activities, as included in the RFP response and attached hereto as Attachment 2. All work shall be completed no later than June 30, 2028. Failure to submit work products in accordance with the Schedule of Activities may result in the City withholding progress payments. Repeated failure to complete work products in accordance with the Schedule of Activities may result in a reduction of the total compensation provided for in Section 4 herein.

4. Compensation. Without additional authorization from the City, compensation to be paid to Consultant shall not exceed ONE MILLION SEVEN HUNDRED THOUSAND DOLLARS (\$1,700,000). Payment by City under this Agreement shall not be deemed a waiver of any defects, even if those defects were known to the City at the time of payment.

## ATTACHMENT 3

5. Method of Payment. Consultant shall submit monthly billings to City specifying and describing the work performed during the preceding month. Consultant's bills shall include a brief description of the services performed, the date the services were performed, the number of hours expended and by whom, and a description of any reimbursable expenditures. Full payment of each task will only be made at such time as each task is completed.

City shall pay Consultant no later than 30 days after approval of the monthly invoice by City staff. Payments may be delayed by City if Consultant fails to provide services in accordance with the Schedule of Activities, unless the City has provided prior written consent to any delay in the schedule.

6. Extra Work. At any time during the term of this Agreement, City may request that Consultant perform Extra Work. As used herein, the term "Extra Work" means any work that is determined by City to be necessary for the proper completion of the Project, but which the parties did not reasonably anticipate would be necessary at the time of execution of this Agreement. Consultant shall not perform, nor be compensated for, Extra Work without the City's prior written authorization.

7. Termination. This Agreement may be terminated by the City immediately for cause, or by either party without cause upon 15 days' prior written notice of termination. Upon termination, Consultant shall be entitled to compensation for services performed up to the effective date of termination upon submittal of an invoice for same.

8. Ownership of Documents; Confidentiality.

A. All plans, studies, documents, and other writings prepared by and for Consultant, its officers, employees, agents, and subcontractors in the course of implementing this Agreement, except working notes and internal documents, shall become the property of City upon payment to Consultant for such work. City shall have the sole right to use such materials in its discretion without further compensation to Consultant or to any other party. Consultant shall, at Consultant's expense, provide such reports, plans, studies, documents and other writings to City upon written request by City. Consultant shall not be responsible for any unauthorized modification or use of such information for other than its intended purpose.

B. All memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written information, and other documents and data, either created by or provided to Consultant in connection with the performance of this Agreement, shall be held confidential by Consultant. These materials shall not, without the City's prior written consent, be used by Consultant for any purposes other than the performance of the services under this Agreement. Nor shall these materials be disclosed to any person or entity not connected with the performance of services under this Agreement. Nothing furnished to Consultant that is otherwise known to Consultant, or is generally known, or has become known to the related profession shall be deemed confidential. Consultant shall not use City's name or insignia, photographs relating to the Project for which Consultant's services are rendered, or any publicity pertaining to the Consultant's services under this Agreement in any magazine, trade paper, newspaper, television or radio production, or other similar medium without the City's prior written consent.

9. Consultant's Books and Records.

A. Consultant shall maintain all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services, or expenditures and disbursements charged to City, for a minimum period of three years, or for any longer period required by law, from the date of final payment to Consultant under this Agreement.

B. Consultant shall maintain all records that document performance under this Agreement for a minimum period of three years, or for any longer period required by law, from the date of termination or completion of this Agreement.

C. Any records or documents required to be maintained pursuant to this Agreement shall be made available for inspection or audit at any time during regular business hours, upon written request by the City Manager, City Attorney, City Auditor, or a designated representative of any of these officers. Copies of such documents shall be provided to City for inspection at City Hall when it is practical to do so. Otherwise, unless an alternative is mutually agreed upon, the records shall be available at Consultant's address specified in Section 16 of this Agreement.

D. Where City has reason to believe that records or documents may be lost or discarded due to the dissolution or termination of Consultant's business, City may, by written request, require that custody of the records be given to the City and that the records and documents be maintained in City Hall. Access to these records and documents shall be granted to any party authorized by Consultant, Consultant's representatives, or Consultant's successor-in-interest.

10. Independent Contractor. In the performance of the work and services required by this Agreement, Consultant shall act as and be an independent contractor and not an agent, or employee of the City. Consultant shall obtain no rights to retirement or other benefits that accrue to City's employees, and Consultant expressly waives any claim it may have to any such rights.

11. Interest of Consultant.

A. Consultant represents that neither it nor any employee has any investment or interest in real property, and shall not acquire any such interest, direct or indirect, within the area covered by this Agreement, or any other source of income, interest in real property, or investment that would be affected in any manner or degree by the performance of Consultant's services hereunder. Consultant further represents that, in the performance of its duties hereunder, no person having any such interest shall perform any services under this Agreement.

B. Consultant is not a designated employee within the meaning of the Political Reform Act because Consultant:

- (1) will conduct research and arrive at conclusions with respect to its rendition of information, advice, recommendation, or counsel independent of the control and direction of the City, or of any City official, other than normal Agreement monitoring; and

- (2) possesses no authority with respect to any City decision beyond the rendition of information, advice, recommendation, or counsel. (FPPC Reg. 18700(a)(2).)

12. Professional Ability of Consultant.

A. City is relying upon the professional training and ability of Consultant to perform the services hereunder as a material inducement to enter into this Agreement. Consultant shall therefore provide skilled professional and technical personnel to perform all services under this Agreement. All work performed by Consultant shall be in accordance with applicable legal requirements and shall meet the standard of quality ordinarily to be expected of competent professionals in Consultant's field of expertise.

B. The primary provider of the services required by this Agreement shall be TRB and Associates, Inc., and its employees. A list of other individuals assigned to the Project will be provided to City for its review and approval, and these individuals shall not be replaced without the City's prior written consent.

13. Compliance with Laws. Consultant shall use the customary standard of care in its profession to comply with all applicable federal, state, and local statutes, codes, ordinances, and regulations.

14. Licenses. Consultant represents and warrants to City that it has all licenses, permits, qualifications, insurance, and approvals that are legally required of Consultant to practice its profession. Consultant represents and warrants to City 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, insurance, and approvals that are legally required of Consultant to practice its profession.

15. Indemnification and Hold Harmless. Consultant agrees to defend, indemnify, and hold harmless the City, its officers, officials, agents, employees, and volunteers, from and against any and all claims, demands, actions, losses, damages, injuries, and liability, direct or indirect (including any and all costs and expenses in connection therewith), arising out of Consultant's performance of this Agreement, or Consultant's failure to comply with any of its obligations contained in this Agreement; excluding, however, any claim arising out of the active negligence or willful misconduct of the City, its officers, agents, employees, or volunteers.

16. Insurance Requirements.

A. Job specific insurance requirements can be found on the attached Attachment 3. Other insurance provisions can be found below:

B. Endorsements. Each general liability and automobile liability insurance policy shall be with insurers possessing an A.M. Best's rating of no less than A:VII and shall be endorsed with language substantially as follows:

- (1) The City, its elected and appointed officers, officials, employees, agents and volunteers are to be covered as additional insureds with



## ATTACHMENT 3

Attention: Brad Wungluck, Interim Development Services  
Director

If to Consultant: TRB and Associates, Inc.  
3180 Crow Canyon Place, Suite 216  
San Ramon, CA 94583  
Attention: Petya McInnis, PE, CASp

18. Entire Agreement. This Agreement constitutes the complete and exclusive statement of Agreement between the City and Consultant. All prior written and oral communications, including correspondence, drafts, memoranda, and representations, are superseded in their entirety by this Agreement.

19. Amendments. This Agreement may be amended only by a written document executed by both Consultant and City and approved as to form by the City Attorney.

20. Assignment and Subcontracting. The parties recognize that a substantial inducement to City for entering into this Agreement is the professional reputation, experience, and competence of Consultant. Assignments of any or all rights, duties, or obligations of the Consultant under this Agreement will be permitted only with the express written consent of the City. Consultant shall not subcontract any portion of the work to be performed under this Agreement without the written authorization of the City. If City consents to such subcontract, Consultant shall be fully responsible to City for all acts or omissions of the subcontractor. Nothing in this Agreement shall create any contractual relationship between City and subcontractor nor shall it create any obligation on the part of the City to pay any monies due to any such subcontractor other than as may be required by law.

21. Waiver. Waiver of any breach or default under this Agreement shall not constitute a continuing waiver of a subsequent breach or default of the same or any other provision under this Agreement.

22. Severability. If any provision of this Agreement is held to be invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement shall continue in full force and effect.

23. Controlling Law; Venue. This Agreement and all matters relating to it shall be governed by the laws of the State of California, and any legal action relating to this Agreement shall take place in the Superior Court, County of San Joaquin.

24. Litigation Expenses and Attorneys' Fees. If either party to this Agreement commences any legal action against the other party arising out of this Agreement, the prevailing party shall be entitled to recover its reasonable litigation expenses, including court costs, expert witness fees, discovery expenses, and attorneys' fees.

25. Mediation. The parties agree to make a good faith attempt to resolve any disputes arising out of this Agreement through mediation prior to commencing litigation. The parties shall mutually agree upon the mediator and shall divide the costs of mediation equally. If the parties are unable to agree upon a mediator, the dispute shall be submitted to

## ATTACHMENT 3

JAMS/ENDISPUTE ("JAMS") or its successor in interest. JAMS shall provide the parties with the names of five qualified mediators. Each party shall have the option to strike two of the five mediators selected by JAMS, and thereafter the mediator remaining shall hear the dispute. If the dispute remains unresolved after mediation, either party may commence litigation.

26. Execution. This Agreement may be executed in several counterparts, each of which shall constitute one and the same instrument and shall become binding upon the parties when at least one copy has been signed by both parties.

27. Authority to Enter Agreement. Consultant warrants that it has all requisite power and authority to conduct its business and to execute, deliver, and perform this Agreement. Each party warrants to the other that the signatories to this Agreement have the legal power, right, and authority to enter into this Agreement and to bind each party.

28. Prohibited Interests.

A. Consultant warrants that it has not employed or retained any person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has neither paid nor agreed to pay any person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift, or other consideration contingent upon or resulting from the award or making of this Agreement. For any breach or violation of this warranty, City shall have the right to rescind this Agreement without liability.

B. For the term of this Agreement, no member, officer, or employee of City, during the period of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

29. Equal Opportunity Employment. Consultant represents that it is an equal opportunity employer, and it shall not discriminate against any subcontractor, employee, or applicant for employment because of race, religion, color, national origin, handicap, ancestry, sex, or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

30. Precedence. In case of conflict between Consultant's Proposal/Consultant's attachments and the City's Agreement/City's attachments, the City's Agreement and City's attachments shall take precedence over Consultant's proposal/Consultant's attachments.

This Space Purposely Left Blank

**ATTACHMENT 3**

TO EFFECTUATE THIS AGREEMENT, each of the parties has caused this Agreement to be executed by its duly authorized representative as of the date set forth in the introductory paragraph on page 1 above.

**CITY OF MANTECA:**

**CONSULTANT:**

\_\_\_\_\_  
Toni Lundgren  
City Manager

TRB AND ASSOCIATES, INC.

**ATTEST:**

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Cassandra Candini-Tilton,  
Director of Legislative Services

Todd Bailey, Principal-in-Charge

**COUNTERSIGNED:**

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Matthew Boring  
Interim Director of Finance

*Petya McInnis, Project Manager*

**COUNTERSIGNED:**

Address: 3180 Crow Canyon Place, #216  
San Ramon, CA 94583

\_\_\_\_\_  
Stephanie Van Steyn,  
Director of Human Resources

Telephone: 925-866-2633

**APPROVED AS TO FORM:**

L. David Nefouse, City Attorney

By: \_\_\_\_\_  
Daniella Green, Assistant City Attorney

**Development Services Department**

**Request for Proposal (RFP)  
for Professional Services**

**City of Manteca – Plan Check, Inspection, and Staffing  
Services**

<b>RFP Issued</b>	<b>Monday, December 16, 2024</b>
<b>RFP submittal deadline:</b>	<b>12:00pm, Wednesday, January 15, 2025</b>
<b>Contact:</b>	<b>Brad Wungluck, Deputy Director</b>
<b>(Email address)</b>	<b><a href="mailto:bwungluck@manteca.gov">bwungluck@manteca.gov</a></b>

**CITY OF MANTECA  
1215 W. Center Street, Suite 201  
Manteca, CA 95337  
(209) 456-8550**

**REQUEST FOR PROPOSAL (RFP)  
FOR PROFESSIONAL SERVICES**

**TITLE: PLAN REVIEW AND BUILDING INSPECTION SERVICES**

**1. Introduction:**

The City of Manteca Building Safety Division is responsible for plan review and inspections of commercial and residential construction projects within the City of Manteca. The Planning Division is responsible for planning for the future development of Manteca. Examples of the division's work include: reviewing and approving land-use and development proposals, implementing the City's General Plan, administering the Zoning Ordinance, processing updates and amendments to the General Plan and Zoning Ordinance, creating master plans, ensuring compliance with State and Federal mandates regarding development, land divisions, and environmental review, and acting as staff for the City's Planning Commission. Due to fluctuating workloads and limited staffing, it is necessary at times to employ third party agency services on some projects to maintain reasonable response times. With the improvement in the economy, and several projects planned for the near future, third party services will be necessary to avoid a reduction in service to the community as workload increases. Responsive bids must be received by Wednesday, January 15, 2025.

**2. ATTACHMENTS**

The attachments below are included with this Request for Proposals (RFP) for your review and submittal (see asterisk):

- Attachment A – Proposer's Information Form\*
- Attachment B – Scope of Work/Services
- Attachment C – Sample Agreement for Professional Services
- Attachment D – Insurance Requirements

The items identified with an asterisk (\*) shall be filled out, signed by the appropriate representative of the company and returned with submittal.

**3. INSTRUCTIONS TO PROPOSERS**

**3.1 Examination of Proposal Documents**

The submission of a proposal shall be deemed a representation and certification by the Proposer that they:

- 3.1.1 Have carefully read and fully understand the information that was provided by the City to serve as the basis for submission of this proposal.
- 3.1.2 Have the capability to successfully undertake and complete the responsibilities and obligations of the proposal being submitted.
- 3.1.3 Represent that all information contained in the proposal is true and correct.
- 3.1.4 Did not, in any way, collude, conspire to agree, directly or indirectly, with any person, firm, corporation or other Proposer in regard to the amount, terms or conditions of this proposal.

- 3.1.5 Acknowledge that the City has the right to make any inquiry it deems appropriate to substantiate or supplement information supplied by Proposer, and Proposer hereby grants the City permission to make these inquiries, and to provide any and all related documentation in a timely manner.

No request for modification of the proposal shall be considered after its submission on grounds that Proposer was not fully informed to any fact or condition.

### 3.2 Addenda/Clarifications

Should discrepancies or omissions be found in this RFP or should there be a need to clarify this RFP, questions or comments regarding this RFP must be put in writing and received by the City no later than 1:00 p.m., Monday, January 6, 2025. Correspondence shall be emailed to [bwungluck@manteca.gov](mailto:bwungluck@manteca.gov). Responses from the City will be communicated in writing, via email, to all recipients of this RFP. Inquiries received after the date and time stated will not be accepted and will be returned to senders without response. All addenda shall become a part of this RFP and shall be acknowledged on the Proposer's Form. The City shall not be responsible for nor be bound by any oral instructions, interpretations or explanations issued by the City or its representatives.

### 3.3 Submission of Proposals

All proposals shall be submitted to:

City of Manteca  
Attn: Brad Wungluck  
1215 W Center Street, Suite 201  
Manteca, CA 95337

Proposals must be delivered no later than 12:00 p.m. on Wednesday, January 15, 2025. All proposals received after that time will be returned to the Proposer unopened.

The Proposer shall submit three (3) hard copies of its proposal in a sealed envelope, labeled "Original", addressed as noted above, bearing the Proposer's name and address clearly marked, "RFP FOR PROFESSIONAL SERVICES: CITY OF MANTECA PLAN REVIEW AND BUILDING INSPECTION SERVICES."

### 3.4 Withdrawal of Proposals

A Proposer may withdraw its proposal at any time before the expiration of the time for submission of proposals as provided in the RFP by delivering a written request for withdrawal signed by, or on behalf of, the Proposer.

### 3.5 Rights of the City of Manteca

This RFP does not commit the City to enter into a contract, nor does it obligate the City to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract. The City reserves the right to:

- Make the selection based on its sole discretion;
- Reject any and all proposals;
- Issue subsequent Requests for Proposals;
- Postpone opening for its own convenience;
- Remedy technical errors in the Request for Proposals process;
- Approve or disapprove the use of particular sub consultants;
- Negotiate with any, all or none of the Proposers;
- Accept other than the lowest offer;
- Waive informalities and irregularities in the Proposals and/or
- Enter into an agreement with another Proposer in the event the originally selected Proposer defaults or fails to execute an agreement with the City.

An agreement shall not be binding or valid with the City unless and until it is executed by authorized representatives of the City and of the Proposer.

#### **4. PROPOSED TENTATIVE TIMELINE**

The tentative RFP timeline is as follows:

RFP Issued Monday, December 16, 2024

Deadline for questions, clarifications 1:00 p.m., Monday, January 6, 2025

Proposals Due 12:00 p.m., Wednesday, January 15, 2025

Interview / Proposals begins week of February 17, 2025

Consultant selection and contract preparation begins week of March 3, 2025

City Council Presentation and Contract award April/May 2025

Work commences July 1, 2025

#### **5. INFORMATION TO BE SUBMITTED (to be submitted in this order only)**

These instructions outline the guidelines governing the format and content of the proposal and the approach to be used in its development and presentation. The intent of the RFP is to encourage responses that clearly communicate the Proposer's understanding of the City's requirements and its approach to successfully provide the products and/or services on time and within budget.

Only that information which is essential to an understanding and evaluation of the proposal should be submitted. Items not specifically and explicitly related to the RFP and proposal, e.g. brochures, marketing material, etc. will not be considered in the evaluation.

All proposals shall address the following items in the order listed below and shall be numbered 1 through 5 in the proposal document.

##### **5.1 Chapter 1 – Proposal Summary**

This Chapter shall discuss the highlights, key features and distinguishing points of the Proposal. A separate sheet shall include a list of individuals and contacts for this Proposal and how to communicate with them. Limit this Chapter to a total of three (3) pages including the separate sheet.

##### **5.2 Chapter 2 – Profile on the Proposing Firm(s)**

This Chapter shall include a brief description of the Prime Proposer's firm size as well as the proposed local organization structure. Include a discussion of the Prime Proposer firm's financial stability, capacity and resources. Include all other firms participating in the Proposal, including similar information about the firms.

Additionally, this section shall include a listing of any lawsuit or litigation and the result of that action resulting from (a) any public project undertaken by the Proposer or by its subcontractors where litigation is still pending or has occurred within the last five years or (b) any type of project where claims or settlements were paid by the consultant or its insurers within the last five years.

### 5.3 Chapter 3 – Qualifications of the Firm

This Chapter shall include a brief description of the Proposer's and sub-Proposer's qualifications and previous experience on similar or related projects. Provide descriptions of pertinent project experience with other public municipalities that includes a summary of the work performed, the total project cost, the percentage of work the firm was responsible for, the period over which the work was completed, and the name, title, and phone number of clients to be contacted for references. Give a brief statement of the firm's adherence to the schedule and budget for the project. Please include sample resumes and qualifications and a complete project matrix.

This chapter shall include information regarding any relationships with firms and/or individuals who may submit proposals in response to the RFPs being developed.

### 5.4 Chapter 4 – Proposal Exceptions

This Chapter shall discuss any exceptions or requested changes that Proposer has to the City's RFP conditions, requirements and sample contract. If there are no exceptions noted, it is assumed the Proposer will accept all conditions and requirements identified in the Attachment C – "Sample Agreement for Services." Items not excepted will not be open to later negotiation.

### 5.5 Chapter 5 – Proposal Costs Sheet and Rates

The fee information is relevant to a determination of whether the fee is fair and reasonable in light of the services to be provided. Provision of this information assists the City in determining the firm's understanding of the project, and provides staff with tools to negotiate the cost, provide in a table.

Please clearly specify the rate for the following:

Plan Review:

- Complete Plan Review
- MEP, Energy and Green Review
- Structural Review (hourly)
- Non-Structural Review (hourly)
- Per Streamlined Residential Solar Review

Building Inspection Services

- Building Inspector I
- Building Inspector II
- Senior Building Inspector
- Building Official (onsite)
- Building Official (onsite/remote split 50%-50%)
- Deputy Building Official
- CASp Inspector
- Permit Technician
- Overtime (hourly)

Planning Services

- Associate Planner
- Senior Planner
- Hourly Planning Services

PLEASE NOTE: The City of Manteca does not pay for services before it receives them. Therefore, do not propose contract terms that call for upfront payments or deposits.

## **6. CONTRACT TYPE AND METHOD OF PAYMENT**

A Sample Agreement of Services is provided as Attachment C. Proposers shall be prepared to accept the terms and conditions of the Agreement, including Insurance Requirements in Attachment D. If a Proposer desires to take exception to the Agreement, Proposer shall provide the following information in Chapter 7 of their submittal package. Please include the following:

- Proposer shall clearly identify each proposed change to the Agreement, including all relevant Attachments.
- Proposer shall furnish the reasons for, as well as specific recommendations, for alternative language.

The above factors will be taken into account in evaluating proposals. Proposals that take substantial exceptions to the proposed Agreement may be determined by the City, at its sole discretion, to be unacceptable and no longer considered for award.

### Insurance Requirements

The selected Proposer(s), at Proposer's sole cost and expense and for the full term of the Agreement or any extension thereof, shall obtain and maintain, at a minimum, all of the insurance requirements outlined in Attachment D.

All policies, endorsements, certificates and/or binders shall be subject to the approval of the Human Resources Director/Risk Manager of the City of Manteca as to form and content. These requirements are subject to amendment or waiver if so approved in writing by the Human Resources Director/Risk Manager. The selected Proposer agrees to provide the City with a copy of said policies, certificates and/or endorsement upon award of contract.

## **7. REVIEW AND SELECTION PROCESS**

City staff will evaluate the proposals provided based on the following criteria:

- 7.1 Thoroughness and understanding of the tasks to be completed:
- 7.2 Background and experience with similar work projects/analyses:
- 7.3 Recent public sector experience, preferably in a municipal setting:
- 7.4 Demonstrated knowledge and experience in Plan Review and Building Inspections:
- 7.5 Staff experience and overall experience of personnel assigned to work:
- 7.6 Cost:
- 7.7 Familiarity with the City of Manteca:

The selection committee will make a selection and accept the successful proposal. The acceptance of the proposal will be evidenced by written Notice of Award to the successful Proposer.

## **8. ORAL INTERVIEWS**

Proposers may be required to participate in an oral interview. The oral interview will be a panel comprised of members of the selection committee and will be conducted via Zoom and will not be held in person.

Proposers may only ask questions that are intended to clarify the questions that they are being asked to respond.

Each Proposer's time slot for oral interviews will be determined randomly.

Proposers who are selected shall make every effort to attend. If representatives of the City experience difficulty on the part of any Proposer in scheduling a time for the oral interview, it may result in disqualification from further consideration.

## **9. PUBLIC NATURE OF MATERIALS**

Responses to this RFP become the exclusive property of the City of Manteca. At such time as the Chief Building Official recommends to form to the City Manager or to the City Council, as applicable, all proposals received in response to this RFP becomes a matter of public record and shall be regarded as public records, with the exception of those elements in each proposal which are defined by the Proposer as business or trade secrets and plainly marked as "Confidential," "Trade Secret," or "Proprietary". The City shall not in any way be liable or responsible for the disclosure of any such proposal or portions thereof, if they are not plainly marked as "Confidential," "Trade Secret," or "Proprietary" or if disclosure is required under the Public Records Act. Any proposal which contains language purporting to render all or significant portions of the proposal "Confidential," "Trade Secret," or "Proprietary" shall be regarded as non-responsive.

Although the California Public Records Act recognizes that certain confidential trade secret information may be protected from disclosure, the City of Manteca may not accept or approve that the information that a Proposer submits is a trade secret. If a request is made for information marked "Confidential," "Trade Secret," or "Proprietary," the City shall provide the Proposer who submitted the information with reasonable notice to allow the Proposer to seek protection from disclosure by a court of competent jurisdiction.

## **10. COLLUSION**

By submitting a proposal, each Proposer represents and warrants that its proposal is genuine and not a sham or collusive or made in the interest of or on behalf of any person not named therein; that the Proposer has not directly induced or solicited any other person to submit a sham proposal or any other person to refrain from submitting a proposal; and that the Proposer has not in any manner sought collusion to secure any improper advantage over any other person submitting a proposal.

## **11. DISQUALIFICATION**

Factors such as, but not limited to, any of the following may be considered just cause to disqualify a proposal without further consideration:

- 11.1 Evidence of collusion, directly or indirectly, among Proposers in regard to the amount, terms or conditions of this proposal;
- 11.2 Any attempt to improperly influence any member of the evaluation team;
- 11.3 Existence of any lawsuit, unresolved contractual claim or dispute between Proposer and the City;
- 11.4 Evidence of incorrect information submitted as part of the proposal;
- 11.5 Evidence of Proposer's inability to successfully complete the responsibilities and obligation of the proposal; and
- 11.6 Proposer's default under any previous agreement with the City, which results in termination of the Agreement.

## **12. NON-CONFORMING PROPOSAL**

A proposal shall be prepared and submitted in accordance with the provisions of these RFP instructions and specifications. Any alteration, omission, addition, variance, or limitation of, from or to a proposal may be sufficient grounds for non-acceptance of the proposal, at the sole discretion of the City.

## **13. GRATUITIES**

No person shall offer, give or agree to give any City employee any gratuity, discount or offer of employment in connection with the award of contract by the city. No city employee shall solicit, demand, accept or agree to accept from any other person a gratuity, discount or offer of employment in connection with a city contract.

## **14. FIRMS OR PERSONS NOT ELIGIBLE TO SUBMIT A PROPOSAL**

In order to avoid any conflict of interest or perception of a conflict or interest, Proposer(s) selected to provide professional services under this RFP will be subject to the following requirements:

- 14.1 The Proposer(s) who works on the procurement will be precluded from submitting proposals or bids as a prime contractor or subcontractor in the ultimate procurement.
- 14.2 The Proposer(s) may not have interest in any potential Proposer for the ultimate procurement.

City of Manteca – RFP for Professional Services  
Attachment A

Proposer's Information Form

**PROPOSER (please print):**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Contact person, title, email, and telephone: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposer, if selected, intends to carry on the business as (check one):

- Individual
- Joint Venture
- Partnership
- Corporation

When incorporated? \_\_\_\_\_

In what state? \_\_\_\_\_

When authorized to do business in California? \_\_\_\_\_

- Other (explain): \_\_\_\_\_

**ADDENDA**

To assure that all Proposers have received each addendum, check the appropriate box(es) below. Failure to acknowledge receipt of an addendum/addenda may be considered an irregularity in the Proposal:

Addendum number(s) received:  1;     2;     3;     4;     5;

Or, \_\_\_\_\_ No Addendum/Addenda Were Received (**check and initial**).

**PROPOSER'S SIGNATURE**

No proposal shall be accepted which has not been signed in ink in the appropriate space below:

By signing below, the submission of a proposal shall be deemed a representation and certification by the Proposer that they have investigated all aspects of the RFP, that they are aware of the applicable facts pertaining to the RFP process, its procedures and requirements, and they have read and understand the RFP. No request for modification of the proposal shall be considered after its submission on the grounds that the Proposer was not fully informed as to any fact or condition.



City of Manteca – RFP for Professional Services

Attachment B – Scope of Work

**Scope of Services**

Consultant has two key tasks:

1. Provide On-Call Building Department Staffing.
  - Consultant will provide building department support staff to include building inspector, permit technicians, building official, deputy building official, and on-site plans examiners/engineer, on an on-call basis for the City of Manteca.
  - Consultant will provide interim staff within one business day and full-time staff within two business days. Consultant will provide staff from their database of qualified personnel. For requests less than twenty-four (24) hours' notice, Consultant will make every effort possible to secure suitable candidates.
2. Provide Plan Review Services.
  - The Consultant shall review all plans and supporting documents submitted for projects for which a Building permit is requested. If, after initial review the documents are found to be in substantial compliance with the State Building Code and local ordinances, the plans, and documents shall be stamped as reviewed and accepted for construction. If corrections are found to be needed a report shall be prepared by the Consultant specifying the needed corrections, and shall be transmitted to the applicant. When plans and supporting documents are deemed acceptable for permit issuance, the applicant shall deliver the Building Permit application and all supporting documents to the Consultant (or City Hall) for permit processing.
3. Provide Planning Staffing Services.
  - Plan Reviews will be subject to the following maximum turn-around times:

<u>Type of Project</u>	<u>First Submittal</u>	<u>Subsequent</u>
Commercial (new building or addition)	15 working days	5 working days
Tenant Infill, Remodel, etc.	8 working days	3 working days
Residential (new building or master plan)	10 working days	5 working days
Residential Addition, Remodel, Patio, etc.	8 working days	3 working days

**Description of Project**

Located 76 miles east of San Francisco and 58 miles south of Sacramento, Manteca is a community of approximately 80,000 residents. Part of the San Joaquin Valley Area, Manteca is located within San Joaquin County.

The Building Safety Division of the Development Services Department aspires to create a safe and beautiful City, where the natural environment is protected, where it's a good place to do business, where excellent services are provided, where citizens have a say

in government, and to ensure that all construction projects adhere to all State and Local Codes and Laws.

The Building Safety Division is responsible for:

- the regulation and implementation of building standards with regard to public health, safety, and accessibility with the City of Manteca maintaining and overseeing compliance with the City's Comprehensive Plan
- operating a "one-stop" permit processing operation responsible for coordination of application review by other city departments including Development Services, Public Works, Planning, and Fire
- process numerous types of commercial and residential building permits
- calculate development fees and building permits relevant to each submitted building permit application
- conduct plan review on each submitted project verifying compliance with applicable State and Local Codes
- schedule and conduct inspections on permitted projects at each necessary point of progress verifying compliance with the approved plans
- investigate complaints related to work without permits, illegal work, and non-permitted structures and issue notices of violation as necessary
- assist residents, contractors, and developers through the plan review, permitting, and construction process and answer any questions that they might have related to construction

The project consists of providing as needed Plan Review and Building Inspection Services as mentioned above that will support the City of Manteca's Building Safety Division.

The Planning Division is responsible for:

- The Planning Division of the Community Development Department is responsible for planning for the future development of Manteca. Examples of the division's work include: reviewing and approving land-use and development proposals, implementing the City's General Plan, administering the Zoning Ordinance, processing updates and amendments to the General Plan and Zoning Ordinance, creating master plans, ensuring compliance with State and Federal mandates regarding development, land divisions, and environmental review, and acting as staff for the City's Planning Commission.
- The day-to-day functions of the Planning Division include: providing information to the public concerning zoning and land-use regulations,

development standards, flood-plain designations, and demographics, processing applications for Temporary Use Permits, Home Occupation Permits, and Large Family Day Care Permits, as well as authorizing zoning clearances for business licenses.

City of Manteca – RFP for Professional Services

Attachment C – Sample Agreement for Professional Services

### **AGREEMENT FOR PROFESSIONAL SERVICES**

This Agreement is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the **CITY OF MANTECA**, a public body, corporate and politic ("City") and \_\_\_\_\_, a \_\_\_\_\_ corporation ("Consultant").

#### **RECITALS**

- A. Consultant is specially trained, experienced, and competent to perform the professional services required by this Agreement.
- B. Consultant possesses the skill, experience, ability, background, certification, and knowledge to provide the services described in this Agreement on the terms and conditions specified herein.
- C. City desires to retain Consultant to render the professional services set forth in this Agreement.

#### **AGREEMENT**

1. Scope of Services. Consultant shall perform the \_\_\_\_\_ services described in the attached Exhibit A that is incorporated by this reference, and pursuant to the Proposal submitted by Consultant dated \_\_\_\_\_, and attached hereto as Exhibit B. Consultant shall provide these services at the time, place, and in the manner specified in Exhibit A, subject to the direction of the City through its staff that may be provided from time to time. Performance of the \_\_\_\_\_ services is sometimes referred to herein as "the Project."

2. Work through City Staff. Consultant shall perform its services pursuant to this Agreement solely through City staff. No communications, information or documentations shall be made directly to any applicant to the City without the prior written consent of the City. This shall not apply to the sole request of information or clarification of information by Consultant from the applicant. All requests shall be noted to City in an expeditious manner.

3. Time of Performance. The length of this contract shall be for two years. The contract may be extended for an additional three (3) one year terms with agreement of the City and Contractor for a total of five years possible.

Contractor's services will commence upon execution of this Agreement and shall be completed in accordance with the Schedule of Activities. Failure to submit work products in accordance with the Schedule of Activities, attached hereto as Exhibit A may result in the City withholding payments. Repeated failure to complete work products may result in a reduction of the total compensation provided for in Section 4 herein.

4. Compensation. Without additional authorization from the City, compensation to be paid to Consultant shall not exceed \_\_\_\_\_ DOLLARS (\$\_\_\_\_\_). Payment by City

under this Agreement shall not be deemed a waiver of any defects, even if those defects were known to the City at the time of payment.

5. Method of Payment. Consultant shall submit monthly billings to City specifying and describing the work performed during the preceding month. Consultant's bills shall include a brief description of the services performed and the date the services were performed.

City shall pay Consultant no later than 30 days after approval of the monthly invoice by City staff. Payments may be delayed by City if Consultant fails to provide services in accordance with the Schedule of Activities, unless the City has provided prior written consent to any delay in the schedule.

6. Extra Work. At any time during the term of this Agreement, City may request that Consultant perform Extra Work. As used herein, the term "Extra Work" means any work that is determined by City to be necessary for the proper completion of the Project, but which the parties did not reasonably anticipate would be necessary at the time of execution of this Agreement. Consultant shall not perform, nor be compensated for, Extra Work without the City's prior written authorization.

7. Termination. This Agreement may be terminated by the City immediately for cause, or by either party without cause upon 15 days' prior written notice of termination. Upon termination, Consultant shall be entitled to compensation for services performed up to the effective date of termination upon submittal of an invoice for same.

8. Ownership of Documents; Confidentiality.

A. All plans, studies, documents, and other writings prepared by and for Consultant, its officers, employees, agents, and subcontractors in the course of implementing this Agreement, except working notes and internal documents, shall become the property of City upon payment to Consultant for such work. City shall have the sole right to use such materials in its discretion without further compensation to Consultant or to any other party. Consultant shall, at Consultant's expense, provide such reports, plans, studies, documents and other writings to City upon written request by City. Consultant shall not be responsible for any unauthorized modification or use of such information for other than its intended purpose.

B. All memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written information, and other documents and data, either created by or provided to Consultant in connection with the performance of this Agreement, shall be held confidential by Consultant. These materials shall not, without the City's prior written consent, be used by Consultant for any purposes other than the performance of the services under this Agreement. Nor shall these materials be disclosed to any person or entity not connected with the performance of services under this Agreement. Nothing furnished to Consultant that is otherwise known to Consultant, or is generally known, or has become known to the related profession shall be deemed confidential. Consultant shall not use City's name or insignia, photographs relating to the Project for which Consultant's services are rendered, or any publicity pertaining to the Consultant's services under this Agreement in any magazine, trade paper, newspaper, television or radio production, or other similar medium without the City's prior written consent.

9. Consultant's Books and Records.

A. Consultant shall maintain all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services, or expenditures and disbursements charged to City, for a minimum period of three years, or for any longer period required by law, from the date of final payment to Consultant under this Agreement.

B. Consultant shall maintain all records that document performance under this Agreement for a minimum period of three years, or for any longer period required by law, from the date of termination or completion of this Agreement.

C. Any records or documents required to be maintained pursuant to this Agreement shall be made available for inspection or audit at any time during regular business hours, upon written request by the City Manager, City Attorney, City Auditor, or a designated representative of any of these officers. Copies of such documents shall be provided to City for inspection at City Hall when it is practical to do so. Otherwise, unless an alternative is mutually agreed upon, the records shall be available at Consultant's address specified in Section 16 of this Agreement.

D. Where City has reason to believe that records or documents may be lost or discarded due to the dissolution or termination of Consultant's business, City may, by written request, require that custody of the records be given to the City and that the records and documents be maintained in City Hall. Access to these records and documents shall be granted to any party authorized by Consultant, Consultant's representatives, or Consultant's successor-in-interest.

10. Independent Contractor. In the performance of the work and services required by this Agreement, Consultant shall act as and be an independent contractor and not an agent, or employee of the City. Consultant shall obtain no rights to retirement or other benefits that accrue to City's employees, and Consultant expressly waives any claim it may have to any such rights.

11. Interest of Consultant.

A. Consultant represents that neither it nor any employee has any investment or interest in real property, and shall not acquire any such interest, direct or indirect, within the area covered by this Agreement, or any other source of income, interest in real property, or investment that would be affected in any manner or degree by the performance of Consultant's services hereunder. Consultant further represents that, in the performance of its duties hereunder, no person having any such interest shall perform any services under this Agreement.

B. Consultant is not a designated employee within the meaning of the Political Reform Act because Consultant:

- (1) will conduct research and arrive at conclusions with respect to its rendition of information, advice, recommendation, or counsel independent of the control and direction of the City, or of any City official, other than normal Agreement monitoring; and
- (2) possesses no authority with respect to any City decision beyond the rendition of information, advice, recommendation, or counsel. (FPPC Reg. 18700(a)(2).)

12. Professional Ability of Consultant.

A. City is relying upon the professional training and ability of Consultant to perform the services hereunder as a material inducement to enter into this Agreement. Consultant shall therefore provide skilled professional and technical personnel to perform all services under this Agreement. All work performed by Consultant shall be in accordance with applicable legal requirements and shall meet the standard of quality ordinarily to be expected of competent professionals in Consultant's field of expertise.

B. The primary provider of the services required by this Agreement shall be \_\_\_\_\_. A list of other individuals assigned to the Project will be provided to City for its review and approval, and these individuals shall not be replaced without the City's prior written consent.

13. Compliance with Laws. Consultant shall use the customary standard of care in its profession to comply with all applicable federal, state, and local statutes, codes, ordinances, and regulations.

14. Licenses. Consultant represents and warrants to City that it has all licenses, permits, qualifications, insurance, and approvals that are legally required of Consultant to practice its profession. Consultant represents and warrants to City 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, insurance, and approvals that are legally required of Consultant to practice its profession.

15. Indemnification and Hold Harmless. Consultant agrees to defend, indemnify, and hold harmless the City, its officers, officials, agents, employees, and volunteers, from and against any and all claims, demands, actions, losses, damages, injuries, and liability, direct or indirect (including any and all costs and expenses in connection therewith), arising out of Consultant's performance of this Agreement, or Consultant's failure to comply with any of its obligations contained in this Agreement; excluding, however, any claim arising out of the active negligence or willful misconduct of the City, its officers, agents, employees, or volunteers.

16. Insurance Requirements.

Job specific insurance requirements can be found on the attached Exhibit 1. Other insurance provisions can be found below:

B. Endorsements. Each general liability and automobile liability insurance policy shall be with insurers possessing an A.M. Best's rating of no less than A:VII and shall be endorsed with language substantially as follows:

- (1) The City, its elected and appointed officers, officials, employees, agents and volunteers are to be covered as additional insureds with respect to liability arising out of work performed by or on behalf of the Consultant, including materials, parts, or equipment furnished in connection with such work.
- (2) The policy shall be considered primary insurance as respects the City, its elected and appointed officers, officials, employees, agents and volunteers. Any insurance maintained by the City, including

any self-insured retention the City may have, shall be considered excess insurance only and shall not contribute with it.

- (3) The insurance shall apply to each insured and additional insured as though a separate policy had been written for each, except with respect to the limits of liability of the insuring company.
- (4) The insurer waives all rights of subrogation against the City, its elected and appointed officers, officials, employees, and agents.
- (3) Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its elected and appointed officers, officials, employees, agents, or volunteers.
- (4) The insurance provided by the policy shall not be suspended, voided, canceled, or reduced in coverage or in limits except after 30 days written notice has been received by the City.
- (7) The City will not accept any endorsements that were issued in 2004. Acceptable endorsement forms are CG 20 10 11 85 or both CG 20 10 10 01 and CG 20 37 10 01.

C. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by the City. At the City's option, Consultant shall demonstrate financial capability for payment of those deductibles or self-insured retentions.

D. Certificates of Insurance. Consultant shall provide to City certificates of insurance with original endorsements as evidence of the required insurance coverage. Certificates of insurance shall be filed with the City on or before commencement of performance of this Agreement. Current certification of insurance shall be kept on file with the City at all times during the term of this Agreement.

17. Notices. Any notice required to be given under this Agreement shall be in writing and either served personally or sent prepaid, first class mail. Any such notice shall be addressed to the other party at the address set forth below. Notice shall be deemed communicated within 48 hours from the time of mailing if mailed as provided in this section.

If to City:                      City of Manteca  
   1001 W. Center Street  
   Manteca, CA 95337  
   Attention: \_\_\_\_\_

If to Consultant: \_\_\_\_\_  
   \_\_\_\_\_  
   \_\_\_\_\_  
   Attention: \_\_\_\_\_

18. Entire Agreement. This Agreement constitutes the complete and exclusive statement of Agreement between the City and Consultant. All prior written and oral communications, including correspondence, drafts, memoranda, and representations, are superseded in their entirety by this Agreement.

19. Amendments. This Agreement may be amended only by a written document executed by both Consultant and City and approved as to form by the City Attorney.

20. Assignment and Subcontracting. The parties recognize that a substantial inducement to City for entering into this Agreement is the professional reputation, experience, and competence of Consultant. Assignments of any or all rights, duties, or obligations of the Consultant under this Agreement will be permitted only with the express written consent of the City. Consultant shall not subcontract any portion of the work to be performed under this Agreement without the written authorization of the City. If City consents to such subcontract, Consultant shall be fully responsible to City for all acts or omissions of the subcontractor. Nothing in this Agreement shall create any contractual relationship between City and subcontractor nor shall it create any obligation on the part of the City to pay any monies due to any such subcontractor other than as may be required by law.

21. Waiver. Waiver of any breach or default under this Agreement shall not constitute a continuing waiver of a subsequent breach or default of the same or any other provision under this Agreement.

22. Severability. If any provision of this Agreement is held to be invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement shall continue in full force and effect.

23. Controlling Law; Venue. This Agreement and all matters relating to it shall be governed by the laws of the State of California, and any legal action relating to this Agreement shall be brought in a state or federal court in the County of San Joaquin.

24. Litigation Expenses and Attorneys' Fees. If either party to this Agreement commences any legal action against the other party arising out of this Agreement, the prevailing party shall be entitled to recover its reasonable litigation expenses, including court costs, expert witness fees, discovery expenses, and attorneys' fees.

25. Mediation. The parties agree to make a good faith attempt to resolve any disputes arising out of this Agreement through mediation prior to commencing litigation. The parties shall mutually agree upon the mediator and shall divide the costs of mediation equally. If the parties are unable to agree upon a mediator, the dispute shall be submitted to JAMS/ENDISPUTE ("JAMS") or its successor in interest. JAMS shall provide the parties with the names of five qualified mediators. Each party shall have the option to strike two of the five mediators selected by JAMS, and thereafter the mediator remaining shall hear the dispute. If the dispute remains unresolved after mediation, either party may commence litigation.

26. Execution. This Agreement may be executed in several counterparts, each of which shall constitute one and the same instrument and shall become binding upon the parties when at least one copy has been signed by both parties.

27. Authority to Enter Agreement. Consultant warrants that it has all requisite power and authority to conduct its business and to execute, deliver, and perform this Agreement. Each party warrants to the other that the signatories to this Agreement have the legal power, right, and authority to enter into this Agreement and to bind each party.

28. Prohibited Interests.

A. Consultant warrants that it has not employed or retained any person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has neither paid nor agreed to pay any person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift, or other consideration contingent upon or resulting from the award or making of this Agreement. For any breach or violation of this warranty, City shall have the right to rescind this Agreement without liability.

B. For the term of this Agreement, no member, officer, or employee of City, during the period of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

29. Equal Opportunity Employment. Consultant represents that it is an equal opportunity employer, and it shall not discriminate against any subcontractor, employee, or applicant for employment because of race, religion, color, national origin, handicap, ancestry, sex, or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination. Consultant shall comply with all relevant provisions of City's Minority Business Enterprise program, Affirmative Action Plan, or other related programs or guidelines currently in effect or later enacted.

30. Precedence. In case of conflict between Consultant's Proposal dated \_\_\_\_ and this Agreement (which includes Exhibit A and Exhibit C) this Agreement and its exhibits shall take precedence over Consultant's proposal.

This Space Purposely Left Blank

TO EFFECTUATE THIS AGREEMENT, each of the parties has caused this Agreement to be executed by its duly authorized representative as of the date set forth in the introductory paragraph on page 1 above.

**CITY OF MANTECA,**  
a public body, corporate and politic

**CONSULTANT:**  
\_\_\_\_\_  
a \_\_\_\_\_ corporation

**By:** \_\_\_\_\_  
**Name:** \_\_\_\_\_  
**Title:** Mayor

**By:** \_\_\_\_\_  
**Name:** \_\_\_\_\_  
**Title:** \_\_\_\_\_

**ATTEST:**  
  
\_\_\_\_\_  
\_\_\_\_\_, **City Clerk**

**APPROVED AS TO FORM:**  
  
\_\_\_\_\_  
**City Attorney**

City of Manteca – RFP for Professional Services

Attachment D

INSURANCE REQUIREMENTS FOR PROFESSIONAL SERVICES

**INSURANCE REQUIREMENTS**

Consultants shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the Consultant, his agents, representatives, employees or subcontractors.

**Minimum Limits of Insurance:** Coverage shall be at least as broad as:

**Commercial General Liability**

- Commercial General Liability Insurance with \$1,000,000 minimum limit per occurrence.
- If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
- Commercial General Liability Additional Insured Endorsement naming the following as insured **on 2001 or earlier issued endorsement forms:**  
*“City of Manteca, its officers, officials, employees, agents, and volunteers”.*

**Automobile Liability**

If the vehicles are brought onto city facilities, covering any auto, or of Contractor has no owned autos, hired, and non-owned autos, the Contractor shall maintain automobile liability with limits no less than:

- Automobile Liability Insurance with \$1,000,000 minimum limit per accident for bodily injury and property damage.
- Automobile Liability Additional Insured Endorsement naming the following as additional insured:  
*“City of Manteca, its officers, officials, employees, agents, and volunteers”.*

**Worker’s Compensation**

As required by the State of California, with Statutory Limits, and Employer’s Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.

**Professional Liability (Errors and Omissions)**

Insurance appropriate to the Contractor’s profession, with limit no less than \$1,000,000 per occurrence or claim, \$1,000,000 aggregate

**Other Insurance Provisions:**

The insurance policies are to contain, or be endorsed to contain, the following provisions:

1. The City of Manteca, its officers, officials, employees, agents and volunteers are to be covered as insured’s as respect to: liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work operations. General liability coverage can be provided in the form of an endorsement to the Consultant’s insurance (at least as broad as ISO form CG 20 10 11 85 or if not available, through the addition of both CG 20 10 and CG 20 37 if a later edition is used).
2. For any claims related to this contract, the Consultant’s insurance coverage shall be primary insurance as respects the City, its officers, officials, employees, agents and

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

3. The applicant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
4. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City of Manteca.

**Verification of Coverage**

Consultant shall furnish the City with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the Entity before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The City of Manteca reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

**Notice of Cancellation**

Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the Entity.

**Acceptability of Insurers**

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City of Manteca

**Waiver of Subrogation**

Consultant hereby grants to The City of Manteca a waiver of any right to subrogation which any insurer of said Consultant may acquire against the Entity by virtue of the payment of any loss under such insurance. Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the Entity has received a waiver of subrogation endorsement from the insurer.

**Subcontractors**

Consultant shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that The City of Manteca is an additional insured on insurance required from subcontractors.

**SPECIAL RISKS OR CIRCUMSTANCES**

The City of Manteca reserves the right to modify these requirements based on the nature of the risk, prior events, insurance coverage, or other special circumstances.

Proposal to provide to the

# City of Manteca

**Plan Check,  
Inspection, and  
Staffing Services**



## CONTACT

Petya McInnis, PE, CASp  
Project Manager  
925.644.0679  
[pmcinnis@trbplus.com](mailto:pmcinnis@trbplus.com)

## OFFICE LOCATIONS

San Ramon  
Santa Clara  
Sacramento  
Burlingame  
Long Beach  
Las Vegas

**TRB** + Associates

[www.trbplus.com](http://www.trbplus.com)

## PROPOSAL TO PROVIDE

## Plan Check, Inspection, and Staffing Services

January 15, 2025



## PRESENTED TO:

City of Manteca

**Building Safety Division**

Attn: Brad Wungluck, CBO | Deputy Director

1215 W Center Street, Suite 201

Manteca, California 95337

[bwungluck@manteca.gov](mailto:bwungluck@manteca.gov)

## CONTACT INFORMATION:

Petya McInnis, PE, CASp

Project Manager

Tel: 925-644-0679

Email: [pmcinnis@trbplus.com](mailto:pmcinnis@trbplus.com)

**TRB and Associates, Inc.**

3180 Crow Canyon Place, Suite 216

San Ramon, CA 94583

Tel: 925.866.2633

[www.trbplus.com](http://www.trbplus.com)



## **Table of Contents**

### **Cover Letter**

**Chapter 1** Proposal Summary

**Chapter 2** Profile of the Proposing Firm

**Chapter 3** Qualifications of the Firm

**Chapter 4** Proposal Exceptions

**Chapter 5** Proposal Costs Sheet and Rates

**Appendix 1** Resumes

**Appendix 2** Attachment A – Proposer's Information Form [Notarized]

City of Manteca | Brad Wungluck, CBO | Deputy Director

**SUBJECT: TRB and Associates Proposal to Provide Plan Check, Inspection, and Staffing Services**

TRB and Associates, Inc. (TRB) is pleased to submit this Proposal to Provide Plan Check, Inspection and Staffing Services to the City of Manteca. We are excited about the prospect of collaborating with the City of Manteca Building Division and are eager to build a strong partnership. To confirm, our firm is fully equipped to fulfill the scope of services as requested by the City.

For this engagement, **Petya McInnis, P.E., CASp**, is designated to serve as **Project Manager** responsible for ensuring timely delivery of quality support services. Petya has extensive experience providing Building and Safety support services to multiple municipalities throughout Northern California, including the neighboring City of Lathrop. The balance of our proposed key staff is identified in **Chapter 3** of our proposal.

TRB provides full-service Plan Review, Inspection, Permit Processing, Code Enforcement, Delegate Chief Building Official, and Disabled Access (CASp) services to municipal building, fire, and public works departments throughout California. We specialize and serve exclusively in the code compliance role. We would like to highlight the following about the company:

- ✓ **Our Firm is engaged to provide as-needed Building Department and related services to over 75 municipalities in Northern California, including the nearby Cities of Lathrop, Brentwood and Oakley.** As a result, our team is familiar with the many agency and region-specific considerations that need to be considered when evaluating code compliance including flood zone, seismic design, wind exposure, soil/liquefaction, wildland urban interface, and landslide criteria.
- ✓ **Our Team Members have Relevant Plan Review, Inspection, and Administration Experience on Large-Scale and High-Profile projects.** Our clients entrust us to review fast-track, phased projects of high complexity on-time and on-budget.
- ✓ **We are known for Quality Results and Timeliness.** Our firm has a strong track record of producing quality results and meeting its turnaround goals, a track record to which our clients will attest.
- ✓ **Communication and Execution is Key.** TRB staff are responsive and 100% committed to its projects. The team is available by phone and in person throughout the life of the project, from pre-construction through Certificate of Occupancy.
- ✓ **Electronic Plan Review and Cloud-Based Delivery.** We offer a field-proven, turnkey cloud-based electronic document control solution to expedite plan review and inspection record processing. Transferring electronic documents and plans is easy with our application.
- ✓ **TRB staff have an average 25 years of experience in the architecture-engineering-construction industry,** and includes licensed Civil, Structural, Mechanical, Fire Protection, and Electrical Engineers; Architects; and ICC, CASp, LEED®, and SAP certified individuals.
- ✓ **Our staff are active in industry organizations such as ICC, CALBO, CBOAC, ASCE, and SEAOC.** Of note, TRB's roster includes past ICC Chapter Presidents and a CBOAC Board Member – Todd Bailey (East Bay Chapter), Paul Armstrong (Orange Empire Chapter), and Shelley Loughran (CBOAC).
- ✓ **ICC Preferred Provider Certified Trainers.** As a value-added service, TRB's award-winning instructor Paul Armstrong is available to provide code training to the City of Manteca staff and invited guests on the California Building Codes Standards.
- ✓ Our firm was recognized as **Industry Member of the Year** by the County Building Officials Association of California (CBOAC) in 2019.

Our firm looks forward to assisting the City of Manteca as a Building Safety Services provider and is prepared to enter into an agreement with the City immediately. To confirm, all information submitted in this proposal is true and accurate, and I, Todd Bailey, am authorized to submit this proposal on behalf of the firm. If you have questions or need further information, please do not hesitate to contact me by phone at (925) 876-4596 or by email at [tbailey@trbplus.com](mailto:tbailey@trbplus.com).

Sincerely,

**TRB + ASSOCIATES, INC.**



**Todd Bailey, PE, LEED AP, CASp, MBA** | Principal & Founder

ICC Certified Building Plans Examiner

ICC Certified Combination Commercial Inspector

Tel: 925-876-4596

Email: [tbailey@trbplus.com](mailto:tbailey@trbplus.com)



**Corporate Office**  
3180 Crow Canyon Place, Ste 216  
San Ramon, CA 94583  
Tel: 925.866.2633

**Silicon Valley Office**  
1265 El Camino Real, Ste 209  
Santa Clara, CA 95050  
Tel: 408.642.1068

**Sacramento Office**  
1900 Point West Way, Ste 261  
Sacramento, CA 95815  
Tel: 916.384.0900

**Southern California Office**  
4182 N Viking Way, Ste 213  
Long Beach, CA 90808  
Tel: 562.566.4144

**Las Vegas Office**  
5955 Edmond Street, 1F  
Las Vegas, NV 89118  
Tel: 702.760.5881

## Project Understanding

TRB would like to confirm its intent to provide professional consulting services in accordance with the Scope of Work identified in the City of Manteca's Request for Proposal (RFP) document. In brief, it is our understanding that the City is seeking qualified consultants to assist with On-Call Building Department Staffing, Plan Review, and Planning Staffing Services on a range of project types. It is presumed that all assigned projects are to be reviewed for adherence to the City of Manteca's latest adopted Municipal Codes and Title 24 California Building Standards Codes covering structural, fire prevention, life safety, accessibility, energy conservation, green building, plumbing, mechanical, and electrical provisions; and potentially also planning, zoning, and grading compliance standards. We are well familiar with State, County, and local requirements, and other relevant industry standards and are ready to put our knowledge to work for the City.



To confirm, TRB has reviewed the Scope of Services as outlined in the City's RFP and is prepared to provide the services requested. The following reflects our proposed work plan for providing the requested scope of services.

## Project Approach Overview

Our approach is centered on using experienced staff and fostering open communication between our firm and our clients. On an ongoing basis, our proposed Project Manager, **Petya McInnis, PE, CASp**, is committed to maintaining regular communication with City staff to ensure that we are kept apprised of current code interpretations and policies, and to enhance our ability to quickly respond to any issues that may arise during permit counter, document review, and/or inspection activities. We value the importance of the City's projects and are committed to meeting all project service delivery deadlines. We will diligently document and report all plan review and inspection findings, tracking information, and other reports, as required by the City.

Throughout this engagement, our key team members will be available to meet with City staff either via phone or in person to address questions that may come up during the course of a project. We understand that being accessible to project stakeholders is essential in helping ensure that decisions are made in timely manner; as such, our firm is committed to responding to all inquiries within 1 business day. We encourage discussions via in-person meetings, telecon, and/or Zoom, WebEx or similar formats as agreeable and necessary to achieve the most expeditious results.

## Project Initialization, Scheduling & Management

From our prior experience supporting municipal building departments and divisions, we know that developing a comprehensive understanding of administrative processes, the project construction documents, and supporting the timely execution of the project schedule is of critical importance. To confirm, for any plan review or inspection assignment, TRB members will possess a thorough understanding of the project documents and will be committed to supporting the City with its specific project schedule and processing needs.

## Preliminary Meetings and Project Administration

Shortly after project award, we would propose to hold a meeting to verify project expectations, deliverables, scheduling, and logistical considerations. To this end, we would seek to verify the key roles and responsibilities for all team's party to the project. We would also request information specific to each plan review or inspection assignment including plan drawings and specifications, as appropriate. Further, we can outline and discuss applicable standards and provide an overview of our Document Management System if desired. On an ongoing basis, our Project Manager will coordinate with our Plan Review and Inspection Services Managers, to allocate plan check, inspection, and staffing resources appropriately. Regular communication between our Project Manager and the TRB team will be ongoing throughout this engagement to ensure alignment on project staffing and schedule needs.

**PROPOSAL SUMMARY**

---

**Quality Control Assurance**

Quality reviews and inspections are of paramount importance to us. Though we employ only experienced plan reviewers and inspectors and expect their work to be of a high standard, we have instituted a quality control policy to ensure that this standard is maintained. At the core of our quality control approach is having a “two sets of eyes” policy in place. All work performed by staff is reviewed for quality control by senior members of our team.

Our Project Manager, and **Quality Control Principal, Dominic Ma SE, MPA**, will be in the lead role of ensuring accuracy and consistency (QA/QC) in the application of adopted codes and standards for any City assignments.

**Code Interpretations and Alternate Materials and Methods Requests**

The TRB team is well versed in the intent of codes and standards as they apply to the built environment. To ensure that our technical findings are easily understood, we work to ensure that all of our plan review and inspection findings / communications are done in a clear and concise manner. As part of this effort, we include references to any applicable Code or Standard sections to help ensure recipients understand the basis of our findings. Our team will be available to answer questions related to codes or standards at any time. For those items where additional information may be needed, our team has access to additional resources in the form of code and commentary guidelines, illustrations, and agency interpretations. TRB is prepared to offer reference information to whomever may be requesting the clarifying material. In addition, our team has experience supporting public agencies with Alternate Materials and Methods Requests. If a project warrants such consideration, we are prepared to review all AMMR requests.

**Building Code Instruction**

TRB is prepared to offer Building Code Instruction support to the City in either classroom or field-type settings on a range of technical subjects. **Paul Armstrong** is an award-winning California Building Standards Codes instructor whose accolades includes being named **CALBO Instructor of the Year**. Paul is currently providing extensive training on the California Building and Residential Codes to TRB clients, local ICC Chapters, and CALBO Education Week attendees. Paul will be available to provide tailored training to the City and its invited guests upon request. TRB is an ICC Preferred Education provider.



**Record Keeping and Document Management**

From our prior experience, we understand that projects can involve concurrent, fast-track design and construction efforts, thereby necessitating implementation and management of well-organized processes in place to name and track documents in their various stages of development and review. TRB understands that tracking and maintaining well documented plan review and inspection findings is of paramount importance.

To facilitate timely access to construction inspection results and status information, TRB can initiate its Project Website for use on this assignment. With our project website, all plan review and inspection activities can be documented and posted daily. Correspondence issued by our team is posted and maintained for access by City and designated project stakeholder staff. Our postings can include plan review comment letters and detailed inspection reports, project information, meeting notes, etc.; all of which may be updated on a daily basis. In addition, we can also accommodate incoming electronic document postings (i.e., electronic plans, calculations, RFI's, etc.) to allow paperless documentation of the project. Our Document Control Team oversees all plan submittal and inspection record processing, utilizing proven document management control methods.

**Key Personnel Availability Statement**

We would like to confirm that key personnel will be available to the extent proposed for the duration of the project and acknowledge that no person designated as key to the project shall be removed or replaced without the prior written concurrence of the City.

**PROPOSAL SUMMARY**

---

**Contact Information**

All correspondence and questions related to this proposal, and for service requests may be directed to our designated Project Manager **Petya McInnis** or our Principal-In-Charge **Todd Bailey** using email, telephone, and/or direct mail.

**Petya McInnis, PE, CASp**

Project Manager  
T (925) 866-2633  
C (925) 644-0679  
Email: [pmcinnis@trbplus.com](mailto:pmcinnis@trbplus.com)

**Todd Bailey, PE, CASp, LEED AP, MBA**

Principal-In-Charge  
T (925) 866-2633  
C (925) 876-4596  
Email: [tbailey@trbplus.com](mailto:tbailey@trbplus.com)

**Project & Corporate Office Location**

TRB and Associates, Inc.  
3180 Crow Canyon Place, #216  
San Ramon, CA 94583  
T (925) 866-2633



## Company Overview

TRB and Associates, Inc. (TRB) is a California-based building and fire life safety services Corporation with offices in Sacramento, San Ramon, Burlingame, Santa Clara, Long Beach, and Las Vegas. Our firm provides Plan Review, Inspection, Building Department Administration, Delegate Chief Building Official, Disabled Access (CASp) Consulting services to public agencies throughout California.

TRB was established in 2006 and has been a growing business since its founding. The firm is owned by its Principal-in-Charge Todd Bailey, PE, LEED AP, CASp, MBA who has 30 years of experience working in the Building Safety field in California. Our over 75 team members have an average of 25 years of experience in the Architecture-Engineering-Construction industry, encompassing building safety and related services across a full range of code disciplines.

## Range of Services

- ✓ Building and Fire Plan Review
- ✓ Building and Fire Inspection
- ✓ Building Department Administration
- ✓ Code Enforcement Inspection
- ✓ Consulting Chief Building Official
- ✓ Disabled Access (CASp) Consulting
- ✓ Building Standards Codes Training
- ✓ Civil & Planning Plan Review and Inspection

## Capacity and Resources

TRB has extensive resources and a large pool of licensed engineers and certified building safety experts, equipped to handle a wide range of building department needs. The majority of our services are delivered on an as-needed, ongoing basis. Having a large pool of resources allows us to accommodate existing and future workload effectively. To confirm, we do not have any current or anticipated engagements which would affect our ability to staff for this assignment - we are committed to supporting the City of Manteca and have resources available for the anticipated needs noted in the City RFP.

## Financial Stability / Lawsuits and Litigation

To confirm, TRB has experienced continued growth in its over 18 years in business and is on solid financial footing. Also to confirm, TRB has no current or former lawsuits or litigation over the life of the firm.

## Qualifications and Technical Capabilities

TRB team members possess multiple certifications and registrations to assure compliance with all requirements mandated by the State and local jurisdiction ordinances. Our team comprises of individuals who are either engineers or architects licensed in the State of California, or who possess ICC certifications in their respective disciplines. Of note, our team includes 8 licensed Structural Engineers. In addition, our staff includes 4 LEED® Accredited Professionals and 6 CASp certified individuals. Most of our staff possesses a combination of these industry-recognized credentials. Information on the qualifications of our proposed personnel and an Organizational Chart is provided in **Chapter 3** of this Proposal.

Our staff members are regular instructors and attendees at construction code and standards training offered through the local ICC Chapters, CALBO, CBOAC, SEAOC, AISC, ASCE, NFPA and other building industry organizations. In addition, several of our staff members are current or past board members with industry organizations and as such, are aware of many aspects of the development of relevant construction codes. Staff experience encompasses a full range of construction types and occupancies including the following:

- ✓ ADUs and JADUs
- ✓ Photovoltaic Systems
- ✓ Assembly Occupancies
- ✓ Commercial Tenant Improvements
- ✓ Detention Facilities
- ✓ Distribution Centers
- ✓ Hotels
- ✓ Industrial/Storage Warehouses
- ✓ Manufacturing Facilities
- ✓ Medical Office Buildings
- ✓ REACH Code Projects
- ✓ Battery Energy Storage Systems
- ✓ Mixed-Use Projects
- ✓ Multi-Family Dwellings
- ✓ Office Buildings
- ✓ Parking Structures
- ✓ Power Plant Facilities
- ✓ Recreation/Gymnasium Facilities
- ✓ Restaurants
- ✓ Logistics Centers
- ✓ Gas Stations
- ✓ Cannabis Facilities
- ✓ Hazardous Chemical Facilities
- ✓ High Rise Buildings
- ✓ Hospitals
- ✓ Retail Centers
- ✓ Schools
- ✓ Single Family Dwellings
- ✓ Sports Arenas
- ✓ Theaters

## Customer Service Philosophy

TRB's customer service philosophy is simple; provide consistent quality services and represent our clients to the best of our ability. The achievement of the City's goals is at the heart of the services we provide. We have been able to consistently meet our clients' goals by implementing the following principles:

- ✓ Garnering a problem-solving attitude
- ✓ Gaining awareness of the issues that affect the community
- ✓ Applying the right expertise in a responsive manner

## What you can Expect from Us

### Experience

- Comprehensive understanding of the California Building Standards Codes
- Average 25 years' experience

### Quality Work

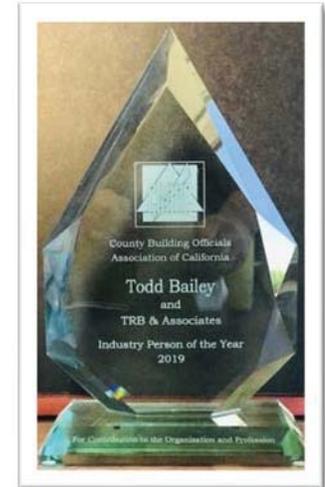
- High technical competence and solutions oriented
- Balanced approach to application of adopted Codes & Standards

### Responsiveness

- Close proximity to City Offices
- Staff available on 24/48-hour notice
- Critical-path awareness
- Effective workflow policies and procedures
- Emergency Response Ready

### Teamwork

- Consider us your Partner – We work with you



## What Sets Us Apart

TRB has a strong track record of production quality results, meeting turnaround goals and client satisfaction. Ask our clients:

*"TRB has performed Plan-Check services for [our City] for many years now. They review 75% of all my external plan reviews, I can honestly say their services are excellent. I have used several companies over the last 23 years, TRB has outperformed them all. TRB remains responsive and in control, they meet with me and our clients when requested and constantly put in the extra effort to ensure positive outcome." - California Municipal Chief Building Official*

## Our Commitment

In our firm's nearly 20 years in business, we have assembled a team of professionals that have been committed to the success of our clients. As the organization continues to grow, we have maintained our core belief in providing a welcoming environment, training, and promotional opportunities, and providing the best service possible to our clients. With TRB, the City of Manteca will receive an experienced team who understands the needs of public agencies and takes pride in delivering outstanding service. Consider us your partner, and as such we are always on call and always available for everything from simple brainstorming sessions to representing you during meetings with stakeholders.



### Scope of Work and Approach

To confirm, TRB is prepared to provide all requested services on an as-needed basis as presented in the City's RFP document. Our proposed scope of services associated with each requested service category follows.

#### Plan Review Scope

In accordance with the provisions of the City's RFP, TRB is prepared to perform as-needed plan review services for residential, multi-family residential, commercial, institutional, and industrial projects encompassing building code, electrical, plumbing, mechanical, fire protection, Title-24 energy, accessibility, and green building standards; as well as grading, drainage, floodplain, wildland urban interface fire severity zone, stormwater, hazardous materials, and State housing law Title-25 factory-built structure considerations, as applicable.

Our reviews consider all relevant project documentation including plans, specifications, calculations, and other related correspondence to verify conformance to adopted local codes, ordinances, regulations, and standards, and the current 2022 editions of the following California Building Standards Codes:

- California Building Code
- California Residential Code
- California Electrical Code
- California Plumbing Code
- California Mechanical Code
- California Fire Code
- California Energy Code
- California Green Building Standards Code

#### Alternate Material and Methods

TRB recognizes that there are alternate materials and methods of construction that can be used to satisfy and comply with the provisions of the code. Our experience with the use of alternate materials, alternate design and methods of construction enhances our ability to solve specific issues that arise in design and construction.

#### Plan Review Completion Timeframes

The following Table identifies the maximum turnaround times TRB is prepared to meet on any prospective assignment.

Type of Projects*	Maximum Timeframe for Delivery
<b>Minor Plan Check – First Cycle Review</b> e.g. room additions for single family house, detached structures, tenant improvements, and related project types	5-10 Business Days
<b>Major Plan Check* – First Cycle Review</b> e.g. multi-family residential, complex commercial, and other complex nonresidential project types	10 Business Days
<b>Plan Check Resubmittals – Subsequent Cycle Reviews</b>	5 Business Days
<b>Expedited Plan Check</b>	3-5 Business Days

\* For projects which may be complex in nature, TRB's project manager will coordinate with the City Building Official or their designated representative to verify a mutually agreeable timeframe.

#### Electronic Plan Review and Workflow Status

TRB is prepared to track and communicate all plan review comments and approvals through the City-designated electronic system, Accela and Citizen Portal, or any future or anticipated electronic review platform. The staff of TRB has been leaders in the field of digital plan review and workflow management; as such, we have the experience and know-how to efficiently manage the review of electronic documents.



### Online Plan Check Status and Records

As highlighted earlier, to facilitate access to plan review findings and status information, TRB is prepared to initiate its Project Website and tracking system *PlanTrack Plus*® for use on this assignment if desired by the City. The plan review status of any assigned project may be viewed utilizing our website interface. To confirm, there is no additional cost for this service.

### Example Plan Review Process

The following process represents an example plan review workflow. Please note that the plan review workflow utilized for the City will align with the City's specific workflow requirements and needs.

**Step 1 - Preliminary Discussions:** Prior to beginning our initial plan review project, our Project Manager proposes to conduct a meeting or conference call with the City to discuss local code policies, documentation procedures, plan processing protocols, plan review checklist items, and scheduling.

**Step 2 - Initial Review:** Upon receipt of a complete set of plan documents, we will perform our plan review in the agreed-upon timeframe, checking for compliance to all applicable code standards. All corrections are identified based on compliance with specified codes and regulations and worded so the designer will know what needs attention and how to respond to the issue stated. The client will receive a copy of each correction list, as well as a cover memo containing the date plans were reviewed by TRB.

**Step 3 - Transmittal of Plans and Comment Lists for Plan Review:** At the heart of our approach in delivering our services to you is the recognition that there must be a coordinated effort to track and coordinate all submittals and requests received. To help assure that submittals are properly coordinated and tracked, TRB has established an internal plan review coordination process to ensure that each plan received for review is properly handled, processed, and returned on time. Our plan tracking procedures are computerized to track each submittal through the review process and maintain accurate and comprehensive records for each submittal. Upon completion of our review, any comments generated are consolidated into a correction letter in the City's preferred format (e.g. Bluebeam, Adobe Acrobat, or other format) which is remitted to the City for its reference.



**Step 4 - Rechecks:** Upon receipt of the resubmittal package from the applicant, once we have verified that the resubmittal package is complete, we perform a recheck in the agreed-upon timeframe. This process is repeated until the project plan documents are ready to be recommended for approval.

**Step 5 - Plan Approval:** When all review comments are satisfied, we will forward all relevant correspondence bearing our company's "Reviewed for Code Compliance" stamp (including plans, calculations, and specifications), along with a transmittal letter indicating our recommendation for project approval, and the project file to the City for processing.

### Shipping and Delivery of Plans

TRB provides pre-printed overnight shipping labels and/or pickup services to facilitate the transport of any hardcopy plan submittals to our office. Please note that the pickup, shipment and delivery of plan documents and other relevant correspondence to the City are provided at no additional cost.

## Inspection Scope

TRB is prepared to perform inspection, referring to plans and material specifications for structures located within the City limits, upon 24-hour notice. Our inspectors are proficient at verifying project conformance to model code standards and locally adopted ordinances. TRB provides all labor and technical, administrative, professional, and other personnel; supplies, materials, equipment, and all other resources necessary to perform the specified work. TRB will use existing City forms or can develop correction sheets which meet with the approval of the City and shall maintain written lists of corrections needed to ensure conformance to codes and regulations.



## Field Inspection Process

Our experienced team includes individuals with extensive field inspection experience on a range of project assignment types including municipality “Called Inspections,” “Clerk of the Works,” and “Inspector of Record” roles; our team can assist with a broad range of inspection responsibilities. Our scope of service areas includes residential, commercial, and industrial facilities, capital improvement projects, municipal agency services and infrastructure revitalization. Our inspectors are careful to document all inspection activities, adhere to agency-adopted protocols, and follow field procedures and policies as dictated by the Building Official. TRB will maintain daily inspection records and all necessary documents on file for reference by the City.

To confirm, TRB staff are available for applicant inquiries and/or conferences during normal City business hours. Our inspections include those identified in the California Model Codes and which would be amended or modified as directed by the City.

- Foundation Inspection
- Framing Inspection(s)
- Electrical, Mechanical, Plumbing systems inspection
- Lath and/or Gypsum Board Inspection
- Fire Code Inspection, e.g. fire suppression, alarms, etc. (if requested)
- Concrete Slab or under-floor Inspection
- Energy Efficiency Measures Inspections
- Green Building Inspection
- Fire Resistance Rated Construction Inspection
- Floodplain Inspection
- Final Inspection

## Permit Technician / Administration Scope

TRB is prepared to provide Permit Technician and Administrative services support to the City on an as-needed basis. TRB staff are prepared to work at the City’s offices as an extension of City staff under the supervision of the Chief Building Official or their designee with the knowledge, skills, and abilities to perform the following requisite functions.

### Permit Technician / Administrative Assistant

- Assist the public at the front counter or by phone regarding building, planning, and engineering permit requirements, application and permit fees, application filing procedures and processing, and permit status.
- Enter permit and related data into the City permit tracking system.
- Research, compile, and prepare various limited reports and presentation graphics.
- Accept permit and related applications and collect fees.
- Screen plans and application materials for completeness and for conformance with City ordinances standards, policies, and guidelines.
- Review application materials for compliance with conditions of project approval; route plans to other City departments for review; approve and issue minor permits; research and respond to public inquiries.

## Planning Services Scope

TRB is prepared to provide as-needed Planning support services. TRB staff are prepared to work at the City's offices as an extension of City staff under the supervision of the Community Development Director or their designee. Specific functions would be as defined by the City, but may include the following:

- Review applications for general plan changes, zone changes, conditional use permits, variances, subdivisions, site and architectural design approvals, etc.; prepare reports and recommendations thereon.
- Prepare necessary environmental assessment documents, including Initial Studies, Negative Declarations, and EIRs. Review, approve, and track administrative actions, including administrative design review, variance, and similar planning applications.
- Review assigned projects, and design project methods and procedures; gather, analyze, and interpret data relating to local social, economic, population, housing, development, environmental, zoning, and land use issues; prepares comprehensive reports and recommends courses of action.
- Assist in the preparation of agendas, public hearing notices, and scheduling of planning applications.
- Prepare comprehensive written staff reports on assigned projects and recommends courses of action; conduct site visits and field investigations as required.
- Prepare long range plans, special reports, and studies, and correspondence as required.



## Civil Engineering / Grading Plan Review and Construction Inspection [Option]

The TRB team is equipped to perform civil engineering plan review and construction inspection support to the City on an as-needed basis. TRB plan reviewers and inspectors will work with City staff to ensure that all work conforms to the project construction documents, Codes and Ordinances including Grading Code, APWA Standard Specifications, AWWA Standards, State and Federal (ADA) Building Codes related to site accessibility.

### Civil Engineering Plan Review

- Plan review subdivision maps, parcel maps, and improvement drawings.
- Provide engineering advice and recommendations to Planning, Building and Public Works divisions.
- Provide consultation regarding current development review to the Chief Building Official, Planning Manager and Engineer.
- Assist City staff with code interpretation and application of state and federal regulations.

### Construction Inspection

- Oversee Quality Assurance of the construction activities to verify conformance to plans and specifications.
- Document all work, contractor and subcontractor personnel and equipment, and field orders daily.
- Maintain onsite project log and as-built schedule report. Prepare daily reports of observations and activities.
- Monitor and report on applicable Erosion Control and SWPP provisions

## Code Enforcement Services [Option]

TRB is also prepared to provide as-needed Code Enforcement Services at the City's discretion. Our code enforcement staff are adept at fulfilling the following duties:

- Enforce compliance with agency regulations and ordinances including those pertaining to zoning, land use, nuisance housing, building codes, health and safety, blight, graffiti, water waste, and other matters.
- Conduct field investigations; inspect properties for violations; issue and post warning notices, notices of violation, corrective notices, orders to comply, and related documentation for code violations; schedule and performing follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with applicable codes and ordinances.
- Maintain accurate documentation and case files on investigations, inspections, enforcement actions, and other job-related activities including accurate and detailed information regarding code enforcement activity to substantiate violations, drawing diagrams and illustrations and taking photographs.

## Project Experience and Client References

TRB has extensive experience providing code compliance services to municipal agencies on a range of project types. To help demonstrate our experience, we have provided the following profiled projects, qualifications, prior experience, and customer references for consideration. An accounting of additional plan review, inspection, and administrative services experience follows these profiled projects. Please note that for all projects cited, TRB adhered to the schedule and budget provisions. Please also note that additional details about the projects completed by each proposed individual can be found in their resumes, located in the **Appendix** section of this proposal. Please

### **RELATED Santa Clara Mixed Use Project | City of Santa Clara, CA**

**Valuation:** \$9 billion

**Project address/location:** Santa Clara, CA

**Project contact person:** City of Santa Clara | David Tran SE, Asst. CBO

**Phone:** (408) 615-2436 | **Email:** [DTran@SantaClaraCA.gov](mailto:DTran@SantaClaraCA.gov)

**Scope of work:** Combination Code Compliance Plan Review, including Grading & Drainage

TRB was selected by the City of Santa Clara to provide Life Safety, Disabled Access, Structural MEP, Energy, Green Building, Civil, Stormwater, and Grading construction code compliance services, including Alternate Material and Methods support for the Related Santa Clara multi-phased, mixed-use project.

The project at projected build out consists of 9.2 million square feet of mixed-use development with commercial office, retail / entertainment including a food market, 1,680 residential units, 700 hotel rooms, parking facilities, new open space, and roads, new / upgraded / expanded infrastructure and utilities, and approximately 5 million square feet of corporate office space. The first phase of the project comprises an 850,000 sf garage with 2 high rise towers, 1 mid-rise building, and multiple low rise structures located above (podium construction).



### **Contra Costa Logistics Center Project | City of Oakley, CA**

**Valuation:** \$150 million

**Project address/location:** Oakley, CA

**Project contact person:** City of Oakley | Joshua McMurray, City Manager

**Phone:** (925) 625-7004 | **Email:** [McMurray@ci.oakley.ca.us](mailto:McMurray@ci.oakley.ca.us)

**Scope of work:** Combination Code Compliance Plan Review

TRB was selected by the City of Oakley to provide Life Safety, Disabled Access, Structural, MEP, Energy, Green Building plan review code compliance services and Alternate Materials and Methods Request (AMMR) support for this five (5) building, fast-track logistics center project totaling approximately 2.2 million s.f. The project warranted active communications, expedited plan review turnaround timeframes, and extensive RFI review support.



### **Sacramento Convention Center Expansion & Renovation | City of Sacramento, CA**

**Valuation:** \$240 million

**Project address/location:** Sacramento, CA

**Project contact person:** City of Sacramento | Daniel Valencia PE, Sr. Engineer

**Phone:** (916) 808-7877 | **Email:** [DValencia@cityofsacramento.org](mailto:DValencia@cityofsacramento.org)

**Scope of work:** Combination Code Compliance Plan Review

TRB was selected to provide combination Plan Review for the large-scale and high-profile expansion (245,000 s.f.) and renovation (200,000 s.f.) of the City's convention center facility. TRB reviewed the project for adherence to adopted building standards codes in Life Safety, Structural, MEP, Accessibility disciplines. TRB's scope of work included regularly scheduled telecommunication meetings to ensure schedule alignment. In addition, our firm was engaged in the evaluation of Alternate Materials and Methods requests to address several performance-based design elements on the project. Our review included assessment of a fire modeling study presented as part of the performance-based design consideration.



**Aggie Square Mixed-Use Project | UC Davis Health, Sacramento, CA**

**Valuation:** \$1.3 billion  
**Project address/location:** Sacramento, CA  
**Project contact person:** UC Davis Health | Paul Menard RA, Building Official  
**Phone:** (916) 734-7416 | **Email:** [prmenard@ucdavis.edu](mailto:prmenard@ucdavis.edu)  
**Scope of work:** Fire Life Safety, Disabled Access, MEP Code Compliance Plan Review



TRB was selected to provide Building and Fire Plan Review Services for the Aggie Square Project expansion of the UC Davis Medical Center from 3.5 to 6.2 million sf. The project consists of three high-rise towers and a separate mixed-use building (1.2 million s.f. portion). This multi-phase project includes research, laboratory, housing, and commercial components.

**Dual Tower 26-Story and 8-Story Mixed-Use Buildings | City of Oakland, CA**

**Valuation:** \$200 million  
**Project address/location:** Oakland, CA  
**Project contact person:** City of Oakland | Alain Placido SE, Principal Civil Engineer  
**Phone:** (510) 238-7110 | **Email:** [AGPlacido@oaklandca.gov](mailto:AGPlacido@oaklandca.gov)  
**Scope of work:** Combination Code Compliance Plan Review



TRB provided Life Safety, Disabled Access, Structural, MEP, Energy, and Green Building code compliance services Code Compliance Plan for a 26-Story Type 1 podium tower with 270 market rate apartment units and accompanying 8-story mid-rise 90 unit affordable apartment building. Both buildings sit on a concrete podium. The podium includes 1 level above and 2 levels below grade, containing parking at all levels and community and retail functions at grade. Occupancy Groups: A, B, F-1, R-2, S-1, S-2.; Type of Construction: I-A; Number of Stories: 26 Building 1, 8 stories Building 2

**The Veranda Shopping Center | City of Concord, CA**

**Valuation:** \$75 million  
**Project address/location:** Concord, CA  
**Project contact person:** City of Concord | Ryan Pursley, PE CBO, Building Official  
**Phone:** (925) 671-3173 | **Email:** [Ryan.Pursley@cityofconcord.org](mailto:Ryan.Pursley@cityofconcord.org)  
**Scope of work:** Combination Code Compliance Plan Review and Inspection



TRB provided comprehensive Plan review and Inspection services on the construction of this 6-anchor store shopping center which encompassed core and shell; assembly, retail, and business use tenant improvements. The project includes 12 buildings of various building types (concrete tilt-up, masonry, steel frame, and wood frame construction) having a combined area of 375,000 s.f.

**Santa Clara Square Mixed Use Development Project | City of Santa Clara, CA**

**Valuation:** \$200 million  
**Project address/location:** Santa Clara, CA  
**Project contact person:** City of Santa Clara | David Tran SE, Assistant Building Official  
**Phone:** (408) 615-2436 | **Email:** [DTtran@SantaClaraCA.gov](mailto:DTtran@SantaClaraCA.gov)  
**Scope of work:** Combination Code Compliance Plan Review



TRB provided combination plan review support to the City of Santa Clara for a series of Mixed Use, Residential, and Parking structures on the project. Reviewed project elements included the following:

<u>New Building 1 + Garage:</u>		<u>New Building 2 + Garage:</u>		<u>Parking Garages: Buildings 3, 4 &amp; 5:</u>	
Occupancy Group:	R-2/S-2/A-3/M/B	Occupancy Group:	R-2/S-2/M/B	Occupancy Group:	S-2
Type of Construction:	IIIA/IA	Type of Construction:	IIIA/IA	Type of Construction:	IA
Number of Stories:	5	Number of Stories:	5	Number of Levels:	6
Floor Area Building 1:	400,000 sf	Floor Area Building 2:	385,000 sf	Floor Area:	525,000 sf

**Plan Review Experience**

The following is a partial list of plan review projects worked on by our staff members. The project valuation for all below-referenced projects ranges from \$1 million to over \$1 billion.

**Mixed Use**

- Mixed-use Residential/Office, 630 I Street, Sacramento, CA
- Inglewood NFL Stadium, \$4 billion, Inglewood, CA
- New 39-Story High Rise Building, \$110 million, 916 Broadway, Oakland, CA
- Agora Mixed Use Building, 1500 Newell Avenue, Walnut Creek, CA
- Santa Clara Square Project, \$200 million, Santa Clara, CA



**Biotechnology / Healthcare**

- UC Davis Health System, Aggie Square Project, \$1.30 billion, Sacramento, CA
- UC Davis Health System, Midtown Clinic (100,000 s.f., I2.1 & B occs), Sacramento, CA
- Cancer Treatment Center (44,000 s.f.), Pleasant Hill, CA
- Kaiser Medical Office Building 2, \$100 million, Redwood City, CA
- Marin Health Campus - Buildings A-E, County of Marin, CA



**Government / Civic**

- Sacramento Convention Center Expansion, \$240 million, Sacramento, CA
- Anaheim Convention Center Expansion, Anaheim, CA
- Veteran's Administration, Menlo Park Campus
- Fire Station Remodel & Addition (12,000 s.f.), County of Marin, CA
- Performing Arts Center, County of Marin, CA



**Commercial**

- Macys Major Renovation & Addition, Walnut Creek, CA
- Major Office Remodel (Three 40,000 s.f. buildings), Pleasant Hill, CA
- Organic Material Composting Facility, \$120 million, San Leandro, CA
- Monterey Bay Aquarium Learning Center, \$42 million, Monterey, CA
- New 6 Story Tech Campus Building, San Leandro, CA



**Industrial and Power Plant Cogeneration Facilities**

- Delegate CBO Services, California Energy Commission
  - Lodi Energy Center Project (300 MW), Lodi, CA
  - Almond 2 Power Plant (300 MW), Ceres, CA
- SPG Solar Depot Park, Photovoltaic Array (2.1 MW), Sacramento, CA
- Valero Petroleum Refinery Capital Improvements, Benicia, CA
- Shiloh Wind Farm (150 MW, 100 Turbines), Solano County



**Residential / Residential Care Facilities**

- Campus Crest Apartment Complex (240,000 s.f.), Sacramento, CA
- Atria Senior Living (Residential Care Facility), Walnut Creek, CA
- Valley Vista Senior Housing Complex (Res. Care Facility), San Ramon, CA
- The Terraces Phase II (Res. Care Facility), Los Altos, CA
- Valley Vista Senior Housing Complex (Res. Care Facility), San Ramon, CA



**Inspection / Code Enforcement / Planning / Building Department Administration Experience**

The following is a partial list of Inspection and Administrative assignments worked on by our staff members:

- **Building Official:**  
 City of Oakley, County of San Mateo, City of Concord, California Energy Commission, City of Coronado, City of Signal Hill, City of Whittier
- **Combination Inspection:**  
 City of Concord, City of Oakley, City of Richmond, City of Sacramento, County of Butte, City of Fairfield, City of San Ramon, City of Dixon, Town of Danville, City of El Cerrito, County of San Mateo
- **Code Enforcement and Multifamily Inspection:**  
 City of Petaluma, County of Solano, City of Concord, City of Benicia
- **Permit Technician:**  
 City of Sacramento, City of Concord, County of San Mateo, City of Redwood City, City of Vallejo, City of Santa Clara
- **Planning Support Services:**  
 City of Benicia
- **Delegate CBO Services: California Energy Commission:**  
 Lodi Energy Center Project, Lodi, CA, Almond 2 Power Plant, Ceres, CA, Russell City Energy Center Project, Hayward, CA



**Civil Engineering Plan Review & Inspection Support Experience**

TRB's experience providing Civil Engineering Plan Review and Inspection includes the following agencies:

- City of Santa Clara
- City of Los Altos
- County of San Mateo
- City of Oakland
- County of Sonoma

**Representative Client List**

TRB staff members have extensive experience working with public agencies in California. The following is a partial list of Northern California local and State agencies served by our staff members.

LOCAL AGENCIES – NORTHERN CALIFORNIA		
City of Lathrop	City of Santa Clara	City of San Ramon
City of Concord	City of Pleasant Hill	City of Oakley
City of Davis	City of Redwood City	City of Vallejo
City of Dublin	City of Richmond	City of Walnut Creek
City of Burlingame	City of Sacramento	City of Fairfield
City of Los Altos	City of San Jose	County of Butte
City of Davis	City of San Leandro	County of Humboldt
City of Oakland	City of San Mateo	County of Sacramento
City of Roseville	City of Palo Alto	County of Marin
City of Benicia	City of Tracy	County of San Mateo
City of El Cerrito	City of Pleasanton	County of Sonoma
STATE AGENCIES		
California Energy Commission	Division of the State Architect	Judicial Council of California
HCAi / OSHPD	UC Davis Health	UC Berkeley

## Client References

TRB understands the importance of maintaining a high level of quality and customer service. To help demonstrate our experience in providing these services, we encourage you to contact the following references to provide testimony of our performance of work. Please note that additional references and project information may be provided upon request.

### City of Oakley

**Contact:** Joshua McMurray | City Manager

3231 Main Street, Oakley, CA 94561

Email: [McMurray@ci.oakley.ca.us](mailto:McMurray@ci.oakley.ca.us)

Phone: (925) 625-7004

Contract dates of service: 2014 – present [10 years]

**Services Provided:** Building Official, Plan Review, Inspection, and Permit Technician Services



### City of San Leandro

**Contact:** Tom Liao | Community Development Director

835 E 14th St, San Leandro, CA 94577

Email: [tliao@sanleandro.org](mailto:tliao@sanleandro.org)

Phone: (510) 577-6003

Contract dates of service: 2014 – present [10 years]

**Services Provided:** Plan Review, Inspection, Disabled Access Field Assessments, and Related Services



### City of Concord

**Contact:** Ryan Pursley, PE | Chief Building Official

1950 Parkside Drive, Concord, CA 94519

Email: [ryan.pursley@ci.concord.ca.us](mailto:ryan.pursley@ci.concord.ca.us)

Phone: (925) 671-3119

Dates of service: 2008 – present [16 years]

**Services Provided:** Building Official, Plan Review, Permit Technician, and Building & Multifamily Inspection Services



### City of Los Altos

**Contact:** Veronica Tinoco, CBO | Chief Building Official

One North San Antonio Road, Los Altos, CA 94022

Email: [Veronica.Tinoco@ci.los-altos.ca.us](mailto:Veronica.Tinoco@ci.los-altos.ca.us)

Phone: (650) 947-2634

Dates of service: 2008 – present [16 years]

**Services Provided:** Plan Review, Permit Technician, and Building Inspection Services



## Key Staff and Experience

Mindful of the potential complexity of projects in the City of Manteca, TRB has assembled a team with exceptional qualifications and attentiveness to quality and schedule. We would like to highlight that all individuals on our leadership team are well tenured in the industry. Our proposed team is comprised of senior-level professionals who have worked together across many projects and who possess extensive municipal support experience. We are pleased to be able to present a team with this combination of interpersonal familiarity and extensive industry experience.

### PROJECT MANAGEMENT

**Todd Bailey, PE, LEED AP, CASp, MBA**, our company Principal and Founder, will provide as-needed support on the project. Todd has over 25 years of experience in the industry which includes serving as a Delegate Chief Building Official/Project Principal on over 20 large-scale fast-track design build projects in California having a combined valuation of over \$30 billion. Of note, Todd's experience includes overseeing support services provided on the \$9 billion RELATED Santa Clara project. Todd will work closely with our team to ensure that project goals are met and that findings are communicated in a timely and clear manner.



**Petya McInnis, PE, CASp** will serve in the role of **Project Manager** and would be the main point of contact for the City of Manteca. Petya, with over 24 years of experience in engineering and construction, has expertise in design, plan review, and inspection across residential, commercial, and industrial projects. Formerly a Plan Check Engineer for the City of Fairfield, she ensured code compliance, provided technical supervision, and supported Building Inspectors and Officials with code research. Petya's proactive approach has led to effective solutions, process improvements, and policy changes.



### PLAN REVIEW TEAM LEADERSHIP

Our plan review group is led by our **Plan Review Services Manager, Bing Young, RA**. Bing possesses extensive experience in plan review on both residential and commercial projects and includes more than 25 years of professional experience in production, project management, construction management, energy, and accessibility analysis.



**Senior Plan Review Engineer, Dan McLaughlin, PE, CASp** will be available to serve as a senior plan review engineer on this assignment. Dan is a registered Civil Engineer, certified CASp, and ICC Certified Plans Examiner. Dan has been with TRB for over 10 years, specializing in plan review coordination with extensive experience on both complex commercial and residential project types.



**Dominic Ma, SE, MPA** serves as our **Quality Control Principal**, responsible for ensuring the technical accuracy of all work performed. Dominic has more than 30 years of experience in reviewing building plans and specifications submitted for building permit applications to assure compliance with adopted building codes and reference standards.



### INSPECTION AND FIELD SERVICES TEAM LEADERSHIP

**Christopher Rose** serves as our **Inspection and Field Services Manager**. Chris has over 20 years of inspection, plan review and administration experience serving in both public and private sector roles on a variety of projects. His experience includes serving as Building Manager for Sonoma County and coordinating document control tasks for the Apple World Headquarters project in Cupertino.



### TECHNICAL DIRECTOR & INSTRUCTOR

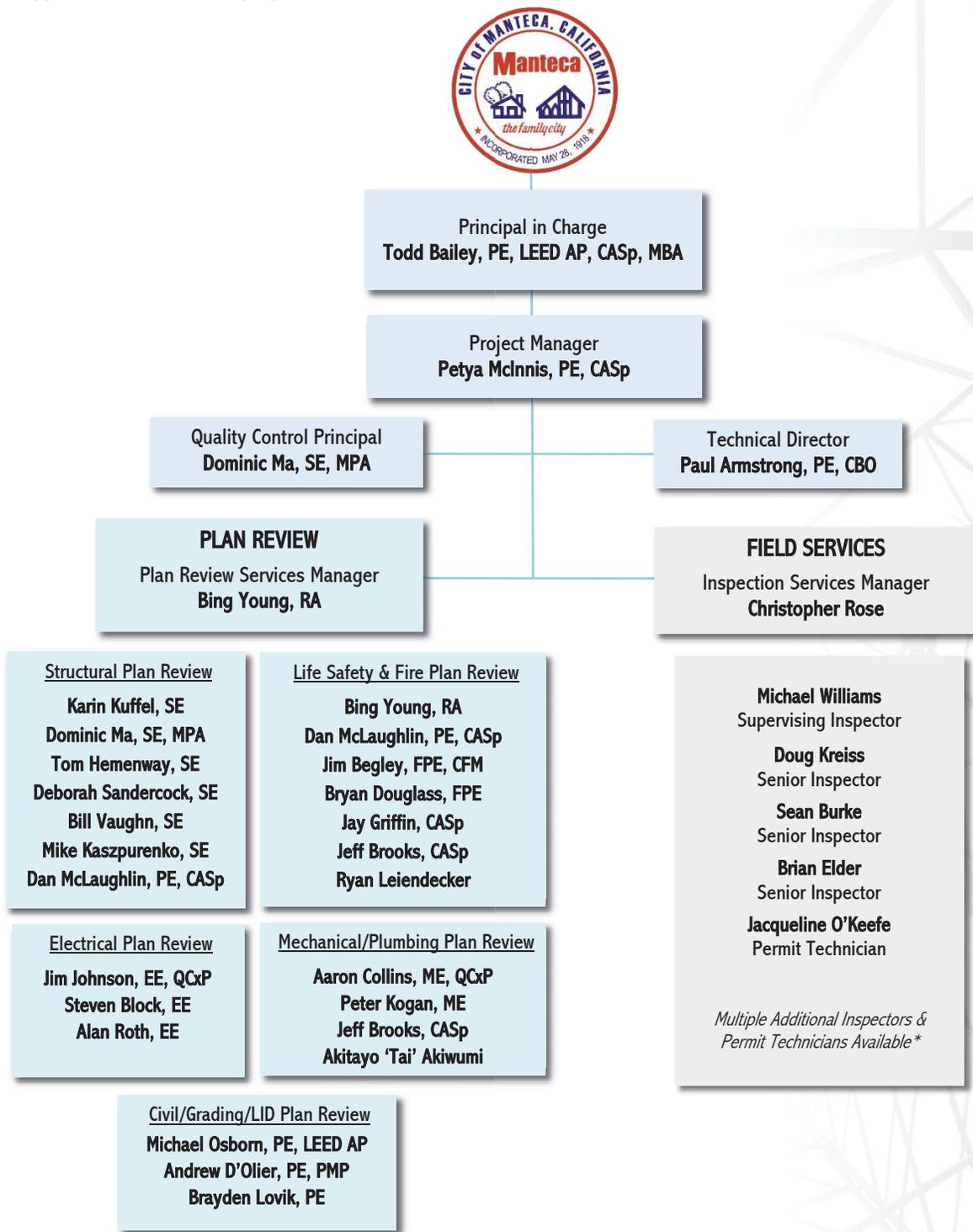
Our **Technical Director - Paul Armstrong, PE, CBO** is available to provide expert code interpretation support and code instruction. With more than 30 years of building safety management experience, Paul teaches regularly for California Building Officials (CALBO). As a Chief Building Official, he managed building plan review, counter assistance, and inspection for numerous California agencies. His previous experience at International Code Council (ICC) included leading the Architectural and Engineering Services Department, International Conference of Building Officials (ICBO) Technical Services Department.



**Organization Chart**

The following Organization Chart and Team Experience Matrix identifies those individuals who may be assigned to this project. We would like to confirm that key personnel will be available for the duration of the assignment and acknowledge that no person designated as key to the project shall be removed or replaced without the prior concurrence of the City.

Please Note: Resumes for each listed individual listing project experience, licenses & certifications, and work history are included in the Appendix Section of this proposal.



\* Please note that information on additional staff members is available upon request.

**Team Experience Matrix**

NAME	ROLE	YEARS OF RELEVANT EXPERIENCE	QUALIFICATIONS & LICENSES
<b>PROJECT LEADERSHIP</b>			
Todd Bailey, PE, CASp, MBA, LEED	Principal-In-Charge	27	Registered Civil Engineer – California, Hawaii ICC Building Plans Examiner ICC Commercial Combination Inspector LEED Accredited Professional DSA Certified Accessibility Specialist (CASp)
Petya McInnis, PE, CASp	Project Manager	22	Registered Civil Engineer – California DSA Certified Access Specialist (CASp) ICC Building Plans Examiner
Paul Armstrong, PE, CBO	Technical Director	30	Registered Civil Engineer – California ICC Certified Building Official
Bing Young, RA	Plan Review Services Manager	25	Registered Architect – California
Christopher Rose	Inspection Services Manager	20	ICC California Commercial Building Inspector ICC Commercial Building Inspector ICC Residential Building Inspector ICC California Residential Building Inspector ICC Residential Plans Examiner
Dan McLaughlin, PE, CASp	Senior Plan Review Engineer	10	Registered Civil Engineer – California ICC Building Plans Examiner DSA Certified Accessibility Specialist (CASp)
Dominic Ma, SE, MPA	Quality Control Principal	30	Registered Structural Engineer – California Registered Civil Engineer – California ICC Building Plans Examiner
<b>PLAN REVIEW</b>			
<u>Structural &amp; Civil</u>			
Karin Kuffel, SE	Sr. Plan Review Engineer	25	Registered Structural Engineer – California Registered Civil Engineer – California
Tom Hemenway, SE	Sr. Plan Review Engineer	30	Registered Structural Engineer – California Registered Civil Engineer – California
Bill Vaughn, SE	Sr. Plan Review Engineer	30	Registered Structural Engineer – California Registered Civil Engineer – California
Deborah Sandercock, SE, CASp	Sr. Plan Review Engineer	25	Registered Structural Engineer – California Registered Civil Engineer – California DSA Certified Accessibility Specialist (CASp)
Mike Kaszpurenko, SE	Sr. Plan Review Engineer	30	Registered Structural Engineer – California Registered Civil Engineer – California
<u>Life Safety and Fire</u>			
Jim Begley, CFM, FPE, LEED AP	Fire Protection Engineer	25	Licensed Fire Protection Engineer – California LEED Accredited Professional ICC Certified Fire Marshal ICC Certified Fire Plans Examiner ICC Certified Fire Inspector
Bryan Douglass, FPE	Fire Protection Engineer	15	Licensed Fire Protection Engineer – California
Jay Griffin, CASp	Sr. Plans Examiner	40	DSA Certified Accessibility Specialist (CASp)
Jeff Brooks, CASp	Sr. Plans Examiner	25	DSA Certified Accessibility Specialist (CASp) ICC CA Commercial Plumbing ICC CA Commercial Mechanical

**QUALIFICATIONS OF THE FIRM**

NAME	ROLE	YEARS OF RELEVANT EXPERIENCE	QUALIFICATIONS & LICENSES
Ryan Leiendecker	Sr. Plans Examiner	14	ICC Certified Building Official ICC Certified Fire Marshall ICC Building Plans Examiner ICC Building Code Specialist ICC Residential Energy Inspector/Plans Examiner ICC Commercial Energy Plans Examiner ICC Residential Plans Examiner ICC Plumbing Plans Examiner ICC Commercial Building Inspector ICC Residential Building Inspector
<b>Electrical</b>			
James Johnson, EE, QCxP	Sr. Plan Review Engineer	30	Registered Electrical Engineer – Hawaii ICC Certified Electrical Plans Examiner Qualified Commissioning Services Provider(QCxP) Construction Quality Control Reviewer (CQCR)
Steven Block, EE	Sr. Plan Review Engineer	30	Registered Electrical Engineer – California, Nevada, Arizona, Hawaii
Alan Roth, EE	Sr. Plan Review Engineer	30	Registered Electrical Engineer – California
<b>Mechanical / Plumbing</b>			
Aaron Collins, ME, QCxP	Sr. Plan Review Engineer	10	Registered Mechanical Engineer – California Qualified Commissioning Services Provider(QCxP)
Peter Kogan, ME, LEED AP	Sr. Plan Review Engineer	30	Registered Mechanical Engineer – California Certified Energy Manager (CEM), California LEED Accredited Professional
Akitayo 'Tai' Akiwumi	Sr. Plans Examiner	20	ICC Building Plans Examiner ICC Building Inspector ICC Plumbing Inspector
<b>Civil / Grading / LID</b>			
Michael Osborn, PE, LEED AP	Senior Engineer	20	Registered Civil Engineer – California LEED Accredited Professional
Andrew D'Olier, PE, PMP	Associate Engineer	6	Registered Civil Engineer – California Project Management Professional (PMP)
Brayden Lovik, PE	Senior Engineer	15	Registered Civil Engineer – California
<b>INSPECTION AND FIELD SERVICES</b>			
Michael Williams	Supervising Inspector	15	ICC Combination Inspector
Doug Kreiss	Sr. Building Inspector	20	Multiple ICC Credentials
Sean Burke	Sr. Building Inspector	25	Multiple ICC Credentials
Brian Elder	Sr. Building Inspector	20	ICC Building Inspector, IAPMO Plumbing and Mechanical Inspector
Jacqui O'Keefe	Sr. Permit Technician	10	ICC Building Plans Examiner

## **Sample Agreement for Services (Attachment C)**

TRB and Associates has reviewed the City's Sample Agreement included as Attachment C in the City's RFP document and has no exceptions or requested changes.

**Rate Schedule**

TRB and Associates offers the following fixed-fee and hourly rate schedules for services provided to the City.

**Plan Review Services:**

Complete Plan Review [Fixed Fee]	65% of Plan Review fee collected by the City
MEP, Energy, and Green Review [Fixed Fee]	30% of Plan Review fee collected by the City
Structural Review [Hourly]	\$150.00 per hour
Non-Structural Review [Hourly]	\$140.00 per hour
Streamlined Residential Solar Review [Hourly]	\$120.00 per hour

**Building Inspection Services:**

Building Inspector I	\$ 95.00 – \$110.00 per hour
Building Inspector II	\$115.00 – \$120.00 per hour
Senior Building Inspector	\$125.00 – \$140.00 per hour
Building Official [Onsite]	\$160.00 per hour
CASp Inspector	\$140.00 per hour
Permit Technician	\$70.00 - \$90.00 per hour
Overtime [Hourly]	1.5x Regular Time Rate

**Planning Services:**

Associate Planner	\$135.00 - \$145 per hour
Senior Planner	\$150.00 - \$160 per hour
Hourly Planning Services	\$155.00 per hour

**Other Services / Positions:**

Principal	\$225.00 per hour
Project / Division Manager	\$175.00 per hour
Fire Protection Engineer	\$215.00 per hour
Grading/Storm Water Plan Review Engineer	\$205.00 per hour
QSP Storm Water Inspector	\$195.00 per hour
Expedited Plan Review	1.5x Regular Plan Review Fee/Rate

**Notes:**

- Plan reviews billed on a fixed fee basis include up to three total plan review cycles – the initial plan review and two rechecks. Any further review cycles which become necessary and reviews of revisions to approved plans would be billed on an hourly rate basis, as published above. All plan reviews are subject to a minimum \$250 fee.
- Plan review turnarounds will adhere to City-mandated timeframes. Turnaround timeframe for providing expedited and express plan reviews would be negotiated/mutually agreed upon prior to commencement of the review.
- Please note that the pickup, shipment, and delivery of hardcopy and/or electronic plan documents and other relevant correspondence to the City for purposes of any plan review assignment is included in the above-noted cost.
- Project inspections subject to prevailing wage requirements are at the above-published rates plus 30 percent.
- All requested inspection and other staff-augmentation services are subject to a minimum 4-hour fee.
- Reimbursement for direct expenses, incurred in connection with the work, will be at cost plus 10 percent.
- Reimbursement for non-City vehicles used in connection with the work will be at the current IRS rate plus 20 percent per mile.
- Other in-house charges for prints, reproductions and equipment use, etc. will be at standard company rates.

*The above Schedule is valid through June 30, 2026, and may be adjusted thereafter to account for CPI changes, as mutually agreed upon.*

## **Resumes of Staff Proposed for this Assignment**

Resumes with brief biographies of proposed key individual team members are provided on the following pages.

**Todd Bailey, PE, LEED AP, CASp, MBA | Principal-In-Charge**

**Education**

Master of Business Administration  
 Walter Haas School of Business  
 University of California Berkeley

Bachelor of Science  
 Civil Engineering  
 Cum laude  
 University of California Davis

**Registration**

Registered Civil Engineer  
 California (#C-56425) Hawaii (#11647)

ICC Certified Building Plans Examiner

ICC Certified Commercial Building Inspector

ICC Certified Commercial Electrical Inspector

ICC Certified Commercial Plumbing Inspector

ICC Certified Commercial Mechanical Inspector

LEED Accredited Professional

Certified Accessibility Specialist (CASp-229)

SAP / ATC 20 Certified

**Professional Affiliations**

ICC East Bay Chapter  
 Past President (2009)

International Code Council

**Other**

Delegate Chief Building Official for the California Energy Commission – Power Plant Facilities

Todd Bailey is a registered professional engineer with over twenty-five years of experience in the Architecture / Engineering /Construction industry encompassing project management, plan review, engineering design, structural and architectural building code interpretation, permit center administration, and litigation support. He has extensive experience working with architects, engineers, contractors, building departments and other regulatory authorities to ensure compliance to adopted Building Code Standards and local ordinances.

Todd has provided Building Safety services to over thirty jurisdictions as a consultant and spent three years with the City of Concord performing architectural, structural, energy conservation and disabled access plan reviews for both residential and commercial structures. Todd is also approved as a Delegate Chief Building Official for the California Energy Commission responsible for verifying new power project conformance to engineering construction codes on behalf of the Commission.

**Select Project Experience**

**Building Safety Plan Review**

- RELATED Santa Clara, Santa Clara, CA
- UC Davis Health Aggie Square Project, Sacramento, CA
- Los Altos Gardens Project, Los Altos, CA
- UC Berkeley Helen Diller Anchor House Project, Berkeley, CA
- Packard Foundation Project, Los Altos, CA
- Sacramento Convention Center Project, Sacramento, CA
- Santa Clara Square Apartments and Parking Structures, Santa Clara, CA
- NASA Moffett Federal Airfield, Historic Building Project, Mountain View, CA
- War Memorial Community Center, Daly City, CA
- Concrete Tilt-Up Shell Building (60,000 sf), Concord, CA
- New Medical Research Facility (44,000 sf.), Walnut Creek, CA
- Major Office Remodel (Three 40,000 s.f. buildings), Pleasant Hill, CA
- Rivertown Apartments, Petaluma, CA
- Palolo Chinese Home, Senior Housing Complex, Honolulu, HI
- Spanos Park West Apartment Complex, Stockton, CA

**Project Management / Administration**

Have served as Delegate Chief Building Official / Engineering Manager for the California Energy Commission on thirteen natural gas fired power projects and one wind power generation facility in California having a combined valuation of over \$3 billion. Responsible for oversight of plan review tasks and coordination of submittals numbering up into the thousands on these design-build projects.

- Russell City Energy Center Project (600 MW), Hayward, CA
- Mountain View Power Project (1,056 MW), Redlands, CA
- Palomar Energy Center Project (546 MW), Escondido, CA

**Work Experience**

TRB + Associates Inc., Principal & Founder, 2006 – Present  
 Bureau Veritas, Building & Facilities Code Compliance Services, 2001 - 2006  
 Deloitte & Touche LLP, Construction Consulting Services, 1999 - 2001  
 City of Concord, California – Permit Center, 1996 - 1999  
 Luhdorff & Scalmanini Consulting Engineers, 1993 - 1996  
 Tosco Refining Company, 1991 & 1992

Petya McInnis, PE, CASp | Project Manager

**Licenses and Certifications**

- Professional Engineer (P.E.)
- Certified Access Specialist (CASp)
- ICC Plans Examiner
- CalOES SAP Evaluator

**Education**

- MS in Structural Engineering, University of California, Davis, 2009 - 2011
- BS in Civil & Environmental Engineering (Emphasis in Structures), California State University, Sacramento, 2007 - 2008
- MS in Structural Engineering (One semester away from completion), University of Architecture, Civil Engineering and Geodesy, Sofia, Bulgaria, 1999 – 2003

**Skills**

- Collaborative Team Player
- Detail-Oriented
- Hardworking
- Enthusiastic
- Dependable
- Quick Learner
- Proficient in Current Design Standards (e.g., ASCE7, ASCE41, ACI 318, AISC, etc.)
- Software Proficiency: Experienced in 2D/3D drafting and structural analysis software (e.g., AutoCAD, LDD, Civil 3D, SAP2000, Navisworks)
- Knowledge and experience in finite element analysis tools (e.g., ABAQUS, ANSYS)

**Computer Skills**

- Programming & Web Design: Matlab, SQL, C++, HTML, JavaScript
- 3D Studio MAX
- SolidWorks
- Adobe Photoshop
- Illustrator
- CorelDraw
- Macromedia Shockwave Flash

**Languages**

- English
- Bulgarian
- Russian

Petya McInnis possesses over 22 years of experience in engineering and construction, encompassing design, plan review, and inspection for residential, commercial, and industrial projects. In her recent role as a Plan Check Engineer for the City of Fairfield, Petya oversaw a wide range of design disciplines for projects of varying sizes and types. Her expertise spanned from simple residential additions to complex commercial and industrial developments. Petya offered invaluable assistance to stakeholders, ensuring compliance with code requirements and providing technical supervision to permit technicians and inspection staff. Her proactive approach extended to assisting Building Inspectors and Officials with code research and interpretation, resulting in effective solutions for challenging construction scenarios. Petya's contributions included recommending and implementing process and policy changes to further the city's objectives. Additionally, she prepared reports and updates for the City Council, ensuring transparency and accountability in project management.

Petya also served as a client liaison for all clients in the Sacramento region and numerous clients in the Bay Area. With exceptional interpersonal skills, high productivity, and a strong work ethic, she consistently delivered top-notch customer service.

As a professional Engineer, Petya holds ICC certification as a Building Plans Examiner and is also a certified access specialist (CASp). Petya's extensive experience and expertise make her a valuable asset to any team. With well-rounded experience in the building industry, she brings a wealth of knowledge and skills to every project she undertakes.

**Work Experience**

**Sr. Plan Review Engineer, TRB and Associates, Inc. 2024 – Present**

- Provides building plans examination for jurisdictions on an as-needed basis. Responsible for providing plan check reviews for residential and commercial structures.
- Reviews building plans and related documents for compliance with California Building Codes, agency requirements and policies. Verifies that projects have obtained all necessary approvals; maintains records and prepares final plan sets for approval.
- Performs plan review of light commercial tenant improvements and remodel projects.

**Plan Review Manager, Private Consultant 2022 - 2024**

- Oversaw daily activities of all plan review staff in the Sacramento region.
- Provided technical assistance, training, and mentorship for internal and jurisdictional staff.
- Served as a client liaison for all clients in the Sacramento region and several clients in the Bay Area.
- Reviewed all design disciplines for projects of all sizes and types.
- Specialized in reviewing large commercial projects such as mixed-use multi-family, high-rise, and podium construction.
- Prepared proposals and time estimates

**Senior Plan Check Engineer, Private Consultant 2021 - 2022**

- Responsible for reviewing all design disciplines for projects of various sizes and types across multiple Cities and Counties in California, Oregon, Washington, and Massachusetts.
- Specialized in reviewing large commercial projects including mixed-use multi-family, high-rise, podium construction, shopping centers, restaurants, warehouses, big-box stores, tenant improvements, etc.
- Led "page-turning" pre-submittal sessions aimed at identifying and resolving code compliance issues before submission.
- Managed the Stanford University SLAC plan review contract.
- Provided training and performed quality control for plan review staff.
- Prepared proposals and time estimates.

- Plan Check Engineer, City of Fairfield, Fairfield, CA** **2014 - 2021**
- Responsible for reviewing all design disciplines for projects of various sizes and types in the City of Fairfield.
  - Reviewed projects ranging from simple residential additions, alterations, ADUs, and garage conversions to complex commercial and industrial TIs and new developments.
  - Assisted designers, contractors, developers, business owners, homeowners, and City staff in applying, understanding, and interpreting applicable code requirements for each project, providing guidance for potential code-compliant solutions.
  - Provided technical supervision to permit technicians and inspection staff.
  - Assisted Building Inspectors and Building Official with code research and interpretation on difficult or unusual construction situations.
  - Recommended and created process and policy changes.
  - Prepared reports and City Council updates.
- Senior Structural Engineer, AIR Worldwide, San Francisco, CA** **2011 - 2014**
- Served as a Senior Engineer in the Catastrophe Risk Engineering Group.
  - Evaluated code compliance of proposed and existing facilities across different countries/regions worldwide.
  - Reviewed structural drawings and calculations to identify potential design deficiencies.
  - Developed reliable quantitative measures of site-specific natural disaster risk (e.g., seismic, wind, flood, tsunami).
  - Created 3D structural models for performance-based evaluations.
  - Conducted site inspections and prepared proposals, progress reports, final project reports, and presentations.
  - Collaborated closely with national and international government agencies and organizations on disaster risk reduction, mitigation, and response strategies.
  - Notable projects included:
    - Seismic Risk Assessment of the Solar Millennium Project at Blythe, CA
    - Hurricane Risk Assessment of Walt Disney World, Orlando, FL (Phase I, IIA, and IIB)
    - Seismic and Wind Risk Assessment of KAUST, Saudi Arabia
    - Real-time Seismic Damage Assessment for the California Earthquake Authority
    - Real-time Hurricane Risk Assessment for DOW Chemical, Freeport, TX
    - Various international multi-phase disaster risk assessment projects in collaboration with the World Bank and the Asian Development Bank.
- Design Engineer, Mark Thomas & Company, Sacramento, CA** **2008 –2011**
- Worked as a Design Engineer on multiple municipal transportation engineering projects, including highway interchange and bridge projects, local roadway improvements, and streetscape enhancements.
  - Prepared infrastructure analyses to support the implementation of planning frameworks and design concepts for each project.
  - Led the planning, geometric design, and coordination for the Sacramento City College Bicycle/Pedestrian Overcrossing Project.
  - Provided construction support for the 4-mile Folsom Blvd Enhancements Project in Rancho Cordova and the historic preservation R Street Reconstruction Project in Sacramento.
  - Prepared various technical reports, construction details, utility mapping and coordination, grading plans, access compliance, quantity take-offs and estimates, drainage pattern analyses, and storm drain design.
  - Other projects included: I-5 / Cosumnes River Blvd Interchange PS&E, Watt Ave / HWY 50 Project, Sacramento Regional Transit SSCP2, Stockton Transportation Impact Fee Study, R Street Market Plaza, and Ramona Ave Extension.
- Project Engineer / Project Manager, KHS&S Contractors, Concord, CA** **2005 – 2007**
- Sr. Production Operator, FedEx Kinko's SF East Bay CPC, Pleasanton, CA** **2004 – 2005**

**Dominic Ma, SE, PE, MPA | Quality Control Principal**

**Education**

Master of Science Structural Engineering UCLA, Los Angeles, CA

Master of Public Administration, California State University, East Bay Hayward, CA

B.S. Civil Engineering University of California, Berkeley, CA

**Registration**

Registered Structural Engineer California (#1920)

Registered Civil Engineer California (#20018)

Certified Energy Plans Examiner Residential (#R05-94-5121) - Inactive

Certified Energy Plans Examiner Non-Residential (#NR05-94-5576) - Inactive

Dominic has more than 30 years of experience in reviewing building plans and specifications submitted for building permit applications to assure compliance with adopted building codes and reference standards. Dominic's experience includes working for more than 27 years as a plan check engineer for the City of San Leandro and 6 years as a supervising civil engineer for the City of Oakland, where he led the City's plan review division.

Dominic has considerable knowledge of civil engineering and structural engineering principles and practices, California Building Code and Title 24 provisions. His strengths include having the ability to review, analyze and evaluate plans, specifications, engineering reports and calculations; possessing knowledge to identify code deficiencies; and evaluating alternate methods and materials of construction. Dominic is adept at reviewing plans for adherence to the California Building Code, ASCE 7, and when applicable FEMA, ASCE 41, NEHRP provisions.

**Select Project Experience**

**Building Safety Plan Review**

Plan Review projects supervised in the City of Oakland

- 2121 Harrison Street. The Cathedral of Christ the Light (also called the Oakland Cathedral). A new modern Roman Catholic Cathedral with glass walls 120 ft. high. The \$190 million, 224,000 square feet structure sits on 36 innovative "friction pendulum double-concave bearing isolators," consisting of two facing concave surfaces.
- 2100 Franklin Street. The \$45 million, 245,000 s.f. project is 9 stories high and built with steel frames. To compensate for its slightly smaller than code required width, the interior atrium is equipped with smoke control system to provide fire protection for its occupants. Evaluated the alternate materials methods request associated with this design element.
- 100 Grand Avenue. 22 Story Condominium Building budgeted at \$150 million.
- Oakland Airport (Expansion and interior remodeling). A \$350 million Terminal Improvement Program.

Plan Review projects performed

- Bayfair Mall (Tenant improvements), San Leandro
- Century 21 Theatre, San Leandro
- San Leandro Dialysis Clinic
- San Leandro Honda
- San Leandro Hospital (New doctors' office building)
- Carlton Plaza of San Leandro (Assisted living facility)
- Costco Building Addition, City of Concord
- New Gas Compressor Building, Butte County
- AT&T Rooftop solar Panel Installation, City of San Ramon
- Tilt-up Warehouse Buildings (2), City of Sacramento
- Historic Building Seismic Retrofit, City of Benicia
- Cancer Treatment Facility, City of Pleasant Hill

**Work Experience**

TRB + Associates, Inc., Senior Plan Review Engineer, 2007 to present  
City of Oakland, Supervising Civil Engineer (Building Division), 2000 – 2006  
City of San Leandro, Plan Check Engineer, 1973 – 2000

**Bing Young, Architect | Plan Review Manager | Sr. Plan Review Architect**

Bing Young is a registered Architect with plan review experience on both residential and commercial projects. He provides comprehensive life safety, accessibility, energy, and mechanical/electrical/plumbing reviews on a variety of residential and commercial project types. Bing possesses over 25 years of professional experience which includes roles in production, project management, construction management, energy, and accessibility analysis.

**Education**

Bachelor in Architecture,  
California Polytechnic State  
University  
San Luis Obispo, CA

**Registration**

Registered Architect, California

**Professional Affiliations**

National Council of  
Architectural Registration  
Boards Certified

ICC Member

**Work Experience**

**Plan Review Architect, TRB + Associates, Inc. 2018 - Present**

- Review drawings and calculations for code compliance on behalf of client agencies
- Projects include residential subdivisions, custom homes, additions, remodels, new commercial buildings, and tenant improvements

**Project Architect, PSM Architects, Inc. 2008 – 2018**

- Prepared and managed the development of comprehensive construction documents for new commercial buildings, tenant improvements, and additions
- Oversaw and directed production staff
- Performed quality control review of building permit submittal documents
- Facilitated client and permit processing meetings
- Collaborated with engineers, ancillary designers, and vendors
- Prepared and reviewed project specifications
- Reviewed shop drawings and submittals for compliance with specifications and design intent
- Performed accessibility evaluation of existing sites and buildings
- Prepared detailed accessibility reports for building and business owners
- Facilitated pre-construction and post-construction on-site meetings with construction project managers and general contractors
- Performed construction administration and project closeout duties

**Staff Architect, Hollman Bologna Architecture & Planning, Inc. 1996 - 2008**

- Prepared schematic design and construction documents for single-family and multi-family residential remodels, additions, and new buildings
- Performed residential building reconnaissance for additions and remodel projects
- Prepared design review documents for planning approvals
- Facilitated building permit processing
- Prepared and reviewed Title 24 Energy Efficiency Compliance documents

**Certified Energy Plans Examiner, BETA, Inc. 1993 - 1999**

- Reviewed and approved Title 24 Energy Efficiency Compliance documents for residential and non-residential buildings for local jurisdictions

Christopher Rose | Inspection & Field Services Manager

Certifications/Licenses

ICC Certified

- California Commercial Building Inspector
- Commercial Building Inspector
- Residential Building Inspector
- California Residential Building Inspector
- Residential Plans Examiner
- Building Inspector
- Permit Technician

Chris possesses over 20 years of experience in the building and construction inspection field for various jurisdictions in Northern and Southern California. His experience includes inspecting commercial, residential, non-residential, multifamily, municipal, and public structures for quality control and safety to ensure buildings are up to code and comply with local ordinances. Chris has extensive experience working in the building and safety, engineering, fire, and planning departments for multiple jurisdictions as well as the United States Marine Corps. Chris has positive working relationships with clients, management, as well as his peers and maintains high levels of productivity, reliability with excellent work ethic to deliver high quality customer service.

Chris is ICC Certified in multiple areas including as a California Commercial and Residential Building Inspector, Permit Technician, Commercial and Residential Building Inspector, Residential Plans Examiner, and Building Inspector.

Chris is responsible for the oversight of field inspectors and other building department staff. He employs a customer service focus in carrying out his building safety inspection responsibilities.

Work Experience

**Inspection Services Manager, TRB and Associates, Inc.**

**2022 – Present**

- Responsible for the oversight of field inspectors and other building department staff.
- Inspection on several large-scale projects
- Building Inspector for jurisdictions on an as needed basis responsible for inspecting residential, commercial, and industrial project types from start to finish.
- Communicates compliance elements with clients with solution driven resolve.
- Performs plan review of light commercial tenant improvements and remodel projects.
- Electronic and paper plan review.

**Project Coordination, Plan Review, Inspection, and Construction Management Assignments**

- **Apple World Headquarters project in Cupertino** – Document Control and coordination of an international design and permitting effort.
- **Marine Corp Air Ground Combat Center MWSS-374** - Re-construction of an Expeditionary Airfield, runway, and helicopter pads to include support buildings and clamshell hangers.
- **Marine Corp Air Ground Combat Center MWSS-374** - Construction of the Tank refueling pads and fuel farm.
- **Southern California Logistics Airport SCLA** - Remodeling and Repurposing of the existing George Air force base in Victorville California.
- **City of Hesperia City Hall, Library and Civic Center** - New Construction of a 27 Acre Civic Center Master Plan.
- **City of Hesperia Government Center** - New Construction of the County Government Building.
- **City of Hesperia Police Department Building** - New Construction of the County Government Building.
- **City of Hesperia Ranchero Road Underpass** - The Ranchero Road Grade Separation Project.

- **City of Hesperia Rancho Interchange (HWY 15)** - Interstate 15 Rancho Road Interchange.
- **Sonoma County** – Wildfire Recovery Operations.
- **Jackson County Oregon** – Wildfire Recovery and Program Development.

**Chief Building Official (DCBO), Private Consultant, Various Locations 2014 - 2019**

Provided Project Management, Compliance, Plan Review, Inspections, Document Control and Administration for power producing industrial infrastructure projects throughout the state for California Energy Commission. Below is a list of projects:

- **Carlsbad Energy Center Project (CECP)** – Above ground storage tank demo and decommissioning.
- **Blythe Solar Power Project Units 1 & 2 (BSPP)** – New 235 MW photovoltaic facility.
- **Pio Pico Energy Center (PPEC)** – Three Units, 300 MW gas fired turbine simple cycle facility.
- **Carlsbad Energy Center Project (CECP)** – Five Units, 632 MW gas fired turbine simple cycle facility.
- **Orange Grove Energy Center (OGEC)** – Two Units, reliability and AGP upgrade project.
- **Geysers Unit 16 (Quicksilver)** – Tower wet down system and diesel fire pump project.
- **Geysers Unit 18 (Socrates)** – Tower wet down system and diesel fire pump project.
- **Geysers Unit 20 (Grant)** – Tower wet down system and diesel fire pump project.
- **Geysers Unit 17 (Sonoma)** – Low pressure steam bypass project.
- **Geysers Unit 02 (NCPA)** – Mixing tower project.
- **Roseville Energy Park (REP)** – Catwalk extension project.
- **Colusa Generating Station (CGS)** – Rotating intake screen project.
- **Los Madanos Energy Center (LMEC)** – Cooling tower chemical tanks project.
- **Colusa Generating Station (CGS)** – Stairway to condensate pumps project.
- **Calpine Otay Mesa (OMEC)** – Low pressure steam bypass project.
- **Colusa Generation Station (CGS)** – New circulation system and raw water pumps project.
- **Cosumnes Power Plant (SMUD)** – Unit 3 AGP upgrade project.
- **Ivanpah Solar (ISEGS)** – Ammonia tank replacement project.
- **Colusa Generating Station (CGS)** – Bearing enclosure fire sprinkler project.
- **Humboldt Bay Generating Station (HBGS)** - New guard shack project.
- **Cosumnes Power Plant (SMUD)** – Unit 2 AGP upgrade and filter press project.
- **Abengoa Mojave Solar (AMS)** – Fire suppression line repair project for Alpha and Beta blocks.
- **Gilroy Energy Center (GEC)** – Gas line repair and replacement project.

Paul Armstrong, PE, CBO | Technical Director & Instructor

**Education**

B.S. Civil Engineering California State University, Long Beach

Advanced Study, Fire Protection Engineering, Cal-Poly San Luis Obispo

**Registration | Certification**

Registered Professional Engineer, CA (#45464)

ICC Certified Building Official

**Awards**

CALBO Instructor of the Year, 2010

CALBO Course Developer Merit Award, 2014

**Committees**

International Association of Building Officials Board, 2018

ICC Code Correlation Committee, 2018

Orange Empire Chapter of ICC, Vice President

ICC Residential Energy Code Development Committee, Chair 2013

ICC Building Official Membership Council, Governing Committee, 2011

CALBO State Code Committee, 2011, 2012(Chair), and 2013

CALBO Building/Fire Advisory Committee, 2011

LA Basin Chapter and Orange Empire Chapter Code Committee, Chair 2011, 2012 (Chair) and 2013 (Chair)

Secretariat to the International Residential Code for One- and Two-Family Dwellings (1997-2000)

*(Ctd. on next page)*

Paul Armstrong is a Registered Professional Engineer with over 30 years of engineering experience. His vast experience in all manner of construction, be it industrial, commercial, and residential project types, provides our clients with a strong skill set and wealth of industry knowledge. In addition to Paul's engineering experience, he is also a Certified Building Official, serving in this capacity at the City of El Monte, as well as Laguna Hills, Signal Hill, and Palos Verdes.

A noted author and lecturer in the building life safety industry, Mr. Armstrong has earned many awards, including CALBO Instructor of the Year.

**Select Project Experience**

- **Apple Campus Theater, Cupertino, CA** – The plan review of the Apple Campus' Theater where new products would be announced and corporate meetings held. Mostly subterranean structure that has a glass entry lobby supporting a carbon fiber roof (disk).
- **ARTIC (Anaheim Regional Transportation Intermodal Center), Anaheim, CA** – Plan review of the fire and life safety regulations for this new transportation center. The building is a steel tube framework with a 2-story administration area with a mezzanine inside. This review included a pedestrian bridge leading to the train platforms.
- **Anaheim Convention Center Expansion, Anaheim, CA** – A very large expansion of the convention center meeting space with an associated parking garage addition.
- **Disneyland Star Wars Expansion, Anaheim, CA** – A very visible area of the Disney resort that is about to open this year.
- **Rams/Chargers NFL Stadium, Inglewood, CA** – The plan review of the newest NFL Stadium project in So CA. The stadium itself is covered by a large steel tube framed roof structure that is not connected to the stadium.
- **Rio Tinto Soccer Stadium, Sandy City, Utah** – The plan review of the Salt Lake area's professional soccer stadium. It included a roof canopy structure with a wave feature in the leading edge.
- **Building Official Roles:**
  - Palos Verdes Estates
  - Laguna Hills
  - Whittier (interim position)
  - Signal Hill
  - El Monte

**Regional Director, Building & Safety Services, TRB + Associates**

**2019 – Present**

Responsible for new business development for building life safety services for various jurisdictions throughout California. Provide client relations and code assistance. Perform training lectures on building and residential codes. Participate on various local, state-wide and national committees. Building Official of the City of Signal Hill.

**Group Leader, Building and Safety Services, Industry Consultant**

**2017 – 2019**

Responsible for the development of new business for inspection services and plan review services for various jurisdictions across the United States. Provide client care and assistance on code related issues. Give training lectures on the building and residential codes. Participate on various local, state-wide, and national committees. Building Official of the City of Palos Verdes Estates and Laguna Hills.

**Committees (Ctd.)**

Author, 2013 and 2016  
Significant Changes to the CBC  
and CRC

UL Fuel Gas Products Council  
(2002)

BCMC (BDMC) staff liaison  
(1993-2002)

Co-secretariat to the ICC  
Performance Based Building  
Code

Secretariat to the International  
Zoning Code (1996-2000)

Secretariat to the General  
Design, Administrative, Lateral  
Design, Fire and Life Safety and  
Fire Risk Code Committees of  
ICBO (1992-1996)

Staff secretariat responsible  
for the rewrite of the Means of  
Egress Chapter in the 1994  
UBC

NIBS HHS Code Comparison  
Committee (1994)

FEMA Building Performance  
Review Team member (1993)

NIBS Flood Standards  
Comparison Committee (1992)

Coordinator, Pacific Rim  
Conference on Performance  
Based Codes

Various ASCE standards  
committees

SEAOC Code Committee liaison

ASME A17.1 Code Coordinating  
Committee

ANSI Construction Standards  
Board

**Vice President, Various Industry Consultant Firms**

**2005 – 2017**

Responsible for the development of new business for inspection services and plan review services for various jurisdictions across the United States. Provide client care and assistance on code related issues. Give training lectures on the building and residential codes. Participate on various local, state-wide and national committees. Participate on various local, state-wide and national committees. Promotion and sales of the Firms' in-house electronic plan review system. Building Official of the City of Signal Hill. Contract Plan Review Engineer for the City of Anaheim

**Chief Building Official, City of El Monte, Industry Consultant**

**2011 – 2012**

Responsible for the City of El Monte Building Division. Review plans for the City and issues permits. Conduct investigations of non-complying facilities frequently in conjunction with the Planning Division, Code Enforcement Division and LA County Fire Department. Develop presentations for City Council on adoption of new codes, etc.

**Vice President, ICC**

**1991 – 2005**

Led the ICC Architectural and Engineering Services Department, responsible for technical opinions, plan review and the administration of technical contracts during the consolidation into the International Code Council. Managed ICBO Technical Services Department which was responsible for the maintenance of the code development process, plan review service and code opinion service for both external and internal customers. Represented the Council to many national, state and local organizations. Responsible for the technical image of the conference. Provided technical assistance on code related issues to both jurisdictional and professional members and non-members. Provided research on many code-related issues. Secretariat to most ICBO code development committees and the initial drafting secretariat to the ICC International Residential Code.

**City of Los Angeles, Dept. of Building and Safety**

**1988 – 1991**

**Structural Engineering Associate**

Responsible for the structural, architectural and zoning review of proposed projects in the city. Chief of Coordinating Division and Preservation Coordinator. Evaluation of building products for LA code compliance.

**Teaching Experience**

International Code Council (ICC)

Lecturer – Non-structural Fundamentals of the 2009 IBC (domestically and internationally)

Lecturer – Non-structural Fundamentals of the 2012 IBC

Lecturer – ICC Code Development Process

California Building Officials

Lecturer- Significant Changes to the 2013 CBC and CRC for CALBO, and ICC

Lecturer – 2016 Introduction to the CBC Means of Egress

Lecturer - Updates to the 2010, 2013 and 2016 California Residential Code

Lecturer – Updates to the 2010, 2013, and 2016 California Building Code

Advanced Building Code Enterprises - Developed and presented coursework

Lecturer – Accessibility topics

Lecturer – Updates to the 2006 International Residential Code and 2007 California Building Code

**Publications and Papers**

ICC Significant Changes to the 2019 CBC/Significant Changes to the 2019 CRC

ICC Significant Changes to the 2016 CBC/Significant Changes to the 2016 CRC

ICC Significant Changes to the 2013 CBC/Significant Changes to the 2013 CRC

ICC Dwelling Construction under the 2007 CBC - Technical Editor

1997 Uniform Codes and UBC Handbook - Staff Technical Editor

**Daniel McLaughlin, PE, CASp | Senior Plan Review Engineer**

Dan McLaughlin is a registered Civil Engineer and ICC Certified Plans Examiner with plan review experience on numerous residential and commercial projects. He has provided structural, life safety, and mechanical/electrical/plumbing, and energy reviews on a variety of residential and commercial project types. Project types include complex single-family homes, small to mid-sized retail shell buildings, office and mercantile tenant improvements, and large mixed-use projects. Dan possesses strong structural analysis skills and has an excellent working knowledge of ADAPT, RAM, SAP2000, AutoCAD, Revit, and MathCAD structural engineering software packages.

**Education**

Masters in Structural Engineering  
Lehigh University  
Bethlehem, PA

B.S Civil Engineering  
Lehigh University  
Bethlehem, PA

**Registration**

Registered Civil Engineer,  
California

ICC Certified Plans Examiner

DSA Certified CASp

**Professional Affiliations**

American Institute of Steel Construction

**Work Experience**

**Senior Plan Review Engineer, TRB + Associates, Inc.**

**2014 - Present**

- Dan specializes in plan review coordination with extensive experience on both complex commercial and residential projects. Dan has served in project management and reviewer roles across many large-scale projects including Phase 1 of the \$9 billion RELATED Santa Clara project, and the \$1.5 billion UC DAVIS HEALTH Sacramento Campus, Aggie Square project.
- Recently participated in review of 4 story 135,000 sf wood apartment building over 2 story PT parking garage
- Participated in review of a 6 story 133,000 sf steel buckling restraint braced frame office building
- Review a variety of wood, concrete, and steel building types
- Communicate with project engineers and architects on a regular basis

**Engineering Assistant, Contra Costa County Sanitary District**

**2011 - 2014**

- Performed submittal check to ensure use of proper materials and equipment
- Created site maps to discover location of overflows in the event of clogs in the systems
- Performed sewer line inspections to ensure proper installation by contractor
- Supervised bore sight to allow continual work when lead engineer not on site

**Engineering Internship, City of Pleasant Hill, Engineering Division**

**2007**

- Performed quality control of storm drainage system project
- Supervised ADA sidewalk installation to ensure proper installation by contractor
- Developed PowerPoint Presentation of the City department functions for the City Engineer

**Residential Construction, McLaughlin Construction**

**2011, 2013**

- Extensive knowledge in residential wood construction. Restored Victorian home including repair and seismic retrofit of foundation, re-leveled house and conducted full replacement of electrical, plumbing and sewer line. Completed unfinished basement including framing, insulation, electrical, sheetrock and finish work

**Collection System Operation Laborer, Contra Costa County Sanitary District**

**2009, 2010**

- Performed assigned duties on the hydro, rodding, construction, and utilities location crews

**Karin Kuffel, SE, PE | Senior Plan Review Engineer**

Karin has over 30 years of structural engineering experience. Ms. Kuffel has vast structural design experience in both complex commercial and residential projects. She has managed many large-scale projects, including hospitals, OSHPD and the Chabot Space and Science Center. Her experience includes staff training, building design, and design review, as well as construction supervision and development of design and construction guidelines for new single-family residences.

**Work Experience**

**Plan Review Engineer, TRB + Associates, San Ramon, CA**

**2016 - Present**

Provide structural plan check reviews of large commercial and institutional structures for multiple Bay Area building departments.

**Build Change; Philippines**

**2014 - 2016**

Lead Engineer - Philippines. Responsible for all technical work and staff of Denver-based engineering non-profit's programs and operations throughout the Philippines, including management of Filipino engineering/technical staff comprised of engineers and builder trainers. Supervised training of local staff, building design, design review, construction supervision, and development of design and construction guidelines and recommendations for single-family homes and schools based on the National Structural Code of the Philippines.

**Crosby Group; San Mateo, CA**

**2011 - 2014**

Senior Structural Engineer/Project Manager. Project management on multiple design-build projects, working with design team and contractor on fast-track work both in- and out-of-state. Responsible for managing project team from design through construction, developing and tracking fees, deadlines, and deliverables.

**Independent Consultant**

**2009 - 2011**

Structural engineering consultant in San Francisco Bay Area. Consultant for small commercial and residential work. Extended contract work for Rutherford & Chekene included multiple hospital projects covering new hospital facility design, OSPHD plan-check work, and construction administration assistance.

**Biggs Cardosa Associates, Inc., SF, CA**

**2006 - 2009**

Senior Engineer. Project management with responsibility for developing work, managing project production work, and overseeing construction administration. Representative projects include oversight for design of 8-story residential and parking structure for Santana Row Parcel 8b (San Jose, California) and the Lowe's parking structure in San Francisco.

**KPFF Consulting Engineers; SF, CA**

**2004 - 2006**

Project Manager. Responsible for developing work and fee proposals, managing project engineering, drafting work, and overseeing construction administration. Project management included design of 5-story addition to Kaiser Santa Rosa Hospital, construction administration for 7-story addition to Modesto Memorial Hospital, and design and construction of low-income housing for South County Housing.

**Education**

Bachelor of Science  
Civil Engineering  
Purdue University; West  
Lafayette, Indiana

Masters of Business  
Administration  
Saint Mary's College of  
California; Moraga, California

**Registration**

Registered Structural Engineer  
California

**Thomas Hemenway, SE, PE | Senior Plan Review Engineer**

Tom Hemenway is a Registered Structural Engineer with over 30 years of engineering experience. Tom's experience includes providing structural, civil, and architectural design and quality control on a variety of industrial, commercial, and residential project types including multifamily podium projects, utility-scale power plant facilities, and retail buildings. He has served in design and analysis capacities for several seismic strengthening projects involving timber, steel, concrete, and masonry buildings in the greater San Francisco Bay area. His technical skills include 3D modeling and dynamic analysis for large foundations and structures.

**Select Project Experience**

- Lead Civil/Structural Engineer on multiple projects including the following:
  - NUMMI, Stamping Plant and Plastics Plant Expansion, Fremont
  - Vandenberg AFB housing development phases III and IV
  - 140 Geary Street seismic retrofit, San Francisco, CA
  - Amgen, Process Lab Building 99, Thousand Oaks, CA.
  - Huntington Hotel, San Francisco, CA
  - Wells Fargo Bank, Fremont Data Center, Fremont, CA.
- Responsible for Civil, Structural, and Architectural designs for industrial projects domestic and international.
- Responsible for structural analysis and design of seismic strengthening to existing timber, steel, concrete, and masonry buildings in the greater San Francisco bay area.
- Responsible for 3D model constructability review for a new GE 7FA natural gas-fired and GE A10 steam turbine, 1x1 combined cycle electric power generating facility.
- Responsible for ensuring quality of Civil, Structural, and Architectural construction activities for 600-megawatt natural gas-fired, combined cycle electric power generating facility.
- Performed dynamic structural analysis and concrete design for new steam turbine foundation.
- Designed concrete and steel structures for Kennecott Copper Smelter Modernization Project, Salt Lake City, UT using STAAD III and Microstation for PC computer.
- Designed steel pile and conventional concrete pad foundations for overland conveyor at Falkirk Mine in Underwood, North Dakota.

**Work Experience**

TRB + Associates, Inc., Senior Plan Review Engineer, 2016 - Present  
Owner, TjHemenway Design Consultant, 2014 to 2016  
Construction and Engineering Interface Manager, Kvaerner North American Construction Inc. and Parson Brinkerhoff JV, 2013  
Owners Representative, Calpine, Russell City Energy Center, 2011 – 2012  
Lead Structural Engineer, Aker Kvaerner, 2002 – 2003  
Resident Engineer, Kvaerner, 2000 – 2002  
Civil/Structural Discipline Manager, Kvaerner Metals, 1998 – 2000  
Senior Structural Engineer, Kvaerner Metals, 1997  
Civil/Structural Lead Engineer, The Bentley Company, 1995 – 1996  
Others, 1981 – 1994

**Education**

B.S. Civil Engineering  
Technology, Structural  
Emphasis  
Metropolitan State College,  
Denver

**Registration**

Registered Structural Engineer  
California (#5348)

Registered Civil Engineer  
California (#52357)

**Professional Affiliations**

SEAONC Member

**William Vaughn, SE, PE | Senior Plan Review Engineer**

**Education**

Bachelor of Science,  
Structural Engineering,  
Masters-level Course Work in  
Structural Engineering,  
Portland State University,  
Portland, Oregon

Bachelor of Arts, Economics,  
Course Work in Business  
Administration and Industrial  
Engineering, State University of  
New York, Buffalo, New York

**Registration**

Registered Structural Engineer,  
California

Registered Civil Engineer  
California

**Professional Affiliations**

Structural Engineers  
Association of Northern  
California (SEAONC)

Structural Engineers  
Association of California  
(SEAC)

International Code Council  
(ICC)

East Bay Chapter of ICC

William Vaughn is a Registered Structural and Civil Engineer with over 35 years of experience in construction, structural engineering design, seismic investigation and structural peer and plan review. Bill has extensive knowledge in commercial and residential buildings as well as industrial facilities using steel, concrete, masonry and timber design. He also has a wide range of construction field experience including supervision, construction methods, product development and structural inspection. Of particular note, Bill's steel design portfolio includes 2 Moment Frame patents with HSS Steel Columns and Wide Flange Beams.

**Select Project Experience**

- Provided structural design and peer review services for clients with residential, multi-family, and commercial buildings using timber, steel, concrete, and masonry design.
- Produced structural designs for new buildings and provided structural designs and evaluations for alterations to existing buildings.
- Designed seismic strengthening of un-reinforced masonry buildings, wood buildings, and concrete tilt-up buildings.
- Produced repair designs for earthquake damaged facilities and for other structurally damaged buildings.
- Conducted analyses of existing buildings to assess compliance with codes and drawings.
- Performed investigations of earthquake, fire, and flood distress. Prepared reports, engineering analyses, and repair recommendations.
- Provided expert witness, structural peer review and plan review services.
- Investigated structural damage and distress for litigation preparation purposes. Prepared reports, engineering analysis, and recommendations to client. Provided design preparation and construction observations for repair designs.

**Structural Peer Review**

- Haas School of Business, University of California, Berkeley, CA

**Structural Plan Review**

- Russell City Energy Center, New \$800 million Power Plan Project (for California Energy Commission), Hayward, CA
- Newell Village Mixed Use Project, Walnut Creek CA
- Terraces at Los Altos Mixed Use Project (Phase 3), Los Altos, CA
- New Family Dollar Store, Sacramento, CA

**Structural Design**

- Chevron Willbridge Terminal Upgrade, Portland, OR
- Chevron Eureka Terminal Upgrade, Eureka, CA
- Kaiser - Lennon Lane Mechanical & Seismic Upgrade, Walnut Creek, CA

**Work Experience**

TRB + Associates Inc., Senior Plan Review Engineer, 2011 – Present  
Vaughn Engineering, Principal Structural Engineer, 1994 - 2011  
David L. Messinger & Associates, Civil & Structural Engineer, 1990 -1994  
Alan R. Horeis Structural Engineers, Civil Engineer, 1987 -1990  
Others, 1971 – 1987

**Deborah Sandercock, SE, PE, CASp | Senior Plan Review Engineer**

**Education**

MS in Civil Engineering,  
University of California, Irvine

BS in Architectural Engineering,  
California Polytechnic  
University, San Luis Obispo

**Licenses and Certifications**

Structural Engineer, California  
(4511)

Professional Engineer, CA  
(56904)

Certified Access Specialist,  
California (288)

Deborah has nearly 25 years of building life safety experience, serving as a Building Official, Supervising Structural Engineer and Deputy Director of Planning and Building for multiple jurisdictions. From her private sector work, to serving as a Supervising Structural Engineer for Contra Costa County, and later a Deputy Director for the City Oakland, she has been involved in the building industry since 1993. Ms. Sandercock has vast experience in complex industrial, commercial and residential projects. She has also managed multi-division staff in the areas of building, housing, zoning, code enforcement and inspection.

**Work Experience**

**TRB + Associates, Senior Plan Review Engineer** **2018-Present**

**Building Official/Deputy Director Planning & Building, City of Oakland** **2013 – 2016**

- Plan, direct and coordinate through subordinate supervisors a variety of building services including building, housing and zoning code compliance and enforcement, inspection services, engineering and plan review services, permit processing and seismic safety programs; develop and implement the new Accela permitting system; develop and present legislation for new programs and adoption of local codes to County, Administrator and Mayor; perform analysis for fee study and develop new fee schedules; resole complex building service issues; provide code interpretations to staff, city officials and constituents; handle disciplinary issues and performance appraisals; direct the process for hiring staff; oversee department budget and finances, develop and implement department policies and procedures; work closely with Council, public and private groups to explain or coordinate programs and proposed projects.

**Supervising Structural Engineer, Contra Costa County, Martinez CA** **1999 – 2013**

- Supervisor of plan check and engineering staff as well as the Application and Permit Center; develop department policies and County ordinances, make policy recommendations on code interpretations, provide technical training/support for plan check and inspection staff, review plans for compliance with structural, fire and life safety, disabled access requirements.
- Perform and manage plan review for oil refineries and power generating plants, review and update permit fees, assist in the development and maintenance of the Accela permitting system, handle disciplinary issues and perform annual appraisals, Certified Access Specialist for the department.
- Powerplant Experience – Marsh Landing Generating Station, Antioch – 2010-2013

**Project Engineer, DASSA Design, San Francisco, CA** **1998 – 1999**

- Structural analysis and inspection of public-school buildings for the development of seismic strengthening plans. Structural analysis and inspections of hospital buildings for the development of Senate Bill 1953 reports.

**Project Engineer, Deems Lewis McKinley Architecture** **1997 – 1998**

- Structural design of new public-school buildings and seismic strengthening plans for existing public-school buildings.

**Design Engineer, Ficcadebti & Waggoner, Inc.** **1993 – 1997**

- Structural design of commercial buildings. Inspection and design of repair plans for earthquake damaged buildings. Forensic inspection and analysis of existing residential buildings to determine structural deficiencies and develop repair plans. Design of curtain wall systems in light gauge and structural steel.

**Mike Kaszpurenko, SE, PE | Senior Plan Review Engineer**

**Education**

Bachelor of Science,  
Civil Engineering, Clarkson  
University, Potsdam, New York,  
1976

**Registration**

Registered Structural Engineer,  
California

Registered Civil Engineer  
California

**Professional Affiliations**

Structural Engineers  
Association of Northern  
California (SEAONC)

FEMA Structural Specialist, for  
Urban Search and Rescue, Task  
Force 7, Sacramento, CA.

California Office of Emergency  
Services Volunteer for post-  
earthquake building review.

Mike Kaszpurenko is a registered Structural and Civil engineer with over 30 years of engineering experience. His experience encompasses the plan review, design, evaluation, and retrofit of various types of building and non-building structures using concrete, steel, masonry, wood, and light-gage metal.

Mike's experience includes working for a large structural steel fabricator where he was involved in detailing of shop drawings, design of connections, and on-site field review.

**Select Project Experience**

**Industrial, Manufacturing**

- Corn Products Cogeneration Facility, Stockton, CA. Plan review of boiler building and miscellaneous foundations for new facility.
- Nine Mile Point Two Nuclear Power Plant, New York. Miscellaneous connection designs.
- Oswego Power Plant, Oswego, New York. On site engineer, for fabricator of breeching, during construction of oil-fired power plant.

**Commercial / Government /Civic**

- 600 Sutter, San Francisco, CA. New eight story building.
- 973 Market, San Francisco. Seismic upgrade of an existing 8 story brick and concrete building.
- Saks Fifth Avenue, San Francisco, CA. Foundation shoring for a new department store.
- El Camino Real Hotel, San Mateo, CA. Preliminary design of a new three-story hotel.
- 1989 Loma Prieta Earthquake, San Francisco, CA. Damage assessment of numerous apartment buildings and other structures for the City of San Francisco.
- City Center Rotunda, Oakland, CA. Upgrade of three, eight story adjacent buildings into one multifunction facility.

**Education, Assembly / Healthcare**

- Windsor Middle School, Windsor, CA. New \$11 million School Campus.
- Laguna Salada School District, Pacifica, CA. Survey of 12 school campuses for Pacifica School District.
- Clovis East High School, CA. Plan check review for the Office of the Office of State Architect on several buildings of a new campus.
- Kaiser Hospital Service Building, Walnut Creek, CA. New two-story support facility for a hospital.

**Multi-unit Residential**

- Winterland Apartments, San Francisco, CA. Engineer of record for a 304-unit apartment complex consisting of four stories of wood framing over several levels of concrete parking.
- Park Hill Terrace, San Francisco. Upgrade and extension of former 8 story hospital building into condominiums.

**Work Experience**

TRB + Associates, Inc. San Ramon, CA, 2009 - Present

Structural Engineers Collaborative, San Francisco, CA, 1986—Present

Culley Associates, San Francisco, CA, 1980—1986

H. J. Degenkolb & Associates, San Francisco, CA, 1978-1980

Cives Steel Corporation, Gouverneur, New York, 1976—1978

**Jim Begley, FPE, CFM, LEED AP | Fire Protection Engineer**

Jim Begley has 20 years of experience and began his engineering career in 1993 at Lockheed Martin Energy Systems in Oak Ridge, TN. After relocating to Las Vegas in 2002, Jim was responsible for hospitality projects such as Caesars Palace, Hard Rock Hotel, the Palms Casino, Bally's and Paris Hotel Resort while managing the Las Vegas office of Schirmer Engineering Corporation. In May 2005 Jim joined JBA Consulting Engineers as the Director of Fire Protection Engineering and became Director of Domestic Business Development in 2008 prior to establishing his own firm in 2010.

Jim is a registered Fire Protection Engineer in 18 states. While at the University of Maryland, Jim was awarded membership to the Salamander honorary fire protection engineering fraternity. Jim is a past President of the Southern Nevada chapter of the Society of Fire Protection Engineers (SFPE) and currently sits on the SFPE Board of Directors on an international level.

**Select Project Experience**

SHRA 12-Story Building Remodel, Sacramento, CA  
Russell City Energy Center Project, Hayward, CA  
Lodi Energy Center Project, Lodi, CA  
River Rock Casino, Healdsburg, CA  
Aliante Station Hotel and Casino, Las Vegas, NV  
Barona Resort & Casino, Lakeside, CA  
Caesars Palace Hotel and Casino, Las Vegas, NV  
Diamond Jo Casino, Northwood, IA  
Diamond Jo Casino Dubuque, Dubuque, IA  
Durango Station Hotel and Casino, Las Vegas, NV  
Encore at Wynn Las Vegas, Las Vegas, NV  
Golden Nugget Hotel & Casino, Las Vegas, NV  
Legends Casino, Yakima, WA  
Little Six Casino, Prior Lake, MN  
Mystic Lake Casino, Prior Lake, MN  
Palms Casino Resort Phase II, Las Vegas, NV  
Palms Casino Resort Concert Venue, Las Vegas, NV  
Snoqualmie Casino, Snoqualmie, WA  
Tropicana Mega Resort, Las Vegas, NV  
Wynn Las Vegas, Las Vegas, NV

**Work Experience**

TERPconsulting, 2010 – Present  
jba consulting engineers, 2005 – 2010  
Schirmer Engineering Corporation, 2001 – 2005  
Fire Protection unlimited, 1999 – 2001  
Performance Design Technologies, 1997 – 1998  
Nexus Technical Services Corporation, 1996 – 1997  
Lockheed Martin Energy Systems, 1993 – 1996

**Education**

Worcester Polytechnic Institute  
M.S. in Fire Protection Engineering - 2006

University of Maryland at College Park  
B.S. in Fire Protection Engineering - 1996

**Registration | Certifications**

Licensed Fire Protection Engineer:  
California, Nevada, Arizona, 15 additional states

LEED Accredited Professional

ICC Certified Fire Marshal

ICC Certified Fire Plans Examiner

ICC Certified Fire Inspector

**Professional Affiliations:**

National Fire Protection Association (NFPA)

Society of Fire Protection Engineers (SFPE)  
Member grade

SPFE  
Member of International Board of Directors

## Bryan Douglass, FPE | Fire Protection Engineer

### Education

Worcester Polytechnic Institute  
M.S. in Fire Protection Engineering - 2007

Worcester Polytechnic Institute  
B.S. in Fire Protection Engineering - 2006

### Registration

Licensed Fire Protection Engineer:  
California, Kansas, Louisiana, Nevada, Oregon

### Professional Affiliations

Society of Fire Protection Engineers (SFPE)  
Member grade, Southern Nevada Chapter – President

Bryan Douglass has over 10 years of experience and began his engineering career in 2006 as a Graduate Intern at Rolf Jensen & Associates, Inc. In January 2008, Mr. Douglass joined JBA Consulting Engineers as a Consultant, providing code consulting and conceptual design of fire protection systems for various gaming, hospitality, and commercial projects. He was eventually promoted to Senior Fire Protection Engineer and was responsible for the management of projects such as SLS Las Vegas, Marriot Grand Chateau Phase 3 Tower, and Michael Jackson Cirque Show. He also served as an MQAA special inspector for projects such as, Sam's Town, Encore at Wynn Las Vegas, and Bluegreen Timeshare.

Mr. Douglass is a registered professional Fire Protection engineer in 5 states. He is past President of the Southern Nevada Chapter of the Society of Fire Protection Engineers.

Bryan holds an M.S. degree in Fire Protection Engineering from Worcester Polytechnic Institute, MA and a B.S. degree in Mechanical Engineering from Worcester Polytechnic Institute, MA.

### Select Project Experience

- Clark County Water Reclamation, Las Vegas, NV The D Casino, Las Vegas, NV
- Eclipse Movie Theater, Las Vegas, NV
- Encore at Wynn, Las Vegas, NV.
- Fashion Show Mall, Las Vegas, NV
- Henderson Vitamin Manufacturing Facility, Henderson, NV
- Horizon Hospital, Las Vegas, NV
- Isleta Casino & Resort, Albuquerque, NM
- Las Vegas Convention Center, Las Vegas, NV Le Maitre Fireworks, North Las Vegas, NV Luxor Hotel & Casino, Las Vegas, NV Mandalay Bay Resort, Las Vegas, NV
- Marriott Grand Chateau, Las Vegas, NV
- Metro Hangar, North Las Vegas, NV
- Paris Las Vegas - Master Egress, Las Vegas, NV Planet Hollywood Axis Theater, Las Vegas, NV Rebel Oil, North Las Vegas, NV
- Sam's Town, Las Vegas, NV
- SLS Las Vegas, Las Vegas, NV
- Southern Hospital, Las Vegas, NV
- Tortoise Rock Casino, Twentynine Palms, CA Treasure Island Retail Expansion, Las Vegas, NV Tropicana Resort, Las Vegas, NV
- Ulupono LPG, Hawaii
- UNLV, Las Vegas, NV

### Work Experience

TERPconsulting, 2012 – Present  
jba consulting engineers, 2008 – 2012  
Rolf Jensen & Associates, 2006

## Jay Griffin, CASp | Senior Plans Examiner

### Licenses and Certifications

- Certified Access Specialist #788

### Education

High School Diploma

### Skills

- Communication, both written and verbal
- Critical thinking
- Technical plan review
- Creative solutions to complex problems

Jay Griffin possesses over 40 years of experience in the building industry including 20 years as a Supervising Building Inspector. He has extensive knowledge in the areas of building life safety, accessibility, plumbing, and mechanical disciplines, as well as a strong background in plan review. Jay's expertise spans across a wide range of complex projects, including commercial and residential buildings. Throughout his career, he has gained hands-on experience working in various roles, such as carpenter, lead carpenter, job foreman, superintendent, building contractor, and building inspector.

As a collaborative leader, Mr. Griffin recently provided exceptional leadership skills as the Supervising Building Inspector for the City of Sacramento Building Division. He also taught life safety and disabled access classes to city staff and provided guidance and support to plan review and inspection staff. With his expertise in resolving code-related issues and ensuring compliance with regulations, Jay maintains high levels of productivity, reliability, and customer service. He is also a certified California Access Specialist (CASp) and is passionate about continuing a career in the building life safety field.

### Work Experience

#### **Sr. Plans Examiner, TRB and Associates, Inc.**

**2023 – Present**

- Provides building plans examination for jurisdictions on an as-needed basis. Responsible for providing plan check reviews for residential and commercial structures. Review scope includes both structural and non-structural disciplines.
- Reviews building plans and related documents for compliance with California Building Codes, agency requirements and policies. Verifies that projects have obtained all necessary approvals; maintains records and prepares final plan sets for approval.
- Performs plan review of light commercial tenant improvements and remodel projects.

#### **Supervising Building Inspector, City of Sacramento, Sacramento, CA**

**2004 – 2023**

- Reviewed incoming workload for completeness and complexity and assigned tasks to staff members as needed.
- Taught ongoing life safety and disabled access classes to city staff, ensuring that they were up-to-date on the latest regulations and requirements.
- Served as a subject matter expert on life safety and disabled access provisions of the California Building Code, providing guidance and support to city plan review and inspection staff. Resolved code-related issues as they arose, using deep knowledge and expertise to ensure compliance.
- Reviewed project plans for compliance with applicable requirements of the California Building Code for life safety and disabled access. Worked on a wide range of projects, from simple tenant improvements to high-rise buildings, complex additions to historic structures, and the Golden 1 Arena. Conducted thorough reviews and provided detailed feedback to ensure that all aspects of the code were met.
- Evaluated AMMR (Alternative Materials and Methods of Construction) requests for equivalence with prescriptive code.

**Jeff Brooks, CASp | Senior Plans Examiner**

**Licenses and Certifications**

- Certified Access Specialist
- ICC CA Commercial Plumbing Inspector
- ICC CA Commercial Mechanical Inspector

**Education**

Cosumnes River College  
Building/Home/Construction  
Inspection/Inspector

**Honors/Awards**

- Building Official Leadership Academy – CALBO  
Building Official Leadership Academy (BOLA) Award for completing the CALBO BOLA program for 2017-2018.

**Skills**

- Municipalities
- Construction
- Code Enforcement
- Life Safety
- Building Codes
- Plan Review
- Building Inspections
- NFPA
- Interpersonal Skills

Jeff possesses over 40 years in the construction industry with 21 years as a building inspector performing commercial and residential plan review and inspections in the building life safety, accessibility, plumbing, mechanical disciplines throughout Northern California. Jeff's expertise includes the review of highly complex mechanical and plumbing systems. He also has 20 years of experience working in the trades and as a contractor building custom homes.

As a collaborative leader, Jeff recently provided exceptional leadership skills as the Cannabis Project Manager for the City of Sacramento Building Division. He also provided training and direction for other plans examiners and inspectors for legal related facilities. He works well with the public as well as his colleagues and maintains high levels of productivity, reliability with excellent work ethic to deliver high quality customer service.

Jeff is ICC certified as a Commercial Building and Electrical Inspector. In addition, he is also certified as a California Access Specialist (CASp). Jeff has well-rounded experience in the building industry.

**Work Experience**

**Senior Plans Examiner, TRB and Associates, Inc.**

**2021 – Present**

- Reviews complex plan drawings and calculations for code compliance on behalf of client agencies.
- Performed comprehensive mechanical and plumbing review for new \$100 million mixed use project located in the City of West Hollywood.
- Performed mechanical and plumbing review for new \$1.3 billion mixed use project located in Sacramento, CA
- Reviews encompass all manner of construction, including residential, commercial, and industrial project types.

**Building Inspector/Plans Examiner, City of Sacramento**

**2000 – 2021**

- Performed mechanical plumbing plan review for Golden 1 Center Arena, home of the Sacramento Kings.
- Provided life safety, fire systems, and mechanical and plumbing plan review on a wide range of project types during tenure.

**General Contractor, Brooks Construction**

**1980 – 2000**

**Ryan Leiendecker | Senior Plans Examiner**

**Certifications/Licences**

*ICC Certified:*

- Certified Building Official
- Certified Fire Marshall
- Building Code Specialist
- Building Plans Examiner
- Residential Energy Inspector/Plans Examiner
- Commercial Energy Plans Examiner
- Residential Plans Examiner
- Plumbing Plans Examiner
- Commercial Building Inspector
- Residential Building Inspector
- Commercial Plumbing Inspector
- Building Inspector
- Permit Specialist
- Permit Technician

*Training Certificates:*

- Anchorage Design
- Repair Application Procedure
- Fundamentals of Concrete and Materials
- Fundamentals of Concrete Construction

**Education**

- Brandman University (Chapman University System), Irvine, California- Master of Public Administration
- Brandman University (Chapman University System), Irvine, California- Bachelor of Sociology

Ryan James Leiendecker possesses more than 14 years of experience in building and fire life safety, conducting plan reviews and inspections for residential and commercial projects in the public sector. In his recent role as a Senior Plan Checker at the City of Pleasanton Building and Safety Division, Ryan supervised Plan Checkers and conducted quality control reviews of consultant's plan reviews. He evaluated building and structural plans for compliance with various codes and met with stakeholders to discuss projects. Ryan conducted over-the-counter reviews for simple projects, while also effectively communicating with customers at the counter, over the phone, and via email, consistently delivering exceptional customer service. He also served as backup for the Chief Building and Safety Official, assisted in special projects, and conducted field inspections as needed.

Ryan has vast experience reviewing construction plans to ensure structural integrity and compliance with regulatory standards, covering California building, mechanical, electrical, plumbing, energy, green, fire codes, and local ordinances.

**Work Experience**

**Senior Plans Examiner, TRB and Associates Inc. 2022 – Present**

- Senior Plans Examiner for jurisdictions on an as needed basis responsible for conducting fire and life safety plan review and inspections ensuring compliance with all applicable local, state, and federal agencies.

**Senior Plan Checker, City of Pleasanton Building and Safety 2021 - 2022**

- Supervised Plan Checker and ensured quality control of consultant's plan reviews.
- Checked building and structural plans from architects, engineers, contractors, and owners for compliance with codes and regulations.
- Collaborated with stakeholders like architects, engineers, contractors, and homeowners to discuss projects.
- Conducted over-the-counter reviews for simple projects.
- Provided information and assistance to customers in person, over the phone, or via email.
- Issued building permits and participated in staff meetings to review project compliance.
- Delivered customer service at the Public Counter, including minor plan reviews, and resolving conflicts.
- Acted as backup for the Chief Building and Safety Official when needed.
- Assisted in special projects such as community studies and emergency planning.
- Conducted field inspections related to plan reviews as necessary.

**Plans Examiner, County of Napa Building Division 2015 – 2021**

- Reviewed construction plans for structural integrity and compliance with the California building, mechanical, electrical, plumbing, energy, green, fire code and local ordinances.
- Assisted building inspectors with inspections concerning complex structural and life safety issues.
- Met with architects, engineers, and contractors to discuss future or ongoing projects.
- Provided over-the-counter reviews for certain simple projects.
- Provided information to customers at the counter, over the phone, or via email.

**Combination Building Inspector Aide II, City of Long Beach Building & Safety 2014 - 2015**

- Assisted customers at the public counter by answering Title 24 code and permit related questions and issuing permits.
- Plan checked photovoltaic systems, signs, pools, and spas.

James Johnson, E.E., QCxP | Senior Plan Review Engineer

**Registration/Certification**

Registered Electrical Engineer – Hawaii

ICC Certified Electrical Plans Examiner

Qualified Commissioning Services Provider (QCxP)

Construction Quality Control Reviewer (CQCR)

**Professional Affiliations**

Illuminating Engineering Society (IESNA)

International Association of Electrical Inspectors

Building Commissioning Association (BCA)

International Code Council (ICC)

**Volunteer Affiliations**

Board Member,  
Richmond High School  
Engineering Academy Advisory  
Board  
2014 – Present

Volunteer Writer/Coach,  
El Cerrito and Richmond High  
Schools  
2013 – Present

James Johnson is a Registered Electrical Engineer (Hawaii), ICC Certified Electrical Plans Examiner, and Qualified Commissioning Services Provider (QCxP) with over 30 years of experience encompassing electrical engineering design and plan review. Mr. Johnson has provided electrical plan review on a variety of project types including commercial building, tenant improvements, and photovoltaic systems. In addition, Mr. Johnson has performed extensive power and lighting systems design, engineering and construction document production, and project management.

**Select Skills / Project Experience**

- Analyze permit submittal plan documents for conformance to adopted national, state, and city/county codes including NEC, NFPA, IBC, ICC and UFC standards.
- Conduct forensic electrical systems investigations to determine origin and cause failure of equipment and associated distribution systems including power, lighting and fire alarm with analysis and resolution of legally adopted Code compliance issues.
- Provide scheduled review as CQCR of electrical construction documentation with scheduled site inspection to assure quality construction in accordance with minimum codes and standards for U.S. government projects.
- Professionally managed a wide variety of governmental, commercial, institutional, and residential projects with associated commercial and emergency, renewable and non-renewable power, lighting, and telecommunication systems.
- Provided oversight of engineering skills development and implements of Engineers-In-Training. As a lead instructor at Leeward Community College, taught Math, English and Writing from high school through college freshman levels.
- Proficient in Microsoft Word, Excel, PowerPoint, Adobe Photoshop and Acrobat Pro, AutoDesk AutoCAD MEP 2013. Revit MEP 2013.

**Work Experience**

- Senior Plan Review Engineer, TRB + Associates, Inc., 2014 to Present
- Certified Electrical Plan Reviewer, City and County of Honolulu, 2013 to Present
- Senior Electrical Engineer/Project Manager, Moss Engineering, 2005 – 2013
- Office Manager, Senior Electrical Engineer, Tower Engineering, 2000 – 2005
- Senior Project Engineer/Manager, Applied Engineering, 1995 – 2000
- Lead Instructor, Office of Continuing Education and Training, Leeward Community College, Pearl City, HI, 1995 – 2000
- Senior Electrical Design/Project Manager, Bennett, Drane, Karamatsu Engineers, Honolulu, HI, 1985 – 1995

**Steven Block, E.E. | Senior Plan Review Engineer**

**Education**

B.S. Engineering, Physics  
California State University,  
Northridge, CA

**Registration**

Registered Electrical Engineer  
California, Nevada, Arizona,  
Hawaii

Steven Block is a highly skilled electrical engineer with over 25 years' experience in the electrical engineering field. His expertise includes electrical design and plan review for compliance with the National Electrical Code, California Electrical Code, California Energy Code, local ordinances, National Electrical Safety 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 for code compliance include commercial and industrial solar power plants, commercial natural gas power plants, wastewater treatment plants, and cement plants, industrial and commercial buildings, parking structures, hotels, and municipal utilities. Designed and provided construction support for traffic signals, highway lighting, closed circuit television, traffic monitoring stations, maintenance stations, and storm water pumping stations.

**Work Experience**

**Senior Electrical Plan Review Engineer, TRB and Associates 2016 - Present**

- Plan review for residential, commercial, and industrial installations – Phillips 66 Naval Weapons Station, OSHPD 3 reviews for the City of Sacramento, Benicia Valero Refinery Audit, Child Daycare Center in Santa Clara, new apartments in Sacramento.

**Senior Electrical Engineer, Private Consulting Firm 2004 - 2016**

- Plan review for code compliance and field inspector support – Silver State North Photovoltaic Generating Station, transmission lines, and high voltage substation (Nevada), Palomar Power Project (California), Panoche Energy Center (California), Abengoa Solar Thermal Generating Station and substation (California), Genesis Solar Collector Generating Station (California), Inland Empire Energy Center (California), Distributed Energy Partners Generating Stations (Hawaii), Various Wind Power Generating Stations in Solano County, CA, and other generating stations.
- Plan review for commercial and industrial installations – FBI Honolulu, Disney Hawaii, Fort Irwin Military Housing (California), various rooftop photovoltaic installations (Hawaii), Valero Refinery Benicia (California), Transmission Line Feeder for Concrete Plant (Nevada) and Various Cellular Tower Installations (Hawaii).

**Alan Roth, E.E. | Senior Plan Review Engineer**

**Education**

B.S. Electrical Engineering  
California State Polytechnic  
University

**Registration**

Registered Electrical Engineer  
California

Alan Roth is a registered professional electrical engineer with over 30 years of engineering experience. His experience encompasses extensive electrical systems design, quality control, and oversight roles at power plant and other industrial facility types. Past roles include working for Calpine, Inc. and Dow USA on power generation and chemical plant projects.

**Work Experience**

**Senior Electrical Plan Review Engineer, TRB + Associates**

**2016 – Present**

- Conducts electrical code compliance plan review of industrial and power generation facilities. Currently assisting with plan review \$1 billion petrochemical refinery expansion project.

**Electrical Engineering, Calpine Corporation**

**1998 – 2014**

During tenure at Calpine Corporation, held positions of Senior Electrical Engineer, Senior Project Engineer, Senior Operations Engineer, and Senior Electrical Engineer 3.

- Provided support for the design and construction of a new combined cycle power plants and installation of new combustion turbine generators in existing plants. Duties included:
  - Reviewed engineer's design documents for compliance with Calpine standards and proper interface with OEM documentation
  - Provided field support as required
  - Design
  - Management of capital projects
  - Analysis of protection and control systems
  - Root cause analysis and determination of corrective actions for equipment and protection system failures
  - Recommended predictive preventative maintenance
- Provided interface with consultants for complete protection reviews at 12 Calpine power plants in CA. Duties include:
  - Compiled all protection related drawings
  - Compiled any relay coordination and settings documents
  - Provided field support to consultants to verify drawings and actual protective relay settings
- Determined the preliminary conceptual design, using standard design guidelines for plants in development
- Interfaced with local utilities for new interconnections for projects in the development phase
- Represented Calpine to WECC and other regulatory bodies.
- Provided guidance to plants on maintaining compliance with regional and national reliability standards.
- Interfaced with local utilities for new interconnections for projects in the development phase.
- Represented Calpine to WECC and other regulatory bodies.
- Determine the specification of the major equipment to be selected for the projects as well as interfacing system design.
- Interfaced with utilities, steam hosts, gas suppliers, permitting agencies, consultants and other organizations involved with the development of power projects.
- Directed transmission consultants in initial studies for power plant siting.

**Aaron L. Collins, M.E., QCxP | Senior Plan Review Engineer**

**Licenses and Certifications**

- Professional Engineer, State of California (#M37735)
- Professional Engineer, State of Texas (#136209)
- Certified in Plumbing Design (CPD), ASPE
- Quality Commissioning Provider QCxP Certification

**ICC Certified**

- Plumbing Plans Examiner
- Mechanical Plans Examiner

**Education**

- B.S. in Mechanical Engineering, California State University, Los Angeles

**Software**

- REVIT
- AutoCAD
- BlueBeam
- Trane Trace
- EnergyPRO,
- Microsoft Office (Word, Excel, Power Point, Outlook)

**Professional Affiliations**

- ASHRAE (American Society of Heating, Refrigeration, and Air Conditioning Engineers)
- ASPE (American Society of Plumbing Engineers)
- AWWA (American Water Works Association)

Aaron Collins is a licensed mechanical engineer with over 10 years of experience in mechanical and plumbing design and peer review. Aaron's track record includes reviewing and analyzing engineering drawings and designs on various complex mechanical and plumbing projects, ensuring adherence to current codes and standards. Aaron has successfully coordinated with multiple professionals such as Architects, General Contractors, Electrical, Structural, and Plumbing Engineers to fulfill project requirements and exceed client expectations. He possesses excellent interpersonal skills, maintains high levels of productivity, and has a strong work ethic to deliver top-notch customer service.

Aaron is ICC certified as a Mechanical and Plumbing Plans Examiner, certified in Plumbing Design (CPD), and is a Quality Commissioning Provider.

**Work Experience**

**Plan Review Engineer, TRB and Associates, Inc. 2023 – Present**

- Provides building plans examination for jurisdictions on an as-needed basis. Responsible for providing plan check reviews for residential and commercial structures.
- Reviews building plans and related documents for compliance with California Building Codes, agency requirements and policies.

**Associate Mechanical Engineer (E-5), Kennedy – Jenks Consulting 2022 - 2023**

- Designed and led engineering efforts for HVAC and plumbing systems in water/wastewater treatment facilities, pump stations, and water processing centers.
- Supported engineering for various projects with mechanical engineering scope.
- Designed water pump stations of various capacities.
- Drafted technical memoranda to communicate with clients.

**Mechanical Systems Engineer III, Jet Propulsion Laboratory – Caltech 2018 - 2022**

- Acted as the overall quality control agent to ensure the design integrity of all mechanical and plumbing related projects at JPL.
- Reviewed designs of various mechanical and plumbing projects at JPL.
- Participated in annual inspections of the entire JPL facility.
- Consulted JPL designers on various code-related issues.
- Actively participated in the review and revision of JPL Facility Design Standards document.

**Mechanical Engineer, Gannett-Fleming, Inc. 2017 - 2018**

- Designed new taxicab driver facility for the City of Phoenix Sky Harbor Airport.
- Designed and engineered various HVAC and plumbing systems for UCLA.
- Designed and engineered replacement of multi-zone unit for new conference center at UCLA.
- Designed the sanitary system for UCLA Women's Clinic.

**Mechanical Engineer, PBS Engineers, Inc. 2016 - 2017**

- Engineered mechanical and plumbing systems for commercial and LAUSD projects.
- Served as a commissioning agent for mechanical and plumbing systems.
- Managed documentation for LEED Certification for a large commercial project.

**Project Manager & Engineer, Suburban Water Systems 2015 - 2016**

- Project Manager of capital projects aimed at improving and repairing the water system, including the replacement of reservoirs, pump stations, and pipelines.
- Conducted fire hydrant flow testing and troubleshooted flow deficiencies.

**Mechanical Engineer I, AECOM Technical Services 2013 - 2015**

- Reviewed and designed plumbing systems for the Port of Los Angeles Marine Operations Command building.
- Utilized BIM software such as REVIT, Energy Pro, and Trane Trace to determine building HVAC loads, size mechanical systems and ensure Title 24 Compliance.

**Peter Kogan, M.E., LEED AP | Senior Plan Review Engineer**

**Education**

Master of Science, Mechanical Engineering, Moscow Aeronautical Institute, Russia

**Registration/Certification**

Registered Professional Mechanical Engineer: California, Hawaii, Nevada, Texas, Colorado, Arizona

Certified Energy Manager (CEM), State of California

LEED Accredited Professional

Peter Kogan is a licensed mechanical engineer with over 30 years of diversified experience in the construction industry. His expertise lies in the areas of design and construction administration for Heating, Ventilation and Air Conditioning, Plumbing, Fire Protection, Energy and Building Studies, and Value Engineering. In the past ten years he was responsible for the design and renovation construction of several historical preservation projects. Peter's extensive experience and personal attention to project details has always assured professional services performed within budget and to complete client satisfaction.

Peter has published several technical articles in the national magazine "Heating, Piping, Air Conditioning" and recently had an article published in the architectural magazine "Progressive Architecture". Peter has presented a technical paper on World Energy Congress in Atlanta, Georgia in 1990.

**Select Project Experience**

**Healthcare**

- New Medical Facility, Nevada Air National Guard, Reno, NV
- Radiology/ Oncology Labs Renovation, Hospital Building, UCSF, San Francisco, CA
- Renovation of Buildings 210/212 & 301, Metropolitan State Hospital, Norwalk, CA
- Sonoma State Hospital, Central Plant HVAC Modifications, Sacramento, CA

**Education, Assembly**

- Wet Research Laboratories in Building 74, Lawrence Berkeley Lab, Berkeley, CA
- Medical Research Laboratories, Warren Hall, UC Berkeley, CA
- Calvary Church, Los Gatos, CA. New 80,000 sq.ft., 2-story Life Center with Classrooms, Multi-Use Room, Gymnasium, Meeting Halls, etc.

**Multi-unit Residential**

- New Condominium Complex, San Francisco, CA. New 7 Story Condominium Complex located at 1438 Green Street
- Military Housing and Commercial Facilities, NAS Fallon, NV. New 3 Building Housing Complex comprising 126 Bachelor Enlisted Quarter units & new base Administration, Maintenance, Shop and Storage Facilities.

**Commercial**

- The Disney Store, New Retail Store, Winward Mall, Kaneohe, HI
- Office Building, San Francisco, CA. New 3 Story Office Building located at 325 Pacific Avenue
- New Ruth's Chris Steak House Restaurant, The Montage, Reno, NV
- Foods Pilot Plant Expansion for Clorox Corporation, Pleasanton, CA

**Government, Civic**

- Renovation of 3-Building Command Headquarter Complex, Travis Air Force Base, Fairfield, CA
- New 2-story Fitness Center at Naval Postgraduate School, Hayward, CA
- New International Arrival Building, Oakland Airport, CA

**Work Experience**

TRB + Associates, Inc, 2008-Present

Peter Kogan Associates, Owner, 1988-Present

Akitayo (Tai) Akiwumi | Senior Plans Examiner

**Certifications/Licences**

ICC Certified:

- Building Plans Examiner
- Building Inspector
- Plumbing Inspector

Education

- Master of Science - Mechanical Engineering, University of Manchester Institute of Science and Technology, UK.
- Bachelor of Science - Mechanical Engineering, University of Manchester Institute of Science and Technology, UK.

Training

- 2022 CBC Chapter 11A: Privately Funded Multi-Family Dwelling Accessibility.
- 2022 CBC Chapter 118: Accessibility in Public Buildings, Public Accommodations and Commercial Buildings.

Committee Representation

City representative at the Tri-Chapter Uniform Code Committee meetings.

Akitayo (Tai) Akiwumi possesses over 22 years of experience in conducting complex plan reviews for residential and commercial projects, encompassing architectural, mechanical, plumbing, and electrical aspects. In his recent role as a Plans Examiner at the City of San Ramon, he conducted thorough plan reviews for a diverse portfolio of projects, ranging from new constructions to tenant improvements and alterations. Tai's responsibilities also extended to performing over-the-counter plan checks, issuing permits, and providing invaluable code resource services to clients.

In previous roles, Tai demonstrated his proficiency by providing guidance to designers, training staff, addressing customer inquiries, conducting extensive research on code issues, and collaborating effectively with architects and designers. His dedication to ensuring compliance and safety standards has been evident throughout his career.

Tai exhibits exceptional knowledge of local, state, and federal safety standards, ensuring strict adherence to regulations. Holding ICC certifications as a Building Plans Examiner, Building Inspector, and Plumbing Inspector, he brings a well-rounded expertise to the building industry. Furthermore, his background in mechanical engineering, technical supervision, general management, and project development, combined with his reliability in supporting team efforts, greatly enhances his performance in his role.

**Work Experience**

**Senior Plans Examiner | TRB and Associates Inc. 2024 - Present**

- Senior Plans Examiner for jurisdictions on an as needed basis responsible for conducting fire and life safety plan review and inspections ensuring compliance with all applicable local, state, and federal agencies.

**Plans Examiner | City of San Ramon, San Ramon, CA 2005 - 2024**

- Conducted residential and commercial architectural, mechanical, plumbing, and electrical plan reviews.
- Reviewed a wide range of projects, including:
  - Non-Residential:*
    - New constructions like malls, offices, and restaurants.
    - Tenant improvements for offices, restaurants, stores, warehouses, and more.
  - Residential:*
    - Single-family dwellings, involving both new constructions and alterations.
    - Multi-family dwellings, including new constructions and alterations.
- Performed over-the-counter plan checks, issued permits, and provided code resource services to customers via counter, email, and telephone inquiries.
- Assisted in training permit technicians and ancillary staff.
- Met with architects and designers before project submittals for review.
- Conducted field inspections as needed.

**Plans Examiner I & II, Berryman & Henigar Inc. | Pleasanton, CA 2002 - 2006**

- 2005 - 2006: Served as Plans Examiner II, conducting part-time residential and commercial architectural, mechanical, plumbing, and electrical plan reviews on an as-needed basis.
- 2002 - 2005: Functioned as a Plans Examiner, overseeing residential and commercial architectural, mechanical, plumbing, and electrical plan reviews.
- Additional responsibilities included:
  - Provided guidance to designers on code compliance issues.
  - Assisted in training permit technicians and ancillary staff.
  - Addressed customer inquiries regarding plan checks and other matters.
  - Conducted research on code issues as requested by building departments.
  - Collaborated with architects and designers prior to project submissions for review.

**Michael Osborn, PE, LEED AP | Senior Civil Plan Review Engineer**

**Licenses and Certifications**

Registered Civil Engineer |  
66022

LEED AP, 2009

**Education**

Bachelor of Science, Civil  
Engineering  
California Polytechnic  
University, San Luis Obispo, CA

Caltrans Local Assistance  
Resident Engineer (RE)  
Academy

**Affiliations**

Leadership Santa Barbara  
County, Board of Directors

Leadership Fresno, Class 31

American Society of Civil  
Engineers (ASCE)

Michael Osborn is a senior engineer at Provost & Pritchard. With over 20 years of engineering experience, Mr. Osborn has been involved in a variety of public works, residential and commercial development, and educational facility projects. His areas of expertise include site grading design, Americans with Disabilities Act (ADA) site accessibility design and assessment, stormwater management, storm drainage, sanitary sewer systems design, street design, and site development.

**Work Experience**

**Plan Check Engineer, Grading and Drainage Plan Check Services | City of Santa Clara, CA**

Mr. Osborn is currently assisting the City of Santa Clara by providing grading and drainage plan check services for various projects in the city. Mr. Osborn has been a primary plan check engineer, reviewing on-site development and associated improvements in the public right-of-way in relation to demolition, grading and drainage. Projects have varied in size from single commercial buildings to multi-family residential to the multi-phased, mixed-use Related Santa Clara project.

**City Engineer | City of Mendota, CA**

Mr. Osborn is the current City Engineer for the City of Mendota. His responsibilities include management and coordination of the City's state and federally-funded street projects through the Fresno County Council of Governments (FCOB) and Caltrans DLAE and coordination with the City Manager and Public Works Department on infrastructure issues with streets, water, sewer, and storm drain. Mr. Osborn has a significant role in assessing and identifying pavement conditions and storm drain infrastructure issues and needs for the City and putting that knowledge to use in assessing potential flooding issues and coordinating pavement maintenance and street reconstruction.

**Project Manager, On-Call City Engineering Services | City of Dinuba, CA**

Mr. Osborn provided general civil engineering services to the City of Dinuba, assisting the City's Public Works Department to complete capital improvement projects for 18 months. Projects that were included under this contract ranged from providing civil engineering and land surveying for park facility upgrades, ADA compliance, updating the City's Urban Water Management Plan, development reviews, and grant writing assistance.

**Project Engineer, ADA Assessment and Barrier Transition Plan, Community Regional Medical Center | Fresno, CA**

Mr. Osborn was the project engineer responsible for completing an ADA compliance site self-evaluation of the Community Regional Medical Center campus. The exterior site-evaluation consisted of the paths of travel from parking stalls to building front doors, and paths of travel between buildings. Upon completion of the evaluation and results report, a Barrier Removal Plan was prepared and included a detailed list of compliance areas that needed to be addressed.

**Project Manager, Ongoing Consulting Services, Santa Barbara Community College District | Santa Barbara, CA**

Mr. Osborn was responsible for providing ongoing engineering services for the Director of Facilities & Operation and Campus Development. He prepared a pavement assessment of all three campuses within the District, which led to the District's first pavement management plan. In addition, he improved approximately 30,000 square feet of pathways, repaired or resurfaced approximately 10 acres of asphalt pavement, improved the sites of 27,840 square feet of modular buildings, and improved accessible parking and routes of travel around each project. Additional scope of services included mapping existing utilities and improving potable water and sanitary sewer facilities to new buildings. Mr. Osborn also studied slope erosion and prepared "on-call" emergency slope repairs, and provided site grading, paving, utility and storm water management improvements for new building construction as the project civil engineer on several architectural teams.

**Michael Williams | Supervising Inspector**

**Certifications/Licenses**

California ICC Certified:

- Building Inspector B5
- California Residential Building Inspector
- California Commercial Building Inspector

Certified in Oregon:

- Oregon OIC-OR Inspector
- Oregon SIA-Structural Inspector A-Level
- Oregon CAS-Residential Structural Inspector

- Linhart Peterson Powers Associates (LP2A) Training Institute – Certificate
- State Of California Safety Assessment Program (CAL OES)

**Education**

- U.S. Army Air Defense Artillery, Army Ranger School Ranger Indoctrination Program (RIP)
- Diablo Valley College (DVC) courses in Electrical, Plumbing, and Mechanical Codes

**Computer Skills**

- Permit Plus
- Accela
- Permit Track
- Sweeps

Michael Williams possesses over 20 years of experience in inspection services for commercial and residential projects encompassing inspections of building, structural, electrical, plumbing, mechanical, overall life safety standards, IOR projects, local zoning codes, construction document review, issuing of building permits, as well as over the counter plan review. He is able to interpret and apply pertinent Federal, State, and local laws, codes, and regulations. Michael also has experience in all aspects of the construction industry.

Mr. Williams is highly motivated, hardworking, dependable, punctual, excellent team player with a “can do” attitude. Michael works well with the public, with his colleagues, in a leadership position, or alone, with strong interpersonal skills, high levels of productivity, reliability with excellent work ethic enabling successful interaction with clients, co-workers, and supervisors.

As an ICC Certified Building Inspector, Residential and Commercial Building Inspector, Michael is motivated to continue a career in the building and life safety field, and public service.

**Work Experience**

**Supervising Inspector, TRB and Associates, Inc. 2023 –**

**Present**

- Building Inspector for jurisdictions on an as needed basis responsible for inspecting residential, commercial, and industrial project types from start to finish.
- Communicates compliance elements with clients with solution driven resolve.
- Provides over the counter building plans examination for jurisdictions on an as-needed basis.
- Reviews building plans and related documents for compliance with California Building Codes, agency requirements and policies. Verifies that projects have obtained all necessary approvals; maintains records and prepares final plan sets for approval as needed.
- Project types range from residential alterations to light-gauge structures in commercial buildings.
- Project Manager for Disaster Recovery Operations and Program Development.
- Cal OES SAP Inspector experienced for multiple events.

**Project Manager and Building Inspector, Private Consultant, CA./OR. 2019 - 2023**

**Building Inspector, Solano County, Fairfield, CA. 2011 - 2019**

**Consultant/Project Manager, Build Rite Construction, Bay Area, CA 2009 - 2011**

**Building Inspector, Solano County, Fairfield, CA. 2006 - 2009**

**Building Inspector, Private Consultant, Elk Grove, CA. 2005 - 2006**

**Electrical Apprentice/Construction Laborer, Steiny & Co.,Vallejo, CA. 2000 - 2005**

**Sargent, U.S. Army – Fort Drum Watertown, NY. 1993 - 1998**

Douglas Kreiss | Senior Building Inspector

**Certifications/Licenses**

- ICC Certified Combination Dwelling Inspector - Uniform Codes
- ICC Certified Residential Combination Inspector
- ICC Certified Commercial Electrical Inspector
- ICC Certified Mechanical Inspector
- ICC Certified Plumbing Inspector UPC
- ICC Certified Mechanical Inspector UMC
- ICC Certified Building Inspector
- ICC Certified Plumbing Inspector
- ICC Certified Electrical Inspector
- ICC Certified Combination Inspector
- ICC Certified Commercial Combination Inspector
- California State Fire Marshal Fire Prevention 1A, 1B, 1C

**Education**

- University of Illinois, Champaign, IL, M.S.
- University of California, Berkeley, CA, B.A.
- College of Alameda, CA. A.A.

Douglas possesses over 20 years of building industry experience as a Certified Building Inspector. Douglas' extensive knowledge includes a wide variety of project types including all aspects of single and multi-family residential, commercial, and industrial structures. He has in-depth code knowledge as is adept at the practical application of the codes working with public agencies.

Mr. Kreiss most recently served as a Building Inspector for the City of Fremont. In this role, he provided expertise, staff training and interpretation of mechanical installation and inspection in addition to combination inspection duties in special projects. This has provided him with a wealth of building industry experience. Douglas has demonstrated outstanding customer service with the public, contractors and development community.

Douglas is also ICC certified in multiple areas including as a Building Inspector, Combination Dwelling Inspector – Uniform Codes, Plumbing Inspector UPC, Mechanical Inspector UMC, Commercial Combination Inspector, Residential Combination Inspector, Commercial Electrical Inspector, Mechanical, Electrical and Plumbing Inspector. He is also certified as a California State Fire Marshal for Fire Prevention 1A, 1B, and 1C.

**Work Experience**

**Senior Building Inspector, TRB + Associates** **01/2021 - Present**

- Senior Building Inspector for jurisdictions on an as needed basis responsible for inspecting residential, commercial, and industrial project types from start to finish.
- Contract Inspector for major projects and jurisdictions on an as needed basis.
- Communicates compliance elements with clients with solution driven resolve.

**Building Inspector, City of Fremont** **07/2001 - 06/2020**

- Senior Specialist assigned to provide expertise, staff training and interpretation of mechanical installations and inspection in addition to combination inspection duties in special projects.
- Projects included the City of Fremont corporation yard, two story private school buildings, churches, fire stations, multi-story apartment complexes, senior housing project, all seismic upgrades per the City of Fremont ordinance, high tech and hazardous occupancies, restaurants, single family residential projects.
- Duties also included coordination of staff vehicle maintenance and revision of Building Department forms

**Combination Building Inspector, City of Fremont** **05/2000 - 07/2001**

- High tech, commercial and industrial inspections, including Seagate, AXT HMT, Home Depot REI, City Beach, single family residential.

**Combination Building Inspector, City of Pleasanton** **09/1999 - 05/2000**

- Single family residential combination inspections and commercial inspections

**Combination Building Inspector, Private Consultant** **03/1999 - 09/1999**

- Assigned to the City of Dublin and Town of Danville
- Single family and multi-family residential projects

**Union Carpenter, Private Consultant** **01/1980 - 04/1999**

- Devcon Construction, Tisys Construction, Holvick Construction, Cramer Associates. Supervision, foreman, commercial industrial new construction, tenant improvements, tilt-up, wood and metal stud framing, interior and exterior finish work, cabinets, acoustic ceilings, computer floors, residential rough and finish construction

Sean Burke | Senior Building Inspector

Certifications/Licenses

ICC Certified

Plumbing Inspector  
Electrical Inspector  
Building Inspector

Professional Affiliations

B.A., Religious Education Minor in  
Christian Education

Computer Skills

Microsoft Office  
Accela Permit Services software

Sean possesses over 24 years of experience in inspection services throughout Northern California encompassing housing inspections, quality control, and combination building code inspections for residential and commercial project types. Sean also has 12 years of experience as an electrician.

Sean's recent experience as a multi-trade inspector for several commercial projects includes helping support the jurisdictions of the County of Sacramento, Town of Loomis, and City of Colfax for both inspections and minor plan review.

As a collaborative leader, Sean provided exceptional leadership skills in managing, supervising, evaluating, and training 22 personnel at one of the busiest permit counters in the region. He has positive working relationships with clients, management, as well as his peers and maintains high levels of productivity, reliability with excellent work ethic to deliver high quality customer service.

Work Experience

**Combination Building Inspector, TRB and Associates, Inc. 2022 – Present**

- Building Inspector for jurisdictions on an as needed basis responsible for inspecting residential, commercial, and industrial project types from start to finish.
- Communicates compliance elements with clients with solution driven resolve.

**Building Inspector, Private Consultant 2019 – 2021**

- Functioned as a multi-trade inspector for several commercial projects (Placer County's New Coroner's Facility, WellQuest of Granite Bay & Amazon Distribution Facility in Turlock, CA)
- Helped support the jurisdictions of the Town of Loomis and City of Colfax for both inspections and minor plan review.

**Permit Services Manager, City of Sacramento 2014 - 2019**

- Managed and oversaw the Building Department Permit Counter.
- Supervised 16 employees permit technicians and building inspectors.
- Supervised six (6) customer service reps assisting in checking in customers and processing payments and plans management.
- Responsible for a variety of complex clerical duties, primarily related to the intake and processing of building permit applications as well as constant communication and coordination with members of the public and City staff.

**Building Inspector, City of Sacramento 1998 - 2014**

- Inspected residential new construction and remodels and light commercial tenant improvements.
- Managed facilities permit program, catering to commercial building owners with frequent tenant improvement to expedite their plan submittals and streamline their inspections.
- Supervised three (3) building inspectors assigned to the program.
- Responsible for supervising, evaluating, training, and coordinating the work of building inspectors performing inspection work in all phases of construction, alteration, and repair for compliance to approved plans, specifications, and state and local codes.

**Electrician, Private Sector 1987 - 1998**

- Worked as an electrician in various private sectors in Northern California, located in Truckee, Gold River, and Sacramento.

**Brian Elder | Senior Building Inspector**

Brian possesses over 20 years of experience providing inspection services to jurisdictions throughout Northern California. He possess extensive knowledge of the local environment including applicable codes, ordinances, climate and culture. He has inspected projects of all types and sizes and is able to inspect a wide range of residential and commercial projects.

His recent experience includes working as a Combination Building Inspector for a 550,000 sq. ft. Hotel Casino addition at Cache Creek Casino. He has also provided combination inspection services for various jurisdictions including Yolo County, the Cities of Grass Valley, West Sacramento, Sacramento, Vallejo, Winters and Town of Loomis. Brian managed and oversaw the building department and inspectors at the City of Grass Valley. As a licensed general contractor, Brian worked on a tract home construction for Shastan Homes in Chico.

**Certifications/Licenses**

- ICC Certified, Building Inspector
- ICC Certified, California Residential Building Inspector
- ICC Certified, California Commercial Building Inspector
- IAPMO Plumbing Inspector
- IAPMO Mechanical Inspector
- P.O.S.T. PC 832
- California General B CSLB Contractor License # 730875

**Work Experience**

**Senior Building Inspector, TRB + Associates 11/2018 – Present**

- Contract inspector for jurisdictions on an as-needed basis responsible for inspecting residential and commercial project types

**Combination Building Inspector, Private Consultant 07/2014 – 11/2018**

- Provided combination inspection services for the Cities of West Sacramento, City of Vallejo, City of Sacramento, Town of Loomis, City of winters, Yolo County and Cache Creek Casino
- Projects included single and multifamily residential, commercial, industrial buildings, large tilt up and ten story high rise buildings

**Supervising Building Inspector, Private Consultant 11/2013 – 07/2014**

- Performed inspections of commercial, industrial, and residential construction (new, remodels, repairs and replacements) for conformance with applicable codes and ordinances
- Reviewed building plans and supporting material relevant to ensure compliance with various codes, ordinances and policies
- Conferred with city personnel, architects, contractors, and the general public on building code requirements and restrictions
- Reviewed records and reports of inspections for accuracy

**Supervising Building Inspector, City of Orland, CA 03/2002 – 11/2013**

- Provided building, electric, plumbing, mechanical, and accessibility inspections for residential and commercial projects
- Performed inspections of all construction phases for compliance with applicable State and City codes and ordinances
- Conferred with city personnel, architects, contractors, and the general public on building code requirements and restrictions
- Verified workmanship and materials during all phases of residential, commercial and industrial construction projects and investigated violations as necessary
- Calculated building valuations and permit fees, collected fees and issued permits
- Verified contractor's licenses, and workers compensation insurance prior to issuing permits

Jacqui O'Keefe | Senior Permit Technician

Education

Bachelor of Arts, Chico State University

Certifications/Licenses

Plans Examiner, ICC

Residential Energy Inspector /Plans Examiner, ICC

NFPA 472 Hazardous Materials Awareness

Jacqueline (Jacqui) has extensive experience working as both an ICC Certified Plans Examiner as well as a Permit Technician. This experience includes reviewing commercial, industrial, and residential projects for multiple jurisdictions. She is skilled in the application of building practices; regulatory compliance issues involving federal, state and local requirements. Her broad background in coordinating projects ensures a high level of customer satisfaction. This includes extensive building and life safety experience for numerous jurisdictions throughout California.

Work Experience

**Plans Examiner | Permit Technician, TRB + Associates** **2017 - Present**

- Reviews plans for new residential, additions, improvements, and light commercial projects.
- Assists clients with questions and inquiries
- Manages the demands of multiple jurisdictions
- Assist with Document Control for various projects
- Contract Permit Technician for jurisdictions on an as needed basis.

**Plans Examiner | Permit Technician, Bay Area Municipal Consultant** **2013 –2017**

- Provided plan review of residential and commercial projects, including additions and tenant improvements.
- Contract Permit Technician for multiple jurisdictions
- Document Control for various high scale commercial and power plant projects.

**Event Director | Office Manager– Bay Area Catering** **2009 - 2011**

- Responsible for all aspects of event management, including preparing proposals/contract negotiation, discussing rental upgrade options with clients, developing event timelines with clients, developing menus, working with outside vendors, and arranging rentals for events.
- Recruited, trained, delegated, coached, motivated, and evaluated the performance of staff for all events. Inputted, retrieved, and updated event setup information and produce event reports through a computerized event management system.

**Event Director | Office Manager– East Bay Golf Course** **2004 - 2009**

- “Command Center” for office, handled issues/problems. Relayed accurate information to and from sales staff, chef, employees, and managing partner. This included guest counts, menus and tastings, location, and timing. Created a monthly binder of all events and staffing for managing partner, chef, and sales staff. Acted as the office administrator, answering phones, e-mails, scheduling meetings and conferences, managing transportation and travel, mail processing. Proficient in Microsoft office programs (word, excel), a variety of email systems (1and1, outlook). Proficient in QuickBooks including invoicing, billing, payroll, bill pay, and running reports. Managed the office schedule for all staff (front and back of house production) and oversaw sales staff appointment setting. Tracked all accounts payable and receivable, maintained working relationships with vendor billing departments and processing client payments. Created budgets, tracked inventory, completed profit and loss sheets.

**Attachment A – Proposer's Information Form [Notarized]**

The completed Proposer's Information Form is provided on the following pages.

City of Manteca – RFP for Professional Services  
Attachment A

Proposer's Information Form

**PROPOSER (please print):**

Name: TRB and Associates, Inc.

Address: 3180 Crow Canyon Place, Suite 216

San Ramon, CA 94583 [Corporate Office Location]

Telephone: 925-866-2633 Email: tbailey@trbplus.com

Contact person, title, email, and telephone: Todd Bailey, Principal in Charge

TBailey@trbplus.com [925]866-2633

Proposer, if selected, intends to carry on the business as (check one):

- Individual
- Joint Venture
- Partnership
- Corporation

When incorporated? 2006

In what state? CA

When authorized to do business in California? 2006

Other (explain): \_\_\_\_\_

**ADDENDA**

To assure that all Proposers have received each addendum, check the appropriate box(es) below. Failure to acknowledge receipt of an addendum/addenda may be considered an irregularity in the Proposal:

Addendum number(s) received: 1; 2; 3; 4; 5; 6;

Or, x TRB No Addendum/Addenda Were Received (**check and initial**).

**PROPOSER'S SIGNATURE**

No proposal shall be accepted which has not been signed in ink in the appropriate space below:

By signing below, the submission of a proposal shall be deemed a representation and certification by the Proposer that they have investigated all aspects of the RFP, that they are aware of the applicable facts pertaining to the RFP process, its procedures and requirements, and they have read and understand the RFP. No request for modification of the proposal shall be considered after its submission on the grounds that the Proposer was not fully informed as to any fact or condition.

1. If Proposer is **INDIVIDUAL**, sign here

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

\_\_\_\_\_  
Proposer's Signature

\_\_\_\_\_  
Proposer's typed name and title

2. If Proposer is **PARTNERSHIP** or **JOINT VENTURE**; at least two (2) Partners shall sign here:

\_\_\_\_\_  
Partnership or Joint Venture Name (type or print)

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

\_\_\_\_\_  
Member of the Partnership or Joint Venture signature

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

\_\_\_\_\_  
Member of the Partnership or Joint Venture signature

3. If Proposer is a **CORPORATION**, the duly authorized officer shall sign as follows:  
The undersigned certify that he/she is respectively:

 \_\_\_\_\_ and \_\_\_\_\_  
Signature Title  
President

Of the corporation named below; that they are designated to sign the Proposal Cost Form by resolution (attach a certified copy, with corporate seal, if applicable, notarized as to its authenticity or Secretary's certificate of authorization) for and on behalf of the below named CORPORATION, and that they are authorized to execute same for and on behalf of said CORPORATION.

TRB and Associates, Inc.

\_\_\_\_\_  
Corporation Name (type or print)

By: Todd Bailey \_\_\_\_\_ Date: January 15, 2025

Title: President \_\_\_\_\_

**SEE ATTACHED  
NOTARY DOCUMENT**

**CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT**

**CIVIL CODE § 1189**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California )  
County of Contra Costa )

On 1/14/2025 before me, Karen McInnis Notary Public,  
*Date*

personally appeared Todd Bailey,  
*Name(s) of Signer(s)*

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/~~she~~/they executed the same in his/~~her~~/their authorized capacity(ies), and that by his/~~her~~/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature *Karen McInnis*  
*Signature of Notary Public*

Place Notary Seal Above

**OPTIONAL**

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

**Description of Attached Document**

Title or Type of Document: Proposer's Information Form  
Document Date: 1/14/2025 Number of Pages 2  
Signer(s) Other Than Named Above: \_\_\_\_\_

**Capacity(ies) Claimed by Signer(s)**

Signer's Name: \_\_\_\_\_  
 Corporate Officer — Title(s): \_\_\_\_\_  
 Partner —  Limited  General  
 Individual  Attorney in Fact  
 Trustee  Guardian or Conservator  
 Other: \_\_\_\_\_  
Signer Is Representing: \_\_\_\_\_

Signer's Name: \_\_\_\_\_  
 Corporate Officer — Title(s): \_\_\_\_\_  
 Partner —  Limited  General  
 Individual  Attorney in Fact  
 Trustee  Guardian or Conservator  
 Other: \_\_\_\_\_  
Signer Is Representing: \_\_\_\_\_

**ATTACHMENT 3**

**Insurance Requirements for Professional Services**

**INSURANCE REQUIREMENTS**

Consultants shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Consultant, his agents, representatives, employees or subcontractors.

**Minimum Limits of Insurance:** Coverage shall be at least as broad as:

**Commercial General Liability**

- Commercial General Liability Insurance with \$2,000,000 minimum limit per occurrence.
- If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
- Commercial General Liability Additional Insured Endorsement naming the following as insured **on 2001 or earlier issued endorsement forms:**  
*“City of Manteca, its officers, officials, employees, agents, and volunteers”.*

**Automobile Liability**

If the vehicles are brought onto city facilities, covering any auto, or of Contractor has no owned autos, hired, and non-owned autos, the Contractor shall maintain automobile liability with limits no less than:

- Automobile Liability Insurance with \$1,000,000 minimum limit per accident for bodily injury and property damage.
- Automobile Liability Additional Insured Endorsement naming the following as additional insured:  
*“City of Manteca, its officers, officials, employees, agents, and volunteers”.*

**Worker’s Compensation**

As required by the State of California, with Statutory Limits, and Employer’s Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.

**Professional Liability (Errors and Omissions)**

Insurance appropriate to the Contractor’s profession, with limit no less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate

**Other Insurance Provisions:**

The insurance policies are to contain, or be endorsed to contain, the following provisions:

1. The City of Manteca, its officers, officials, employees, agents and volunteers are to be covered as insured’s as respect to: liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work operations. General liability coverage can be provided in the form of an endorsement to the Consultant’s insurance at least as broad as CG 20 10 and CG 20 37 if completed operations coverage is required.
2. For any claims related to this contract, the Consultant’s insurance coverage shall be primary insurance as respects the City, its officers, officials, employees, agents and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, agents or volunteers, shall

- be excess of the Consultant's insurance and shall not contribute with it.
3. The applicant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
  4. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City of Manteca.

### **Verification of Coverage**

Consultant shall furnish the City with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the Entity before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The City of Manteca reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

### **Notice of Cancellation**

Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the Entity.

### **Acceptability of Insurers**

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City of Manteca

### **Waiver of Subrogation**

Consultant hereby grants to The City of Manteca a waiver of any right to subrogation which any insurer of said Consultant may acquire against the Entity by virtue of the payment of any loss under such insurance. Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the Entity has received a waiver of subrogation endorsement from the insurer.

### **Subcontractors**

Consultant shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that The City of Manteca is an additional insured on insurance required from subcontractors.

### **SPECIAL RISKS OR CIRCUMSTANCES**

The City of Manteca reserves the right to modify these requirements based on the nature of the risk, prior events, insurance coverage, or other special circumstances.